

STUDENT SERVICE FEE REQUEST FOR 2012-2013					
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Name of Unit:					
A D Bruce Religion Center					
	Actual		APPROVED	PROJECTED	INCOME
	INCOME FOR	SSF REQUEST	INCOME	ACTUAL	BUDGET
	2010-2011	FOR 2011-2012	BUDGET	INCOME	REQUEST
			FOR 2011-2012	FOR 2011-2012	FOR 2012-2013
INCOME					
Student Service Fees-Base Request			\$34,991	\$34,991	\$34,991
SSF FY 2010-2011 One-Time Allocation (Glazing)	\$338,676				
SSF FY 2010-2011 One-Time Allocation (Carpet)	\$19,121				
SSF FY 2010-2011 One-Time Allocation (Student Wages)	\$6,658				
SSF FY 2010-2011 One-Time Allocation (Utilities)	\$21,605				
SSF FY 2011-2012 Base Aug. (Student Wages)		\$13,386			
SSF FY 2011-2012 Base Aug. (Utilities)		\$21,605			
SSF FY 2011-2012 OT Allocation (Add. Utilities)				\$4,838	
SSF FY 2011-2012 OT Allocation (Add. Student Wages)				\$30,837	
SSF FY 2011-2012 OT Allocation (FM Level 1 Service)				\$54,016	
SSF FY 2011-2012 OT Allocation (Atrium Chairs)				\$10,159	
SSF FY 2011-2012 OT Allocation (Window Glazing)				\$327,708	
SSF FY 2012-2013 Base Aug. (Add. Utilities)					\$4,838
SSF FY 2012-2013 Base Aug. (Add. Student Wages)					\$30,837
SSF FY 2012-2013 Base Aug. (FM Level 1 Service)					\$54,016
Fund Equity (Window Glazing)			\$338,676	\$338,676	
Rockwell Foundation Endowment	\$25,036	\$22,431	\$19,762	\$19,762	\$19,762
Usage Fees (itemize (A))	\$62,376	\$71,000	\$86,848	\$80,000	\$80,000
Other (Itemize (B))	\$13,511	\$13,511	\$13,511	\$13,511	\$13,511
Transfer From UC	\$15,136	\$16,549			
TOTAL INCOME	\$502,119	\$158,482	\$493,788	\$914,498	\$237,955
	FY11 LEDGER 3				
	FORWARDED				
	TO FUND				
	BALANCE				
FY11 LEDGER 3 FORWARDED TO FUND BALANCE	\$337,163				
I have read the Policies and Procedures Governing the Collection, Allocation, and Expenditure of Student Service Fees and, to the best of my knowledge believe this report is in accord with the letter and spirit of those statements. This budget report reflects the unit's priorities.					
The figures have been checked for accuracy.					
Signature:		Mgr, ADBRC		October 24, 2011	713-743-5050
Bruce Twenhafel		Title		Date	Phone

