

University System of Georgia
Mandatory Fee Detail & Request Form
Fiscal Year 2024

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.

Institution Name:	Georgia Institute of Technology
Preparer Name & Email:	Edo Diabaka edo.diabaka@studentlife.gatech.edu
Name of Fee:	Student Activity
New or Existing?	Existing
Fund:	FD13000
Revenue Department(s):	Student Organization
Revenue Account(s):	408100
PPV Projects Supported:	N/A
Webpage w/ Public Information	http://www.budgets.gatech.edu/mResources/MSFAC

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 2022? 562
Is the fee assessed during the summer semester? Yes, 50% of Fall and Spring (\$40*50%=\$20).

Campus Specific Assessment:

This fee is assessed to studnets on the Atlanta Campus

Description of Student Fee Committee:

The Mandatory Student Fee Advisory Committee (MSFAC) 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).

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Institution Name: Georgia Institute of Technology

Name of Fee: Student Activity

FY 2023 Fee Amount: \$40

Incremental Change Proposed: \$5

Proposed FY 2024 Fee Amount: \$45

Percent Change Proposed: 12.5%

FY22 Revenue \$1,893,385

FY22 Expenditures \$1,763,690

FY22 % of Revenue Expended: 93.2%

FY22 Unrestricted Fund Balance \$2,781,767

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 (309K)
2. JFC 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:

Justification for Requested Rate Change and Planned Usage:

The increase is requested to balance the decrease in the reserves account and to respond to increasing demands of SAF.

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.

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Fiscal Year 2024

Georgia Institute of Technology

Student Activity

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 2022 through Summer 2023 Revenue Projections

	FY 2023 Fee Rate	Projected FY23 Student Count	Projected FY23 Fee Waivers	Projected FY23 Revenue
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Fall Semester

Full-time	\$40	17,376	6	\$694,800
9-12 credit hours	\$40	6,166	7	\$246,360
5-8 credit hours	\$40	1,204	87	\$44,680
0-4 credit hours	\$40	671	577	\$3,760
Fall Semester Total		25,417	677	\$989,600

Spring Semester

Full-time	\$40	15,465	4	\$618,426
9-12 credit hours	\$40	5,488	4	\$219,350
5-8 credit hours	\$40	1,072	150	\$36,862
0-4 credit hours	\$40	597	597	\$8
Spring Semester Total		22,621	755	\$874,645

Summer Semester

Full-time	\$20	2,310	0	\$46,200
9-12 credit hours	\$20	1,226		\$24,520
5-8 credit hours	\$20	1,761		\$35,220
0-4 credit hours	\$20	150		\$3,000
Summer Semester Total		5,447	0	\$108,940

Fiscal Year Total		53,485	1,432	\$1,973,185
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Fall 2023 through Summer 2024 Revenue Projections

Projection of Enrollment and Revenues	Proposed FY 2024 Fee Rate	Projected FY24 Student Count	Projected FY24 Fee Waivers	FY24 Revenue without rate change	FY24 Revenue with rate change	Incremental Revenue from Rate Change
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Fall Semester

Full-time	\$45	17,550	6	\$701,738	\$789,456	\$87,717
9-12 credit hours	\$45	6,228	7	\$248,812	\$279,914	\$31,102
5-8 credit hours	\$45	1,216	91	\$44,988	\$50,611	\$5,623
0-4 credit hours	\$45	678	606	\$2,874	\$3,234	\$359
Fall Semester Total		25,671	711	\$998,413	\$1,123,214	\$124,802

Spring Semester

Full-time	\$45	15,619	4	\$624,603	\$702,679	\$78,075
9-12 credit hours	\$45	5,543	4	\$221,537	\$249,229	\$27,692
5-8 credit hours	\$45	1,082	182	\$36,031	\$40,535	\$4,504
0-4 credit hours	\$45	603	603	\$12	\$14	\$2
Spring Semester Total		22,847	793	\$882,184	\$992,457	\$110,273

Summer Semester

Full-time	\$23	2,333	0	\$46,662	\$52,495	\$5,833
9-12 credit hours	\$23	1,238	0	\$24,765	\$27,861	\$3,096
5-8 credit hours	\$23	1,779	0	\$35,572	\$40,019	\$4,447
0-4 credit hours	\$23	152	0	\$3,030	\$3,409	\$379
Summer Semester Total		5,501	0	\$110,029	\$123,783	\$13,754

Fiscal Year Total		54,020	1,504	\$1,990,626	\$2,239,454	\$248,828
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Information Item: Waiver Impact

FY23 Lost Revenue from Waivers	FY24 Lost Revenue from Waivers (before rate change)	FY24 Lost Revenue from Waivers (with rate change)
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\$240	\$252	\$284
\$280	\$294	\$331
\$3,480	\$3,654	\$4,111
\$23,080	\$24,234	\$27,263
\$27,080	\$28,434	\$31,988

