

STUDENT SERVICE FEE REQUEST FOR 2022-2023

FISCAL YEAR 2023

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

	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
Funding Sources	Approved Budget 2020-2021	Actuals 2020- 2021	Approved Budget 2021-2022	Projected Actuals for 2021-2022	Budget Request for 2022-2023
Student Service Fees- Base Budget	2,392,242	2,392,242	2,392,242	2,392,242	2,415,891
SSF Merit/Salary Increase				23,649	
Student Service Fees Base Augmentation Request					297,012
Student Service Fees One-Time Request	30,117	30,117	183,533	183,533	
Student Service Fees One-Time Additional Request				29,400	
SSF One Time Fund Equity Rollover		62,598		50,000	
CFWD from Prior Year (Open Commitments)		281		1,283	
Fund Balance	62,598				
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)					
Designated (Fund 2)/Sales&Services E&G	61,725	35,170	25,000	30,000	40,000
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)				12,600	
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	10,729	50	469	7,915	7,915
Grants (Fund 5)		0			
Fund Balance			7,445		
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	2,557,411	2,520,458	2,608,689	2,730,622	2,760,818
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	2,557,411	2,520,458	2,608,689	2,730,622	2,760,818

Expenses	Approved Budget 2020-2021	Actuals 2020- 2021	Approved Budget 2021-2022	Projected Actuals for 2021-2022	Budget Request for 2022-2023
Salaries and Wages					
Exempt Category Employee Salaries	1,521,392	1,252,491	1,598,216	1,450,209	1,522,209
Non-Exempt Employee Wages	172,030	171,903	172,031	172,411	172,411
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)		-			
Interns		89,455		71,136	71,136
Longevity	14,180	13,620	16,180	14,160	14,160
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,707,602	1,527,469	1,786,427	1,707,916	1,779,916
Fringe Benefits	Fringe Benefits Total	546,433	493,724	518,886	593,117
Other Expenses					
Advertising	1,800	1,000	1,800	1,800	1,800
Awards		92			
Business Meals	1,300	-	1,300	1,500	1,500
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,000	2,478	3,000	3,000	3,000
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	3,000	832	3,000	3,000	3,000
Financial/Legal	3,600	6,936	3,600	7,000	7,000
Office/General Supplies	10,000	9,969	10,000	10,000	10,000
Other Expense		-			
Parts/Furniture	1,000	501	1,000	1,000	1,000
Printing/Postal/Freight	1,500	67	1,500	1,500	1,500
Professional Development	17,000	12,082	17,000	10,000	10,500
Programs/Events	100	-	100	47,950	50,000
Prospective/New Employee	200	-	200	500	1,500
Rental/Lease	4,000	110	4,000	4,200	4,200
Repairs/Maintenance		-			
Scholarships/Stipends		-			
Security Services		-			
Services	15,000	16,500	15,000	16,500	16,500
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	12,000	10,312	12,000	11,000	10,000
Temporary Staffing	77,971	1,688	72,214	141,275	37,012
Travel	10,000	471	10,000	40,000	42,000
Travel/Guest		-			30,000
Travel/Student		-			
Uniforms		-			1,000
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Admin Charge (6% of Total Expense)	141,905	124,499	147,662	154,563	156,273
Bad Debt Expense		-			
Other Expenses Total	303,376	187,537	303,376	454,788	387,785
TOTAL EXPENSE	2,557,411	2,208,730	2,608,689	2,730,622	2,760,818
BALANCE (Income less Expenses)	0	311,728	0	0	0

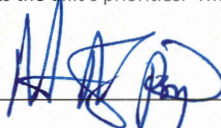
SFAC Only - FY2021 Recap

	FY 2021	FY 2021	FY 2021	FY 2021	FY 2021
	Base Budget	Final Budget	Actual Expenses + Commitments	Approved Equity Carryforward	Funds to be Returned to Reserve
Salary/Wage/Fringe	2,236,959	2,236,959	2,021,193		215,766
Maintenance&Operations/Travel	217,881	248,005	179,570		68,435
Utilities	-	-	-		0
Fund Transfers for Maintenance/Cfwd				50,000	(50,000)
SFAC Totals	2,454,840	2,484,964	2,200,763	50,000	234,201

Funds to be Returned to Reserve	234,201
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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: 

Title: DIRECTOR

Date: 10/19/2021

Other AVP Required Signatures/Dates:  10/19/21

Form Completed By: Norma Ngo

Certifying Signature & Date:  10/19/21