

**STUDENT SERVICE FEE REQUEST FOR 2017-2018
FISCAL YEAR 2018**

Name of Unit: H0207 / Health Center

		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018
	Cost Center -note where SFAC funds to be transferred	SFAC Approved Budget 2015-2016	Actuals 2015-2016	SFAC Approved Budget 2016-2017	Projected Actuals for 2016-2017	Budget Request for 2017-2018
Funding Sources (All)						
Student Service Fees-Base Budget Request (include any merit or mandated increases)	3049-H0207-I0366-NA	1,741,541	1,741,541	1,741,541	1,741,541	1,741,541
SFAC Merit Increase			26,122		27,851	27,851
SFAC Salary Mandate/Equity					9,270	9,270
Student Service Fees Base Augmentation Request-FY 2018						
Student Service Fees One-Time Request-FY 2018						
Student Service Fees One-Time New Request-FY2017						
Student Service Fees One-Time Allocation-FY2016						
Student Service Fees One-Time Allocation-FY2017						
Student Service Fees One Time Fund Equity Rollover FY2017			166,211		116,728	116,728
Dedicated Fees-Base Budget					10,493	
Carryforward FY2016					(63,294)	
Reduction for Moving Business Services Staff to H0021						
Income from all other sources/						
Faculty/Staff Visits		11,000				
Women's Clinic		51,000		181,000		
Physician Visit		150,000		490,000		
Orthopedics		15,000		8,000		
Psychiatry Visit		46,000		46,000		
Visitors		4,000				
Recovered Cost		0				
Health Insurance Administration Fees		10,000	18,155		20,000	19,000
Office Procedures/Medical Supplies		14,000	22,616	16,000	28,600	28,600
Men's Clinic		11,000	0	16,000	0	0
Nurse Visit		0	0	0	0	0
X-Rays		0	0	0	0	0
Lab Analysis/Tests		360,000	773,001	370,000	700,000	725,000
Treatment Room/OR/ER		0	0	0	0	0
Clinic RX/Medications-IV/IM/PO		170,000	0	0	9,500	9,500
Miscellaneous/Medical Records Requests		8,000	4,032	7,600	4,000	4,000
Student Financial Collections		11,000	6,260	8,500	6,500	6,500
Over/Short-Change Fund		800	0	0	0	0
Dental Clinic		17,000	20,220	15,000	21,000	21,000
Prescription/Over-the-Counter Medicines		630,000	809,089	750,000	800,000	800,000
Gifts/Donations				2,500		
Attendant Care Services		76,000	32,239	45,600	0	0
Vaccinations			167,192	0	165,000	165,000
Office Visits (general and specialty clinics)			237,863		250,000	250,000
	Sub-total of Income	3,335,341	3,619,486	3,697,741	3,847,189	3,923,990
Deductions from Income						
Student Fee Waivers		0		0		
Bad Debt		139	139	0	0	0
Funds moved to reserve cost center		0		0		
Cash Over/Short		0		0		
	Sub-total of deductions from Income	139	139	0	0	0
	TOTAL INCOME	3,335,202	3,619,347	3,697,741	3,847,189	3,923,990

PY16 Fund 3049 Equity Returned to Reserve

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Initials Dept Head VKT
 Initials Certifying KB
 Initials Completed by KB

		FY 2016 SFAC Approved Budget 2015- 2016	FY 2016 Actuals 2015- 2016	FY 2017 SFAC Approved Budget 2016- 2017	FY 2017 Projected Actuals for 2016-2017	FY 2018 Budget Request for 2017-2018
Expenses	Cost Center -note where SFAC funds to be transferred					
Salaries and Wages	Select one					
Exempt Category Employee Salaries	SSF (3049) / Other / Both	1,550,000	1,375,438	1,500,000	1,638,993	1,728,923
Non-Exempt Employee Salaries	SSF (3049) / Other / Both	525,000	426,091	531,323	296,254	296,254
Lump Sum Wages (Itemize below)	SSF (3049) / Other / Both	0				
Student Workers (NCWS)	SSF (3049) / Other / Both	0				
Student Workers (Graduate Students)	SSF (3049) / Other / Both	0				
Student Leader Stipends	SSF (3049) / Other / Both	0				
Other Temporary Workers	SSF (3049) / Other / Both	0				
Mandated/Merit Increments	SSF (3049) / Other / Both	0			37,121	37,121
Shift Differential	SSF (3049) / Other / Both	0	2,103			
Overtime	SSF (3049) / Other / Both	0	34			
Reduction for Moving Business Services Staff to H0021	SSF (3049) / Other / Both	0			(44,230)	
Total Salaries and Wages		2,075,000	1,803,665	2,031,323	1,928,138	2,062,298

