

**University System of Georgia**  
**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2020**

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**Instructions:** Complete the grey and blue fields. List the PPV project ID and title for the PPV field. The text within the blue cells are guiding questions intended to assist in completing your narrative responses. Please overwrite the current data in these cells with your responses.

**Institution Name:** Georgia Institute of Technology

**Preparer Name & Email:** Perry Kchao perry.kchao@crc.gatech.edu

**Name of Fee:** CRC Operations Fee

**New or Existing?** Existing

**Type of Fee:** Activity

**Fund:** 13091

**Revenue Department(s):** 550, 643, 645, 646

**Revenue Account:** 408100 - 104, 408108

**PPV Projects Supported:** Yes

**Description of Fee Purpose:**

The purpose of the CRC Operations Fee is to support the operations of the Campus Recreations Center (CRC). This includes Aquatics facilities, state-of-the-art fitness center, fitness programs, competitive sports and outdoor programs for Georgia tech students and Faculty and Staff. A ten-year analysis of the CRC turnstile data Fall 2007 through Fall 2017 indicates a significant impact on the 1st year retention rates and the 5 and 6-year graduation rates for both undergraduate and graduate students at Georgia Tech. For details of the 10-year analysis, please refer to the presentation table.

**Description of Students Charged:**

Fee is required of students taking 4 or more hours for both undergrad and grad students. MOWR - Move On When Ready - a high school college dual enrollment program. Students enrolled in this program are eligible for a waiver. Fee is assessed during summer semester and the institution does not pro-rate fees based on credit hours.

**Description of Student Engagement:**

Several mandatory fee meetings will be held and the student body is informed. This will take place before the student committee vote. This is an addition to the student advisory committee meetings held through out the year.

# Mandatory Fee Detail & Request Form

## Fiscal Year 2020

<b>Institution Name:</b>	Georgia Institute of Technology		
<b>Name of Fee:</b>	CRC Operations Fee		
<b>FY 2019 Fee Amount:</b>	\$51	<b>Incremental Change Proposed:</b>	\$0
<b>Proposed FY 2020 Fee Amount:</b>	\$51	<b>Percent Change Proposed:</b>	0.0%
<b>FY18 Revenue</b>	\$4,323,113		
<b>FY18 Expenditures</b>	\$4,552,394	<b>FY18 % of Revenue Expended:</b>	105.3%
<b>FY19 Unrestricted Fund Balance</b>	\$51,507		

**Description of Financial Trends:**

A major portion of CRC operational budget comprises of outside generated revenue and it enables the CRC not to request a fee increase. For the last few years, CRC generated revenue is averaging \$2 mill and covers a portion of professional and student staff as well as certain operational expenditures.

**Description of Personal Services and Travel:**

The request CRC Operations Fee is to support the operations of the Campus Recreations Center (CRC) and to offer programs and services for Georgia tech students and Faculty and Staff. This fee allows CRC staff limited travel for training and professional development needs (safety and certifications). The positions supported by this fee is listed in separate tab.

**Justification for Increase and Planned Usage:**

Only fill out this section if an increase is being requested. Refer to the Chancellor's letter from 9/20/18 when completing your document:

1. New fee requests or increases to existing fees will not be recommended to the Board unless the institution presents a detailed business case, including analysis of available reserves.
2. New fees are strongly discouraged and should not be proposed unless there is overwhelming student support and a clear benefit to student success.
3. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects may be considered, however, before requesting an increase you should:
  - a. review all project costs and processes to identify where efficiencies can be realized and expenses reduced;
  - b. explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;
  - c. determine the availability of reserves to sustain project; and
  - d. evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.
4. Consideration may be given to institutions to allow for the reallocation of fees, if the overall mandatory fee level remains neutral. Institutions must still demonstrate why an increased fee is critical, even if the increase is offset elsewhere.

**Mandatory Fee Detail & Request Form**

Fiscal Year 2020

Georgia Institute of Technology

CRC Operations Fee

explained on the summary tab). The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee policy.

<b>Projection of Fee Instances and Revenues</b>	FY 2018 Fee Rate	FY 2019 Fee Rate	Proposed FY 2020 Fee Rate	Projected FY19 Fee Instances	Projected FY20 Fee Instances	FY20 Revenues <b>without</b> increase	FY20 Incremental Fee Increase	FY20 Projection <b>with</b> increase
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**Fall Semester**

Full-time	\$51	\$51	\$51	15,473	15,628	797,014	0	797,014
9-12 credit hours	\$51	\$51	\$51	5,259	5,312	270,891	0	270,891
5-8 credit hours	\$51	\$51	\$51	974	984	50,171	0	50,171
0-4 credit hours	\$51	\$51	\$51	527	532	27,146	0	27,146
<b>Fall Semester Total</b>				<b>22,233</b>	<b>22,455</b>	<b>\$1,145,222</b>	<b>\$0</b>	<b>\$1,145,222</b>

