

STUDENT SERVICE FEE REQUEST FOR 2010-2011

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Name of Unit:

| | Actual INCOME FOR 2008-2009 | SSF REQUEST FOR 2009-2010 | APPROVED INCOME BUDGET FOR 2009-2010 | PROJECTED ACTUAL INCOME FOR 2009-2010 | INCOME BUDGET REQUEST FOR 2010-2011 |
|---|--|------------------------------|---|--|--|
| INCOME | | | | | |
| Student Service Fees-Base Request | \$387,639 | \$395,856 | \$385,249 | \$385,249 | \$404,270 |
| Dedicated Fees-Base Budget | | | | | |
| Student Service Fees, FY 2009-2010 One-Time Allocation | | | | | |
| Student Service Fees, FY 2010-2011 One-Time Allocation | | | | | |
| Student Service Fees, FY 2010-2011 Base Augmentation | | | | | |
| Sales & Services | | | | | |
| Programs/Events | | | | | |
| Facility Rental | | | | | |
| Advertising | | | | | |
| Food Service Contracts | | | | | |
| Gifts/Donations | | | | | |
| Usage Fees (Itemize (A)) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other (Itemize (B)) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sale of Equipment | | | | | |
| TOTAL INCOME | \$387,639 | \$395,856 | \$385,249 | \$385,249 | \$404,270 |
| | FY09 LEDGER 3 ADDITION TO FUND EQUITY | | | | |
| FY09 LEDGER 3 ADDITION TO FUND EQUITY | | | | | |
| <p>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.</p> | | | | | |
| Signature <i>Cheryl Amoruso</i> | | Title <i>Director, CSO</i> | | Date <i>1/24/10 (713) 743-5400</i> | Phone |

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STUDENT SERVICE FEE REQUEST FOR 2010-2011

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| | ACTUAL EXPENSE 2008-2009 | SSF REQUEST FOR 2009-2010 | APPROVED EXPENDITURE BUDGET FOR 2009-2010 | PROJECTED ACTUAL EXPENDITURES FOR 2009-2010 | EXPENDITURE BUDGET REQUEST FOR 2010-2011 |
|---|--------------------------------|------------------------------|--|--|---|
| NON-CONTROLLABLE EXPENDITURES | | | | | |
| Exempt Category Employee Salaries | \$232,114 | \$232,114 | \$232,115 | \$232,114 | \$232,114 |
| Non-Exempt Employee Salaries | \$31,320 | \$31,320 | \$31,320 | \$31,320 | \$31,320 |
| Lump Sum Wages (Itemize (C)) | \$10,789 | \$13,663 | \$5,000 | \$10,790 | \$10,790 |
| Subtotal | \$274,223 | \$277,097 | \$268,435 | \$274,224 | \$274,224 |
| Mandated Increments | | | | | |
| Equity Adjustments | | | | | |
| Overtime | | | | | |
| Subtotal | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fringe Benefits (Itemize (D)) | \$81,060 | \$75,489 | \$75,489 | \$81,100 | \$81,107 |
| Student Fee Waivers | | | | | |
| Bad Debt | | | | | |
| Credit Card Usage Fee | | | | | |
| Reserve Account | | | | | |
| Subtotal | \$81,060 | \$75,489 | \$75,489 | \$81,100 | \$81,107 |
| Utilities | | | | | |
| Administrative Charge, Administration & Finance | \$14,994 | \$15,000 | \$15,000 | \$14,994 | \$15,000 |
| Administrative Charge, Student Affairs | | \$5,628 | \$5,628 | | \$5,842 |
| Subtotal | \$14,994 | \$20,628 | \$20,628 | \$14,994 | \$20,842 |
| Total | \$370,277 | \$373,214 | \$364,552 | \$370,318 | \$376,173 |
| CONTROLLABLE EXPENSES | | | | | |
| Telephone-Long Distance | \$42 | \$60 | \$60 | \$50 | \$42 |
| Telephone-Equipment | \$8,750 | \$8,621 | \$8,750 | \$8,750 | \$8,750 |
| Postage | \$67 | \$65 | \$64 | \$67 | \$67 |
| Printing | \$1,256 | \$950 | \$950 | \$1,256 | \$2,000 |
| Supplies | \$2,539 | \$4,000 | \$2,000 | \$2,539 | \$4,000 |
| Equipment Rental and Maintenance | \$3,938 | \$3,773 | \$3,773 | \$3,938 | \$3,938 |
| Travel-Air Fare | | | | | |
| Travel-Other | \$1,536 | \$1,000 | \$1,000 | \$700 | \$700 |
| Equipment | \$9,897 | \$600 | \$600 | \$668 | \$2,000 |
| Other (Itemize (E)) | \$11,298 | \$3,573 | \$3,500 | \$5,300 | \$6,600 |
| Subtotal | \$39,323 | \$22,642 | \$20,697 | \$23,268 | \$28,097 |
| TOTAL EXPENDITURES | \$409,600 | \$396,856 | \$385,249 | \$393,586 | \$404,270 |
| BALANCE (Income less Expenditures) | (\$21,961) | \$0 | \$0 | (\$8,337) | \$0 |

