

STUDENT SERVICE FEE REQUEST FOR 2020-2021

FISCAL YEAR 2021

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

	FY 2019 Approved Budget 2018-2019	FY 2019 Actuals 2018- 2019	FY 2020 Approved Budget 2019-2020	FY 2020 Projected Actuals for 2019-2020	FY 2021 Budget Request for 2020-2021
Funding Sources					
Student Service Fees- Base Budget	2,135,958	2,135,958	2,167,758	2,167,758	2,200,594
SSF Merit/Salary Increase		31,800		32,836	
Student Service Fees Base Augmentation Request					375,180
Student Service Fees One-Time Request	0		-	-	
Student Service Fees One-Time Additional Request					
SSF One Time Fund Equity Rollover		252,000		421,649	
CFWD from Prior Year (Open Commitments)					
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)					
Designated (Fund 2)/Sales&Services E&G	175,000	54,904	25,000	25,000	50,000
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	642	125	585	585	100
Grants (Fund 5)		0			
Fund Balance			447,711	0	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	2,311,600	2,474,787	2,641,054	2,647,828	2,625,874
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	2,311,600	2,474,787	2,641,054	2,647,828	2,625,874

Expenses	Approved Budget 2018-2019	Actuals 2018- 2019	Approved Budget 2019-2020	Projected Actuals for 2019-2020	Budget Request for 2020-2021
Salaries and Wages					
Exempt Category Employee Salaries	1,280,698	1,338,154	1,574,782	1,574,782	1,574,782
Non-Exempt Employee Wages	161,676	169,549	173,695	173,695	173,695
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)		-			
Other Temporary Workers Wages		-			
Longevity	10,220	10,540	10,300	10,300	10,060
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,452,594	1,518,244	1,758,777	1,758,777	1,758,537
Fringe Benefits	Fringe Benefits Total	501,464	482,149	565,840	560,896
Other Expenses					
Advertising		132	1,800	1,800	200
Awards		82			
Business Meals	3,900	938	1,300	1,300	1,300
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,600	2,676	3,000	3,000	3,000
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	10,000	1,470	3,000	3,000	1,500
Financial/Legal	5,400	3,714	3,600	3,600	3,600
Office/General Supplies	13,100	6,876	10,000	10,000	7,000
Other Expense		-			
Parts/Furniture	1,200	574	1,000	1,000	500
Printing/Postal/Freight	1,620	2,054	1,500	1,500	2,000
Professional Development	21,000	16,370	17,000	17,000	17,000
Programs/Events	5,000	4,867	100	100	5,000
Prospective/New Employee	4,000	-	200	200	
Rental/Lease	2,500	4,114	4,000	4,000	4,100
Repairs/Maintenance	3,100	-			
Scholarships/Stipends		-			
Security Services		-			
Services		15,448	15,000	15,000	15,500
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	11,170	10,303	12,000	12,000	10,000
Temporary Staffing	113,546	145,803	100,000	100,000	75,000
Travel	25,000	12,016	10,000	10,000	12,000
Travel/Guest		-			
Travel/Student		985			
Uniforms		-			
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Admin Charge (6% of Total Expense)	133,406	114,159	132,937	139,711	148,741
Bad Debt Expense		-			
Other Expenses Total	357,542	342,580	316,437	323,211	306,441
TOTAL EXPENSE	2,311,600	2,342,973	2,641,054	2,647,828	2,625,874
BALANCE (Income less Expenses)	0	131,814	0	(0)	(0)

SFAC Only - FY2019 Recap

	FY 2019	FY 2019	FY 2019	FY 2019	FY 2019
	Base Budget	Final Budget	Actual Expenses + Commitments	Approved Equity Carryforward	Funds to be Returned to Reserve
Salary/Wage/Fringe	1,934,217	1,961,217	1,695,652		265,565
Maintenance&Operations/Travel	201,741	296,541	321,152		(24,611)
Utilities	-	-	-		0
Fund Transfers for Maintenance/Cfwd				240,954	(240,954)
SFAC Totals	2,135,958	2,257,758	2,016,804	240,954	(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: 10/16/19

Other AVP Required Signatures/Dates: [Signature] 10/17/19

Form Completed By: KIM BARROW

Certifying Signature & Date: [Signature] 10/17/19