

University System of Georgia

Mandatory Fee Detail & Request Form

Fiscal Year 2020

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:	edo.diabaka@studentlife.gatech.edu
Name of Fee:	Student Activity
New or Existing?	Existing
Type of Fee:	Activity
Fund:	13095
Revenue Department(s):	
Revenue Account:	
PPV Projects Supported:	

Description of Fee Purpose:

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

Description of Students Charged:

What student population is assessed this fee? (eg. undergraduate only, specific campuses, etc.)

What student groups are eligible for a waiver? What is the process by which a student can request/receive a waiver?

Is the fee assessed during summer semester?

Does the institution pro-rate fees based on credit hours?

Description of Student Engagement:

How was the student body at large informed and/or engaged in the fee process (e.g. town hall meetings, online surveys, etc.)? Were these actions taken before or after the student committee vote?

Include any documents provided to the student fee committee.

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Institution Name: Georgia Institute of Technology

Name of Fee: Student Activity

FY 2019 Fee Amount:

Incremental Change Proposed: \$0

Proposed FY 2020 Fee Amount:

Percent Change Proposed: 0.0%

FY18 Revenue \$1,883,107

FY18 Expenditures \$1,553,194

FY18 % of Revenue Expended: 82.5%

FY19 Unrestricted Fund Balance \$2,206,030

Description of Financial Trends:

Provide context as to the trends seen in the financials tab. Describe any one-time revenues or expenditures that may skew trends. Provide an explanation if FY18 revenue was less than 80% expended. What are planned uses for the available fund balance (if applicable)?

Description of Personal Services and Travel:

Provide narrative descriptions to support the amounts found on the subsequent financials tab.

What positions are supported by this fee? How has the number of positions changed or what positions would the institution like to hire?

To what extent is this fee used to fund employee travel?

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.

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Georgia Institute of Technology
Student Activity

Instructions: Include the full number of students assessed the fee. Do not net waivers on this page. Waivers are calculated on the financial data tab (and 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

Projection of Fee Instances and Revenues	FY 2018 Fee Rate	FY 2019 Fee Rate	Proposed FY 2020 Fee Rate	Projected FY19 Fee Instances	Projected FY20 Fee Instances	FY20 Revenues without increase	FY20 Incremental Fee Increase	FY20 Projection with increase
Fall Semester								
Full-time	\$40	\$40	\$40	15,473	15,628	625,109	0	625,109
9-12 credit hours	\$40	\$40	\$40	5,259	5,312	212,464	0	212,464
5-8 credit hours	\$40	\$40	\$40	974	984	39,350	0	39,350
0-4 credit hours	\$40	\$40	\$40	527	532	21,291	0	21,291
Fall Semester Total				22,233	22,455	\$898,213	\$0	\$898,213
Spring Semester								
Full-time	\$40	\$40	\$40	13,897	14,036	561,439	0	561,439
9-12 credit hours	\$40	\$40	\$40	4,481	4,526	181,032	0	181,032
5-8 credit hours	\$40	\$40	\$40	976	986	39,430	0	39,430
0-4 credit hours	\$40	\$40	\$40	433	437	17,493	0	17,493
Spring Semester Total				19,787	19,985	\$799,395	\$0	\$799,395
Summer Semester								
Full-time	\$20	\$20	\$20	2,157	2,179	43,571	0	43,571
9-12 credit hours	\$20	\$20	\$20	1,444	1,458	29,169	0	29,169
5-8 credit hours	\$20	\$20	\$20	2,440	2,464	49,288	0	49,288
0-4 credit hours	\$20	\$20	\$20	184	186	3,717	0	3,717
Summer Semester Total				6,225	6,287	\$125,745	\$0	\$125,745
Fiscal Year Total				48,245	48,727	\$1,823,353	\$0	\$1,823,353

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Fiscal Year 2020

Georgia Institute of Technology

Student Activity

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
REVENUE						
<i>Student Fees</i>						
Mandatory Fee Revenue	5,424,229	1,892,057	1,803,329	1,823,353	0	1,823,353
Less: Allowances, Waivers, Etc.	-111,041	-38,328	-38,000	-38,000		-38,000
Non-Mandatory Student Fees						0
<i>Sales & 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
Other Sales & Services						0
<i>Miscellaneous Revenues</i>						
Gifts						0
Other Miscellaneous Revenues	27,946	29,378				0
Total Revenue	\$5,341,135	\$1,883,107	\$1,765,329	\$1,785,353	\$0	\$1,785,353
EXPENDITURES						
<i>Personal Services</i>						
Salaries - Faculty/Staff	1,591,492	162,705	222,840	240,976		240,976
Salaries - Students	1,249,011	56,148	56,148	66,148		66,148
Fringe Benefits	453,222	49,416	68,053	74,859		74,859
Allocated Personal Services						0
<i>Travel</i>						
Travel - Employee	86,005	61,998				0
Travel - Non-Employee	87,548	101,841	106,933	112,280		112,280
<i>Operating Supplies and Expenses</i>						
Purchases for Resale/Cost of Goods Sold	582,261	0	0	0		0
Supplies & Materials	93,473	240,630	252,662	290,561		290,561
Repairs and Maintenance		6,906	7,251	7,614		7,614
Utilities			0	0		0
Rental Payments (Non-Real Estate)	144,583	124,974	131,223	137,784		137,784
Insurance			0	0		0
Software	13,355	34,330	36,047	37,849		37,849
Equipment (Small Value)	3,277	3,666	3,849	4,042		4,042
Real Estate/Authority Lease Rental			0	0		0
Per Diems & Fees			0	0		0
Contracted Services	267,841	153,882	161,576	169,655		169,655
Telecommunications	39,960	4,939	5,186	5,445		5,445
Scholarships			0	0		0
Other Operating Expenses	458,913	499,403	524,373	580,420		580,420
Allocated Operating Expenses		4,950	5,198	5,458		5,458
<i>Equipment/Capital Outlay</i>						
Lease/Purchase - Principal						0
Lease/Purchase - Interest						0
R&R Reserve Contribution						0
Motor Vehicle Purchase						0
Equipment Purchase	115,393	47,405	49,775	52,264		52,264
Building and Facilities Improvements						0
Total Expenditures	\$5,186,334	\$1,553,194	\$1,631,115	\$1,785,353	\$0	\$1,785,353
Beginning Net Assets and Reserves (July 1)	2,307,405	2,076,117	2,406,030	2,540,245	0	2,540,245
Surplus/(Deficit) from above schedule	154,801	329,913	134,214	0	0	0
Transfer to or from other sources						
Final Net Assets and Reserves (June 30)	\$2,462,206	\$2,406,030	\$2,540,245	\$2,540,245	\$0	\$2,540,245

Instructions: Break out the final net assets as of the end of each fiscal year using the rows below. Row 72 and 79 should tie.

Reserved for Renewal & Replacement						
Capital Liability Reserve Fund	200,000	200,000	200,000	200,000		200,000
Other Unrestricted Net Assets (including encumbrance reserve)	2,262,206	2,206,030	2,340,244	2,471,458		2,471,458
Total Net Assets and Reserves	\$2,462,206	\$2,406,030	\$2,540,244	\$2,671,458	\$0	\$2,671,458