NAME OF UNIT:					
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	ACTUAL		APPROVED	PROJECTED	EXPENDITURE
	EXPENSE	SSF REQUEST	EXPENDITURE	ACTUAL	BUDGET
NON-CONTROLLABLE EXPENDITURES	2010-2011	FOR 2011-2012	BUDGET	EXPENDITURES	REQUEST
			FOR 2011-2012	FOR 2011-2012	FOR 2012-2013
Exempt Category Employee Salaries	\$25,263	\$26,000	\$25,956	\$25,262	\$25,262
Non-Exempt Employee Salaries	\$15,744	\$15,683	\$15,683	\$0	\$0
Lump Sum Wages (Itemize (C))	\$15,930	\$33,072	\$37,867	\$37,867	\$37,867
Subtotal	\$56,936	\$74,755	\$79,506	\$63,129	\$63,129
Mandated Increments					
Equity Adjustments					
Overtime					
Subtotal	\$0	\$0	\$0	\$0	\$0
Fringe Benefits (Itemize (D))	\$16,388	\$17,420	\$12,393	\$12,393	\$12,393
Student Fee Waivers					
Bad Debt					
Credit Card Usage Fee					
Reserve Account					
Subtotal	\$16,388	\$17,420	\$12,393	\$12,393	\$12,393
Utilities	\$42,038	\$42,529	\$42,529	\$42,149	\$42,149
Custodial/Landscaping/Trash	\$0	\$0	\$0	\$0	\$0
Billable Reserve	\$0	\$0	\$0	\$0	\$0
Administrative Charge, Administration & Finance	\$7,524	\$7,936	\$7,266	\$61,730	\$12,743
Administrative Charge, Student Affairs		\$2,664	\$2,118	\$5,374	\$3,559
Subtotal	\$49,562	\$53,129	\$51,913	\$109,253	\$58,451
Total	\$122,886	\$145,304	\$143,812	\$184,775	\$133,973
CONTROLLABLE EXPENSES					
Telephone-Long Distance	\$1	\$35	\$35	\$20	\$20
Telephone-Equipment	\$1,908	\$1,908	\$1,908	\$1,908	\$1,908
Postage	\$239	\$20	\$20	\$356	\$356
Printing	\$54	\$40	\$40	\$60	\$60
Supplies	\$598	\$800	\$2,202	\$4,138	\$4,138
Equipment Rental and Maintenance	\$2,540	\$3,250	\$5,812	\$5,812	\$5,732
Travel-Air Fare					
Travel-Other	\$251			\$200	\$200
Furniture & Equipment		\$1,000	\$18,787	\$17,787	
Other (Itemize (E))	\$36,480	\$6,125	\$321,172	\$699,442	\$91,568
Subtotal	\$42,070	\$13,178	\$349,976	\$729,723	\$103,982
TOTAL EXPENDITURES	\$164,956	\$158,482	\$493,788	\$914,498	\$237,955
BALANCE (Income less Expenditures)	\$337,163	\$0	\$0	\$0	\$0

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Use to Itemize					
				PROJECTED	
	ACTUAL		APPROVED	ACTUAL	BUDGET
	INC/EXP	SF REQUEST	BUDGET	INC/EXP	REQUEST
INCOME	2010-2011	FOR 2011-2012	FOR 2011-2012	FOR 2011-2012	FOR 2012-2013
Usage Fees (list type and amount)					
Rental	\$73,026	\$71,000	\$86,848	\$80,000	\$80,000
Refunds	(\$10,650)				
Total Usage Fees (A)	\$62,376	\$71,000	\$86,848	\$80,000	\$80,000
Other (list type and amount)					
Utility Abatement	\$13,511	\$13,511	\$13,511	\$13,511	\$13,511
Total Other (B)	\$13,511	\$13,511	\$13,511	\$13,511	\$13,511
EXPENDITURES					
Lump Sum Wages					
Shift Differential	\$216	\$312	\$0	\$0	\$0
Student Wages	\$15,714	\$32,760	\$15,714	\$37,867	\$37,867
Total Lump Sum Wages (C)	\$15,930	\$33,072	\$15,714	\$37,867	\$37,867
Fringe Benefits					
FICA	\$3,565	\$5,792	\$4,419	\$4,419	\$4,419
Insurance	\$7,554	\$8,964	\$3,952	\$3,952	\$3,952
Retirement	\$3,558	\$1,072	\$2,300	\$2,300	\$2,300
Unemployment Compensation	\$581	\$642	\$642	\$642	\$642
Workers' Compensation					
Longevity	\$1,130	\$950	\$1,080	\$1,080	\$1,080
Total Fringe Benefits (D)	\$16,388	\$17,420	\$12,393	\$12,393	\$12,393
Other (list type and amount)					
Advertising	\$1,343	\$1,100	\$1,100	\$1,100	\$1,300
Parking Temp Permits		\$225	\$225	\$225	\$225
Parking Enforcement Lot 13A		\$1,800	\$1,800	\$1,800	\$1,800
Campus Ministry Association Reimbursement		\$3,000	\$3,000	\$2,134	\$2,134
Carpet & Asbestos Removal	\$33,802	\$0	\$0	\$0	
Glazing		\$0	\$315,047	\$598,624	
Pest Control	\$140				
Special Events	\$450				
Security Services Internal	\$745				
Physical Plant - Level 1 Services				\$50,247	\$50,247
Physical Plant - Billable Work Orders				\$9,000	\$9,000
Physical Plant - Service Level Agreements				\$26,862	\$26,862
Atrium Chairs				\$9,450	
Total Other (E)	\$36,480	\$6,125	\$321,172	\$699,442	\$91,568