

Mandatory Fee Request Form
Fiscal Year 2019

Institution Name: Georgia Institute of Technology
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Section I

Name of Fee:	Recreation/Facility Fee	PPV Fee?	Yes
Type of Fee:	Facility	If PPV, Project code(s) & Project name(s):	5501311PPV PPV-Campus Rec Center (CRC)
New fee or existing fee?	Existing	Department Code(s):	550
Fund Code:	13095	Revenue Account Code(s):	408121 - 408127; 408108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 54		\$ 54	0%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 2,500,000	48,143	\$ -	\$ 2,485,026

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)

This fee go towards the debt service of the Campus Recreation Facility

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

NA

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
	\$ 2,442,486.00	\$ 2,393,917.87	98%

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

Available Fund Balance Information as of June 30, 2017

\$ 48,568.00	Fund Balance per General Ledger
	Encumbered funds as of June 30, 2017
	Reserved for Renewals and Replacements as of June 30, 2017
\$ 48,568.00	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:

NA

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Fiscal Year 2019

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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.** No
 Fee is required of students taking 4 or more hours

(2) Do the projected fee instances reflect the number of exemptions/waivers that have been granted? **If no, explain below.** No
 Exemption and waiver are not part of the calculation

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

	FY 2016	FY 2017	FY 2018	Projected FY 2019
# of Exemptions/Waivers	892	902	924	950
Amount	48,168	48,708	49,896	51,300

(3) Is this fee being used to cover employee travel? **If yes, explain below.** No
 This fee allow CRC staff to travel for training and professional development needs

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

(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.** YES

(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?

Fees are detailed 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.**

MSFAC was provided with these forms detailing current budgets and revenues. No increases were requested.

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

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.

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Fiscal Year 2019

Financial Data
CRC Debt Service

Institution: Georgia Institute of Technology

	Actuals Ledger			D True projections of revenues and expenditures	E From the Detail of Revenue Projection	F From the Detail of Revenue Projection = [F - D] Revenue Generated by Rate Increase	G From the Detail of Revenue Projection
	A	B	C				
	FY 2015	FY 2016	FY 2017				
	Actual	Actual	Actual				
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	\$2,354,243	\$2,397,035	\$2,442,486	\$2,500,000	\$2,485,026	-	\$2,485,026
Non-Mandatory Student Fees (List out):							0
<i>Sales & Services</i>							0
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
CRC Generated Revenue							0
<i>Miscellaneous Revenues</i>							0
Gifts							0
Other Miscellaneous Revenues (List out):							0
Total Revenue	\$ 2,354,243	\$ 2,397,035	\$ 2,442,486	\$ 2,500,000	\$ 2,485,026	\$ -	\$ 2,485,026
Expenditures							
<i>Personal Services</i>							0
Salaries - Faculty/Staff							0
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
<i>Travel</i>							0
Travel - Employee							0
Travel - Non-Employee							0
<i>Operating Supplies and Expenses</i>							0
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials							0
Repairs and Maintenance - PPV Repair&Replacement	193,023	319,980	225,563	340,000	338,154		338,154
Utilities							0
Rental Payments (Non-Real Estate)							0
Insurance	62,896		73,887				0
Software							0
Equipment (Small Value)							0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services							0
Telecommunications							0
Scholarships							0
Other Operating Expenses							0
Plant Allocations							0
<i>Equipment/Capital Outlay</i>							0
Lease/Purchase - Principal	802,541	786,630	1,026,975	850,000	800,000		800,000
Lease/Purchase - Interest	1,295,783	1,290,425	1,067,493	1,310,000	1,346,872		1,346,872
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase							0
Building and Facilities Renovation & Improvement							0
Total Expenditures	\$ 2,354,243	\$ 2,397,035	\$ 2,393,918	\$ 2,500,000	\$ 2,485,026	\$ -	\$ 2,485,026
Depreciation & Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)	\$ -	\$ 0	\$ 48,568	\$ -	\$ -	\$ -	\$ -
Cumulative Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% of Revenue Expended	100.00%	100.00%	98.01%	100.00%	100.00%	#DIV/0!	100.00%

NOTES:
 (A, B, C) The actual data for FY 2015, FY 2016 and FY 2017 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
CRC Debt Service

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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	54	54	54	537	542	\$ 29,268	\$ 54	\$ 29,268	
5-8 credit hours	54	54	54	888	897	\$ 48,438	\$ 54	\$ 48,438	
9-12 credit hours	54	54	54	5,029	5,079	\$ 274,266	\$ 54	\$ 274,266	
Full-time	54	54	54	15,326	15,479	\$ 835,866	\$ 54	\$ 835,866	
Fall Semester Total				21,780	21,997	1,187,838		1,187,838	
Spring Semester									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours	54	54	54	483	488	\$ 26,352	54	\$ 26,352	
5-8 credit hours	54	54	54	798	806	\$ 43,524	54	\$ 43,524	
9-12 credit hours	54	54	54	4,521	4,566	\$ 246,564	54	\$ 246,564	
Full-time	54	54	54	13,777	13,914	\$ 751,356	54	\$ 751,356	
Spring Semester Total				19,579	19,774	1,067,796		1,067,796	
Summer Semester									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours	36	36	36	148	150	\$ 5,400	36	\$ 5,400	
5-8 credit hours	36	36	36	2,472	2,497	\$ 89,892	36	\$ 89,892	
9-12 credit hours	36	36	36	1,409	1,423	\$ 51,228	36	\$ 51,228	
Full-time	36	36	36	2,280	2,302	\$ 82,872	36	\$ 82,872	
Summer Semester Total				6,309	6,372	229,392		229,392	
Fiscal Year Total				47,668	48,143	2,485,026		2,485,026	

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).