

STUDENT SERVICE FEE REQUEST FOR 2012-2013					
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Name of Unit:					
Children's Learning Centers					
	ACTUAL	SSF	APPROVED	PROJECTED	INCOME
	INCOME FOR	REQUEST	INCOME	ACTUAL	BUDGET
	2010-2011	FOR 2011-2012	BUDGET	INCOME	REQUEST
	2010-2011	FOR 2011-2012	FOR 2011-2012	FOR 2011-2012	FOR 2012-2013
INCOME					
Student Service Fees-Base Budget for Operations	\$77,645	\$76,417	\$76,417	\$79,211	\$79,211
Student Service Fees-Base Budget for Scholarships	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
SSF FY 2011-2012 One-Time Allocation-Tuition Assistance				\$25,000	
SSF FY 2012-2013 Base Augmentation		\$2,794	\$2,794		
SSF FY 2012-2013 Base Augmentation-Tuition Assistance					\$25,000
Programs/Events					
Dept of Education Scholarships (CCAMPIS Grant)	\$0	\$0	\$0	\$0	\$0
Advertising					
Gifts/Donations					
UH Commitments*	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Usage Fees (Itemize (A))	\$1,291,353	\$1,397,134	\$1,397,134	\$1,397,134	\$1,466,511
Other (Itemize (B))	\$7,933	\$7,933	\$7,933	\$7,933	\$7,933
Fund Balance Estimate - Prior Year Equity	\$90,079				
Transfer Fund Equity From UC	\$62,677				
TOTAL INCOME	\$1,669,687	\$1,624,278	\$1,624,278	\$1,649,278	\$1,718,655
FY11 LEDGER 3					
FORWARDED					
TO FUND					
BALANCE					
FY11 LEDGER 3 FORWARDED TO FUND BALANCE	(11,682)				
*UH Commitments are as follows:					
University of Houston	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
University Centers	\$0	\$0	\$0	\$0	\$0
Funded from prior years reserve	\$0	\$0	\$0	\$0	\$0
	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Student Service Fees, FY 2011-2012 Base Augmentation** Due to increase in UH Administration Charge.					
I have read the Policies and Procedures Governing the Collection, Allocation, and Expenditure of Student Service Fees and, to the best of my knowledge believe this report is in accord with the letter and spirit of those statements. This budget report reflects the unit's priorities.					
The figures have been checked for accuracy.					
Signature: Sherry L. Howard <i>Sherry Howard</i> Date: Oct. 24, 2011 10-24-11					

NAME OF UNIT:					
Children's Learning Centers					
STUDENT SERVICE FEE REQUEST FOR 2012-2013					
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			APPROVED	PROJECTED EXPENDITURE	
	ACTUAL		EXPENDITURE	ACTUAL	BUDGET
	EXPENSE	SSF REQUEST	BUDGET	EXPENDITURE	REQUEST
NON-CONTROLLABLE EXPENDITURES	2010-2011	FOR 2011-2012	FOR 2011-2012	FOR 2011-2012	FOR 2012-2013
Exempt Category Employee Salaries	\$490,484	\$514,985	\$514,985	\$514,985	\$542,072
Non-Exempt Category Employee Salaries	\$282,691	\$256,261	\$253,634	\$253,634	\$251,098
Lump Sum Wages (Itemize (C))	\$170,493	\$190,000	\$190,000	\$190,000	\$190,000
Subtotal	\$943,669	\$961,246	\$958,619	\$958,619	\$983,170
Mandated Increments					
Equity Adjustments					
Overtime & Temp	\$0	\$0	\$5,000	\$0	\$0
Subtotal	\$0	\$0	\$5,000	\$0	\$0
Fringe Benefits (Itemize (D))	\$277,523	\$270,959	\$270,959	\$286,472	\$286,472
Student Fee Waivers					
Bad Debt					
Credit Card Usage Fee	\$19,534	\$20,000	\$19,000	\$19,000	\$19,500
Reserve Account					
Subtotal	\$297,056	\$290,959	\$289,959	\$305,472	\$305,972
Utilities	\$26,480	\$35,000	\$35,000	\$35,000	\$30,000
Custodial/Landscaping/Trash	\$0	\$30,378	\$30,378	\$0	\$0
	\$0	\$0	\$0	\$0	\$0
Administrative Charge	\$88,013	\$90,475	\$90,475	\$90,475	\$94,530
DOSA Administrative Charge	\$1,746	\$1,788	\$1,788	\$1,788	\$23,632
Subtotal	\$116,238	\$157,641	\$157,641	\$127,263	\$148,162
Total	\$1,356,964	\$1,409,846	\$1,411,219	\$1,391,354	\$1,437,304
CONTROLLABLE EXPENSES					
Telephone-Long Distance	\$55	\$100	\$100	\$100	\$100
Telephone-Equipment	\$5,462	\$7,480	\$7,480	\$6,858	\$6,480
Postage	\$11	\$200	\$200	\$200	\$200
Printing	\$2,242	\$1,000	\$1,000	\$1,000	\$600
Supplies	\$123,864	\$53,500	\$53,500	\$53,500	\$68,027
Equipment Rental and Maintenance	\$17,058	\$3,200	\$3,200	\$3,200	\$3,200
Travel-Registration Fees	\$2,600	\$3,500	\$3,500	\$3,500	\$3,450
Travel	\$0	\$500	\$500	\$500	\$500
Travel-Other	\$2,470	\$3,000	\$3,000	\$3,000	\$23,500
Facility & Renovation Reserve		\$10,000	\$0	\$0	\$0
Other (Itemize (E))	\$170,645	\$131,952	\$140,579	\$186,066	\$175,294
Subtotal	\$324,406	\$214,432	\$213,059	\$257,924	\$281,351
TOTAL EXPENDITURES	\$1,681,369	\$1,624,278	\$1,624,278	\$1,649,278	\$1,718,655
BALANCE (Income less Expenditures)	(11,682)	\$0	\$0	\$0	\$0

