

# University System of Georgia

## Mandatory Fee Detail & Request Form

### Fiscal Year 2022

**Instructions:** Complete the grey and blue fields. List the PPV project ID and title for the PPV field. Hover over the blue cells for guiding questions or instructions intended to assist in completing your narrative responses.

|                                   |  |
|-----------------------------------|--|
| <b>Institution Name:</b>          | Georgia Institute of Technology                |
| <b>Preparer Name &amp; Email:</b> | Edo Diabaka edo.diabaka@studentlife.gatech.edu |
| <b>Name of Fee:</b>               | Student Activity                               |
| <b>New or Existing?</b>           | Existing                                       |
| <b>Type of Fee:</b>               | Activity                                       |
| <b>Fund:</b>                      | FD13000  |
| <b>Revenue Department(s):</b>     | Student Organization Finance Office            |
| <b>Revenue Account:</b>           | 408100   |
| <b>PPV Projects Supported:</b>    |  |

#### Description of Fee Purpose:

The Student Activity Fee is administered by the Student Government Association. The fee funds various student organizations benefiting students and registered student organizations such as SGA, ORGT, Student Publications, WREK Radio, DramaTech, sports clubs, cultural clubs and special interest groups. It also benefit the departement supporting directly student organizations such as Student Organizations Finance Office, Student Engagement, and Student Center. Student Organizations Funding includes personel 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:

The fees are charged to all Graduate and Undergraduate students On Atlanta Campus at Georgia Tech Online Students, Student with less than 6 credit hour are not charged. Some students are eligible for waivers. Is the fee assessed during summer semester? Yes  
Does the institution pro-rate fees based on credit hours? No.

#### Description of Student Engagement:

Students are in charge of budgeting and approving the requests. With the new policy for Registered Student Organizations, the fee is now administrated by the Joint Finance Committee composed exclusively by students (Grad and Under Grad). There is more and more engagement of students with an continuous increase on the number of student organizations requesting funds. We are not requesting any increase of fees. Student are informed on accessing the funds through different mean of communication such social media, website, town hall meeting...

# Mandatory Fee Detail & Request Form

## Fiscal Year 2022

**Institution Name:** Georgia Institute of Technology

**Name of Fee:** Student Activity

**FY 2021 Fee Amount:** \$40

**Incremental Change Proposed:** \$0

**Proposed FY 2022 Fee Amount:** \$40

**Percent Change Proposed:** 0.0%

**FY20 Revenue** \$1,824,496

**FY20 Expenditures** \$1,695,988

**FY20 % of Revenue Expended:** 93.0%

**FY20 Unrestricted Fund Balance** \$779,246

### Description of Financial Trends:

The expenses keep increasing due to the increase in the number of new student organizations and price increase. Due to COVID, \$15 per student have been refunded, in the same time we received a support from the CARE ACTS of the same amount (\$306,144).

The available funds are used to fund student organizations for items not included in the budget. This reserve is critical to remain high because of the number of demands received during the fiscal year. With all funds already allocated during the budget, we will not be able to satisfy those demands if the reserve is lower.

### Description of Personal Services and Travel:

5 positions are fully funded by the fees and 2 positions are partially. There has been a newly created position for FY20.

The fees do not fund employee travel, however, fund partial travel for students attending conference. This cost about 100K a fiscal year.

Registered Student Organizations travel are funded by mileage prorated by a coefficient of 0.0055 and multiply by the number of students. With the new policy not limiting the number of trips an organization can be funded, travel expenses will significantly increase after COVID.

### Justification for Requested Rate Change and Planned Usage:

**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2022**  
**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 institutional fee policy.

| <b>Projection of Enrollment and Revenues</b> | <b>FY 2020 Fee Rate</b> | <b>FY 2021 Fee Rate</b> | <b>Proposed FY 2022 Fee Rate</b> | <b>Projected FY21 Fee Instances</b> | <b>Projected FY22 Fee Instances</b> | <b>FY22 Revenues <u>without</u> increase</b> | <b>FY22 Incremental Fee Increase</b> | <b>FY22 Projection <u>with</u> increase</b> |
|--|-------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|--|--------------------------------------|---|
|--|-------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|--|--------------------------------------|---|