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Use to Itemize

| INCOME | ACTUAL INC/EXP 2008-2009 | SF REQUEST FOR 2009-2010 | APPROVED BUDGET FOR 2009-2010 | PROJECTED ACTUAL INC/EXP FOR 2009-2010 | BUDGET REQUEST FOR 2010-2011 |
|-----------------------------------|--------------------------------|-----------------------------|-------------------------------------|---|------------------------------------|
| Usage Fees (list type and amount) | | | | | |
| Total Usage Fees (A) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other (list type and amount) | | | | | |
| Total Other (B) | \$0 | \$0 | \$0 | \$0 | \$0 |
| EXPENDITURES | | | | | |
| Lump Sum Wages | | | | | |
| Non-Student Wages | \$7,599 | \$8,663 | | \$9,790 | \$9,790 |
| Student Wages | \$3,192 | \$5,000 | \$5,000 | \$1,000 | \$1,000 |
| Total Lump Sum Wages (C) | \$10,791 | \$13,663 | \$5,000 | \$10,790 | \$10,790 |
| Fringe Benefits | | | | | |
| FICA | \$20,684 | \$19,357 | \$19,357 | \$20,684 | \$20,684 |
| Insurance | \$31,742 | \$30,336 | \$30,336 | \$31,742 | \$31,742 |
| Retirement | \$17,872 | \$16,550 | \$16,550 | \$17,872 | \$17,872 |
| Unemployment Compensation | \$1,552 | \$1,455 | \$1,455 | \$1,552 | \$1,559 |
| Workers' Compensation | \$1,270 | \$1,191 | \$1,191 | \$1,270 | \$1,270 |
| Longevity | \$7,940 | \$6,600 | \$6,600 | \$7,980 | \$7,980 |
| Total Fringe Benefits (D) | \$81,060 | \$75,489 | \$75,489 | \$81,100 | \$81,107 |
| Other (list type and amount) | | | | | |
| LECTURERS | \$6,857 | | | | |
| ADVERTISING | \$3,027 | \$1,573 | \$1,500 | \$3,000 | \$3,000 |
| RETAINED BOOKS | \$242 | \$800 | \$800 | | \$300 |
| ROOM RENTAL | \$325 | \$200 | \$200 | | |
| EMPLOYEE UNIFORMS | \$277 | | | | |
| MEMBERSHIPS | \$300 | | | \$300 | \$300 |
| NON-OVERNIGHT TRANSPORTATION | \$170 | | | | |
| REGISTRATION FEES | \$100 | | | | |
| COMPUTER SOFTWARE | | \$1,000 | \$1,000 | \$2,000 | \$3,000 |
| Total Other (E) | \$11,298 | \$3,573 | \$3,500 | \$5,300 | \$6,600 |