

Mandatory Fee Request Form
Fiscal Year 2018

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

Section I

Name of Fee:	Health Fee - Spring/Fall	PPV Fee?	No
Type of Fee:	Health	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	548
Fund Code:	12240	Revenue Account Code(s):	406100, 406104, 406106, 406107, 406108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 160	\$ 7	\$ 167	4%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 7,187,219	48,594	\$ 315,021	\$ 7,632,506

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)
Please see attached narrative

How will the incremental revenue be used? (You should be as *specific* as possible. Attach additional documentation as necessary)
Please see attached narrative

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
	\$ 9,511,746.00	\$ 9,214,350.00	97%

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

Available Fund Balance Information as of June 30, 2016

\$ 2,020,976.00	Fund Balance per General Ledger
\$ 82,841.00	Encumbered funds as of June 30, 2016
\$ 755,979.00	Reserved for Renewals and Replacements as of June 30, 2016
\$ 1,182,156.00	Available Fund Balance as of June 30, 2016 (<i>Negative amount represents a deficit</i>)

Provide explanations for planned uses of available Fund Balance or, if deficit, provide planned actions for reducing deficit:
Planned uses include IT upgrades and replacements, medical and radiology equipment replacement totaling more than \$1M between FY2018 and FY2025.

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

The Health fee is required of students taking four (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.** Yes

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

	FY 2015	FY 2016	FY 2017	Projected FY 2018
# of Exemptions/Waivers				
Amount				

(3) Is this fee being used to cover employee travel? **If yes, explain below.** Yes

All Health Services expenses are covered by revenue. The fee is used to cover dues, registration, travel and professional development.

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

All Health positions are funded by the Health fee.

(5) Are significant changes to the fee amount anticipated within the next three (3) years? **If yes, explain below.** Yes

The Health fee has remained unchanged over the last four (4) fiscal years in response to letters from the Board of Regents. Future fee increase requests are anticipated to cover critical expansion of services.

(6) Does this fee support any type of debt service? **If yes, explain below 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?

Health Services provides financial and operational information to the Student Health Advisory Committee (SHAC) in support of a fee request. When the fee request is approved by the SHAC, budget planning continues in preparation for the first MSFAC meeting. The Health fee request is also posted at <http://www.budgets.gatech.edu> in November.

(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.**

The MSFAC receives documentation of what the health fee covers, budget spreadsheets, and narrative explanations along with any additional documentation.

(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.

The current Business Plan indicates Health Services will use its reserve funds to cover deficits in operational expenses. The use of reserve funds as a short term strategy is feasible but because deficits are projected for each of the next 5 fiscal years, Health Services must develop a long term plan to increase revenue. Since our major source of revenue is the Health Fee, increases to the fee are needed to sustain high levels of service, acquire leading technologies and advance programming, all of which include increases in operating expenses. An increase in fee is needed to cover the expansion of critical health services.

