

Mandatory Fee Request Form
Fiscal Year 2017

Institution Name: Georgia Institute of Technology
Preparer/Contact Information:

Section I

Name of Fee: Technology Fee
Type of Fee: Technology PPV Fee? No
New fee or existing fee? Existing
Fund Code: 10016 Revenue Account Code(s): 403100-403119

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 107	\$ -	\$ 107	0%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 6,510,000	51,606	\$ (5,521,842)	\$ -

What is the purpose/use of this fee? Has the purpose of the fee changes since last fiscal year? (You should be as detailed as possible. Attach additional documentation as necessary)

How will the incremental revenue be used? (You should be as detailed as possible. Attach additional documentation as necessary)

Section II

Financial Data: Please complete the Financial Data Sheets and the Detail of Revenue Sheets for this Fee. The financial data must be completed even if no fee increase is being requested. (Total Revenues and Total Expenditures will update automatically when Financial Data sheet is completed)

As of June 30, 2015	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 5,797,079.00	\$ 5,172,807.00	89%
Provide explanation if % of revenue expended is less than 80% OR greater than 100%			

Available Fund Balance Information as of June 30, 2015

\$ 624,272.00	Fund Balance per General Ledger
\$ 882,492.00	Encumbered funds as of June 30, 2015
\$ -	Reserved for Renewals and Replacements as of June 30, 2015
\$ (258,220.00)	Available Fund Balance as of June 30, 2015
Provide explanations for planned uses of available Fund Balance:	

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Section III

Questions and Answers:

(1) Is this fee required for all students regardless of the number of credit hours taken, method of delivery (i.e. distance learning), military status, etc.? If no, list the exceptions and explain. Yes

(2) Do the projected fee instances reflect the number of exemptions/waivers that have been granted? If no, explain.

(2a) Please provide the following details on exemptions/waivers:

	FY 2014	FY 2015	FY 2016	Projected FY 2017
# of Exemptions/Waivers				
Amount				

(3) Is this fee being used to cover employee travel? If yes, please explain. No

4) What positions, if any, are being funded through this fee? Please list the positions.

(5) Are significant changes to the fee amount anticipated within the next three (3) years? If yes, please explain. No

(6) Does this fee support any type of debt service? If yes, please explain in detail. No

(7) Other than the student fee committee, what percentage of the student body was made aware of the fee? How was the student body at large informed and/or engaged in the process (i.e. town hall meetings, online surveys, etc). Please explain and/or attach appropriate documentation. Were these actions taken before or after the student committee vote?

(8) Please **list and submit** all reports/documents that were provided to the student fee committee prior to the committee vote (i.e. detailed budget reports, prior year revenue, expenditures and reserves, presentations, etc.) **along with meeting minutes.**

(9) Only fill out this section if an increase is being requested.

In his letter regarding student fees, dated 9/2/15, the Chancellor stated that fee increase requests will only be considered if:

(1) the fee supports a PPV at risk of falling into deficit, or

(2) represents a prior commitment to a multi-year fee plan.

Which of these scenarios is applicable for this increase? Why is a fee increase critical to the success of the activities described in this template? What would be the effects of the fee remaining flat?

The narrative should reference the auxiliary 5-year business plans whenever possible for justification.

