

Mandatory Fee Request Form Fiscal Year 2018

Institution Name:	Georgia Institute of Technology
Preparer/Contact Information:	Sherry Davidson / 4-6080

Section I

Name of Fee:	Transportation Fee	PPV Fee?	Yes
Type of Fee:	Transportation	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	544
Fund Code:	12250	Revenue Account Code(s):	404103

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
(Fall/Spring) \$ 85	\$ 3	\$ 88	3.5%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 5,197,952	49,396	\$ 148,188	\$ 4,129,228

What is the purpose/use of this fee? *(Attach additional documentation as necessary)*

The FY17 fee was used to maintain the current level of service to include the Stinger bus routes, Trolley (including the Midnight Rambler), the Emory Shuttle, the Stingerette paratransit and nighttime service, and the new Tech Square Express service. The fee requested for FY18 will be used to fulfill current contractual agreements and maintain current service levels for the student community. See attached narrative.

How will the incremental revenue be used? *(Attach additional documentation as necessary)*

To fulfill current contractual agreements and maintain current level of service as per the 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
	\$ 4,779,965	\$ 4,397,321	92%

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

Available Fund Balance Information as of June 30, 2016

292,871	Fund Balance per General Ledger
313,611	Encumbered funds as of June 30, 2016
342,509	Reserved for Renewals and Replacements as of June 30, 2016
(363,249)	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:

*Note that the fund balance listed above is due to GAAP adjustments. The department's actual available fund balance (without the internal GAAP adjustments) is \$1,272,590.

The available Fund Balance will be used for 1) the purchase of vehicles \$447,000 over 10 years; 2) bus shelters \$395,000 over 10 years; 3) LED transit signage \$24,000 over the next 2 years; 4). Bike Share Kiosks \$60,000; 5) LED/Solar light replacement for bus shelters for \$22,000, and 6). Toughpad Equipment replacement for buses and trollies for \$20,000. These projects represent Transportation's 10 year capital plan.

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.** 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.** Yes
Continuing education for Director and Managers

4) What positions, if any, are being funded through this fee? Please list the positions.
Director of Transportation, Operations Manager, Campus Transportation Planner, 2 Operations Dispatchers, Night-shift Ops Asst Mgr and 10 Drivers

(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?

The proposed Student Fees will be presented at our October PTAC meeting (which typically includes representatives from each of the organizations listed). During the October 26, 2016 meeting, PTAC representatives were presented the proposed fees for the upcoming budget. The budget will also be posted on the Student Government website and on the GA Tech Budget Office website.

(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.

Scenario 2 is applicable for this increase. The increase is being used to support current contractual agreements with the department's transportation provider and to maintain and current service levels for the student safety community. If the rate remains flat, a reduction in service will be required, to include nighttime service.