**Fall Semester**

|                            |      |      |      |               |               |                  |            |                  |
|----------------------------|------|------|------|---------------|---------------|------------------|------------|------------------|
| Full-time                  | \$40 | \$40 | \$40 | 16,141        | 16,286        | 651,451          | 0          | 651,451          |
| 9-12 credit hours          | \$40 | \$40 | \$40 | 5,432         | 5,481         | 219,236          | 0          | 219,236          |
| 5-8 credit hours           | \$40 | \$40 | \$40 | 949           | 958           | 38,302           | 0          | 38,302           |
| 0-4 credit hours           | \$0  | \$0  | \$0  | 507           | 512           | 0                | 0          | 0                |
| <b>Fall Semester Total</b> |      |      |      | <b>23,029</b> | <b>23,236</b> | <b>\$908,988</b> | <b>\$0</b> | <b>\$908,988</b> |

**Spring Semester**

|                              |      |      |      |               |               |                  |            |                  |
|------------------------------|------|------|------|---------------|---------------|------------------|------------|------------------|
| Full-time                    | \$40 | \$40 | \$40 | 14,365        | 14,495        | 579,791          | 0          | 579,791          |
| 9-12 credit hours            | \$40 | \$40 | \$40 | 4,834         | 4,878         | 195,120          | 0          | 195,120          |
| 5-8 credit hours             | \$40 | \$40 | \$40 | 845           | 852           | 34,088           | 0          | 34,088           |
| 0-4 credit hours             | \$0  | \$0  | \$0  | 451           | 455           | 0                | 0          | 0                |
| <b>Spring Semester Total</b> |      |      |      | <b>20,496</b> | <b>20,680</b> | <b>\$808,999</b> | <b>\$0</b> | <b>\$808,999</b> |

**Summer Semester**

|                              |      |      |      |              |              |                  |            |                  |
|------------------------------|------|------|------|--------------|--------------|------------------|------------|------------------|
| Full-time                    | \$40 | \$40 | \$40 | 2,179        | 2,198        | 87,927           | 0          | 87,927           |
| 9-12 credit hours            | \$40 | \$40 | \$40 | 1,458        | 1,473        | 58,921           | 0          | 58,921           |
| 5-8 credit hours             | \$40 | \$40 | \$40 | 2,176        | 2,198        | 87,927           | 0          | 87,927           |
| 0-4 credit hours             | \$0  | \$0  | \$0  | 186          | 188          | 0                | 0          | 0                |
| <b>Summer Semester Total</b> |      |      |      | <b>5,999</b> | <b>6,057</b> | <b>\$234,775</b> | <b>\$0</b> | <b>\$234,775</b> |

|                          |  |  |  |               |               |                    |            |                    |
|--------------------------|--|--|--|---------------|---------------|--------------------|------------|--------------------|
| <b>Fiscal Year Total</b> |  |  |  | <b>49,524</b> | <b>49,974</b> | <b>\$1,952,762</b> | <b>\$0</b> | <b>\$1,952,762</b> |
|--------------------------|--|--|--|---------------|---------------|--------------------|------------|--------------------|

