

**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:** Justin White      justin.white@business.gatech.edu

**Name of Fee:** Technology Fee

**New or Existing?** Existing

**Type of Fee:** Technology

**Fund:** 10016

**Revenue Department(s):** 751

**Revenue Account:** 403XXX

**PPV Projects Supported:** N/A

**Description of Fee Purpose:**

What are the primary activities supported by this fee? How would this fee be described to students? How does this fee support the primary mission of retaining and graduating students?

**The purpose of the Technology Fee is to enhance the learning outcomes for students by using supplemental instructional technologies to achieve the educational outcomes within each academic program.**

**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?

**The Technology Fee is charged to all students, regardless of program, location, semester, or student level (undergraduate). Georgia Tech does not pro-rate the fee based on credit hours. Waivers are applied for dual enrollment and TAP approved students.**

**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.

**The Tech Fee is presented to the Mandatory Student Fee Committee in early Fall to see approval to assess the fee for the following academic year. There is a separate Tech Fee Committee comprised of 7 students and 7 faculty who meet to allocate the Tech fee revenue to the various Schools and Colleges across campus. The entire Tech Fee process is documented on the Budget Office website. The Tech Fee policy, request forms, funding process, prior year allocations, and Tech Fee committee members are all documented on this site. <http://www.budgets.gatech.edu/Tuition>**

# Mandatory Fee Detail & Request Form

## Fiscal Year 2020

<b>Institution Name:</b>	<u>Georgia Institute of Technology</u>		
<b>Name of Fee:</b>	<u>Technology Fee</u>		
<b>FY 2019 Fee Amount:</b>	<u>\$107</u>	<b>Incremental Change Proposed:</b>	<u>\$0</u>
<b>Proposed FY 2020 Fee Amount:</b>	<u>\$107</u>	<b>Percent Change Proposed:</b>	<u>0.0%</u>
<b>FY18 Revenue</b>	<u>\$7,213,727</u>		
<b>FY18 Expenditures</b>	<u>\$8,418,288</u>	<b>FY18 % of Revenue Expended:</b>	<u>116.7%</u>
<b>FY19 Unrestricted Fund Balance</b>	<u>\$1,333,742</u>		

### 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)?

**The expenditures have outweighed revenues in recent years due to planned spending of fund balance. Future fund balance expenditures will be related to planned upgrades as identified by Georgia Tech's Office of Information Technology.**

### 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?

**There are no travel or personnel expenditures associated with this fee.**

### 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**  
**Technology Fee**

**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 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 <u>without</u> increase	FY20 Incremental Fee Increase	FY20 Projection <u>with</u> increase
-------------------------------------------------	------------------	------------------	---------------------------	------------------------------	------------------------------	---------------------------------------	-------------------------------	--------------------------------------

**Fall Semester**

Full-time	\$107	\$107	\$107	15,559	14,682	1,570,974	0	1,570,974
9-12 credit hours	\$107	\$107	\$107	5,504	5,193	555,651	0	555,651
5-8 credit hours	\$107	\$107	\$107	4,175	3,939	421,473	0	421,473
0-4 credit hours	\$107	\$107	\$107	7,249	6,839	731,773	0	731,773
<b>Fall Semester Total</b>				<b>32,487</b>	<b>30,653</b>	<b>\$3,279,871</b>	<b>\$0</b>	<b>\$3,279,871</b>

**Spring Semester**

Full-time	\$107	\$107	\$107	14,706	13,876	1,484,732	0	1,484,732
9-12 credit hours	\$107	\$107	\$107	5,121	4,831	516,917	0	516,917
5-8 credit hours	\$107	\$107	\$107	3,710	3,500	374,500	0	374,500
0-4 credit hours	\$107	\$107	\$107	5,978	5,640	603,480	0	603,480
<b>Spring Semester Total</b>				<b>29,515</b>	<b>27,847</b>	<b>\$2,979,629</b>	<b>\$0</b>	<b>\$2,979,629</b>

