

	A	B	C	D	E	F
1	<b>STUDENT SERVICE FEE REQUEST FOR 2011-2012</b>					
2	Page 1					
3	Name of Unit:					
4	Counseling & Psychological Services					
5				APPROVED	PROJECTED	INCOME
6		Actual		INCOME	ACTUAL	BUDGET
7		INCOME FOR	SSF REQUEST	BUDGET	INCOME	REQUEST
8		2009-2010	FOR 2010-2011	FOR 2010-2011	FOR 2010-2011	FOR 2011-2012
9						
10	<b>INCOME</b>					
11	Student Service Fees-Base Request	\$1,202,032	\$1,219,165	\$1,242,720	\$1,242,720	\$1,242,720
12	Dedicated Fees-Base Budget					
13	Student Service Fees, FY 2010-2011 One-Time Allocation				\$29,260	
14	Student Service Fees, FY 2011-2012 One-Time Allocation					
15	Student Service Fees, FY 2011-2012 Base Augmentation					\$98,987
16	Sales & Services	\$26,967	\$20,000	\$20,000	\$20,000	\$25,000
17	Programs/Events					
18	Facility Rental					
19	Advertising					
20	Food Service Contracts					
21	Gifts/Donations					
22	Usage Fees (Itemize (A))	\$0	\$0	\$0	\$0	\$0
23	Other (Itemize (B))	\$0	\$0	\$0	\$0	\$0
24	Sale of Equipment					
25						
26	<b>TOTAL INCOME</b>	<b>\$1,228,999</b>	<b>\$1,239,165</b>	<b>\$1,262,720</b>	<b>\$1,291,980</b>	<b>\$1,366,707</b>
27						
28		FY10 LEDGER 3				
29		ADDITION				
30		TO FUND				
31		EQUITY				
32						
33	<b>FY10 LEDGER 3 ADDITION TO FUND EQUITY</b>	<b>\$89,978</b>				
34						
35						
36						
37						
38						
39						
40						
41						
42						
43	I have read the Policies and Procedures Governing the Collection, Allocation, and Expenditure of Student Service Fees and, to the best of					
44	my knowledge believe this report is in accord with the letter and spirit of those statements. This budget report reflects the unit's priorities.					
45	The figures have been checked for accuracy.					
46						
47						
48						
49			DIRECTOR		10/25/10	3-5454
50	Signature		Title		Date	Phone
51						

	A	B	C	D	E	F
52						
53	<b>NAME OF UNIT:</b>					
54	Counseling & Psychological Services					
55	<b>STUDENT SERVICE FEE REQUEST FOR 2011-2012</b>					
56	Page 2					
57				<b>APPROVED</b>	<b>PROJECTED</b>	<b>EXPENDITURE</b>
58		<b>ACTUAL</b>		<b>EXPENDITURE</b>	<b>ACTUAL</b>	<b>BUDGET</b>
59		<b>EXPENSE</b>	<b>SSF REQUEST</b>	<b>BUDGET</b>	<b>EXPENDITURES</b>	<b>REQUEST</b>
60	<b>NON-CONTROLLABLE EXPENDITURES</b>	<b>2009-2010</b>	<b>FOR 2010-2011</b>	<b>FOR 2010-2011</b>	<b>FOR 2010-2011</b>	<b>FOR 2011-2012</b>
61						
62						
63						
64	Exempt Category Employee Salaries:	\$680,095	\$791,034	\$791,034	\$791,034	\$869,669
65	Non-Exempt Employee Salaries:	\$65,918	\$63,612	\$63,612	\$63,612	\$63,995
66	Lump Sum Wages (Itemize (C)):	\$20,346	\$16,296	\$16,296	\$16,296	\$16,296
67	<b>Subtotal</b>	<b>\$766,359</b>	<b>\$870,942</b>	<b>\$870,942</b>	<b>\$870,942</b>	<b>\$949,960</b>
68						
69	Mandated Increments:			\$21,912	\$21,912	
70	Equity Adjustments:					
71	Overtime:					
72	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,912</b>	<b>\$21,912</b>	<b>\$0</b>
73						
74	Fringe Benefits (Itemize (D)):	\$194,708	\$227,043	\$227,043	\$227,043	\$241,810
75	Student Fee Waivers:					
76	Bad Debt:					
77	Credit Card Usage Fee:					
78	Reserve Account:					
79	<b>Subtotal</b>	<b>\$194,708</b>	<b>\$227,043</b>	<b>\$227,043</b>	<b>\$227,043</b>	<b>\$241,810</b>
80						
81	Utilities:					
82	Administrative Charge, Administration & Finance:	\$39,035	\$43,232	\$44,547	\$73,806	\$77,698
83	Administrative Charge, Student Affairs:	\$18,030	\$18,287	\$18,616	\$18,616	\$20,053
84	<b>Subtotal</b>	<b>\$57,065</b>	<b>\$61,519</b>	<b>\$63,162</b>	<b>\$92,422</b>	<b>\$97,751</b>
85						
86	<b>Total</b>	<b>\$1,018,132</b>	<b>\$1,159,504</b>	<b>\$1,183,059</b>	<b>\$1,212,319</b>	<b>\$1,289,521</b>
87						
88	<b>CONTROLLABLE EXPENSES</b>					
89	Telephone-Long Distance:	\$360	\$360	\$360	\$360	\$360
90	Telephone-Equipment:	\$10,048	\$11,400	\$11,400	\$11,400	\$10,400
91	Postage:	\$392	\$700	\$700	\$700	\$700
92	Printing:	\$2,429	\$2,500	\$2,500	\$2,500	\$2,500
93	Supplies:	\$10,004	\$8,513	\$8,513	\$8,513	\$8,513
94	Equipment Rental and Maintenance:	\$4,820	\$5,734	\$5,734	\$5,734	\$5,734
95	Travel-Air Fare:	\$1,056	\$2,155	\$2,155	\$2,155	\$2,155
96	Travel-Other:	\$3,826	\$6,000	\$6,000	\$6,000	\$5,000
97	Equipment:	\$5,345	\$3,666	\$3,666	\$3,666	\$3,666
98	Other (Itemize (E)):	\$56,356	\$38,633	\$38,633	\$38,633	\$38,158
99	<b>Subtotal</b>	<b>\$94,636</b>	<b>\$79,661</b>	<b>\$79,661</b>	<b>\$79,661</b>	<b>\$77,186</b>
100						
101	<b>TOTAL EXPENDITURES</b>	<b>\$1,112,768</b>	<b>\$1,239,165</b>	<b>\$1,262,720</b>	<b>\$1,291,980</b>	<b>\$1,366,707</b>
102						
103	<b>BALANCE (Income less Expenditures)</b>	<b>\$116,231</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>	<b>(\$0)</b>