Mandatory Fee

Fiscal Year 2018

Financial Data

Health

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	C	D	E	F	G
	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	FY 2018	Revenue Generated by Rate Increase	FY 2018
	Actual	Actual	Actual	Current Projections	Planned Budget w/o Fee Increase		Proposed Budget w/ Fee Increase
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	6,895,637	\$6,951,845	\$7,064,251	\$7,187,219	\$7,317,485	\$315,021	\$7,632,506
Non-Mandatory Student Fees (List out):							
Clinic & Pharmacy	1,791,596	1,911,836	2,323,753	2,047,727	2,370,229		2,370,229
Psychiatry Clinic	40,547	56,333	69,678	57,460	71,072		71,072
Dental Space Lease	42,224	42,468	46,248	43,317	47,173		47,173
Interest Income	15,924	16,932	7,816	17,271	207,972		207,972
Total Revenue	\$ 8,785,928	\$ 8,979,414	\$ 9,511,746	\$ 9,352,994	\$ 10,013,931	\$ 315,021	\$ 10,328,952
Expenditures							
Personal Services							
Salaries - Faculty/Staff	5,390,207	5,941,246	6,114,874	6,663,045	7,214,139		7,214,139
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
Travel							
Travel - Employee	30,178	24,445	33,281	34,229	34,914		34,914
Travel - Non-Employee							0
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	1,102,972	1,176,996	1,626,333	1,342,633	1,767,502		1,767,502
Repairs and Maintenance	64,389	103,165	71,883	105,228	107,333		107,333
Utilities	104,601	115,519	108,169	129,786	123,170		123,170
Rental Payments (Non-Real Estate)	8,641	14,625	5,534	15,000	15,000		15,000
Insurance	5,950	5,976	6,006	6,000	6,066		6,066
Software	8,418	281	371	0	1,000		1,000
Equipment (Small Value)	12,548	11,790	3,526	81,151	82,774		82,774
Real Estate/Authority Lease Rental							0
Per Diems & Fees	286,768	303,249	302,238	399,804	407,800		407,800
Contracted Services	108,610	91,951	78,074	50,000	80,000		80,000
Telecommunications	50,695	49,189	49,100	52,743	53,798		53,798
OIT Printing & Copying	10,333	4,806	14,961	4,500	10,000		10,000
Other Operating Expenses	107,446	145,424	129,093	703,651	135,000		135,000
Transfers	606,254	591,999	669,479		582,724		582,724
Equipment/Capital Outlay							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase	38,751	-3,284	1,438				0
Building and Facilities Renovation & Improvement							0
Total Expenditures	\$ 7,936,761	\$ 8,577,377	\$ 9,214,350	\$ 9,587,770	\$ 10,621,220	\$ -	\$ 10,621,220
Encumbrances	\$ 78,610	\$ 73,235	\$ 32,666	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 190,406	\$ 263,658	\$ 299,056	\$ 299,152	\$ 305,135	\$ -	\$ 305,135
Surplus (Deficit)	\$ 580,151	\$ 65,144	\$ (34,326)	\$ (533,928)	\$ (912,424)	\$ 315,021	\$ (597,403)
Cumulative Fund Balance	\$ 3,273,326	\$ 3,406,621	\$ 1,182,156	\$ 648,228	\$ (264,196)		\$ 50,825
% of Revenue Expended	90.33%	95.52%	96.87%	102.51%	106.06%	0.00%	102.83%

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

Health

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A		B		C		D = A x C		E		F = C x E	
Fee Detail	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				
Fall Semester												
Dual Enrolled						\$ -		\$ -				
0-4 credit hours	160	160	160	72	73	\$ 11,680	\$ 167	\$ 12,191				
5-8 credit hours	160	160	160	919	928	\$ 148,480	\$ 167	\$ 154,976				
9-12 credit hours	160	160	160	4,963	5,013	\$ 802,080	\$ 167	\$ 837,171				
Full-time	160	160	160	15,067	15,218	\$ 2,434,880	\$ 167	\$ 2,541,406				
Language Institute	80	80	80	643	649	\$ 51,920	\$ 83	\$ 53,867				
Fall Semester Total				21,664	21,881	3,449,040		3,599,611				
Spring Semester												
Dual Enrolled						\$ -		\$ -				
0-4 credit hours	160	160	160	72	73	\$ 11,680	\$ 167	\$ 12,191				
5-8 credit hours	160	160	160	906	915	\$ 146,400	\$ 167	\$ 152,805				
9-12 credit hours	160	160	160	4,220	4,262	\$ 681,920	\$ 167	\$ 711,754				
Full-time	160	160	160	14,073	14,214	\$ 2,274,240	\$ 167	\$ 2,373,738				
Language Institute	80	80	80	615	621	\$ 49,680	\$ 83	\$ 51,543				
Spring Semester Total				19,886	20,085	3,163,920		3,302,031				
Summer Semester												
Dual Enrolled						\$ -		\$ -				
0-4 credit hours	107	107	107	134	135	\$ 14,445	\$ 111	\$ 14,985				
5-8 credit hours	107	107	107	2,466	2,491	\$ 266,537	\$ 111	\$ 276,501				
9-12 credit hours	107	107	107	1,523	1,538	\$ 164,566	\$ 111	\$ 170,718				
Full-time	107	107	107	2,268	2,291	\$ 245,137	\$ 111	\$ 254,301				
Language Institute	80	80	80	171	173	\$ 13,840	\$ 83	\$ 14,359				
Summer Semester Total				6,562	6,628	704,525		730,864				
Fiscal Year Total				48,112	48,594	7,317,485			7,632,506			

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 2018

Financial Data

Health

(Insert Fee Name)