**Spring Semester**

Full-time	\$51	\$51	\$51	13,771	13,908	709,329	0	709,329
9-12 credit hours	\$51	\$51	\$51	4,680	4,727	241,089	0	241,089
5-8 credit hours	\$51	\$51	\$51	867	876	44,651	0	44,651
0-4 credit hours	\$51	\$51	\$51	469	474	24,159	0	24,159
<b>Spring Semester Total</b>				<b>19,787</b>	<b>19,985</b>	<b>\$1,019,228</b>	<b>\$0</b>	<b>\$1,019,228</b>

**Summer Semester**

Full-time	\$26	\$26	\$26	2,157	2,179	56,643	0	56,643
9-12 credit hours	\$26	\$26	\$26	1,444	1,458	37,919	0	37,919
5-8 credit hours	\$26	\$26	\$26	2,440	2,464	64,074	0	64,074
0-4 credit hours	\$26	\$26	\$26	184	186	4,832	0	4,832
<b>Summer Semester Total</b>				<b>6,225</b>	<b>6,287</b>	<b>\$163,469</b>	<b>\$0</b>	<b>\$163,469</b>

<b>Fiscal Year Total</b>				<b>48,245</b>	<b>48,727</b>	<b>\$2,327,919</b>	<b>\$0</b>	<b>\$2,327,919</b>
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**Fiscal Year 2020**  
**Georgia Institute of Technology**  
**CRC Operations Fee**

**Instructions:** Report ACTUALS ledger detail only. Include all fiscal year activity (i.e. do not filter on Bud Ref). The report should reflect the most accurate financial projection, to include planned surplus or deficit. It is not necessary to balance revenue and expense.

	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Projected	FY20 Projection without increase	FY20 Incremental Fee Increase	FY20 Projection with increase
<b>REVENUE</b>						
<i>Student Fees</i>						
Mandatory Fee Revenue	CRC Mand Fee starts FY18	2,167,905	2,295,993	2,327,919	0	2,327,919
Less: Allowances, Waivers, Etc.						0
Non-Mandatory Student Fees						0
						0
						0
<i>Sales &amp; Services</i>						
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		2,155,208	2,003,507	2,153,872		2,153,872
<i>Miscellaneous Revenues</i>						
Gifts						0
Other Miscellaneous Revenues						0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$4,323,113</b>	<b>\$4,299,500</b>	<b>\$4,481,791</b>	<b>\$0</b>	<b>\$4,481,791</b>
<b>EXPENDITURES</b>						
<i>Personal Services</i>						
Salaries - Faculty/Staff		1,108,181	1,220,712	1,350,196		1,350,196
Salaries - Students		991,554	1,100,633	1,100,633		1,100,633
Fringe Benefits		284,312	322,805	381,294		381,294
<i>Travel</i>						
Travel - Employee		150,026	145,186	135,350		135,350
Travel - Non-Employee						0
<i>Operating Supplies and Expenses</i>						
Purchases for Resale/Cost of Goods Sold						0
Supplies & Materials		1,200,537	986,449	982,698		982,698
Repairs and Maintenance		96,716	85,774	87,157		87,157
RI - OS&E		0	0	0		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		31,960	27,193	27,992		27,992
Scholarships						0
Other Operating Expenses - ITG Fee		159,109	190,750	196,472		196,472
Allocated Operating Expenses						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 Improvements		530,000	220,000	220,000		220,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$4,552,394</b>	<b>\$4,299,501</b>	<b>\$4,481,792</b>	<b>\$0</b>	<b>\$4,481,792</b>
Beginning Net Assets and Reserves (July 1)		1,969,222	1,739,941	1,739,940		1,739,939
Surplus/(Deficit) from above schedule	0	(229,281)	(1)	(1)	-	(1)
Transfer to or from other sources						0
<b>Final Net Assets and Reserves (June 30)</b>	<b>\$0</b>	<b>\$1,739,941</b>	<b>\$1,739,940</b>	<b>\$1,739,939</b>	<b>\$0</b>	<b>\$1,739,939</b>

**Instructions:** Break out the final net assets as of the end of each fiscal year using the rows below. Row 75 and 82 should tie.

Reserved for Renewal & Replacement		1,688,433	1,688,433	1,688,433		1,688,433
Capital Liability Reserve Fund		0				
Other Unrestricted Net Assets (including encumbrance reserve)		51,508	51,507	51,506		51,506
<b>Total Net Assets and Reserves</b>	<b>\$0</b>	<b>\$1,739,941</b>	<b>\$1,739,940</b>	<b>\$1,739,939</b>	<b>\$0</b>	<b>\$1,739,939</b>