

## 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: Daphne W. Bronner 404-385-4393

**Section I**

Name of Fee:	Technology Fee	PPV Fee?	
Type of Fee:	Technology	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	
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 Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 6,587,022	52,094	\$ -	\$ 5,574,058

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 **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
	\$ 6,106,821.00	\$ 4,112,033.00	67%

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

Saving room

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

\$ 1,994,788.00	Fund Balance per General Ledger
\$ 1,610,882.00	Encumbered funds as of June 30, 2016
\$ -	Reserved for Renewals and Replacements as of June 30, 2016
\$ 383,906.00	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:

**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. Yes

(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. 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, 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?

Fees are documented 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.**

The committee was provided with this form detailing current and projected revenues and expenses.

**(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**  
**Technology**

(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				
<b>Revenue</b>							
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>	5,328,931	\$5,797,079	\$6,106,821	\$6,587,022	\$5,574,058	\$0	\$5,574,058
<b>Non-Mandatory Student Fees (List out):</b>				877,978			0
Transit Advertising							
Interest Income							
Institute Allocation(Stinger/Trolley/Zipcar)							
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
							0
<b>Total Revenue</b>	<b>\$ 5,328,931</b>	<b>\$ 5,797,079</b>	<b>\$ 6,106,821</b>	<b>\$ 7,465,000</b>	<b>\$ 5,574,058</b>	<b>\$ -</b>	<b>\$ 5,574,058</b>
<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	1,400,834	1,393,869	1,078,835	7,005,000	5,114,058		5,114,058
Repairs and Maintenance	10,682	15,345	12,575				0
Subscriptions	272,429	238,918	191,532				0
Depo Lease							0
Auxilliary Admin Overhead							0
Software	441,638	1,047,720	753,278				0
Contracted Services	190,977	215,255	605,152				0
Misc Other Operating			6,489				0
Equipment Lease			5,229				0
Equipment Non-Capitalized	247,739	407,704	216,473				0
Telecommunications		2,246					0
Equipment less than 3k			2,943				0
Computer Internet Charges	19,006	19,006	19,006				0
OIT Printing and Copying Services	437,785	376,304	365,658	460,000	460,000		460,000
<b>Equipment/Capital Outlay</b>							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase	712,353	1,456,440	854,863				0
Building and Facilities Renovation & Improvement							0
<b>Total Expenditures</b>	<b>\$ 3,733,443</b>	<b>\$ 5,172,807</b>	<b>\$ 4,112,033</b>	<b>\$ 7,465,000</b>	<b>\$ 5,574,058</b>	<b>\$ -</b>	<b>\$ 5,574,058</b>
<b>Encumbrances</b>	<b>\$ 1,109,433</b>	<b>\$ 882,492</b>	<b>\$ 1,610,882</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Surplus (Deficit)</b>	<b>\$ 486,055</b>	<b>\$ (258,220)</b>	<b>\$ 383,906</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cumulative Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>% of Revenue Expended</b>	<b>70.06%</b>	<b>89.23%</b>	<b>67.34%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>#DIV/0!</b>	<b>100.00%</b>

**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

### Technology

(Insert Fee Name)

Institution: Georgia Institute of Technology

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	107	107	107	1,336	1,349	\$	144,343	\$	107	\$	144,343	
5-8 credit hours	107	107	107	1,132	1,143	\$	122,301	\$	107	\$	122,301	
9-12 credit hours	107	107	107	5,029	5,079	\$	543,453	\$	107	\$	543,453	
Full-time	107	107	107	15,155	15,307	\$	1,637,849	\$	107	\$	1,637,849	
<b>Fall Semester Total</b>				22,652	22,878		2,447,946				2,447,946	
<b>Spring Semester</b>												
Dual Enrolled						\$	-		\$	-		
0-4 credit hours	107	107	107	1,275	1,288	\$	137,816	\$	107	\$	137,816	
5-8 credit hours	107	107	107	1,065	1,076	\$	115,132	\$	107	\$	115,132	
9-12 credit hours	107	107	107	4,274	4,317	\$	461,919	\$	107	\$	461,919	
Full-time	107	107	107	13,721	13,858	\$	1,482,806	\$	107	\$	1,482,806	
<b>Spring Semester Total</b>				20,335	20,539		2,197,673				2,197,673	
<b>Summer Semester</b>												
Dual Enrolled						\$	-		\$	-		
0-4 credit hours	107	107	107	1,136	1,147	\$	122,729	\$	107	\$	122,729	
5-8 credit hours	107	107	107	2,767	2,795	\$	299,065	\$	107	\$	299,065	
9-12 credit hours	107	107	107	2,398	2,422	\$	259,154	\$	107	\$	259,154	
Full-time	107	107	107	2,290	2,313	\$	247,491	\$	107	\$	247,491	
<b>Summer Semester Total</b>				8,591	8,677		928,439				928,439	
<b>Fiscal Year Total</b>				<b>51,578</b>	<b>52,094</b>		<b>5,574,058</b>				<b>5,574,058</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).