Fringe Benefits	Select one					
FICA	SSF (3049) / Other / Both	145,000	131,955	145,000	110,774	116,354
Insurance	SSF (3049) / Other / Both	200,000	193,721	200,000	209,004	216,411
Retirement	SSF (3049) / Other / Both	125,000	137,157	125,000	121,494	121,494
UC/WCI/Benefit Pool	SSF (3049) / Other / Both	29,218	27,264	29,218	26,800	28,100
Longevity	SSF (3049) / Other / Both	21,000	20,220	21,000	19,000	19,000
Reduction for Moving Business Services Staff to H0021	SSF (3049) / Other / Both				(15,481)	
Total Fringe Benefits		520,218	510,317	520,218	471,591	501,359

Other Expenses	Select one					
Information Technology Charge (formerly telecommunications)	SSF (3049) / Other / Both	24,000	18,980	20,000	18,980	18,980
Computer supplies	SSF (3049) / Other / Both		642	500	1,500	1,000
Consulting-Other	SSF (3049) / Other / Both			0	0	0
Postage/Freight	SSF (3049) / Other / Both	0	300	200	100	250
Printing- On/Off Campus	SSF (3049) / Other / Both	4,000	2,455	5,000	2,000	2,500
Office Supplies	SSF (3049) / Other / Both	15,000	16,623	17,000	15,000	16,000
Clinic Supplies/Clinic Medicines	SSF (3049) / Other / Both	30,000	171,676	30,000	171,000	172,000
Lab Analysis/X-Rays	SSF (3049) / Other / Both	120,000	241,414	160,000	200,000	240,000
Late Payment-Interest	SSF (3049) / Other / Both		22	0	0	0
Equipment/Maintenance/Software/Rental/EMR	SSF (3049) / Other / Both	30,000	33,530	30,000	50,000	50,000
Registration Fees	SSF (3049) / Other / Both		4,239	2,500	4,000	4,000
Travel - Interviewees	SSF (3049) / Other / Both	0		0	0	0
Travel - Airfare/Other	SSF (3049) / Other / Both	5,000	5,346	7,500	5,000	5,000
Business Meetings/Meals/UH Food Service	SSF (3049) / Other / Both	1,000	761	1,000	900	1,200
Credit Card Usage Fee	SSF (3049) / Other / Both	7,000	5,800	7,500	6,000	6,000
Utilities	SSF (3049) / Other / Both	19,000	18,823	19,000	19,000	18,000
Hazardous Waste Disposal/Gases	SSF (3049) / Other / Both	1,000		1,500	1,500	1,500
Cost of Goods Sold	SSF (3049) / Other / Both	200,000	369,937	500,000	450,000	450,000
Temp Personnel Services	SSF (3049) / Other / Both	70,000	137,589	70,000	130,000	130,000
Laundry & Cleaning Services	SSF (3049) / Other / Both	800	1,427	1,000	1,400	1,400
Advertising/Promotional Items/Events	SSF (3049) / Other / Both	8,000	7,399	8,500	7,000	8,000
Employee Uniforms	SSF (3049) / Other / Both	500		500	1,000	1,000
Insurance - Property & Liability	SSF (3049) / Other / Both	20,000	15,861	20,000	16,000	16,000
Lease - Office Space/Rental	SSF (3049) / Other / Both	13,000	22,440	13,000	0	0
Memberships/Prof Fees/Licenses	SSF (3049) / Other / Both	5,000	4,674	50,000	5,000	5,000
Misc. Other	SSF (3049) / Other / Both	0	0	0	0	0
Tools/Furnishing & Equipment	SSF (3049) / Other / Both	0	1,264	0	0	0
Reference Materials	SSF (3049) / Other / Both	600	0	1,500	500	500
Parking	SSF (3049) / Other / Both	7,000		7,000	7,000	7,000
Work Orders	SSF (3049) / Other / Both	2,084	1,452	3,000	1,400	1,400
Student Leadership Stipend (no longer payroll as of 8/31/2016)	SSF (3049) / Other / Both	0	0	0	0	0
Admin Charge (6% of total expenses)	SSF (3049) / Other / Both	157,000	180,815	170,000	181,000	181,000
Admin Charge (6% Reduction for Moving Business Services)	SSF (3049) / Other / Both				(3,583)	
Construction Non-Cap.	SSF (3049) / Other / Both		5,744	0	0	0
	SSF (3049) / Other / Both					
	SSF (3049) / Other / Both					
	SSF (3049) / Other / Both					
Total Other Expenses		739,984	1,269,212	1,146,200	1,291,697	1,337,730

Total Expenses 3,335,202 3,583,195 3,697,741 3,691,426 3,901,387

Balance (Income less Expenses) 0 36,152 0 155,762 22,603

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:

Vanessa K. Silvey, M.D.
Chief Physician / Executive Director

Title:
Date:

10-18-16

Other AVP required signatures/dates

Floyd Robinson 10-18-16
Floyd Robinson - Asst VP, Student Affairs Health and Wellness

Form completed by:

Kim BARROW

Certifying Signature & Date:

KB 10/19/16
Kimberly Barrow

last updated 10/18/2016