	A	B	C	D	E	F
104						
105						
106	<b>NAME OF UNIT:</b>					
107	<b>Counseling &amp; Psychological Services</b>					
108	<b>STUDENT SERVICE FEE REQUEST FOR 2011-2012</b>					
109	<b>Page 3</b>					
110	<b>Use to Itemize</b>					
111					<b>PROJECTED</b>	
112		<b>ACTUAL</b>		<b>APPROVED</b>	<b>ACTUAL</b>	<b>BUDGET</b>
113		<b>INC/EXP</b>	<b>SF REQUEST</b>	<b>BUDGET</b>	<b>INC/EXP</b>	<b>REQUEST</b>
114	<b>INCOME</b>	<b>2009-2010</b>	<b>FOR 2010-2011</b>	<b>FOR 2010-2011</b>	<b>FOR 2010-2011</b>	<b>FOR 2011-2012</b>
115	Usage Fees (list type and amount)					
116						
117						
118						
119						
120						
121	<b>Total Usage Fees (A)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
122						
123	Other (list type and amount)					
124						
125						
126						
127						
128						
129						
130						
131						
132						
133						
134						
135						
136	<b>Total Other (B)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
137						
138	<b>EXPENDITURES</b>					
139	<b>Lump Sum Wages</b>					
140	Vacation Pay Out:	\$3,414				
141	GA:	\$16,932	\$16,296	\$16,296	\$16,296	\$16,296
142	<b>Total Lump Sum Wages (C)</b>	<b>\$20,346</b>	<b>\$16,296</b>	<b>\$16,296</b>	<b>\$16,296</b>	<b>\$16,296</b>
143						
144	<b>Fringe Benefits</b>					
145	FICA:	\$55,379	\$65,380	\$65,380	\$65,380	\$69,508
146	Insurance:	\$78,724	\$92,294	\$92,294	\$92,294	\$97,932
147	Retirement:	\$48,204	\$53,025	\$53,025	\$53,025	\$56,702
148	Unemployment Compensation:	\$4,241	\$5,536	\$5,536	\$5,536	\$6,120
149	Workers' Compensation:	\$3,470	\$5,128	\$5,128	\$5,128	\$5,658
150	Longevity:	\$4,690	\$5,680	\$5,680	\$5,680	\$5,890
151	<b>Total Fringe Benefits (D)</b>	<b>\$194,708</b>	<b>\$227,043</b>	<b>\$227,043</b>	<b>\$227,043</b>	<b>\$241,810</b>
152						
153	Other (list type and amount)					
154	Psychological Test Batteries	\$3,345	\$2,500	\$2,500	\$2,500	\$2,500
155	Books/Videos/Magazines	\$97	\$175	\$175	\$175	\$175
156	Communication Allowances	\$1,325	\$1,325	\$1,325	\$1,325	\$1,325
157	Computer Supplies	\$441	\$315	\$315	\$315	\$315
158	Advertising/Outreach supplies	\$8,998	\$9,855	\$9,855	\$9,855	\$9,855
159	Business Meals/Food Expenses	\$2,632	\$3,527	\$3,527	\$3,527	\$3,527
160	Licenses/Professional Fees	\$1,101	\$2,723	\$2,723	\$2,723	\$2,723
161	License for Software	\$720	\$720	\$720	\$720	\$720
162	Membership Fees	\$4,345	\$5,000	\$5,000	\$5,000	\$4,525
163	Registration Fees	\$2,914	\$2,393	\$2,393	\$2,393	\$2,393
164	Insurance-Property & Liability	\$6,096	\$3,540	\$3,540	\$3,540	\$3,540
165	Fare for In-House Business Meeting/Coffee Services	\$2,580	\$2,100	\$2,100	\$2,100	\$2,100
166	Miscellaneous	\$21,761	\$4,460	\$4,460	\$4,460	\$4,460
167						
168						
169	<b>Total Other (E)</b>	<b>\$56,356</b>	<b>\$38,633</b>	<b>\$38,633</b>	<b>\$38,633</b>	<b>\$38,158</b>