**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2022**  
**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.

|   | Account Code Mapping                   | FY 2019 Actuals    | FY 2020 Actuals    | FY 2021 Projected  | FY22 Projection<br>without rate change | FY22 Incremental<br>requested fee<br>change | FY22 Projection<br>with rate change |
|---|--|--------------------|--------------------|--------------------|--|---|-------------------------------------|
| <b>REVENUE</b>  |  |                    |                    |                    |  |   |                                     |
| <i>Student Fees</i>   |  |                    |                    |                    |  |   |                                     |
|   | 40xxxx                                 |                    |                    |                    |  |   |                                     |
| Mandatory Fee Revenue   |  | 1,815,755          | 1,767,874          | 1,904,739          | 1,952,762                              | 0   | 1,952,762                           |
| Less: Allowances, Waivers, Etc.   |  | -35,935            | -29,378            | -38,000            | -38,500                                | 0   | -38,500                             |
| Non-Mandatory Student Fees  |  |                    |                    |                    |  |   | 0                                   |
| <i>Sales &amp; Services</i>   |  |                    |                    |                    |  |   |                                     |
| Sales & Services  | 441xxx, 449xxx                         |                    |                    |                    |  |   | 0                                   |
| Fines   | 442xxxx                                |                    |                    |                    |  |   | 0                                   |
| Housing Rental Income   | 4511xx                                 |                    |                    |                    |  |   | 0                                   |
| Other Rental Income   | 4512xx                                 |                    |                    |                    |  |   | 0                                   |
| Advertising Revenue   | 4521xx                                 |                    |                    |                    |  |   | 0                                   |
| Commissions - Outsourced Operations   | 452101, 452201                         |                    |                    |                    |  |   | 0                                   |
| Food Services Sales   | 4522xx                                 |                    |                    |                    |  |   | 0                                   |
| Athletic Camps, Conference, Programs  | 4526xx                                 |                    |                    |                    |  |   | 0                                   |
| Royalties/License Revenue   | 4528xx                                 |                    |                    |                    |  |   | 0                                   |
| Other Sales   | 452xxx except otherwise listed         |                    |                    |                    |  |   | 0                                   |
| Health Services   | 454xxx                                 |                    |                    |                    |  |   | 0                                   |
| Other Sales & Services  | 44xxxx or 45xxxx not otherwise listed  |                    |                    |                    |  |   | 0                                   |
| <i>Miscellaneous Revenues</i>   |  |                    |                    |                    |  |   |                                     |
| Other Miscellaneous Revenues  | 47xxxx                                 |                    |                    |                    |  |   | 0                                   |
| Gifts   | 485xxx                                 |                    |                    |                    |  |   | 0                                   |
| Other Income  | 4xxxx not otherwise listed             | 42,913             | 86,000             |                    |  |   |                                     |
| <b>Total Revenue</b>  |  | <b>\$1,822,733</b> | <b>\$1,824,496</b> | <b>\$1,866,739</b> | <b>\$1,914,262</b>                     | <b>\$0</b>                                  | <b>\$1,914,262</b>                  |
| <b>EXPENDITURES</b>   |  |                    |                    |                    |  |   |                                     |
| <i>Personal Services</i>  |  |                    |                    |                    |  |   |                                     |
| Salaries - Faculty/Staff  | 51xxxx-53xxxx, except 523xxx to 525xxx | 153,895            | 277,125            | 277,125            | 277,300                                |   | 277,300                             |
| Salaries - Students   | 523xxx-524xxx                          | 52,228             | 61,193             | 61,193             | 67,312                                 |   | 67,312                              |
| Salaries - Casual Labor   | 525xxx                                 |                    |                    |                    |  |   | 0                                   |
| Fringe Benefits   | 55xxxx, 56xxxx                         | 49,092             | 85,247             | 85,247             | 85,500                                 |   | 85,500                              |
| Allocated Personal Services   | 59xxxx                                 |                    |                    |                    |  |   | 0                                   |
| <i>Travel</i>   |  |                    |                    |                    |  |   |                                     |
| Travel - Employee   | 64xxxx                                 | 59,585             | 69,004             | 20,000             | 80,000                                 |   | 80,000                              |
| Travel - Non-Employee   | 65xxxx                                 | 81,208             | 86,988             | 60,000             | 100,000                                |   | 100,000                             |
| Allocated Travel  | 698xxx                                 |                    |                    |                    |  |   | 0                                   |
| <i>Operating Supplies and Expenses</i>  |  |                    |                    |                    |  |   |                                     |
| Purchases for Resale/Cost of Goods Sold   | 702xxx-703xxx                          |                    |                    |                    |  |   | 0                                   |
| Motor Vehicle Expense   | 712xxxx                                |                    | 23,970             |                    | 50,000                                 |   | 50,000                              |
