

Mandatory Fee Request Form

Fiscal Year 2019

Institution Name:	Georgia Institute of Technology
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Section I

Name of Fee:	Athletic	PPV Fee?	No
Type of Fee:	Athletic	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	A01
Fund Code:	13095	Revenue Account Code(s):	704100-407104;407108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 127	\$ -	\$ 127	0%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 5,320,000	46,308	\$ -	\$ 5,320,000

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)

Please see the accompanying document titled "FY 2019 MSFAC Narrative - Athletics".

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

Please see the accompanying document titled "FY 2019 MSFAC Narrative - Athletics".

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, 2017	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 81,965,544.00	\$ 85,055,643.00	104%

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

Available Fund Balance Information as of June 30, 2017

\$ 3,525,336.14	Fund Balance per General Ledger
\$ -	Encumbered funds as of June 30, 2017
\$ -	Reserved for Renewals and Replacements as of June 30, 2017
\$ 3,525,336.14	Available Fund Balance as of June 30, 2017 <i>(Negative amount represents a deficit)</i>

Provide explanations for planned uses of available Fund Balance or, if deficit, provide planned actions for reducing deficit:

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Following the plan approved by the Administration & Finance Committee of the GTAA Board of Trustees, which is under the direction of the GIT Executive Vice President for Administration & Finance, GTAA has established \$5 million as the optimal Fund Balance total. The Fund Balance will be held in reserve unless needed to address short-term cash flow needs incurred by year-end net operating losses in future years. The GTAA will work in future years to replenish the Fund Balance back to the prescribed minimum.

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

All students taking 4 or more hours are required to pay mandatory student fees, including the athletic fee.

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

No exemptions or waivers have been granted.

(2a) Please provide the following details on exemptions/waivers:

	FY 2016	FY 2017	FY 2018	Projected FY 2019
# of Exemptions/Waivers				
Amount				

(3) Is this fee being used to cover employee travel? **If yes, explain below.**

No employee travel expenses are specifically funded by the athletic fee.

4) What positions, if any, are being funded through this fee? Please list the positions. Were any of these positions added in FY 2018?

No positions within GTAA are specifically funded by the athletic fee.

(5) Are significant changes to the fee amount anticipated within the next three (3) years? **If yes, explain below.**

In future years, specific projects and initiatives that directly impact the student body and/or our student-athletes will require GTAA to request an increase to the athletic fee.

(6) Does this fee support any type of debt service? **If yes, explain below in detail.**

No debt service expenses are specifically funded by the athletic fee.

(7) Other than the student fee committee, what percentage of the student body was made aware of the proposed fee increase? 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 SGA Undergraduate and Graduate Presidents are members of the GTAA Board of Trustees and attend all quarterly board meetings. Also, the SGA President and GIT Vice President for Administration & Finance are on the Administration & Finance Committee of the board and attend its quarterly meetings. GTAA has also re-established a SWARM workgroup of student leadership to review and provide feedback on the relationship between the Athletic Association and GIT students and potential student fees will be discussed with this group.

(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.**

In addition to providing the required narratives and reports, GTAA has presented to the Mandatory Student Fee Advisory Committee (MSFAC) detailing the current state of athletics and the related benefits of the athletic fee. A similar presentation will be made this year as well.

(9) **Only complete this section if an increase is being requested.**

In the Chancellor's letter regarding student fees, dated 8/25/17, he stated that fee increase requests will only be considered if:

- (1) the fee increases is supported by a detailed business case. or
- (2) the fee supports a PPV at risk of falling into deficit, or
- (3) represents a prior commitment to a multi-year fee plan, or
- (4) 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 2019**

