| STUDENT SERVICE FEE REQUEST FOR 2011-2012   |                      |                    |  |                    |  |
|---|----------------------|--------------------|--|--------------------|--|
| Page 1  |                      |                    |  |                    |  |
| Name of Unit:   |                      |                    |  |                    |  |
|   |                      |                    |  |                    |  |
|   |                      |                    | APPROVED                                     | PROJECTED          | INCOME                                       |
|   | Actual               |                    | INCOME                                       | ACTUAL             | BUDGET                                       |
|   | INCOME FOR           | SSF REQUEST        | BUDGET                                       | INCOME             | REQUEST                                      |
|   | 2009-2010            | FOR 2010-2011      | FOR 2010-2011                                | FOR 2010-2011      | FOR 2011-2012                                |
| INCOME  |                      |                    |  |                    |  |
| Student Service Fees-Base Request   | \$125,934            | \$125,934          | \$125,934                                    | \$125,934          | \$125,934                                    |
| Dedicated Fees-Base Budget  | Ψ123,334             | Ψ123,334           | ψ123,334                                     | Ψ123,334           | ψ123,334                                     |
| Student Service Fees, FY 2010-2011 One-Time Allocation  | <del> </del>         | L                  | <u>                                     </u> | \$3,022            | <u>                                     </u> |
| Student Service Fees, FY 2010-2011 One-Time Allocation  |                      |                    | ļ  | \$3,022            |  |
| Student Service Fees, FY 2011-2012 One-Time Allocation Student Service Fees, FY 2011-2012 Base Augmentation | !<br>!               |                    | <u> </u>                                     |                    | \$3,022                                      |
|   | ļ                    |                    | <u> </u>                                     |                    | \$3,022                                      |
| Sales & Services Programs/Events  | <del> </del>         | ļ                  | <del> </del>                                 |                    | <del> </del>                                 |
|   | <del> </del>         | <b></b>            | <del> </del>                                 | l                  | <del> </del>                                 |
| Facility Rental   | <del> </del>         | <b></b>            | <del> </del>                                 |                    | <del> </del>                                 |
| Advertising   | ļ                    |                    |  |                    | ļ  |
| Food Service Contracts  | <u> </u>             |                    | <u> </u>                                     |                    | <u> </u>                                     |
| Gifts/Donations   | ļ<br>                | <br>               | <u> </u>                                     |                    | <u> </u>                                     |
| Usage Fees (itemize (A))  | \$0                  | \$0                | \$0  | \$0                | \$0  |
| Other (Itemize (B))   | \$0                  | \$0                | \$0  | \$0                | \$0  |
| Sale of Equipment   | <u> </u>             |                    |  |                    |  |
|   |                      |                    |  |                    |  |
| TOTAL INCOME  | \$125,934            | \$125,934          | \$125,934                                    | \$128,956          | \$128,956                                    |
|   |                      |                    |  |                    |  |
|   | FY10 LEDGER 3        |                    |  |                    |  |
|   | ADDITION             |                    |  |                    |  |
|   | TO FUND              |                    |  |                    |  |
|   | EQUITY               |                    |  |                    |  |
|   |                      |                    |  |                    |  |
| FY09 LEDGER 3 ADDITION TO FUND EQUITY   | \$1,321.00           |                    |  |                    |  |
|   |                      |                    |  |                    |  |
|   |                      |                    |  |                    |  |
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|   |                      |                    |  |                    |  |
| I have read the Policies and Procedures Governing the C   | ollection Allocation | and Expenditure of | r<br>of Student Service F                    | ees and to the hes | st of  |
| my knowledge believe this report is in accord with the lett   |                      |                    |  |                    |  |
| The figures have been checked for accuracy.   |                      | e statements. This | Duaget report relie                          |                    | cs.  |
| The lightes have been elicened for accuracy.  |                      |                    |  |                    |  |
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| 0:  |                      | <b>-</b> :         |  | n .                | D.   |
| Signature   |                      | Title              |  | Date               | Phone  |
|   | I .                  |                    | l  |                    |  |

| NAME OF UNIT:                                   |           |                      |                 |                 |                           |
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| STUDENT SERVICE FEE REQUEST FOR 2011-2012       |           |                      |                 |                 |                           |
| Page 2  |           |                      |                 |                 |                           |
|   |           |                      | APPROVED        | PROJECTED       | EXPENDITURE               |
