

## Mandatory Fee Request Form Fiscal Year 2019

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

<b>Name of Fee:</b>	Student Activity Fee	<b>PPV Fee?</b>	No
<b>Type of Fee:</b>	Activity	<b>If PPV, Project code(s) &amp; Project name(s):</b>	NA
<b>New fee or existing fee?</b>	Existing	<b>Department Code(s):</b>	551, 698, 537, 645
<b>Fund Code:</b>	13095	<b>Revenue Account Code(s):</b>	408527

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 40	\$ -	\$ 40	0%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 1,410,401	48,080	\$ -	\$ 1,803,329

**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 Student Activity Fee is administered by the Student Government Association. The fee funds various student organizations benefiting students such as SGA, President's Council, Student Publications, WREK Radio, DramaTech, Student Organizations Finance Office, Student Organizations and sports clubs, cultural clubs and special interest groups. Funding includes personal service expenses, travel and operating supplies and equipment. The Student Activity Fee dropped from \$123 in FY2017 to \$40 in FY2018. It was voted on and approved to lower the Student Activity Fee in order to fund the CRC Operations Fee and the Student Center Operations Fee

**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
	\$ 5,341,134.55	\$ 5,186,334.00	97%

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

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

\$ 2,311,691.00	Fund Balance per General Ledger
\$ 51,409.00	Encumbered funds as of June 30, 2017
\$ 1,314,626.00	Reserved for Renewals and Replacements as of June 30, 2017
\$ 945,656.00	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:**

Available fund balance is allocated by SGA to student organizations during the fiscal year. Student Organizations submit requests for funding (bills) to SGA that go through a vote process. Funding can be requested for special events, speakers, student travel to national organization conferences, sports clubs tournaments, supplies, campus events, etc.

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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.**

Students taking 4 hours or less are not required to pay this fee

(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 2016	FY 2017	FY 2018	Projected FY 2019
<b># of Exemptions/Waivers</b>	892.00	902.00	924.00	950.00
<b>Amount</b>	108,420	110,946	36,960	38,000

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

Yes. This fee is used supports the Graduate and Undergraduate Conference Fund - which provides a supplement to students, student assistant, GRA's, etc., to present or attend conferences in their fields of study. Students request funding and this goes through an approval process.

4) What positions, if any, are being funded through this fee? Please list the positions. Were any of these positions added in FY 2018?  
There are several positions funded by this fee. Please see attached. This fee also funds many student assistants.

(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?  
As a mandatory fee, all students are aware of this fee. No increase is requested for the Student Activity Fee. It was discussed within SGA (Graduate and Undergraduate) and due to their analysis this fee would remain at the current level. All students were informed and SGA officers are elected by the student body to represent them.

(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.**  
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**  
**Student Activity Fee**  
(Insert Fee Name)