NAME OF UNIT:					
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Use to Itemize			PROJECTED		
	ACTUAL		APPROVED	ACTUAL	BUDGET
	INC/EXP	SF REQUEST	BUDGET	INC/EXP	REQUEST
	2010-2011	FOR 2011-2012	FOR 2011-2012	FOR 2011-2012	FOR 2012-2013
INCOME					
Usage Fees (list type and amount)					
Tuition and Fees	\$1,291,353	\$1,397,134	\$1,397,134	\$1,397,134	\$1,466,511
Total Usage Fees (A)	\$1,291,353	\$1,397,134	\$1,397,134	\$1,397,134	\$1,466,511
Other Revenue (list type and amount)					
Computer Use Fee Allocation					
Cost Reimbursements					
Sales & Service	\$0	\$0	\$0	\$0	\$0
Food Program Reimbursement	\$0	\$0	\$0	\$0	\$0
Utility Abatement	\$7,933	\$7,933	\$7,933	\$7,933	\$7,933
Total Other (B)	\$7,933	\$7,933	\$7,933	\$7,933	\$7,933
EXPENDITURES					
Lump Sum Wages					
Non-Student Wages					
Student Wages	\$170,493	\$190,000	\$190,000	\$190,000	\$190,000
Total Lump Sum Wages (C)	\$170,493	\$190,000	\$190,000	\$190,000	\$190,000
Fringe Benefits					
FICA	\$59,132	\$70,323	\$70,323	\$62,296	\$62,296
Insurance	\$135,768	\$128,000	\$128,000	\$143,000	\$143,000
Retirement	\$50,069	\$44,484	\$44,484	\$47,590	\$47,590
Unemployment Compensation	\$9,666	\$9,192	\$9,192	\$10,066	\$10,066
Longevity	\$22,889	\$18,960	\$18,960	\$23,520	\$23,520
Total Fringe Benefits (D)	\$277,523	\$270,959	\$270,959	\$286,472	\$286,472
Other (list type and amount)					
Food Supply	\$16,481	\$17,000	\$17,000	\$17,000	\$17,000
Special Events	\$276	\$1,800	\$1,800	\$1,800	\$1,800
Physical Plant - Level 1 Service	\$0	\$0	\$0	\$37,904	\$37,904
Physical Plant - Contracts & Billables	\$0	\$0	\$0	\$18,153	\$18,153
Physical Plant - Billable Reserve	\$0	\$0	\$8,736	\$8,736	\$8,736
Advertising	\$362	\$100	\$100	\$100	\$100
Repair & Maintenance	\$8,077	\$15,000	\$15,000	\$7,474	\$12,525
Dues Tax & License	\$155	\$2,250	\$2,250	\$2,250	\$2,250
Professional Services	\$100,866	\$34,802	\$34,693	\$6,649	\$6,826
Cleaning Services	\$13,322	\$11,000	\$11,000	\$11,000	\$5,000
Equipment	\$0	\$10,000	\$10,000	\$10,000	\$0
SFAC Tuition Scholarships	\$31,107	\$40,000	\$40,000	\$65,000	\$65,000
Total Other (E)	\$170,645	\$131,952	\$140,579	\$186,066	\$175,294