# Mandatory Fee

Fiscal Year 2018

## Financial Data

Technology

(Insert Fee Name)

Institution: Georgia Institute of Technology  
Financial Roll Up

	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
<b>Revenue</b>							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	5,328,931	5,797,079	6,106,821	6,587,022	5,574,058	0	5,574,058
Non-Mandatory Student Fees (List out):				877,978			0
Sales & Services							
Miscellaneous Revenues							
<b>Total Revenue</b>	<b>\$ 5,328,931</b>	<b>\$ 5,797,079</b>	<b>\$ 6,106,821</b>	<b>\$ 7,465,000</b>	<b>\$ 5,574,058</b>	<b>\$ -</b>	<b>\$ 5,574,058</b>
<b>Expenditures</b>							
Personal Services							
Travel							
Operating Supplies and Expenses	3,021,090	3,716,367	3,257,170	7,465,000	5,574,058	0	5,574,058
Equipment/Capital Outlay	712,353	1,456,440	854,863	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,733,443</b>	<b>\$ 5,172,807</b>	<b>\$ 4,112,033</b>	<b>\$ 7,465,000</b>	<b>\$ 5,574,058</b>	<b>\$ -</b>	<b>\$ 5,574,058</b>
<b>Encumbrances</b>	<b>\$ 1,109,433</b>	<b>\$ 882,492</b>	<b>\$ 1,610,882</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Surplus (Deficit)</b>	<b>\$ 486,055</b>	<b>\$ (258,220)</b>	<b>\$ 383,906</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cumulative Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>% of Revenue Expended</b>	<b>70.06%</b>	<b>89.23%</b>	<b>67.34%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>#DIV/0!</b>	<b>100.00%</b>

**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

Technology

(Insert Fee Name)

Institution: Georgia Institute of Technology  
Line Item % 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 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
<b>Revenue</b>							
<i>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</i>	100%	100%	100%	88%	100%		100%
<i>Non-Mandatory Student Fees (List out):</i>	0%	0%	0%	12%	0%		0%
<i>Sales &amp; Services</i>	0%	0%	0%	0%	0%		0%
<i>Miscellaneous Revenues</i>	0%	0%	0%	0%	0%		0%
<b>Total Revenue</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>		<b>100%</b>
<b>Expenditures</b>							
<i>Personal Services</i>	0%	0%	0%	0%	0%		0%
<i>Travel</i>	0%	0%	0%	0%	0%		0%
<i>Operating Supplies and Expenses</i>	81%	72%	79%	100%	100%		100%
<i>Equipment/Capital Outlay</i>	19%	28%	21%	0%	0%		0%
<b>Total Expenditures</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>		<b>100%</b>

**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

Technology

(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
<b>Revenue</b>							
<i>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</i>		9%	5%	8%	-15%		-15%
<i>Non-Mandatory Student Fees (List out):</i>				NA	-100%		-100%
<i>Sales &amp; Services</i>							
<i>Miscellaneous Revenues</i>							
<b>Total Revenue</b>		<b>9%</b>	<b>5%</b>	<b>22%</b>	<b>-25%</b>		<b>-25%</b>
<b>Expenditures</b>							
<i>Personal Services</i>							
<i>Travel</i>							
<i>Operating Supplies and Expenses</i>		23%	-12%	129%	-25%		-25%
<i>Equipment/Capital Outlay</i>		104%	-41%	-100%			
<b>Total Expenditures</b>		<b>39%</b>	<b>-21%</b>	<b>82%</b>	<b>-25%</b>		<b>-25%</b>

**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.**