

STUDENT SERVICE FEE REQUEST FOR 2013-2014

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Name of Unit:

Children's Learning Centers

	INCOME	APPROVED	PROJECTED	INCOME
	ACTUAL	BUDGET	INCOME	ACTUAL
	INCOME FOR	REQUEST	BUDGET	INCOME
	2011-2012	FOR 2012-2013	FOR 2012-2013	FOR 2012-2013
				FOR 2013-2014

INCOME

Student Service Fees-Base Budget for Operations	\$79,211	\$79,211	\$79,211	\$79,211	\$79,211
Student Service Fees-Base Budget for Scholarships	\$40,000	\$40,000	\$65,000	\$65,000	\$65,000
SSF FY 2012-2013 One-Time Allocation	\$25,000		\$0	\$0	
SSF FY 2012-2013 Base Augmentation		\$25,000	\$0		\$0
SSF FY 2013-2014 Base Augmentation	\$0				
Programs/Events					
Dept of Education Scholarships (CCAMPIS Grant)	\$0	\$0	\$0	\$0	\$0
Advertising					
Gifts/Donations					
UH Commitments*	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Usage Fees (Itemize (A))	\$1,194,617	\$1,466,511	\$1,333,221	\$1,339,962	\$1,343,773
Other (Itemize (B))	\$7,933	\$7,933	\$7,933	\$7,933	\$7,933
Fund Balance Estimate - Prior Year Equity	\$0				
Transfer Fund Equity From UC	\$77,289				
TOTAL INCOME	\$1,524,050	\$1,718,655	\$1,585,365	\$1,592,106	\$1,595,917

FY12 LEDGER 3
FORWARDED
TO FUND
BALANCE

FY12 LEDGER 3 FORWARDED TO FUND BALANCE (\$16,359)

*UH Commitments are as follows:

University of Houston	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
University Centers	\$0	\$0	\$0	\$0	\$0
Funded from prior years reserve	\$0	\$0	\$0	\$0	\$0
	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Student Service Fees, FY 2011-2012 Base Augmentation** Due to increase in UH Administration Charge.

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: Sherry L. Howard

Date:

10-22-12

NAME OF UNIT:					
Children's Learning Centers					
STUDENT SERVICE FEE REQUEST FOR 2013-2014					
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	EXPENDITURE		APPROVED	PROJECTED	EXPENDITURE
	ACTUAL	BUDGET	EXPENDITURE	ACTUAL	BUDGET
NON-CONTROLLABLE EXPENDITURES	EXPENSE	REQUEST	BUDGET	EXPENDITURE	REQUEST
	2011-2012	FOR 2012-2013	FOR 2012-2013	FOR 2012-2013	FOR 2013-2014
Exempt Category Employee Salaries	\$477,075	\$542,072	\$528,215	\$528,215	\$528,215
Non-Exempt Category Employee Salaries	\$311,322	\$251,098	\$229,607	\$229,607	\$229,607
Lump Sum Wages (Itemize (C))	\$126,296	\$190,000	\$135,655	\$135,655	\$135,655
Subtotal	\$914,693	\$983,170	\$893,477	\$893,477	\$893,477
Mandated Increments					
Equity Adjustments					
Overtime & Temp	\$1,085	\$0	\$5,000	\$2,000	\$2,000
Subtotal	\$1,085	\$0	\$5,000	\$2,000	\$2,000
Fringe Benefits (Itemize (D))	\$278,793	\$286,472	\$277,972	\$286,176	\$288,987
Student Fee Waivers					
Bad Debt					
Credit Card Usage Fee	\$15,621	\$19,500	\$16,000	\$16,000	\$16,000
Reserve Account					
Subtotal	\$294,414	\$305,972	\$293,972	\$302,176	\$304,987
Utilities	\$22,452	\$30,000	\$23,000	\$24,000	\$24,000
Custodial/Landscaping/Trash	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Administrative Charge	\$79,317	\$94,530	\$90,475	\$89,014	\$89,014
DOSA Administrative Charge	\$0	\$23,632	\$18,271	\$18,271	\$18,271
Subtotal	\$101,769	\$148,162	\$131,746	\$131,285	\$131,285
Total	\$1,311,961	\$1,437,304	\$1,324,195	\$1,328,938	\$1,331,749
CONTROLLABLE EXPENSES					
Telephone-Long Distance	\$32	\$100	\$100	\$100	\$100
Telephone-Equipment	\$3,269	\$6,480	\$3,500	\$3,500	\$3,500
Postage	\$9	\$200	\$200	\$200	\$200
Printing	\$102	\$600	\$1,000	\$1,000	\$1,000
Supplies	\$73,715	\$68,027	\$73,500	\$75,500	\$76,000
Equipment Rental and Maintenance	\$7,137	\$3,200	\$7,200	\$7,200	\$7,200
Travel-Registration Fees	\$2,184	\$3,450	\$3,500	\$3,500	\$3,500
Travel	\$0	\$500	\$500	\$500	\$500
Travel-Other	\$0	\$23,500	\$3,000	\$3,000	\$3,500
Facility & Renovation Reserve		\$0	\$0	\$0	\$0
Other (Itemize (E))	\$64,715	\$175,294	\$168,670	\$168,668	\$168,668
Subtotal	\$151,163	\$281,351	\$261,170	\$263,168	\$264,168
TOTAL EXPENDITURES	\$1,463,124	\$1,718,655	\$1,585,365	\$1,592,106	\$1,595,917
BALANCE (Income less Expenditures)	(\$16,359)	\$0	\$0	\$0	\$0