Institution: Georgia Institute of Technology

	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 2015	FY 2016	FY 2017	FY 2018 Current Projections	FY 2019 Planned Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2019 Proposed Budget w/ Fee Increase
	Actual	Actual	Actual				
<b>Revenue</b>							
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>	\$5,096,513	\$5,197,290	\$5,313,189	\$1,410,401	\$1,803,329	\$0	\$1,803,329
<b>Projected Dual Enrollment Waiver</b>					-\$38,000		-\$38,000
Non-Mandatory Student Fees (List out):							0
Interest income	11,519	6,471	27,946				0
<b>Sales &amp; Services</b>							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
Other Sales & Services							0
<b>Miscellaneous Revenues</b>							0
Gifts							0
Other Miscellaneous Revenues (List out):							0
Student Org Revenue	18,908	324					0
<b>Total Revenue</b>	<b>\$ 5,126,940</b>	<b>\$ 5,204,085</b>	<b>\$ 5,341,135</b>	<b>\$ 1,410,401</b>	<b>\$ 1,765,329</b>	<b>\$ -</b>	<b>\$ 1,765,329</b>
<b>Expenditures</b>							
<b>Personal Services</b>							
Salaries - Faculty/Staff	1,457,848	1,538,527	1,591,492	374,214	380,000		380,000
Salaries - Students	1,170,208	1,207,329	1,249,011				0
Fringe Benefits	427,439	454,268	453,222	57,373	75,000		75,000
Plant Allocations							0
<b>Travel</b>							
Travel - Employee	89,985	82,415	86,005	150,246	151,000		151,000
Travel - Non-Employee	56,908	68,183	87,548				0
<b>Operating Supplies and Expenses</b>							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials	492,161	635,659	582,261	1,355,565	1,160,652		1,160,652
Repairs and Maintenance	73,845	84,932	93,473				0
Utilities							0
Rental Payments (Non-Real Estate)	149,616	129,619	144,583				0
Insurance							0
Software	516	1,575	13,355				0
Equipment (Small Value)		16,596	3,277				0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services	387,757	204,197	267,841				0
Telecommunications	42,373	42,024	39,960				0
Scholarships							0
Other Operating Expenses	386,776	363,769	458,913				0
Plant Allocations							0
<b>Equipment/Capital Outlay</b>							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase	15,010	8,270					0
Equipment Purchase		21,783	115,393				0
Building and Facilities Renovation & Improvement		28,597					0
<b>Total Expenditures</b>	<b>\$ 4,750,443</b>	<b>\$ 4,887,743</b>	<b>\$ 5,186,334</b>	<b>\$ 1,937,398</b>	<b>\$ 1,766,652</b>	<b>\$ -</b>	<b>\$ 1,766,652</b>
<b>Depreciation &amp; Encumbrances</b>	<b>\$ 75,322</b>	<b>\$ 152,935</b>	<b>\$ 51,409</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Surplus (Deficit)</b>	<b>\$ 451,820</b>	<b>\$ 469,277</b>	<b>\$ 206,210</b>	<b>\$ (526,997)</b>	<b>\$ (1,323)</b>	<b>\$ -</b>	<b>\$ (1,323)</b>
<b>Cumulative Fund Balance</b>	<b>\$ 1,632,318</b>	<b>\$ 2,101,195</b>	<b>\$ 2,307,405</b>	<b>\$ 1,780,408</b>	<b>\$ 1,779,085</b>		<b>\$ 1,779,085</b>
<b>% of Revenue Expended</b>	<b>92.66%</b>	<b>93.92%</b>	<b>97.10%</b>	<b>137.37%</b>	<b>100.07%</b>	<b>#DIV/0!</b>	<b>100.07%</b>

**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

Student Activity Fee

(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			
<b>Fall Semester</b>											
Dual Enrolled	123	123	40			\$ -		\$ -			
0-4 credit hours	123	123	40	537	542	\$ 21,680	40	\$ 21,680			
5-8 credit hours	123	123	40	888	897	\$ 35,880	40	\$ 35,880			
9-12 credit hours	123	123	40	5,029	5,079	\$ 203,160	40	\$ 203,160			
Full-time	123	123	40	15,326	15,479	\$ 619,160	40	\$ 619,160			
<b>Fall Semester Total</b>				21,780	21,997	879,880		879,880			
<b>Spring Semester</b>											
Dual Enrolled	123	123	40			\$ -		\$ -			
0-4 credit hours	123	123	40	483	488	\$ 19,520	40	\$ 19,520			
5-8 credit hours	123	123	40	798	806	\$ 32,240	40	\$ 32,240			
9-12 credit hours	123	123	40	4,521	4,566	\$ 182,640	40	\$ 182,640			
Full-time	123	123	40	13,777	13,914	\$ 556,560	40	\$ 556,560			
<b>Spring Semester Total</b>				19,579	19,774	790,960		790,960			
<b>Summer Semester</b>											
Dual Enrolled						\$ -		\$ -			
0-4 credit hours	62	62	21	147	148	\$ 3,108	21	\$ 3,108			
5-8 credit hours	62	62	21	2,448	2,472	\$ 51,912	21	\$ 51,912			
9-12 credit hours	62	62	21	1,395	1,409	\$ 29,589	21	\$ 29,589			
Full-time	62	62	21	2,257	2,280	\$ 47,880	21	\$ 47,880			
<b>Summer Semester Total</b>				6,247	6,309	132,489		132,489			
<b>Fiscal Year Total</b>				<b>47,606</b>	<b>48,080</b>	<b>1,803,329</b>		<b>1,803,329</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).