

## FY 2018 Mandatory Fee Request Instructions

### Template #1 - Mandatory Fee Request Form

#### Section I

1. Each Mandatory Fee will require a separate Mandatory Fee Request Form. **(This form is required even if no increase is requested.)**
2. A list of common "fee types" is included on the Mandatory Fee Request Form. Please select "Other" for any mandatory fee type that is not included on this list (e.g.
3. Please select "yes" or "no" to indicate if the fee is to support a Public Private Venture (PPV). If yes is selected, please fill out the Project code(s) and Project name(s).
4. Please select "new" or "existing" for fee.
5. Include the department code(s), fund code and account code(s) used to track the revenue generate from the fee.
6. The current revenue should equal the most current budgeted revenues for FY2017. This amount should match Lettered Column D on the Financial Data (FD) sheet.
7. The Projected Fee Instances should match column K of the Detail of Revenue (DOR) sheet.
8. State the purpose and use of the fee. **Provide a detailed narrative to justify a new fee or a fee increase.**

#### Section II

9. Fill in the Reserves and Fund Balances amount for each the mandatory fees.
10. Provide explanation if % of revenue expended is less than 80% or greater than 100%
11. Provide a narrative that explains the purpose of reserve and planned uses.

#### Section III

12. Please select "yes" or "no" to the questions. Provide explanations to responses, as appropriate.

### Template #2 - Financial Data Form

1. The Financial Data Sheet provides a trend of revenues and expenditures for the mandatory fees. **(This form is required even if no increase is requested.)**
2. Each Mandatory Fee will need a separate Financial Data Sheet.
3. List out Other Non-Fee Revenue individually.

### Template #3 - Detail of Revenue Projections

1. The Detail of Revenue Projections sheet provides an estimate on the number of students paying the particular Mandatory Fee. **(This form is required even if no increase is requested.)**
2. Each Mandatory Fee will need a separate Detail of Revenue Projection Sheet.
3. The revamped Move On When Ready (MOWR) program provides \$50 per MOWR student per semester. Institutions may choose which fee/fund to record the MOWR revenue. For example institution A may include revenue in fund 12280 (Athletics) and institution B may include revenue in fund 13000 (Student Activities). Use the dual enrollment category to report as appropriate.

Completed forms are due to the System Office on December 16, 2016. The forms should be sent to the Budget Office at [budget.office@usg.edu](mailto:budget.office@usg.edu) with a copy to your assigned budget analyst.

**Mandatory Fee Request Form**  
Fiscal Year 2018

**Institution Name:** Georgia Institute of Technology  
**Preparer/Contact Information:** Isabel Lynch isabel.lynych@business.gatech.edu 404.894.5557

**Section I**

<b>Name of Fee:</b>	Recreation/Facility Fee	<b>PPV Fee?</b>	Yes
<b>Type of Fee:</b>	Facility	<b>If PPV, Project code(s) &amp; Project name(s):</b>	5501311PPV PPV-Campus Rec Center (CRC)
<b>New fee or existing fee?</b>	Existing	<b>Department Code(s):</b>	550
<b>Fund Code:</b>	13095	<b>Revenue Account Code(s):</b>	408121 - 408127; 408108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 54	\$ -	\$ 54	0%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 2,375,000	47,580	\$ -	\$ 2,454,282

**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)

This fee go towards the debt service of the Campus Recreation Facility

**How will the incremental revenue be used?** (You should be as *specific* 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, 2016	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 2,397,035.20	\$ 2,397,057.77	100%

Provide explanation if % of revenue expended is less than 80% OR greater than 100%

NA

**Available Fund Balance Information as of June 30, 2016**

\$ -	Fund Balance per General Ledger
\$ -	Encumbered funds as of June 30, 2016
\$ -	Reserved for Renewals and Replacements as of June 30, 2016
\$ -	Available Fund Balance as of June 30, 2016 (Negative amount represents a deficit)

**Provide explanations for planned uses of available Fund Balance or, if deficit, provide planned actions for reducing deficit:**

NA

**Mandatory Fee Request Form**  
**Fiscal Year 2018**

**Institution Name:** Georgia Institute of Technology

**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 below.** No  
This fee is required of students taking 4 or more credit hours

(2) Do the projected fee instances reflect the number of exemptions/waivers that have been granted? **If no, explain below.** No  
Move On when Ready (MOWR) is a new program (FY16) with very few participants that are granted waivers to the fee

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

	FY 2015	FY 2016	FY 2017	Projected FY 2018
<b># of Exemptions/Waivers</b>	-	892.00	461.00	900.00
<b>Amount</b>		47,592	24,678	48,600

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

4) What positions, if any, are being funded through this fee? Please list the positions.  
None

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

(6) Does this fee support any type of debt service? **If yes, explain below in detail.** Yes  
Yes, this fee supports the Campus Recreation Center Debt Service

(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?

Fees are detailed along with tuition through the Bursar's Office

(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.**

MSFAC was provided with these forms detailing current budgets and revenues. No increases were requested.

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

In his letter regarding student fees, dated 9/26/16, 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, or
- (3) reallocation of existing fees, on a case by case basis.