Financial Data

Athletics

Institution: Georgia Institute of Technology

	A	B	C	D	E	F	G
	Actuals Ledger			True projections of revenues and expenditures	From the Detail of Revenue Projection FY 2019	From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection FY 2019
	FY 2015	FY 2016	FY 2017	FY 2018	Planned Budget	Revenue Generated by Rate	Proposed Budget
	Actual	Actual	Actual	Current Projections	w/o Fee Increase	Increase	w/ Fee Increase
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	\$5,151,400	\$5,270,384	\$5,387,074	\$5,320,000	\$5,320,000	\$0	\$5,320,000
Non-Mandatory Student Fees (List out):							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	8,771,271	12,573,349	12,258,394	14,133,000	12,633,000		12,633,000
Game Guarantees	600,000	73,650	326,000	3,060,000	350,000		350,000
Institutional Support	2,120,382	2,171,534	2,264,352	2,585,000	2,637,000		2,637,000
Conference Distributions	27,248,839	22,874,800	27,435,811	27,783,000	27,369,000		27,369,000
Sponsorships	6,724,439	7,100,076	7,867,538	7,445,000	7,245,000		7,245,000
Athletic Camps							0
Other Athletic Revenue/External Events	2,221,498	1,989,226	2,085,631	2,138,000	2,181,000		2,181,000
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	25,653,205	23,669,036	24,340,744	21,873,000	21,599,000		21,599,000
Other Miscellaneous Revenues (List out):							0
Total Revenue	\$ 78,491,034	\$ 75,722,055	\$ 81,965,544	\$ 84,337,000	\$ 79,334,000	\$ -	\$ 79,334,000
Expenditures							
Personal Services							
Salaries - Faculty/Staff	19,504,018	20,142,216	23,078,346	23,792,000	23,703,000		23,703,000
Salaries - Students	485,010	429,752	392,416	400,000	399,000		399,000
Fringe Benefits	4,450,189	4,202,377	4,541,178	4,650,000	4,633,000		4,633,000
Plant Allocations							0
Travel							
Travel - Employee	1,127,875	195,214	1,331,593	1,200,000	1,222,000		1,222,000
Travel - Non-Employee	5,831,417	4,166,947	4,987,820	4,580,000	4,662,000		4,662,000
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	889,943	828,619	868,238	900,000	900,000		900,000
Repairs and Maintenance	2,184,315	1,950,872	2,450,618	3,000,000	3,000,000		3,000,000
Utilities	1,139,734	1,239,882	1,978,465	2,000,000	2,112,000		2,112,000
Rental Payments (Non-Real Estate)							0
Insurance	542,826	550,181	523,114	540,000	540,000		540,000
Software							0
Equipment (Small Value)							0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services	4,719,615	5,984,494	6,029,381	5,750,000	5,750,000		5,750,000
Telecommunications	206,496	277,387	235,078	225,000	225,000		225,000
Scholarships	9,334,446	10,412,150	11,071,266	11,043,000	11,472,000		11,472,000
Other Operating Expenses	19,336,675	21,273,033	23,175,029	24,157,000	17,966,000		17,966,000
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	6,738,354	3,961,441	4,393,100	2,100,000	2,750,000		2,750,000
Total Expenditures	\$ 76,490,913	\$ 75,614,566	\$ 85,055,643	\$ 84,337,000	\$ 79,334,000	\$ -	\$ 79,334,000
Depreciation & Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)	\$ 2,000,121	\$ 107,489	\$ (3,090,099)	\$ -	\$ -	\$ -	\$ -
Cumulative Fund Balance	\$ 6,507,947	\$ 6,615,436	\$ 3,525,337	\$ 3,525,337	\$ 3,525,337		\$ 3,525,337
% of Revenue Expended	97.45%	99.86%	103.77%	100.00%	100.00%	#DIV/0!	100.00%

NOTES:

- (A, B, C) The actual data for FY 2015, FY 2016 and FY2017 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
- (D) FY 2018 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 2019 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 2019 Proposed Budget will be the sum of FY 2019 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 2019

Detail of Revenue Projection

Athletics

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	A		B		C		D = A x C		E		F = C x E	
	FY 2016 Actual Rate	FY 2017 Actual Rate	FY 2018 Current Rate	FY 2018 Number of Participants	FY 2019 Number of Participants	Projected FY 2019 Revenue with Current Rate		FY 2019 Proposed Rate	Projected FY 2019 Revenue with Proposed Rate			
Fall Semester												
Dual Enrolled							\$ -			\$ -		
0-4 credit hours	127	127	127	525	498		\$ 63,219	127		\$ 63,219		
5-8 credit hours	127	127	127	925	877		\$ 111,385	127		\$ 111,385		
9-12 credit hours	127	127	127	5,000	4,741		\$ 602,083	127		\$ 602,083		
Full-time	127	127	127	15,341	14,546		\$ 1,847,312	127		\$ 1,847,312		
Fall Semester Total				21,791	20,661		2,624,000			2,624,000		
Spring Semester												
Dual Enrolled							\$ -			\$ -		
0-4 credit hours	127	127	127	150	145		\$ 18,452	127		\$ 18,452		
5-8 credit hours	127	127	127	925	897		\$ 113,908	127		\$ 113,908		
9-12 credit hours	127	127	127	4,000	3,879		\$ 492,574	127		\$ 492,574		
Full-time	127	127	127	14,723	14,276		\$ 1,813,065	127		\$ 1,813,065		
Spring Semester Total				19,798	19,197		2,438,000			2,438,000		
Summer Semester												
Dual Enrolled							\$ -			\$ -		
0-4 credit hours	40	40	40	140	144		\$ 5,772	40		\$ 5,772		
5-8 credit hours	40	40	40	2,500	2,577		\$ 103,068	40		\$ 103,068		
9-12 credit hours	40	40	40	1,600	1,649		\$ 65,964	40		\$ 65,964		
Full-time	40	40	40	2,018	2,080		\$ 83,197	40		\$ 83,197		
Summer Semester Total				6,258	6,450		258,000			258,000		
Fiscal Year Total				47,847	46,308		5,320,000			5,320,000		

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).