| Supplies & Materials  | 714xxx                                 | 463,410            | 256,488            | 259,053            | 532,922                                |   | 532,922                             |
| Repairs and Maintenance   | 715xxx except 715200                   | 11,866             | 19,645             | 19,841             | 21,826                                 |   | 21,826                              |
| Repair & Rehabilitation Reserve Contribution  | 715200                                 |                    |                    |                    |  |   | 0                                   |
| Utilities   | 717xxxx                                |                    |                    |                    |  |   | 0                                   |
| Rental Payments (Non-Real Estate)   | 719xxx                                 | 161,733            | 65,166             | 65,818             | 177,906                                |   | 177,906                             |
| Insurance   | 720xxx                                 |                    |                    |                    |  |   | 0                                   |
| Software  | 733xxxx                                | 2,637              | 833                | 841                | 2,901                                  |   | 2,901                               |
| Publications and Printing   | 742100                                 |                    |                    |                    |  |   | 0                                   |
| Equipment (Small Value)   | 743xxx-744xxx                          |                    | 3,652              | 3,689              | 4,057                                  |   | 4,057                               |
| Real Estate/Authority Lease Rental  | 748xxx                                 |                    |                    |                    |  |   | 0                                   |
| Per Diems & Fees  | 751xxx-752xxx                          |                    |                    |                    |  |   | 0                                   |
| Contracted Services   | 753xxx                                 | 265,689            | 393,262            | 397,195            | 436,914                                |   | 436,914                             |
| Telecommunications  | 771xxx                                 | 3,609              | 316                | 319                | 351                                    |   | 351                                 |
| Scholarships  | 78xxxx except 781180 and 783xxx        |                    |                    |                    |  |   | 0                                   |
| Other Grant Expense   | 781180                                 |                    |                    |                    |  |   | 0                                   |
| Stipends  | 783xxx                                 |                    |                    |                    |  |   | 0                                   |
| Other Operating Expenses  | 727xxx & other 7xxxx not listed        | 641,314            | 337,099            | 340,470            | 705,445                                |   | 705,445                             |
| Allocated Operating Expenses  | 798xxx                                 |                    |                    |                    |  |   | 0                                   |
| <i>Equipment/Capital Outlay</i>   |  |                    |                    |                    |  |   |                                     |
| Lease/Purchase - Principal  | 8181xx                                 |                    |                    |                    |  |   | 0                                   |
| Lease/Purchase - Interest   | 8182xx                                 |                    |                    |                    |  |   | 0                                   |
| Motor Vehicle Purchase  | 8411xx                                 |                    |                    |                    |  |   | 0                                   |
| Equipment Purchase  | 8431xx, 8433xx                         | 122,592            | 16,000             | 90,000             | 150,000                                |   | 150,000                             |
| Land and Land Improvements  | 8501xx                                 |                    |                    |                    |  |   | 0                                   |
| Building and Facilities Improvements  | 860xxx, 870xxx                         |                    |                    |                    |  |   | 0                                   |
| Other Capital   | 8xxxx not otherwise listed             |                    |                    |                    |  |   | 0                                   |
| <b>Total Expenditures</b>   |  | <b>\$2,068,858</b> | <b>\$1,695,988</b> | <b>\$1,680,791</b> | <b>\$2,692,434</b>                     | <b>\$0</b>                                  | <b>\$2,692,434</b>                  |
| Beginning Net Assets and Reserves (July 1)  | 3xxxx                                  | 2,534,181          | 2,288,057          | 2,416,565          | 2,602,513                              |   | 2,602,513                           |
| Surplus/(Deficit) from above schedule   |  | -246,125           | 128,508            | 185,948            | -778,173                               | 0   | -778,173                            |
| Transfer to or from other sources   | 9xxxx                                  |                    |                    |                    |  |   |                                     |
| <b>Final Net Assets and Reserves (June 30)</b>  |  | <b>\$2,288,057</b> | <b>\$2,416,565</b> | <b>\$2,602,513</b> | <b>\$1,824,340</b>                     | <b>\$0</b>                                  | <b>\$1,824,340</b>                  |
| <b>Instructions:</b> Break out the final net assets as of the end of each fiscal year using the rows below. Row 78 and 85 should tie. |  |                    |                    |                    |  |   |                                     |
| Reserved for Renewal & Replacement  | 323100                                 | 200,000            | 200,000            | 200,000            | 200,000                                |   | 200,000                             |
| Capital Liability Reserve Fund  | 329600                                 | 1,551,903          | 1,437,319          | 1,400,000          | 1,300,000                              |   | 1,300,000                           |
| Other Unrestricted Net Assets<br>(including encumbrance reserve)  | 3xxxx not otherwise listed             | 536,154            | 779,246            | 1,002,513          | 324,340                                |   | 324,340                             |
| <b>Total Net Assets and Reserves</b>  |  | <b>\$2,288,057</b> | <b>\$2,416,565</b> | <b>\$2,602,513</b> | <b>\$1,824,340</b>                     | <b>\$0</b>                                  | <b>\$1,824,340</b>                  |