|   | ACTUAL    |                      | EXPENDITURE     | ACTUAL          | BUDGET                    |
|   | EXPENSE   | SSF REQUEST          | BUDGET          | EXPENDITURES    | REQUEST                   |
| NON-CONTROLLABLE EXPENDITURES                   | 2009-2010 | FOR 2010-2011        | FOR 2010-2011   | FOR 2010-2011   | FOR 2011-2012             |
|   |           |                      |                 |                 |                           |
|   |           |                      |                 |                 |                           |
|   |           |                      |                 | ļ               |                           |
| Exempt Category Employee Salaries               |           | <br>                 |                 | ļ<br>           |                           |
| Non-Exempt Employee Salaries                    |           |                      | <u> </u>        | <u> </u>        |                           |
| Lump Sum Wages (Itemize (C))                    | \$10,280  | \$7,500              | \$8,580         | \$8,580         | \$13,500                  |
| Subtotal  | \$10,280  | \$7,500              | \$8,580         | \$8,580         | \$13,500                  |
|   |           |                      | <u> </u>        | <u> </u>        | <u> </u>                  |
| Mandated Increments                             |           | ļ                    | ļ               | ļ               |                           |
| Equity Adjustments                              |           | ļ                    | ļ               | ļ               |                           |
| Overtime  |           | <u> </u>             | <u> </u>        | <u> </u>        |                           |
| Subtotal  | \$0       | \$0                  | \$0             | \$0             | \$0                       |
|   |           | ****                 |                 | <b>A-</b>       |                           |
| Fringe Benefits (Itemize (D))                   | \$638     | \$250                | \$742           | \$742           | \$1,166                   |
| Student Fee Waivers                             |           |                      | ļ               | ļ               |                           |
| Bad Debt  |           | ļ                    | <u> </u>        | ļ               |                           |
| Credit Card Usage Fee                           |           | ļ                    | ļ               | ļ               |                           |
| Reserve Account                                 | ****      | 4070                 | 4=40            | A=10            | A                         |
| Subtotal  | \$638     | \$250                | \$742           | \$742           | \$1,166                   |
| Utilities                                       |           |                      |                 |                 |                           |
|   | £4.070    | £4.700               | £4.700          | ф7. г.г.c       | ф7. г.г.c                 |
| Administrative Charge, Administration & Finance | \$4,379   | \$4,700              | \$4,700         | \$7,556         | \$7,556<br>\$1,889        |
| Administrative Charge, Student Affairs Subtotal | \$1,889   | \$1,889<br>\$6,590   | \$1,889         | \$1,889         | \$1,889<br><b>\$9,445</b> |
| Subtotal  | \$6,268   | \$6,589              | \$6,589         | \$9,445         | \$9,445                   |
| Total   | \$17,186  | \$14,339             | \$15,911        | \$18,767        | \$24,111                  |
| Total   | \$17,100  | \$14,339             | \$15,911        | \$10,707        | \$24,111                  |
| CONTROLLABLE EXPENSES                           |           |                      |                 |                 |                           |
| Telephone-Long Distance                         | \$0       | \$5                  | \$5             | \$0             | \$0                       |
| Telephone-Equipment                             | \$344     | \$312                | \$312           | \$345           | \$345                     |
| Postage   | \$12      | \$12                 | \$12            | \$12            | \$0                       |
| Printing  | \$2,479   | \$3,000              | \$3,000         | \$3,000         | \$3,000                   |
| Supplies  | \$7,982   | \$5,000              | \$5,000         | \$5,000         | \$5,000                   |
| Equipment Rental and Maintenance                | \$2,068   | \$5,000              | \$5,000         | \$5,000         | \$5,000                   |
| Travel-Air Fare                                 | \$30,253  | \$38,105             | \$38,105        | \$34,000        | \$31,000                  |
| Travel-Other                                    | \$13,119  | \$14,000             | \$14,000        | \$10,000        | \$10,000                  |
| Equipment                                       | \$1,988   | \$8,250              | \$8,250         | \$2,000         | \$2,000                   |
| Other (Itemize (E))                             | \$49,182  | \$37,911             | \$36,339        | \$50,832        | \$48,500                  |
| Subtotal  | \$107,427 | \$111,595            | \$110,023       | \$110,189       | \$104,845                 |
| Subtotal  | Ψ101,421  | ψ111,333             | ψ110,023        | ψ110,103        | Ψ10-7,043                 |
| TOTAL EXPENDITURES                              | \$124,613 | \$125,934            | \$125,934       | \$128,956       | \$128,956                 |
| . C L.         | Ψ12-7,010 | ψ.20,00 <del>4</del> | <b>Ψ120,004</b> | <b>ψ.20,000</b> | ψ.20,330                  |
| BALANCE (Income less Expenditures)              | \$1,321   | \$0                  | \$0             | \$0             | \$0                       |
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| NAME OF UNIT:                                    |                     |                     |                     |                     |                     |
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| 0<br>STUDENT SERVICE SEE DEQUEST FOR 2014 2012   |                     |                     |                     |                     |                     |