**Summer Semester**

Full-time	\$107	\$107	\$107	2,263	2,135	228,445	0	228,445
9-12 credit hours	\$107	\$107	\$107	2,531	2,388	255,516	0	255,516
5-8 credit hours	\$107	\$107	\$107	3,242	3,059	327,313	0	327,313
0-4 credit hours	\$107	\$107	\$107	6,387	6,026	644,782	0	644,782
<b>Summer Semester Total</b>				<b>14,423</b>	<b>13,608</b>	<b>\$1,456,056</b>	<b>\$0</b>	<b>\$1,456,056</b>

<b>Fiscal Year Total</b>				<b>76,425</b>	<b>72,108</b>	<b>\$7,715,556</b>	<b>\$0</b>	<b>\$7,715,556</b>
--------------------------	--	--	--	---------------	---------------	--------------------	------------	--------------------

**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2020**  
**Georgia Institute of Technology**  
**Technology 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 <b>without</b> increase	FY20 Incremental Fee Increase	FY20 Projection <b>with</b> increase
<b>REVENUE</b>						
<i>Student Fees</i>						
Mandatory Fee Revenue	6,637,877	7,323,332	8,177,388	7,715,556	0	7,715,556
Less: Allowances, Waivers, Etc.	-100,555	-109,605	-122,388	-115,556		-115,556
Non-Mandatory Student Fees						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
Other Sales & Services						0
<i>Miscellaneous Revenues</i>						
Gifts						0
Other Miscellaneous Revenues						0
<b>Total Revenue</b>	<b>\$6,537,322</b>	<b>\$7,213,727</b>	<b>\$8,055,000</b>	<b>\$7,600,000</b>	<b>\$0</b>	<b>\$7,600,000</b>
<b>EXPENDITURES</b>						
<i>Personal Services</i>						
Salaries - Faculty/Staff						0
Salaries - Students						0
Fringe Benefits						0
Allocated Personal Services						0
<i>Travel</i>						
Travel - Employee						0
Travel - Non-Employee						0
<i>Operating Supplies and Expenses</i>						
Purchases for Resale/Cost of Goods Sold						0
Supplies & Materials	2,029,446	1,953,773	4,555,000	4,100,000		4,100,000
Repairs and Maintenance	31,724	10,735				0
Utilities						0
Rental Payments (Non-Real Estate)						0
Insurance						0
Software	1,200,876	1,573,002				0
Equipment (Small Value)	649,386	216,421				0
Real Estate/Authority Lease Rental						0
Per Diems & Fees	366,444	589,863				0
Contracted Services	77,189	112,013				0
Telecommunications		-53				0
Scholarships						0
Other Operating Expenses	439,810	455,768				0
Allocated Operating Expenses						0
Computer Internet Charges	32,122	23,222				0
OIT Printing and Copying Services	350,801	211,380	300,000	300,000		300,000
						0
						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	3,488,412	3,272,164	3,200,000	3,200,000		3,200,000
Building and Facilities Improvements						0
<b>Total Expenditures</b>	<b>\$8,666,210</b>	<b>\$8,418,288</b>	<b>\$8,055,000</b>	<b>\$7,600,000</b>	<b>\$0</b>	<b>\$7,600,000</b>
Beginning Net Assets and Reserves (July 1)	4,667,191	2,538,303	1,333,742	1,333,742	1,333,742	1,333,742
Surplus/(Deficit) from above schedule	-2,128,888	-1,204,561	0	0	0	0
Transfer to or from other sources						
<b>Final Net Assets and Reserves (June 30)</b>	<b>\$2,538,303</b>	<b>\$1,333,742</b>	<b>\$1,333,742</b>	<b>\$1,333,742</b>	<b>\$1,333,742</b>	<b>\$1,333,741</b>

**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						
Other Unrestricted Net Assets (including encumbrance reserve)	2,538,303	1,333,742	1,333,742	1,333,742	1,333,742	1,333,741
<b>Total Net Assets and Reserves</b>	<b>\$2,538,303</b>	<b>\$1,333,742</b>	<b>\$1,333,742</b>	<b>\$1,333,742</b>	<b>\$1,333,742</b>	<b>\$1,333,741</b>