Mandatory Fee

Fiscal Year 2018

Financial Data

Transportation Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

Updated 11/10/2016

	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 Current Projections	FY 2018 Projected Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2018 Proposed Budget w/ Fee Increase
	Actual	Actual	Actual				
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	\$3,516,076	\$3,555,607	\$3,617,013	\$3,912,188	\$3,981,040	\$148,188	\$4,129,228
Non-Mandatory Student Fees							
Sales & Services							
Transit Advertising & Misc.	19,535	28,120	16,650	29,256	22,723		22,723
Interest Income	7,167	7,484	4,047	8,033	54,693	126	54,819
Institute Allocation(Stinger/Trolley/Zipcar)	667,578	727,578	797,578	861,740	925,475		925,475
Institute Alloc. Autonomous Veh. & F/S MARTA Subsidy)					230,000		230,000
Emory Shuttle	134,907	146,263	200,301	201,850	220,321		220,321
Charter Revenue*	184,226	172,592	144,376	184,885	159,175		159,175
Miscellaneous Revenues							
Gifts							0
Other Miscellaneous Revenues							0
Planned Reserve Amount to be Used							
Total Revenue	\$ 4,529,489	\$ 4,637,644	\$ 4,779,965	\$ 5,197,952	\$ 5,593,427	\$ 148,314	\$ 5,741,741
Expenditures							
Personal Services							
Salaries - Faculty/Staff	886,512	927,384	970,237	1,068,285	1,115,451		1,115,451
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
Travel							
Travel - Employee	6,762	5,472	10,874	8,500	9,500		9,500
Travel - Non-Employee							0
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials/Other/FAC	48,831	35,327	46,800	64,410	63,113		63,113
Repairs and Maintenance	35,485	28,668	18,936	39,651	31,627		31,627
Utilities	6,123		6,262	6,987	7,336		7,336
Depo Lease	24,729	25,013	25,964	26,413	27,364		27,364
Auxiliary Admin Overhead/Tech Support	59,037	39,183	40,334	56,906	61,344		61,344
Services Consultants(IRS)		8,995	688	-			0
Equipment (Small Value)	4,809		450	13,135	60,938		60,938
OIT-Printing and Copying Services	6,434	4,420	7,089	-			0
Operation and Maintenance of Facilities	296			2,900	2,958		2,958
Contracted Services	2,775,133	2,968,528	3,156,522	3,782,813	4,138,996		4,138,996
Telecommunications	8,581	8,118	8,370	8,446	8,708		8,708
Transit Advertising	7,511			7,500	7,500		7,500
Software		33,094	18,093	-			0
Institute Overhead	87,911	89,956	86,702	86,702	116,907		116,907
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	\$ 3,958,154	\$ 4,174,158	\$ 4,397,321	\$ 5,172,648	\$ 5,651,743	\$ -	\$ 5,651,743
Encumbrances	\$ 377,908	\$ 199,767	\$ 310,781				
Depreciation	\$ 65,911	\$ 70,721	\$ 74,978	\$ 83,546	\$ 76,221		\$ 76,221
Surplus (Deficit)	\$ 127,516	\$ 192,999	\$ (3,114)	\$ (58,241)	\$ (134,537)	\$ -	\$ 13,777
Cumulative Fund Balance	474,951	168,770	\$ (363,249)	\$ (421,490)	\$ (556,027)		\$ (407,713)
% of Revenue Expended	87.4%	90.0%	92.0%	99.5%	101.0%	0.0%	98.4%

NOTES:
 - (A, B) The actual data for FY 2015 and FY2016 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
 - (C) 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.**
 - (D) 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.**
 - (E) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
 - (F) FY 2018 Proposed Budget will be the sum of FY 2018 Projected Budget w/o Fee Increase plus Rate Increase.

Mandatory Fee

Fiscal Year 2018

Financial Data

Detail of Revenue Projection
Transportation
(Insert Fee Name)

Updated 10/20/2016

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	81	81	85	1,100	1,066	\$ 90,610	\$ 88	\$ 93,808				
5-8 credit hours	81	81	85	921	915	\$ 77,775	\$ 88	\$ 80,520				
9-12 credit hours	81	81	85	4,966	4,761	\$ 404,685	\$ 88	\$ 418,968				
Full-time	81	81	85	15,069	15,322	\$ 1,302,370	\$ 88	\$ 1,348,336				
Fall Semester Total				22,056	22,064	1,875,440		1,941,632				
Spring Semester												
Dual Enrolled						\$ -		\$ -				
0-4 credit hours	81	81	85	1,067	636	\$ 54,060	\$ 88	\$ 55,968				
5-8 credit hours	81	81	85	908	899	\$ 76,415	\$ 88	\$ 79,112				
9-12 credit hours	81	81	85	4,500	4,001	\$ 340,085	\$ 88	\$ 352,088				
Full-time	81	81	85	13,826	14,776	\$ 1,255,960	\$ 88	\$ 1,300,288				
Spring Semester Total				20,301	20,312	1,726,520		1,787,456				
Summer Semester												
Dual Enrolled						\$ -		\$ -				
0-4 credit hours	54	54	54	693	700	\$ 37,800	\$ 57	\$ 39,900				
5-8 credit hours	54	54	54	2,466	2,491	\$ 134,514	\$ 57	\$ 141,987				
9-12 credit hours	54	54	54	1,523	1,538	\$ 83,052	\$ 57	\$ 87,666				
Full-time	54	54	54	2,268	2,291	\$ 123,714	\$ 57	\$ 130,587				
Summer Semester Total				6,950	7,020	379,080		400,140				
Fiscal Year Total				49,307	49,396	3,981,040			4,129,228			

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).
FY18 Student Fee Participation projections based on 2.5% increase.