\$160	\$168	\$189
\$160	\$168	\$189
\$6,000	\$7,260	\$8,168
\$23,880	\$24,114	\$27,128
\$30,200	\$31,710	\$35,674

\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0

\$57,280	\$60,144	\$67,662
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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 2020 Actuals	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Projected	FY24 Projection without rate change	FY24 Incremental requested fee change	FY24 Projection with rate change
REVENUE								
Student Fees	40xxxx							
Mandatory Fee Revenue (net of waivers)		1,432,366	1,752,481	1,926,962	1,973,185	1,990,626	248,828	2,239,454
Non-Mandatory Student Fees								0
Sales & Services								
Sales & Services	441xxx, 449xxx							0
Fines	442xxx							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
Miscellaneous Revenues								
Other Miscellaneous Revenues	47xxxx							0
Gifts	485xxx							0
Other Income	4xxxx not otherwise listed	86,000	18,753	-33,577				0
Total Revenue		\$1,518,366	\$1,771,234	\$1,893,385	\$1,973,185	\$1,990,626	\$248,828	\$2,239,454
EXPENDITURES								
Personal Services								
Salaries - Faculty/Staff	51xxxx-53xxxx, except 523xxx to 525xxx	274,359	238,823	57,557	75,800	83,380		83,380
Salaries - Students	523xxx-524xxx	44,088	28,264	5,300	18,000	19,800		19,800
Salaries - Casual Labor	525xxx	6,025	9,256		0	0		0
Fringe Benefits	55xxxx, 56xxxx	85,215	77,188	6,197	18,778	20,656		20,656
Allocated Personal Services	59xxxx				0	0		0
Travel								
Travel - Employee	64xxxx	46,514	59		50,000			0
Travel - Non-Employee	65xxxx	73,440	86	59,754	65,729	72,302		72,302
Allocated Travel	698xxx							0
Operating Supplies and Expenses								
Purchases for Resale/Cost of Goods Sold	702xxx-703xxx							0
Motor Vehicle Expense	712xxx	18,276			0	0		0
Supplies & Materials	714xxx	309,996	406,400	764,397	950,000	1,045,000		1,045,000
Repairs and Maintenance	715xxx except 715200	3,951	912	5,836	6,420	7,062		7,062
Repair & Rehabilitation Reserve Contribution	715200				0	0		0
Utilities	717xxx				0	0		0
Rental Payments (Non-Real Estate)	719xxx	101,480	66,927	83,364	91,700	100,870		100,870
Insurance	720xxx				0	0		0
Software	733xxxx	834	50		0	0		0
Publications and Printing	742100	57,824	51,249	42,931	70,000	77,000		77,000
Equipment (Small Value)	743xxx-744xxx	3,652	2,625	923	1,016	1,117		1,117
Real Estate/Authority Lease Rental	748xxx				0	0		0
Per Diems & Fees	751xxx-752xxx	263,637	234,383	272,052	299,257	329,183		329,183
Contracted Services	753xxx	54,620	64,783	207,211	240,000	264,000		264,000
Telecommunications	771xxx	4,380	317	316	348	382		382
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	300,352	139,909	247,892	272,681	299,949		299,949
Allocated Operating Expenses	798xxx			4,760	5,236	5,760		5,760
Equipment/Capital Outlay								
Lease/Purchase - Principal	8181xx, 8183xx							0
Lease/Purchase - Interest	8182xx, 8184xx							0
Motor Vehicle Purchase	8411xx	23,970		5,200	12,500	13,750		13,750
Equipment Purchase	8431xx, 8433xx		26,889		50,000	55,000		55,000
Land and Land Improvements	8501xx							0
Building and Facilities Renovation & Improvement	860xxx, 870xxx							0
Other Capital	8xxxx not otherwise listed							0
Total Expenditures		\$1,672,613	\$1,348,119	\$1,763,690	\$2,227,465	\$2,395,212	\$0	\$2,395,212
Beginning Net Assets and Reserves (July 1)	3xxxx	2,287,628	2,439,456	2,862,571	2,992,722	2,738,442		2,738,442
Surplus/(Deficit) from above schedule		-154,247	423,115	129,695	-254,280	-404,586	248,828	-155,758
Transfer (to) or from other sources	9xxxx	306,075		456				
Final Net Assets and Reserves (June 30)		\$2,439,456	\$2,862,571	\$2,992,722	\$2,738,442	\$2,333,856	\$248,828	\$2,582,685
Instructions: 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							
Capital Liability Reserve Fund	329600	210,955	210,955	210,955	210,955	210,955		210,955
Other Unrestricted Net Assets (including encumbrance reserve)	3xxxx not otherwise listed	2,228,501	2,651,616	2,781,767	2,527,487	2,122,901	248,828	2,371,730
Total Net Assets and Reserves		\$2,439,456	\$2,862,571	\$2,992,722	\$2,738,442	\$2,333,856	\$248,828	\$2,582,685