

Mandatory Fee Request Form
Fiscal Year 2018

Institution Name: Georgia Institute of Technology
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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:

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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. 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				
Revenue							
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
Transit Advertising							
Interest Income							
Institute Allocation(Stinger/Trolley/Zipcar)							
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	\$ 5,328,931	\$ 5,797,079	\$ 6,106,821	\$ 7,465,000	\$ 5,574,058	\$ -	\$ 5,574,058
Expenditures							
Personal Services							
Salaries - Faculty/Staff							0
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
Travel							
Travel - Employee							0
Travel - Non-Employee							0
Operating Supplies and Expenses							
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
Equipment/Capital Outlay							
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
Total Expenditures	\$ 3,733,443	\$ 5,172,807	\$ 4,112,033	\$ 7,465,000	\$ 5,574,058	\$ -	\$ 5,574,058
Encumbrances	\$ 1,109,433	\$ 882,492	\$ 1,610,882	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)	\$ 486,055	\$ (258,220)	\$ 383,906	\$ -	\$ -	\$ -	\$ -
Cumulative Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% of Revenue Expended	70.06%	89.23%	67.34%	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

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			
Fall Semester												
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			
Fall Semester Total				22,652	22,878	2,447,946			2,447,946			
Spring Semester												
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			
Spring Semester Total				20,335	20,539	2,197,673			2,197,673			
Summer Semester												
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			
Summer Semester Total				8,591	8,677	928,439			928,439			
Fiscal Year Total				51,578	52,094	5,574,058			5,574,058			

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).