Mandatory Fee

Fiscal Year 2018

Financial Data

Transportation Fee

(Insert Fee Name)

Institution:

Georgia Institute of Technology

Financial Roll Up

Updated 11/10/2016

	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 Actual	FY 2015 Actual	FY 2016 Actual				
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	\$3,516,076	\$3,555,607	\$3,617,013	\$3,912,188	\$3,981,040	\$148,188	\$4,129,228
Non-Mandatory Student Fees							
Sales & Services	1,013,413	1,082,037	1,162,952	1,285,764	1,612,387	126	1,612,513
Miscellaneous Revenues	0	0	0	0	0	0	0
Total Revenue	\$4,529,489	\$4,637,644	\$4,779,965	\$5,197,952	\$5,593,427	\$148,314	\$5,741,741
Expenditures							
Personal Services	886,512	927,384	970,237	1,068,285	1,115,451	0	1,115,451
Travel	6,762	5,472	10,874	8,500	9,500	0	9,500
Operating Supplies and Expenses	3,064,880	3,241,302	3,416,209	4,095,863	4,526,792	0	4,526,792
Equipment/Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	\$ 3,958,154	\$ 4,174,158	\$ 4,397,321	\$ 5,172,648	\$ 5,651,743	\$ -	\$ 5,651,743
Encumbrances	\$ 377,908	\$ 199,767	\$ 310,781				
Depreciation	\$ 65,911	\$ 70,721	\$ 74,978	\$ 83,546	\$ 76,221		\$ 76,221
Surplus (Deficit)	\$ 127,516	\$ 192,999	\$ (3,114)	\$ (58,241)	\$ (134,537)	\$ -	\$ 13,777
Cumulative Fund Balance	474,951	168,770	\$ (363,249)	\$ (421,490)	\$ (556,027)		\$ (407,713)
% of Revenue Expended	87.4%	90.0%	92.0%	99.5%	101.0%	0.0%	98.4%

NOTES:

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Mandatory Fee

Fiscal Year 2018

Financial Data

Transportation Fee

(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	Projected	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							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	77.6%	76.7%	75.7%	75.3%	71.2%	99.9%	71.9%
Non-Mandatory Student Fees	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<i>Sales & Services</i>	22.4%	23.3%	24.3%	24.7%	28.8%	0.1%	28.1%
<i>Miscellaneous Revenues</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Revenue	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Expenditures							
<i>Personal Services</i>	22.4%	22.2%	22.1%	20.7%	19.7%		19.7%
<i>Travel</i>	0.2%	0.1%	0.2%	0.2%	0.2%		0.2%
<i>Operating Supplies and Expenses</i>	77.4%	77.7%	77.7%	79.2%	80.1%		80.1%
<i>Equipment/Capital Outlay</i>	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%
Total Expenditures	100.0%	100.0%	100.0%	100.0%	100.0%		100.0%

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Mandatory Fee

Fiscal Year 2018

Financial Data

Transportation Fee

(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 2014	FY 2015	FY 2016	FY 2017	Projected	Generated by	Proposed
	Actual	Actual	Actual	Current Projections	Budget	Rate	Budget
					w/o Fee Increase	Increase	w/ Fee Increase
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)		1.1%	1.7%	8.2%	1.8%		5.5%
Non-Mandatory Student Fees							
<i>Sales & Services</i>		6.8%	7.5%	10.6%	25.4%		25.4%
<i>Miscellaneous Revenues</i>							
Total Revenue		2.4%	3.1%	8.7%	7.6%		10.5%
Expenditures							
<i>Personal Services</i>		4.6%	4.6%	10.1%	4.4%		4.4%
<i>Travel</i>		-19.1%	98.7%	-21.8%	11.8%		11.8%
<i>Operating Supplies and Expenses</i>		5.8%	5.4%	19.9%	10.5%		10.5%
<i>Equipment/Capital Outlay</i>							0.0%
Total Expenditures		5.5%	5.3%	17.6%	9.3%		100.0%

NOTES:

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