Institution: Georgia Institute of Technology

Financial Roll Up

	Actuals Ledger			D True projections of revenues and expenditures	E From the Detail of Revenue Projection		F From the Detail of Revenue Projection = (F - D)		G From the Detail of Revenue Projection	
					FY 2017	FY 2018	Revenue	FY 2018		
					Current	Planned	Generated by	Proposed		
					Projections	Budget	Rate	Budget		
	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual		w/o Fee Increase	Increase	w/ Fee Increase			
Revenue										
Fee Revenue	6,895,637	\$6,951,845	\$7,064,251	\$7,187,219	\$7,317,485	\$315,021	\$7,632,506			
Non-Mandatory Student Fees (List out):	1,890,291	2,027,569	2,447,495	2,165,775	2,696,446		2,696,446			
Total Revenue	\$ 8,785,928	\$ 8,979,414	\$ 9,511,746	\$ 9,352,994	\$ 10,013,931	\$ 315,021	\$ 10,328,952			
Expenditures										
Personal Services	5,390,207	5,941,246	6,114,874	6,663,045	7,214,139	0	7,214,139			
Travel	30,178	24,445	33,281	34,229	34,914	0	34,914			
Operating Supplies and Expenses	2,477,625	2,614,970	3,064,757	2,890,496	3,372,167	0	3,372,167			
Equipment/Capital Outlay	38,751	-3,284	1,438	-	0	0	0			
Total Expenditures	\$ 7,936,761	\$ 8,577,377	\$ 9,214,350	\$ 9,587,770	\$ 10,621,220	\$ -	\$ 10,621,220			
Encumbrances	\$ 78,610	\$ 73,235	\$ 32,666	\$ -	\$ -	\$ -	\$ -			
Depreciation	\$ 190,406	\$ 263,658	\$ 299,056	\$ 299,152	\$ 305,135	\$ -	\$ 305,135			
Surplus (Deficit)	\$ 580,151	\$ 65,144	\$ (34,326)	\$ (533,928)	\$ (912,424)	\$ 315,021	\$ (597,403)			
Cumulative Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
% of Revenue Expended	90.33%	95.52%	96.87%	102.51%	106.06%	0.00%	102.83%			

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.**
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- (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

Health

(Insert Fee Name)

Institution: Georgia Institute of Technology

Line Items % of Total

	A	B	C	D	E	F	G
	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	FY 2018	Revenue	FY 2018
	Actual	Actual	Actual	Current	Planned	Generated by	Proposed
				Projections	Budget	Rate	Budget
					w/o Fee Increase	Increase	w/ Fee Increase
Revenue							
Fee Revenue	78.5%	77.4%	74.3%	76.8%	73.1%	100.0%	73.9%
Non-Mandatory Student Fees (List out):	21.5%	22.6%	25.7%	23.2%	26.9%	0.0%	26.1%
Total Revenue	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Expenditures							
<i>Personal Services</i>	67.9%	69.3%	66.4%	69.5%	67.9%		67.9%
<i>Travel</i>	0.4%	0.3%	0.4%	0.4%	0.3%		0.3%
<i>Operating Supplies and Expenses</i>	31.2%	30.5%	33.3%	30.1%	31.7%		31.7%
<i>Equipment/Capital Outlay</i>	0.5%	0.0%	0.0%	0.0%	0.0%		0.0%
Total Expenditures	100.0%	100.0%	100.0%	100.0%	100.0%		100.0%

Mandatory Fee

Fiscal Year 2018

Financial Data

Health

(Insert Fee Name)

Institution: Georgia Institute of Technology

Yearly % Change

	A	B	C	D	E	F	G
	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 2018	Revenue	FY 2018
				FY 2017	Planned	Generated by	Proposed
	FY 2014	FY 2015	FY 2016	Current	Budget	Rate	Budget
	Actual	Actual	Actual	Projections	w/o Fee Increase	Increase	w/ Fee Increase
Revenue							
Fee Revenue		0.8%	1.6%	1.7%	1.8%		6.2%
Non-Mandatory Student Fees (List out):		7.3%	20.7%	-11.5%	24.5%		24.5%
Total Revenue		2.2%	5.9%	-1.7%	7.1%		10.4%
Expenditures							
Personal Services		10.2%	2.9%	9.0%	8.3%		8.3%
Travel		-19.0%	36.1%	2.8%	2.0%		2.0%
Operating Supplies and Expenses		5.5%	17.2%	-5.7%	16.7%		16.7%
Equipment/Capital Outlay		-108.5%	-143.8%	-100.0%			
Total Expenditures		8.1%	7.4%	4.1%	10.8%		10.8%