

STUDENT SERVICE FEE REQUEST FOR 2023-2024

FISCAL YEAR 2024

Name of Unit: Counseling and Psychological Services (CAPS)

Dept#: H0220

	FY 2022	FY 2022	FY 2023	FY 2023	FY 2024
Funding Sources	Approved Budget 2021-2022	Actuals 2021-2022	Approved Budget 2022-2023	Projected Actuals for 2022-2023	Budget Request for 2023-2024
Student Service Fees- Base Budget	2,392,242	2,392,242	2,712,903	2,712,903	2,739,959
SSF Merit/Salary Increase		23,649		27,056	
Student Service Fees Base Augmentation Request					
Student Service Fees One-Time Request		183,533			
Student Service Fees One-Time Additional Request		29,400		22,798	
SSF One Time Fund Equity Rollover		50,000			
CFWD from Prior Year (Open Commitments)					
Fund Balance					
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)					
Designated (Fund 2)/Sales&Services E&G	25,000	40,125	30,000	30,000	30,000
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	469	110	6,378	100	100
Grants (Fund 5)		0			
Fund Balance	7,445		1,604	1,604	1,604
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	2,425,156	2,719,059	2,750,885	2,794,461	2,771,663
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	2,425,156	2,719,059	2,750,885	2,794,461	2,771,663

Expenses	Approved Budget 2021-2022	Actuals 2021-2022	Approved Budget 2022-2023	Projected Actuals for 2022-2023	Budget Request for 2023-2024
Salaries and Wages					
Exempt Category Employee Salaries	1,425,072	1,297,402	1,522,209	1,439,632	1,559,230
Non-Exempt Employee Wages	172,031	151,925	172,411	121,410	121,410
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)		-			
Interns		4,190	71,136	71,136	71,136
Longevity	16,180	14,472	14,160	14,160	17,480
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,613,283	1,467,989	1,779,916	1,646,338	1,769,256
Fringe Benefits	Fringe Benefits Total	518,886	450,172	593,117	571,262
Other Expenses					
Advertising	1,800	4,012	1,800	4,000	4,000
Awards		-			
Business Meals	1,300	881	1,500	1,500	1,500
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,000	3,978	3,000	4,000	4,000
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	3,000	12,535	3,000	3,000	3,000
Financial/Legal	3,600	0	7,000	3,500	7,000
Office/General Supplies	10,000	21,956	10,000	20,000	20,000
Other Expense		-			
Parts/Furniture	1,000	370	1,000	1,000	1,000
Printing/Postal/Freight	1,500	1,386	1,500	1,500	1,500
Professional Development	17,000	23,377	10,500	35,322	101,793
Programs/Events	100	7,209	50,000	22,798	0
Prospective/New Employee	200	-	1,500	1,500	1,500
Rental/Lease	4,000	4,887	4,200	4,200	4,200
Repairs/Maintenance		-			
Scholarships/Stipends		-			
Security Services		-			
Services	15,000	29,800	16,500	25,650	25,650
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	12,000	10,256	10,000	10,256	10,256
Temporary Staffing	72,214	75,945	37,012	236,458	
Travel	10,000	11,233	42,000	42,000	42,000
Travel/Guest		-	20,629		
Travel/Student		-			
Uniforms		523	1,000	2,000	5,000
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Admin Charge (6% of Total Expense)	137,273	126,439	155,710	158,177	156,887
Bad Debt Expense		-			
Other Expenses Total	292,987	334,788	377,851	576,861	389,286
TOTAL EXPENSE	2,425,156	2,252,949	2,750,885	2,794,461	2,771,663
BALANCE (Income less Expenses)	0	466,110	0	(0)	(0)

SFAC Only - FY2022 Recap

	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022
	Base Budget	Final Budget	Actual Expenses + Commitments	Approved Equity Carryforward	Funds to be Returned to Reserve
Salary/Wage/Fringe	2,248,505	2,267,020	1,918,161		348,859
Maintenance&Operations/Travel	143,737	235,442	193,457		41,985
Administrative Charges	-	176,362	126,439		49,923
Utilities	-	-	-		0
Fund Transfers for Maintenance/Cfwd			902		(902)
SFAC Totals	2,392,242	2,678,824	2,238,959	0	439,865

Funds to be Returned to Reserve	439,865
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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 UH CAPS

Date: 10/12/2022

Other AVP Required Signatures/Dates: Kim Clark 10/13/22

Form Completed By: _____

Certifying Signature & Date: 