

Mandatory Fee Request Form
Fiscal Year 2018

Institution Name: Georgia Institute of Technology
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Section I

Name of Fee:	Student Activity Fee	PPV Fee?	No
Type of Fee:	Activity	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	551, 698
Fund Code:	13095	Revenue Account Code(s):	408100, 408102, 408103, 408104, 408522, 408523, 408526, 408527

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 123	\$ (83)	\$ 40	-67%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 4,973,296	47,579	\$ (3,680,635)	\$ 1,781,731

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 Student Activity Fee is administered by the Student Government Association. The revised Student Activity Fee supports student run/ faculty or staff advised student organizations. These organizations receive funds through and approval process for special events, speakers, supplies, tournaments, organizational conferences, etc.

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

The decrease will be used to fund two newly approved fees - Campus Recreation Fee and the Student Center Fee.

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
	\$ 5,204,085.00	\$ 4,887,742.80	94%

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

Available Fund Balance Information as of June 30, 2016

\$ 2,065,996.61	Fund Balance per General Ledger
\$ 152,935.00	Encumbered funds as of June 30, 2016
\$ 1,035,170.00	Reserved for Renewals and Replacements as of June 30, 2016
\$ 877,891.61	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:

Available fund balance is allocated by SGA to student organizations during the fiscal year. Student Organizations submit requests for funding (bills) to SGA that go through a vote process. Funding can be requested for special events, speakers, student travel to national organization conferences, sports clubs tournaments, supplies, campus events, etc.

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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.**
Students taking 4 hours or less are not required to pay this fee

(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
# of Exemptions/Waivers	-	892.00	461.00	925.00
Amount	-	108,402	56,211	37,000

(3) Is this fee being used to cover employee travel? **If yes, explain below.** Yes
Yes. This fee is used supports the Graduate and Undergraduate Conference Fund - which provides a supplement to students, student assistant, GRA's, etc., to present or attend conferences in their fields of study. Students request funding and this goes through an approval process.

4) What positions, if any, are being funded through this fee? Please list the positions.
There are several positions funded by this fee. Please see attached. This fee also funds many student assistants.

(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?

As a mandatory fee, all students are aware of this fee. No increase is requested for the Student Activity Fee. It was discussed within SGA (Graduate and Undergraduate) and due to their analysis this fee would remain at the current level. All students were informed and SGA officers are elected by the student body to represent them.

(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.

Mandatory Fee
Fiscal Year 2018

Financial Data
Student Activity 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.)	5,022,020	\$5,096,513	\$5,197,290	\$4,973,296	\$5,462,366	-\$3,680,635	\$1,781,731
Non-Mandatory Student Fees (List out):							0
Clinic & Pharmacy							
Psychiatry Clinic							
Dental Space Lease							
Interest Income	19,738	11,519	6,471				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
Student Org rev	1,391	18,908	324				0
Total Revenue	\$ 5,043,149	\$ 5,126,940	\$ 5,204,085	\$ 4,973,296	\$ 5,462,366	\$ (3,680,635)	\$ 1,781,731
Expenditures							
Personal Services							
Salaries - Faculty/Staff	1,425,908	1,457,848	1,538,527	1,670,473	1,770,473	-1,495,473	275,000
Salaries - Students	1,103,230	1,170,208	1,207,329	1,271,113	1,321,113	-1,281,113	40,000
Fringe Benefits	400,640	427,439	454,268	489,042	489,042	-409,292	79,750
Plant Allocations							0
Travel							
Travel - Employee	98,199	89,985	82,415	186,989	186,989		186,989
Travel - Non-Employee	51,717	56,908	68,183				0
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	502,570	492,161	635,659	1,687,870	1,694,749	-494,757	1,199,992
Repairs and Maintenance	44,932	73,845	84,932				0
Utilities							0
Rental Payments (Non-Real Estate)	160,370	149,616	129,619				0
Insurance							0
Software	20,541	516	1,575				0
Equipment (Small Value)	49,551		16,596				0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services	238,889	387,757	204,197				0
Telecommunications	42,262	42,373	42,024				0
Scholarships							0
Other Operating Expenses	473,831	386,776	363,769				0
Plant Allocations							0
Equipment/Capital Outlay							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase		15,010	8,270				0
Equipment Purchase			21,783				0
Building and Facilities Renovation & Improvement			28,597				0
Total Expenditures	\$ 4,612,640	\$ 4,750,443	\$ 4,887,743	\$ 5,305,487	\$ 5,462,366	\$ (3,680,635)	\$ 1,781,731
Encumbrances	\$ 158,994	\$ 75,322	\$ 152,935	\$ -	\$ -	\$ -	\$ -
Depreciation	-	-	-	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)	\$ 589,503	\$ 451,819	\$ 469,277	\$ (332,191)	\$ -	\$ -	\$ -
Cumulative Fund Balance	\$ 1,559,243	\$ 1,632,318	\$ 2,101,195	\$ 1,769,004	\$ 1,769,004		\$ 1,769,004
% of Revenue Expended	91.46%	92.66%	93.92%	106.68%	100.00%	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 Activity Fee
(Insert Fee Name)

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			
Fall Semester											
Dual Enrolled						\$ -		\$ -			
0-4 credit hours	123	123	123	523	523	\$ 64,329	40	\$ 20,920			
5-8 credit hours	123	123	123	921	921	\$ 113,283	40	\$ 36,840			
9-12 credit hours	123	123	123	4,966	4,966	\$ 610,818	40	\$ 198,640			
Full-time	123	123	123	15,068	15,068	\$ 1,853,364	40	\$ 602,720			
Fall Semester Total				21,478	21,478	2,641,794		859,120			
Spring Semester											
Dual Enrolled						\$ -		\$ -			
0-4 credit hours	123	123	123	496	496	\$ 61,008	40	\$ 19,840			
5-8 credit hours	123	123	123	900	900	\$ 110,700	40	\$ 36,000			
9-12 credit hours	123	123	123	4,297	4,297	\$ 528,531	40	\$ 171,880			
Full-time	123	123	123	14,017	14,017	\$ 1,724,091	40	\$ 560,680			
Spring Semester Total				19,710	19,710	2,424,330		788,400			
Summer Semester											
Dual Enrolled						\$ -		\$ -			
0-4 credit hours	62	62	62	134	134	\$ 8,308	21	\$ 2,814			
5-8 credit hours	62	62	62	2,466	2,466	\$ 152,892	21	\$ 51,786			
9-12 credit hours	62	62	62	1,523	1,523	\$ 94,426	21	\$ 31,983			
Full-time	62	62	62	2,268	2,268	\$ 140,616	21	\$ 47,628			
Summer Semester Total				6,391	6,391	396,242		134,211			
Fiscal Year Total				47,579	47,579	5,462,366		1,781,731			

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

Student Activity Fee

(Insert Fee Name)

FY2016 - POSITIONS PARTIALLY OR FULLY FUNDED BY STUDENT ACTIVITY FEE

- Financial Analyst I
- Admin Professional I
- Stu Organizations & Lead Coord
- Assoc Academic Professional
- Accountant II
- Accountant III
- Student Assistants
- Graduate Assistants