Mandatory Fee

Fiscal Year 2017

Financial Data

Technology

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	A		B		C		D = A x C		E		F = C x E	
	FY 2014 Actual Rate	FY 2015 Actual Rate	FY 2016 Current Rate	FY 2016 Number of Participants	FY 2017 Number of Participants	Projected FY 2017 Revenue with Current Rate		FY 2017 Proposed Rate	Projected FY 2017 Revenue with Proposed Rate			
Fall Semester												
Dual Enrolled						\$ -					\$ -	
0-4 credit hours	107	107	107	1,308	1,321	\$ 141,347					\$ -	
5-8 credit hours	107	107	107	1,076	1,087	\$ 116,309					\$ -	
9-12 credit hours	107	107	107	4,709	4,756	\$ 508,892					\$ -	
Full-time	107	107	107	14,926	15,075	\$ 1,613,025					\$ -	
Fall Semester Total				22,019	22,239	2,379,573					-	
Spring Semester												
Dual Enrolled						\$ -					\$ -	
0-4 credit hours	107	107	107	1,290	1,303	\$ 139,421					\$ -	
5-8 credit hours	107	107	107	1,072	1,083	\$ 115,881					\$ -	
9-12 credit hours	107	107	107	3,940	3,979	\$ 425,753					\$ -	
Full-time	107	107	107	14,047	14,187	\$ 1,518,009					\$ -	
Spring Semester Total				20,349	20,552	2,199,064					-	
Summer Semester												
Dual Enrolled	107	107	107	1,207	1,219	\$ 130,433					\$ -	
0-4 credit hours	107	107	107	2,713	2,740	\$ 293,180					\$ -	
5-8 credit hours	107	107	107	2,414	2,438	\$ 260,866					\$ -	
9-12 credit hours	107	107	107	2,394	2,418	\$ 258,726					\$ -	
Full-time						\$ -					\$ -	
Summer Semester Total				8,728	8,815	943,205					-	
Fiscal Year Total				51,096	51,606	5,521,842					-	

NOTES:

(1) If you have a different fee level for different types of participants, please list each category separately (i.e. if you charge a lesser fee for students in less than full time credit hour categories).

Mandatory Fee

Fiscal Year 2017

Financial Data

Technology Fee

Institution: Georgia Institute of Technology

	A		B		C	D	E	F						
	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection					From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection				
	FY 2014	FY 2015									FY 2016	FY 2017	Revenue	FY 2017
	Actual	Actual									Current Projections	Planned Budget w/o Fee Increase	Generated by Rate Increase	Proposed Budget w/ Fee Increase
Revenue														
Fee Revenue	\$ 5,328,931	\$ 5,797,079	\$ 6,282,165	\$ 5,521,842		-	\$ 5,521,842							
Planned Reserve Amount to be Used			227,835				0							
Sales & Services														
Total Revenue	\$ 5,328,931	\$ 5,797,079	\$ 6,510,000	\$ 5,521,842		\$ -	\$ 5,521,842							
Expenditures														
Personal Services														
Salaries - Faculty/Staff							0							
Salaries - Students							0							
Fringe Benefits							0							
Plant Allocations							0							
Travel														
Travel - Employee							0							
Travel - Non-Employee							0							
Operating Supplies and Expenses														
Purchases for Resale/Cost of Goods Sold							0							
Supplies & Materials	\$ 1,400,834	\$ 1,393,869	\$ 6,050,000	5,061,842			5,061,842							
Repairs and Maintenance	\$ 10,682	\$ 15,345					0							
Utilities							0							
Subscriptions and Dues	272,429	238,918					0							
Insurance							0							
Software	\$ 441,638	\$ 1,047,720					0							
Equipment Non-Capitalized	\$ 247,739	\$ 407,704					0							
Real Estate/Authority Lease Rental							0							
Per Diems & Fees							0							
Contracted Services	\$ 190,977	\$ 215,255					0							
Telecommunications		2,246					0							
OIT Printing & Copying Services	\$ 437,785	\$ 376,304	\$ 460,000	460,000			460,000							
Other Operating Expenses							0							
Computer Internet Charges	19,006	19,006					0							
Equipment/Capital Outlay														
Lease/Purchase - Principal							0							
Lease/Purchase - Interest							0							
R&R Reserve Contribution							0							
Motor Vehicle Purchase							0							
Equipment Capitalized	\$ 712,353	\$ 1,456,440					0							
Building and Facilities Renovation & Improvement							0							
Total Expenditures	\$ 3,733,443	\$ 5,172,807	\$ 6,510,000	\$ 5,521,842		\$ -	\$ 5,521,842							
Encumbrances	\$ 1,109,433	\$ 882,492	\$ -	\$ -		\$ -	\$ -							
Cumulative Fund Balance	\$ 486,055	\$ (258,220)	\$ -	\$ -		\$ -	\$ -							
% of Revenue Expended	70.06%	89.23%	100.00%	100.00%		#DIV/0!	100.00%							

NOTES:

- (A, B) The actual data for FY 2014 and FY2015 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
- (C) FY 2016 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (D) FY 2017 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (E) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (F) FY 2017 Proposed Budget will be the sum of FY 2017 Projected Budget w/o Fee Increase plus Rate Increase.