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 2018

**Financial Data**  
CRC Debt Service

Facility Fee

Institution: Georgia Institute of Technology

	Actuals Ledger			D True projections of revenues and expenditures	E From the Detail of Revenue Projection FY 2018 Planned Budget w/o Fee Increase	F From the Detail of Revenue Projection = (F - D) Revenue Generated by Rate Increase	G From the Detail of Revenue Projection FY 2018 Proposed Budget w/ Fee Increase
	FY 2014	FY 2015	FY 2016				
	Actual	Actual	Actual				
	Actual	Actual	Actual				
<b>Revenue</b>							
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>	2,318,257	\$ 2,354,243	\$ 2,397,035	\$ 2,375,000	\$ 2,454,282	\$ 0	\$ 2,454,282
Non-Mandatory Student Fees (List out):							0
Clinic & Pharmacy							
Psychiatry Clinic							
Dental Space Lease							
Interest Income							0
<b>Sales &amp; Services</b>							
Fines							0
Housing Rental Income							0
Other Rental Income							0
Meal Plan Sales							0
Other Food Service Sales							0
Athletic Ticket Sales							0
Game Guarantees							0
Athletic Camps							0
Other Athletic Revenue							0
Health Services							0
Non-Student Parking & Transportation							0
Advertising Revenue							0
Commissions							0
Bookstore & Gift shop Sales							0
Other Sales & Services							0
<b>Miscellaneous Revenues</b>							
Gifts							0
Other Miscellaneous Revenues (List out):							0
<b>Total Revenue</b>	\$ 2,318,257	\$ 2,354,243	\$ 2,397,035	\$ 2,375,000	\$ 2,454,282	\$ -	\$ 2,454,282
<b>Expenditures</b>							
<b>Personal Services</b>							
Salaries - Faculty/Staff							0
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
<b>Travel</b>							
Travel - Employee							0
Travel - Non-Employee							0
<b>Operating Supplies and Expenses</b>							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials							0
Repairs and Maintenance - PPV Repair&Replacement		193,023	319,980	325,000	330,000		330,000
Utilities							0
Rental Payments (Non-Real Estate)							0
Insurance		62,896					0
Software							0
Equipment (Small Value)							0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services							0
Telecommunications							0
Scholarships							0
Other Operating Expenses - Debt Retirement	2,318,257						0
Plant Allocations							0
<b>Equipment/Capital Outlay</b>							
Lease/Purchase - Principal		802,541	786,630	790,000	800,000		800,000
Lease/Purchase - Interest		1,295,783	1,290,448	1,260,000	1,324,282		1,324,282
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase							0
Building and Facilities Renovation & Improvement							0
<b>Total Expenditures</b>	\$ 2,318,257	\$ 2,354,243	\$ 2,397,058	\$ 2,375,000	\$ 2,454,282	\$ -	\$ 2,454,282
<b>Encumbrances</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Depreciation</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Surplus (Deficit)</b>	\$ -	\$ -	\$ (23)	\$ -	\$ -	\$ -	\$ -
<b>Cumulative Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>% of Revenue Expended</b>	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	100.00%

**NOTES:**  
 - (A, B, C) The actual data for FY 2014, FY 2015 and FY2016 should agree to the general ledger as included in the respective PS Actuals Ledger.  
 - (D) FY 2017 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**  
 - (E) FY 2018 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.**  
 - (F) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.  
 - (G) FY 2018 Proposed Budget will be the sum of FY 2018 Projected Budget w/o Fee Increase plus Rate Increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**

## Mandatory Fee

Fiscal Year 2018

### Financial Data

Detail of Revenue Projection

CRC Debt Service

Facility Fee

Institution: \_\_\_\_\_

Fee Detail	A			B		C		D = A x C		E		F = C x E	
	FY 2015 Actual Rate	FY 2016 Actual Rate	FY 2017 Current Rate	FY 2017 Number of Participants	FY 2018 Number of Participants	Projected FY 2018 Revenue with Current Rate		FY 2018 Proposed Rate		Projected FY 2018 Revenue with Proposed Rate			
<b>Fall Semester</b>													
Dual Enrolled						\$	-			\$	-		
0-4 credit hours	54	54	54	523	523	\$	28,242	54	\$	28,242			
5-8 credit hours	54	54	54	921	921	\$	49,734	54	\$	49,734			
9-12 credit hours	54	54	54	4,966	4,966	\$	268,164	54	\$	268,164			
Full-time	54	54	54	15,068	15,068	\$	813,672	54	\$	813,672			
<b>Fall Semester Total</b>				21,478	21,478		1,159,812			1,159,812			
<b>Spring Semester</b>													
Dual Enrolled						\$	-			\$	-		
0-4 credit hours	54	54	54	496	496	\$	26,784	54	\$	26,784			
5-8 credit hours	54	54	54	900	900	\$	48,600	54	\$	48,600			
9-12 credit hours	54	54	54	4,297	4,297	\$	232,038	54	\$	232,038			
Full-time	54	54	54	14,018	14,018	\$	756,972	54	\$	756,972			
<b>Spring Semester Total</b>				19,711	19,711		1,064,394			1,064,394			
<b>Summer Semester</b>													
Dual Enrolled						\$	-			\$	-		
0-4 credit hours	36	36	36	134	134	\$	4,824	36	\$	4,824			
5-8 credit hours	36	36	36	2,466	2,466	\$	88,776	36	\$	88,776			
9-12 credit hours	36	36	36	1,523	1,523	\$	54,828	36	\$	54,828			
Full-time	36	36	36	2,268	2,268	\$	81,648	36	\$	81,648			
<b>Summer Semester Total</b>				6,391	6,391		230,076			230,076			
<b>Fiscal Year Total</b>				<b>47,580</b>	<b>47,580</b>		<b>2,454,282</b>			<b>2,454,282</b>			

**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).