

STUDENT SERVICE FEE REQUEST FOR 2019-2020

FISCAL YEAR 2020

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

	FY 2018	FY 2018	FY 2019	FY 2019	FY 2020
Funding Sources	Approved Budget 2017-2018	Actuals 2017- 2018	Approved Budget 2018-2019	Projected Actuals for 2018-2019	Budget Request for 2019-2020
Student Service Fees- Base Budget	2,073,043	2,073,043	2,116,117	2,116,117	2,167,758
SSF Merit/Salary Increase		13,227		51,641	
Student Service Fees Base Augmentation Request					
Student Service Fees One-Time Request			-	-	
Student Service Fees One-Time Additional Request					
SSF One Time Fund Equity Rollover					
CFWD from Prior Year (Open Commitments)				2,896	
Creation of Business Services Program					
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)					
Designated (Fund 2)/Sales&Services E&G	285,000	39,723	175,000	175,000	185,000
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	605	72	642	642	100
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	2,358,648	2,126,065	2,291,759	2,346,296	2,352,858
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	2,358,648	2,126,065	2,291,759	2,346,296	2,352,858

Expenses	Approved Budget 2017-2018	Actuals 2017- 2018	Approved Budget 2018-2019	Projected Actuals for 2018-2019	Budget Request for 2019-2020
Salaries and Wages					
Exempt Category Employee Salaries	1,475,892	1,111,592	1,260,857	1,273,819	1,327,670
Non-Exempt Employee Wages	124,648	139,016	161,676	162,579	169,270
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)		-			
Other Temporary Workers Wages		-			
Longevity	8,280	9,100	10,220	10,220	11,520
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,608,820	1,259,708	1,432,753	1,446,618	1,508,460
Fringe Benefits	Fringe Benefits Total	506,896	395,189	501,464	506,317
Other Expenses					
Advertising		1,884			1,800
Awards		24			
Business Meals	3,900	1,330	3,900	3,900	1,300
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,600	6,953	3,600	3,600	3,000
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	10,000	4,665	10,000	10,000	3,000
Financial/Legal	5,400	3,601	5,400	5,400	3,600
Office/General Supplies	13,100	13,229	13,100	13,100	10,000
Other Expense		-			
Parts/Furniture	1,200	1,000	1,200	1,200	1,000
Printing/Postal/Freight	1,620	1,504	1,620	1,620	1,500
Professional Development	21,000	17,804	21,000	21,000	17,000
Programs/Events	5,000	150	5,000	5,000	100
Prospective/New Employee	4,000	122	4,000	4,000	200
Rental/Lease	2,500	4,160	2,500	2,500	4,000
Repairs/Maintenance	3,100	-	3,100	3,100	
Scholarships/Stipends		-			
Security Services		-			
Services		11,950			15,000
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	11,170	12,173	11,170	11,170	12,000
Temporary Staffing	30,000	209,893	113,546	149,365	100,000
Travel	10,000	5,588	25,000	25,000	10,000
Travel/Guest		100			
Travel/Student		966			
Uniforms		-			
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Admin Charge (6% of Total Expense)	117,342	116,728	133,406	133,406	132,937
Bad Debt Expense		-			
Other Expenses Total	242,932	413,825	357,542	393,361	316,437
TOTAL EXPENSE	2,358,648	2,068,722	2,291,759	2,346,296	2,352,858
BALANCE (Income less Expenses)	0	57,344	0	(0)	0

SFAC Only - FY2018 Recap

	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018
	Base Budget 2017-2018	Final Budget 2017-2018	Actual Expenses + Commitments 2017-2018	Approved Equity Carryforward	Funds to be Returned to Reserve
Salary/Wage/Fringe	1,901,907	1,919,882	1,649,093		270,789
Maintenance&Operations/Travel	171,136	418,388	417,232		1,156
Utilities	-	-	-		0
Fund Transfers for Maintenance/Cfwd				271,945	(271,945)
SFAC Totals	2,073,043	2,338,270	2,066,325	271,945	(0)

Funds to be Returned to Reserve (0)

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: [Signature]
 Title: DIRECTOR
 Date: 10/17/18

Other AVP Required Signatures/Dates Floyd Robinson [Signature] 10-27-18

Form Completed By: Kim Barrow

Certifying Signature & Date: [Signature] 10/17/18