

**University System of Georgia**  
**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2023**

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**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>Fund:</b>	FD13000
<b>Revenue Department(s):</b>	Student Organization
<b>Revenue Account(s):</b>	408100
<b>PPV Projects Supported:</b>	
<b>Webpage w/ Public Information</b>	<a href="http://www.budgets.gatech.edu/mResources/MSFAC">http://www.budgets.gatech.edu/mResources/MSFAC</a>

**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:**

Atlanta Campus Undergraduates and Graduates with 4+ credit hours  
What student groups are eligible for a waiver? Dual Enrollment (MOWR) & Military. On-line students pay only the technology fee.  
How many waivers were provided in Fall 2021? 562  
Is the fee assessed during the summer semester? Yes, 50% of Fall and Spring (\$40\*50%=\$20).

**Campus Specific Assessment:**

**Description of Student Fee Committee:**

The Committee shall be composed of twelve voting members selected as follows:  
\*Eight students appointed by the Graduate and Undergraduate Presidents of the Student Government Associations (SGA);  
\*Two faculty members appointed by the Provost;  
\*The Executive Director, Institute Budget Planning and Administration (IBPA), or his/her appointee (permanent member of Committee);  
\*One additional staff member appointed by the Executive Vice President, Administration and Finance (EVP A&F).

# Mandatory Fee Detail & Request Form

## Fiscal Year 2023

**Institution Name:** Georgia Institute of Technology

**Name of Fee:** Student Activity

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

**Incremental Change Proposed:** \$10

**Proposed FY 2023 Fee Amount:** \$50

**Percent Change Proposed:** 25.0%

**FY21 Revenue** \$1,771,234

**FY21 Expenditures** \$1,348,119

**FY21 % of Revenue Expended:** 76.1%

**FY21 Unrestricted Fund Balance** \$1,563,961

### Description of Financial Trends:

The expenses keep increasing due to the increase in the number of new student organizations and price increase. 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 Reserve Balance:

The current reserves balance is used to fund unexpected expenses as well as those that can not be funded in the budget.

1. The Current reserves contains the Mental Health Initiatives funds that has already been set aside (320K)
2. FFC cannot limit funding any request that meets the policy
3. The number of RSO keeps increasing every day.
4. The following items will not be funded once we run out of the reserves:
  - a. Capital expenditures, except for items required for maintenance of capital assets
  - b. Benefits for part-time employees working less than twenty (20) hours per week
  - c. Postage
  - d. Costs associated with CRC-hosted intramurals
  - e. Speaker fees or honoraria
  - f. Registration costs for Homecoming events
  - g. Office supplies
  - h. Personal items, including, but not limited to, nametags, photo albums, scrapbooks and business cards
  - i. Food or drinks
5. The new policy does not limit RSO for how much they can request in bills, this means the reserves is increasingly being used..
6. The FY18 SGA campaign to encourage RSO to come more to SGA has increased the bills funding:

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

In requesting a \$10 increase to the Student Activity Fee the following considerations were made in determining the request to raise, while also setting the level of the increase. The fee itself directly supports student organizations, club sports, events councils, and student organization support offices on campus with over 85% of the fee allocated towards student organizations directly. Providing the foundation of community on the Georgia Tech campus, the SAF is failing to meet the demand, needs, and incredible growth of these organizations to not only sustain themselves operationally but to further remain competitive on national and international levels. Competitive engineering teams, or organizations that build mechanical structures such as vehicles, robots, and rockets, have experienced not only growth in membership and competitive level - heading overseas now to compete - but in the past five years have seen a near 25% growth in expenditures each year in order to obtain materials necessary to take part at this level of competition.

The growth, along with other expenditures across campus supported by the SAF, slowed due to COVID-19 as the campus ceased activities. Fiscal year 20 was the first instance of a surplus in the fee's budget in the past three fiscal years and is as anomalous as the situation that COVID has put the world in. There is no expectation for the fee to continue resulting in a surplus once COVID has dissipated. In fact, the growth of SAF expenditures is expected to not only reach previously projected levels but exceed them as many organizations and groups have taken this time to expand their membership and reach on-

### **Description of Additional 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 requesting an increase of \$10 to respond to the increase of demand in funding. Student are informed on accessing the funds through different mean of communication such social media, website, and town hall meetings.

**Mandatory Fee Detail & Request Form**

Fiscal Year 2023

0  
0

The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee pro-ration policy. Please contact the system office if you would like help modifying this worksheet to meet your requirements.

