

Mandatory Fee Request Form
Fiscal Year 2018

Institution Name: Georgia Institute of Technology
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Section I

Name of Fee:	Student Center	PPV Fee?	No
Type of Fee:	Activity	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	New	Department Code(s):	537
Fund Code:	tbd	Revenue Account Code(s):	

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ -	\$ 32	\$ 32	#DIV/0!
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ -	47,579	\$ 1,420,272	\$ 1,420,272

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)

The purpose of the Student Center Student Activity Fee is to support the operations of the Student Center. The Student Center was funded by the Student Activity Fee in previous years. This fee has been split with establishing this new fee supporting the Student Center.

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
	\$ -	\$ -	#DIV/0!

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

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:

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

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

(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
This fee could cover employees of the Student Center when they travel when business related.

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

(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.** 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 9/26/16, 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.

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Fiscal Year 2018

Financial Data
Student Center Fee

(Insert Fee Name)

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				
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)					\$0	\$1,420,272	\$1,420,272
Non-Mandatory Student Fees (List out):							0
Clinic & Pharmacy							
Psychiatry Clinic							
Dental Space Lease							
Interest Income							0
Sales & Services							
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
Miscellaneous Revenues							
Gifts							0
Other Miscellaneous Revenues (List out):							0
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,420,272	\$ 1,420,272
Expenditures							
Personal Services							
Salaries - Faculty/Staff						950,000	950,000
Salaries - Students						77,917	77,917
Fringe Benefits						275,500	275,500
Plant Allocations							0
Travel							
Travel - Employee						10,000	10,000
Travel - Non-Employee							0
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials						106,855	106,855
Repairs and Maintenance							0
Utilities							0
Rental Payments (Non-Real Estate)							0
Insurance							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							0
Plant Allocations							0
Equipment/Capital Outlay							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase							0
Building and Facilities Renovation & Improvement							0
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,420,272	\$ 1,420,272
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% of Revenue Expended	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100.00%	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

Student Center Fee

(Insert Fee Name)

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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			
Fall Semester													
Dual Enrolled								\$ -					\$ -
0-4 credit hours					523			\$ -	\$ 32				\$ 16,736
5-8 credit hours					921			\$ -	\$ 32				\$ 29,472
9-12 credit hours					4,966			\$ -	\$ 32				\$ 158,912
Full-time					15,068			\$ -	\$ 32				\$ 482,176
Fall Semester Total					-			-					687,296
Spring Semester													
Dual Enrolled								\$ -					\$ -
0-4 credit hours					496			\$ -	\$ 32				\$ 15,872
5-8 credit hours					900			\$ -	\$ 32				\$ 28,800
9-12 credit hours					4,297			\$ -	\$ 32				\$ 137,504
Full-time					14,017			\$ -	\$ 32				\$ 448,544
Spring Semester Total					-			-					630,720
Summer Semester													
Dual Enrolled								\$ -					\$ -
0-4 credit hours					134			\$ -	\$ 16				\$ 2,144
5-8 credit hours					2,466			\$ -	\$ 16				\$ 39,456
9-12 credit hours					1,523			\$ -	\$ 16				\$ 24,368
Full-time					2,268			\$ -	\$ 16				\$ 36,288
Summer Semester Total					-			-					102,256
Fiscal Year Total					-			-					1,420,272

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).

Student Center Positions
Funded by Activity Fee

Title
Assc Dir-Student Ctr Programs
Staging Specialist II
Dir-Student Center
Assc Dir-Student Ctr Ops & Fac
Student Center Ops Mgr
Student Ctr Program Adv
Student Ctr Program Adv
Student Ctr Program Adv
Admin Professional III
Admin Professional II
Admin Professional II
Staging Specialist I
Event Coordinator I
Event Coordinator I
Staging Specialist I
Financial Admin I
Financial Admin I
Information Desk Coord
Information Desk Coord
Custodial Supv II
Custodial Supv II
Communications Officer I
Residence Hall Director
Student Assistant