

**Mandatory Fee Request Form**  
Fiscal Year 2019

**Institution Name:** Georgia Institute of Technology  
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**Section I**

<b>Name of Fee:</b>	CRC Operations Fee	<b>PPV Fee?</b>	No
<b>Type of Fee:</b>	Activity	<b>If PPV, Project code(s) &amp; Project name(s):</b>	No
<b>New fee or existing fee?</b>	Existing	<b>Department Code(s):</b>	550, 643, 645, 646
<b>Fund Code:</b>	13091	<b>Revenue Account Code(s):</b>	408100 - 104, 408108

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 51	\$ 2	\$ 53	4%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 2,214,361	48,143	\$ 89,914	\$ 2,385,907

**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)

The purpose of the CRC Fee is to support the operations of the Campus Recreation Center (CRC). This includes Aquatic facilities, state-of-the-art fitness center, fitness programs, competitive sports and outdoor adventure programs for Georgia Tech students and Faculty and Staff.

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

This increase will cover the cost for a new Healthy Lifestyle Engagement Specialist and operational support for the position.

**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
	\$ -	\$ -	#DIV/0!

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

Note - Mandatory Fee for CRC only started in FY18

**Available Fund Balance Information as of June 30, 2017**

\$ 1,984,089.93	Fund Balance per General Ledger
\$ 295,656.44	Encumbered funds as of June 30, 2017
\$ -	Reserved for Renewals and Replacements as of June 30, 2017
\$ 1,688,433.49	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:**

Future program improvements

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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
<b># of Exemptions/Waivers</b>	892	902	924	950
<b>Amount</b>	n.a	n.a.	47,124	50,350

(3) Is this fee being used to cover employee travel? **If yes, explain below.** Yes  
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?  
See "funded positions tab"

(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 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?

(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 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.

**Mandatory Fee**

Fiscal Year 2019

**Financial Data**

Campus Recreation Center

CRC Operations Fee

Institution: Georgia Institute of Technology

	Actuals Ledger			D True projections of revenues and expenditures	E From the Detail of Revenue Projection FY 2019 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 2019 Proposed Budget w/ Fee Increase
	FY 2015	FY 2016	FY 2017				
	Actual	Actual	Actual				
	Projections						
<b>Revenue</b>							
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>	CRC Mand Fee starts FY18	CRC Mand Fee starts FY18	CRC Mand Fee starts FY18	\$ 2,214,361	\$ 2,295,993	\$ 89,914	\$ 2,385,907
Non-Mandatory Student Fees (List out):							0
<i>Sales &amp; 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				2,006,143	2,052,760		2,052,760
<i>Miscellaneous Revenues</i>							0
Gifts							0
Other Miscellaneous Revenues (List out):							0
<b>Total Revenue</b>	\$ -	\$ -	\$ -	\$ 4,220,504	\$ 4,348,753	\$ 89,914	\$ 4,438,667
<b>Expenditures</b>							
<i>Personal Services</i>							
Salaries - Faculty/Staff				1,071,080	1,103,166	61,750	1,164,916
Salaries - Students				1,479,288	1,479,282		1,479,282
Fringe Benefits				321,324	330,950		330,950
Plant Allocations							0
<i>Travel</i>							
Travel - Employee				142,339	145,185		145,185
Travel - Non-Employee							0
<i>Operating Supplies and Expenses</i>							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials				938,537	986,452	28,164	1,014,616
Repairs and Maintenance				84,092	85,774		85,774
Utilities							0
Rental Payments (Non-Real Estate)							0
Insurance							0
Software							0
Equipment (Small Value)							0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services							0
Telecommunications				26,660	27,193		27,193
Scholarships							0
Other Operating Expenses				157,185	190,750		190,750
Plant Allocations							0
<i>Equipment/Capital Outlay</i>							
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
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ 4,220,504	\$ 4,348,753	\$ 89,914	\$ 4,438,667
<b>Depreciation &amp; Encumbrances</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Surplus (Deficit)</b>	\$ -	\$ -	\$ -	\$ (0)	\$ 0	\$ -	\$ 0
<b>Cumulative Fund Balance</b>	\$ -	\$ -	\$ -	\$ (0)	\$ 0	\$ -	\$ 0
<b>% of Revenue Expended</b>	#DIV/0!	#DIV/0!	#DIV/0!	100.00%	100.00%	100.00%	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

Campus Recreation Center  
CRC Operations Fee

Institution: \_\_\_\_\_

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	
<b>Fall Semester</b>									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours			51	537	542	\$ 27,642	\$ 53	\$ 28,726	
5-8 credit hours			51	888	897	\$ 45,747	\$ 53	\$ 47,541	
9-12 credit hours			51	5,029	5,079	\$ 259,029	\$ 53	\$ 269,187	
Full-time			51	15,326	15,479	\$ 789,429	\$ 53	\$ 820,387	
<b>Fall Semester Total</b>				21,780	21,997	1,121,847		1,165,841	
<b>Spring Semester</b>									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours			51	483	488	\$ 24,888	\$ 53	\$ 25,864	
5-8 credit hours			51	798	806	\$ 41,106	\$ 53	\$ 42,718	
9-12 credit hours			51	4,521	4,566	\$ 232,866	\$ 53	\$ 241,998	
Full-time			51	13,777	13,914	\$ 709,614	\$ 53	\$ 737,442	
<b>Spring Semester Total</b>				19,579	19,774	1,008,474		1,048,022	
<b>Summer Semester</b>									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours			26	148	150	\$ 3,900	\$ 27	\$ 4,050	
5-8 credit hours			26	2,472	2,497	\$ 64,922	\$ 27	\$ 67,419	
9-12 credit hours			26	1,409	1,423	\$ 36,998	\$ 27	\$ 38,421	
Full-time			26	2,280	2,302	\$ 59,852	\$ 27	\$ 62,154	
<b>Summer Semester Total</b>				6,309	6,372	165,672		172,044	
<b>Fiscal Year Total</b>				<b>47,668</b>	<b>48,143</b>	<b>2,295,993</b>		<b>2,385,907</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).