**Fall 2021 through Summer 2022 Revenue Projections**

	FY 2022 Fee Rate	Projected FY22 Student Count	Projected FY22 Fee Waivers	Projected FY22 Revenue
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**Fall Semester**

Full-time	\$40	16,332	3	\$653,160
9-12 credit hours	\$40	6,180	2	\$247,120
5-8 credit hours	\$40	1,044	42	\$40,080
0-4 credit hours	\$40	628	515	\$4,520
<b>Fall Semester Total</b>		<b>24,184</b>	<b>562</b>	<b>\$944,880</b>

**Spring Semester**

Full-time	\$40	14,699	3	\$587,832
9-12 credit hours	\$40	5,562	2	\$222,400
5-8 credit hours	\$40	940	44	\$35,824
0-4 credit hours	\$40	565	541	\$968
<b>Spring Semester Total</b>		<b>21,766</b>	<b>590</b>	<b>\$847,024</b>

**Summer Semester**

Full-time	\$20	2,328		\$46,560
9-12 credit hours	\$20	989		\$19,780
5-8 credit hours	\$20	1,220		\$24,400
0-4 credit hours	\$20	142		\$2,848
<b>Summer Semester Total</b>		<b>4,679</b>	<b>0</b>	<b>\$93,588</b>

<b>Fiscal Year Total</b>		<b>50,629</b>	<b>1,152</b>	<b>\$1,885,492</b>
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**Fall 2022 through Summer 2023 Revenue Projections**

Projection of Enrollment and Revenues	Proposed FY 2023 Fee Rate	Projected FY23 Student Count	Projected FY23 Fee Waivers	FY23 Revenue <b>without</b> rate change	FY23 Revenue <b>with</b> rate change	Incremental Revenue from Rate Change
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**Fall Semester**

Full-time	\$50	16,495	4	\$659,640	\$824,550	\$164,910
9-12 credit hours	\$50	6,243	2	\$249,640	\$312,050	\$62,410
5-8 credit hours	\$50	1,054	45	\$40,360	\$50,450	\$10,090
0-4 credit hours	\$50	634	556	\$3,131	\$3,914	\$783
<b>Fall Semester Total</b>		<b>24,426</b>	<b>607</b>	<b>\$952,771</b>	<b>\$1,190,964</b>	<b>\$238,193</b>

**Spring Semester**

Full-time	\$50	14,846	4	\$593,660	\$742,075	\$148,415
9-12 credit hours	\$50	5,619	3	\$224,628	\$280,785	\$56,157
5-8 credit hours	\$50	949	47	\$36,064	\$45,080	\$9,016
0-4 credit hours	\$50	571	584	(\$526)	(\$657)	(\$131)
<b>Spring Semester Total</b>		<b>21,984</b>	<b>638</b>	<b>\$853,826</b>	<b>\$1,067,283</b>	<b>\$213,457</b>

**Summer Semester**

Full-time	\$25	2,351		\$47,020	\$58,775	\$11,755
9-12 credit hours	\$25	999		\$19,980	\$24,975	\$4,995
5-8 credit hours	\$25	1,232		\$24,640	\$30,800	\$6,160
0-4 credit hours	\$25	144		\$2,880	\$3,600	\$720
<b>Summer Semester Total</b>		<b>4,726</b>	<b>0</b>	<b>\$94,520</b>	<b>\$118,150</b>	<b>\$23,630</b>

<b>Fiscal Year Total</b>		<b>51,136</b>	<b>1,245</b>	<b>\$1,901,117</b>	<b>\$2,376,397</b>	<b>\$475,279</b>
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**Information Item: Waiver Impact**

FY22 Lost Revenue from Waivers	FY23 Lost Revenue from Waivers (before rate change)	FY23 Lost Revenue from Waivers (with rate change)
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\$120	\$160	\$200
\$80	\$80	\$100
\$1,680	\$1,800	\$2,250
\$20,600	\$22,240	\$27,800
<b>\$22,480</b>	<b>\$24,280</b>	<b>\$30,350</b>

\$120	\$160	\$200
\$80	\$120	\$150
\$1,760	\$1,880	\$2,350
\$21,640	\$23,360	\$29,200
<b>\$23,600</b>	<b>\$25,520</b>	<b>\$31,900</b>

