

STUDENT SERVICE FEE REQUEST FOR 2018-2019

FISCAL YEAR 2019

Name of Unit: Counseling and Psychological Services (CAPS)
Dept#: H0220

	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019
Funding Sources	Approved Budget 2016-2017	Actuals 2016-2017	Approved Budget 2017-2018	Projected Actuals for 2017-2018	Budget Request for 2018-2019
Student Service Fees- Base Budget	1,807,882	1,807,882	2,073,043	2,073,043	2,073,043
SSF Merit/Salary Increase		0		-	
Student Service Fees Base Augmentation Request					150,400
Student Service Fees One-Time Request			-	-	
Student Service Fees One-Time Additional Request		126,191		Enter Add'l One time	
SSF One Time Fund Equity Rollover				252,000	
CFWD from Prior Year (Open Commitments)		236		-	
Creation of Business Services Program		(65,511)			
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)				405,000	405,000
Designated (Fund 2)/Sales&Services E&G	25,000	36,108	285,000	285,000	285,000
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	604	15	605	605	1,000
Grants (Fund 5)		0			
Other Income (itemize below)					
Dedicated Fees-Base Budget-Student Center		0			
Dedicated Fees-Base Budget-SC Transformation		0			
Dedicated Fees-Base Budget Recreation Facility		-			
Subtotal of Income	1,833,486	1,904,921	2,358,648	3,015,648	2,914,443
Deductions from Income					
Student Fee Waivers-SC		-			
Student Fee Waivers- SC Transformation		-			
Student Fee Waivers- Recreation		-			
Bad Debt		-			
Subtotal of Deductions from Income	0	0	0	0	0
TOTAL INCOME	1,833,486	1,904,921	2,358,648	3,015,648	2,914,443

FY17 Fund 3049 Equity returned to Reserve

Initials Dept. Head
Initials Completed by
Initials Certifying Signatory

W
G.S.
K.B.

Expenses	Approved Budget 2016-2017	Actuals 2016-2017	Approved Budget 2017-2018	Projected Actuals for 2017-2018	Budget Request for 2018-2019
Salaries and Wages					
Exempt Category Employee Salaries	1,228,610	1,043,479	1,475,892	1,770,006	1,850,892
Non-Exempt Employee Wages	29,120	56,593	124,648	130,534	154,749
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)	15,000	-			
Other Temporary Workers Wages		-			
Longevity	6,720	7,140	8,280	8,280	8,280
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,279,450	1,107,211	1,608,820	1,908,820	2,013,921

Fringe Benefits	Fringe Benefits Total	356,736	335,729	506,896	611,896	648,681
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Other Expenses					
Advertising		1,746			
Awards		-			
Business Meals	3,900	711	3,900	3,900	3,900
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,600	4,907	3,600	3,600	3,600
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	10,000	4,036	10,000	10,000	10,000
Financial/Legal	5,400	3,590	5,400	5,400	5,400
Office/General Supplies	13,100	14,777	13,100	13,100	13,100
Other Expense		-			
Parts/Furniture	1,200	645	1,200	1,200	1,200
Printing/Postal/Freight	1,620	1,543	1,620	1,620	1,620
Professional Development	16,000	14,634	21,000	21,000	21,000
Programs/Events	5,000	2,580	5,000	5,000	5,000
Prospective/New Employee	4,000	3,476	4,000	4,000	4,000
Rental/Lease	2,500	3,740	2,500	2,500	2,500
Repairs/Maintenance	3,100	-	3,100	3,100	3,100
Scholarships/Stipends		-			
Security Services		-			
Services		-			
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	10,000	10,742	11,170	11,170	11,170
Temporary Staffing	3,000	28,308	30,000	267,735	22,845
Travel	10,000	10,644	10,000	10,000	10,000
Travel/Guest		-			
Travel/Student		1,018			
Uniforms		-			
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Debt Service		-			
Deferred Maintenance		-			
Transformation - CIP		-			
Admin Charge (6% of Total Expense)	104,880	93,782	117,342	131,607	133,406
Bad Debt Expense		-			
Other Expenses Total	197,300	200,881	242,932	494,932	251,841

TOTAL EXPENSE	1,833,486	1,643,821	2,358,648	3,015,648	2,914,443
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BALANCE (Income less Expenses)	0	261,100	0	0	0
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Initials Dept. Head MA
 Initials Completed by G.S.
 Initials Certifying Signatory K.B.

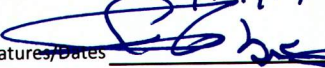
APPROVALS:

To the best of my knowledge this report is accurate and reflects the unit's priorities. The figures provided have been checked and verified.
(print names & UH affiliation next to all signatures.)

Signature of Department Head: 

Title: DIRECTOR

Date: 10/19/17

Other AVP Required Signatures/Dates:  10-28-17

Form Completed By: Georgeann Smith

Certifying Signature & Date:  10/19/17

8/18/2017