| STUDENT SERVICE FEE REQUEST FOR 2011-2012 Page 3 |                     |                     |                     |                     |                     |
| Use to Itemize                                   |                     |                     |                     |                     |                     |
|  |                     |                     |                     | PROJECTED           |                     |
|  | ACTUAL              |                     | APPROVED            | ACTUAL              | BUDGET              |
|  | INC/EXP             | SF REQUEST          | BUDGET              | INC/EXP             | REQUEST             |
| INCOME   | 2009-2010           | FOR 2010-2011       | FOR 2010-2011       | FOR 2010-2011       | FOR 2011-2012       |
| Usage Fees (list type and amount)                |                     |                     |                     | <u> </u>            |                     |
|  |                     | <br>                |                     |                     | <u> </u>            |
| ļ.   |                     | ļ                   | <u> </u>            | ļ                   | ļ                   |
| <del> </del>                                     |                     |                     | <u> </u>            |                     |                     |
| ļ-   |                     | ļ                   | ļ                   |                     | ļ                   |
| Total Usage Fees (A)                             | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Total osage rees (A)                             | ΨΟ                  | Ψ                   | Ψ                   | 40                  | Ψ                   |
| Other (list type and amount)                     |                     |                     |                     |                     |                     |
| i i  |                     |                     |                     |                     |                     |
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| <u> </u>   |                     |                     | <del> </del>        |                     |                     |
| <del> </del>                                     |                     | <u> </u>            | <u> </u>            | !<br>               | <u> </u>            |
| <u>†</u>   |                     |                     | <del> </del>        |                     |                     |
| Total Other (B)                                  | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
|  |                     |                     |                     |                     |                     |
| EXPENDITURES                                     |                     |                     |                     |                     |                     |
| Lump Sum Wages                                   |                     |                     |                     |                     |                     |
| Non-Student Wages                                |                     |                     |                     |                     |                     |
| Student Wages                                    | \$10,279            | \$7,500             | \$8,580             | \$8,580             | \$9,580             |
| Total Lump Sum Wages (C)                         | \$10,279            | \$7,500             | \$8,580             | \$8,580             | \$9,580             |
| Follows Bosse (1)                                |                     |                     |                     |                     |                     |
| Fringe Benefits FICA                             | \$534               | \$155               | \$656               | \$656               | \$1,030             |
| Insurance  | \$534<br>\$0        | \$155<br>\$0        | \$000               | \$656<br>\$0        | \$1,030             |
| Retirement                                       | \$0                 | \$0                 | \$0                 | \$0<br>\$0          | \$0                 |
| Unemployment Compensation                        | \$57                | \$50                | \$43                | \$43                | \$68                |
| Workers' Compensation                            | \$47                | \$45                | \$43                | \$43                | \$68                |
| Longevity  |                     |                     | İ                   |                     |                     |
| Total Fringe Benefits (D)                        | \$638               | \$250               | \$742               | \$742               | \$1,166             |
|  |                     |                     |                     |                     |                     |
| Other (list type and amount)                     |                     |                     | <u> </u>            |                     | ļ                   |
| Allocation                                       |                     |                     | <u> </u>            | <b>4= ==</b>        | <u> </u>            |
| Advertising Professional Services                | \$4,581<br>\$8,670  | \$6,500<br>\$7,414  | \$5,500<br>\$7,000  | \$5,500             | \$5,500             |
| Professional Services Special Events             | \$8,679<br>\$35,922 | \$7,411<br>\$24,000 | \$7,000<br>\$23,839 | \$9,000<br>\$36,332 | \$9,000<br>\$34,000 |
| Special Events                                   | <b>Ф30,922</b>      | ⊅∠4,000             | <u> </u>            | \$30,33Z            | <del>გა4,000</del>  |
| <del> </del>                                     |                     | <u> </u>            | <del> </del>        |                     | <del> </del>        |
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|  |                     |                     | ļ                   |                     | ļ                   |
| Total Other (E)                                  | \$49,182            | \$37,911            | \$36,339            | \$50,832            | \$48,500            |