\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>\$46,080</b>	<b>\$49,800</b>	<b>\$62,250</b>
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**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2023**  
**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 Actuals	FY 2022 Projected	FY23 Projection without rate change	FY23 Incremental requested fee change	FY23 Projection with rate change
<b>REVENUE</b>								
<i>Student Fees</i>								
Mandatory Fee Revenue (net of waivers)	40xxxx	1,779,821	1,432,366	1,752,481	1,967,896	1,987,272	475,279	2,376,397
Non-Mandatory Student Fees							0	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	62,114	86,000	18,753	0	0		0
<b>Total Revenue</b>		<b>\$1,841,935</b>	<b>\$1,518,366</b>	<b>\$1,771,234</b>	<b>\$1,967,896</b>	<b>\$1,987,272</b>	<b>\$475,279</b>	<b>\$2,376,397</b>
<b>EXPENDITURES</b>								
<i>Personal Services</i>								
Salaries - Faculty/Staff	51xxxx-53xxxx, except 523xxx to 525xxx	199,972	274,359	238,823	241,211	253,272		253,272
Salaries - Students	523xxx-524xxx	52,301	44,088	28,264	28,547	61,805		61,805
Salaries - Casual Labor	525xxx	2,000	6,025	9,256	9,349	0		0
Fringe Benefits	55xxxx, 56xxxx	60,334	85,215	77,188	77,960	81,858		81,858
Allocated Personal Services	59xxxx							0
<i>Travel</i>								
Travel - Employee	64xxxx	46,523	46,514	59	60	60		60
Travel - Non-Employee	65xxxx	95,752	73,440	86	87	88		88
Allocated Travel	698xxx							0
<i>Operating Supplies and Expenses</i>								
Purchases for Resale/Cost of Goods Sold	702xxx-703xxx							0
Motor Vehicle Expense	712xxxx	1,583	18,276		30,000	30,300		30,300
Supplies & Materials	714xxx	448,703	309,996	406,400	325,495	450,000		450,000
Repairs and Maintenance	715xxx except 715200	17,887	3,951	912	4,148	4,190		4,190
Repair & Rehabilitation Reserve Contribution	715200				0	12,000		12,000
Utilities	717xxxx				0	0		0
Rental Payments (Non-Real Estate)	719xxx	156,391	101,480	66,927	106,554	156,391		156,391
Insurance	720xxx				0	0		0
Software	733xxxx	2,637	834	50	876	2,637		2,637
Publications and Printing	742100		57,824	51,249	60,716	61,323		61,323
Equipment (Small Value)	743xxx-744xxx		3,652	2,625	3,835	3,873		3,873
Real Estate/Authority Lease Rental	748xxx				0	0		0
Per Diems & Fees	751xxx-752xxx		263,637	234,383	276,819	279,587		279,587
Contracted Services	753xxx	320,945	54,620	64,783	57,351	57,925		57,925
Telecommunications	771xxx	4,246	4,380	317	4,599	4,645		4,645
Scholarships	78xxxx except 781180 and 783xxx				0	0		0
Other Grant Expense	781180				0	0		0
Stipends	783xxx				0	0		0
Other Operating Expenses	727xxx & other 7xxxx not listed	679,187	300,352	139,909	315,370	679,187		679,187
Allocated Operating Expenses	798xxx				0	0		0
<i>Equipment/Capital Outlay</i>								
Lease/Purchase - Principal	8181xx, 8183xx				0	0		0
Lease/Purchase - Interest	8182xx, 8184xx				0	0		0
Motor Vehicle Purchase	8411xx		23,970		0	20,000		20,000
Equipment Purchase	8431xx, 8433xx			26,889	0	20,000		20,000
Land and Land Improvements	8501xx				0	0		0
Building and Facilities Renovation & Improvement	860xxx, 870xxx				0	0		0
Other Capital	8xxxx not otherwise listed				0	0		0
<b>Total Expenditures</b>		<b>\$2,088,461</b>	<b>\$1,672,613</b>	<b>\$1,348,119</b>	<b>\$1,542,975</b>	<b>\$2,179,140</b>	<b>\$0</b>	<b>\$2,179,140</b>
Beginning Net Assets and Reserves (July 1)	3xxxx	2,308,000	2,061,474	2,213,302	2,636,417	3,061,338		3,061,338
Surplus/(Deficit) from above schedule		-246,526	-154,247	423,115	424,921	-191,868	475,279	197,257
Transfer (to) or from other sources	9xxxx		306,075					
<b>Final Net Assets and Reserves (June 30)</b>		<b>\$2,061,474</b>	<b>\$2,213,302</b>	<b>\$2,636,417</b>	<b>\$3,061,338</b>	<b>\$2,869,470</b>	<b>\$475,279</b>	<b>\$3,258,594</b>
<b>Instructions:</b> Break out the final net assets as of the end of each fiscal year using the rows below. Row 77 and 84 should tie.								
Reserved for Renewal & Replacement	323100	200,000	220,000	240,000	260,000	280,000		280,000
Capital Liability Reserve Fund	329600	1,455,816	981,878	832,456	832,000	750,000		750,000
Other Unrestricted Net Assets (including encumbrance reserve)	3xxxx not otherwise listed	405,658	1,011,424	1,563,961	1,969,338	1,839,470	434,568	2,336,288
<b>Total Net Assets and Reserves</b>		<b>\$2,061,474</b>	<b>\$2,213,302</b>	<b>\$2,636,417</b>	<b>\$3,061,338</b>	<b>\$2,869,470</b>	<b>\$434,568</b>	<b>\$3,366,288</b>