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Use to Itemize	PROJECTED				
	ACTUAL	BUDGET	APPROVED	ACTUAL	BUDGET
	INC/EXP	REQUEST	BUDGET	INC/EXP	REQUEST
	2011-2012	FOR 2012-2013	FOR 2012-2013	FOR 2012-2013	FOR 2013-2014
INCOME					
Usage Fees (list type and amount)					
Tuition and Fees	\$1,194,617	\$1,466,511	\$1,333,221	\$1,339,962	\$1,343,773
Total Usage Fees (A)	\$1,194,617	\$1,466,511	\$1,333,221	\$1,339,962	\$1,343,773
Other Revenue (list type and amount)					
Computer Use Fee Allocation					
Cost Reimbursements					
Sales & Service	\$0	\$0	\$0	\$0	\$0
Food Program Reimbursement	\$0	\$0	\$0	\$0	\$0
Utility Abatement	\$7,933	\$7,933	\$7,933	\$7,933	\$7,933
Total Other (B)	\$7,933	\$7,933	\$7,933	\$7,933	\$7,933
EXPENDITURES					
Lump Sum Wages					
Non-Student Wages					
Student Wages	\$126,296	\$190,000	\$135,655	\$135,655	\$135,655
Total Lump Sum Wages (C)	\$126,296	\$190,000	\$135,655	\$135,655	\$135,655
Fringe Benefits					
FICA	\$59,963	\$62,296	\$62,296	\$67,000	\$67,007
Insurance	\$135,029	\$143,000	\$135,000	\$138,000	\$138,000
Retirement	\$52,544	\$47,590	\$49,484	\$47,590	\$51,227
Unemployment Compensation	\$9,377	\$10,066	\$9,192	\$10,066	\$9,233
Longevity	\$21,880	\$23,520	\$22,000	\$23,520	\$23,520
Total Fringe Benefits (D)	\$278,793	\$286,472	\$277,972	\$286,176	\$288,987
Other (list type and amount)					
Food Supply	\$16,856	\$17,000	\$17,000	\$17,000	\$17,000
Special Events	\$148	\$1,800	\$1,800	\$1,800	\$1,800
Physical Plant - Level 1 Service	\$0	\$37,904	\$37,904	\$37,904	\$37,904
Physical Plant - Contracts & Billables	\$0	\$18,153	\$18,155	\$18,153	\$18,153
Physical Plant - Billable Reserve	\$0	\$8,736	\$8,736	\$8,736	\$8,736
Advertising	\$50	\$100	\$100	\$100	\$100
Repair & Maintenance	\$0	\$12,525	\$12,525	\$17,525	\$17,525
Dues Tax & License	\$160	\$2,250	\$2,250	\$2,250	\$2,250
Professional Services	\$190	\$6,826	\$200	\$200	\$200
Cleaning Services	\$4,533	\$5,000	\$5,000	\$0	\$0
Equipment	\$2,586	\$0	\$0	\$0	\$0
SFAC Tuition Assistance	\$40,192	\$65,000	\$65,000	\$65,000	\$65,000
Total Other (E)	\$64,715	\$175,294	\$168,670	\$168,668	\$168,668