

STUDENT SERVICE FEE REQUEST FOR 2021-2022

FISCAL YEAR 2022

Name of Unit: Counseling and Psychological Services (CAPS)

Dept#: H0220

	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022
Funding Sources	Approved Budget 2019-2020	Actuals 2019- 2020	Approved Budget 2020-2021	Projected Actuals for 2020-2021	Budget Request for 2021-2022
Student Service Fees- Base Budget	2,167,758	2,167,758	2,392,242	2,392,242	2,392,242
SSF Merit/Salary Increase		37,318			
Student Service Fees Base Augmentation Request					
Student Service Fees One-Time Request			30,117	30,117	183,533
Student Service Fees One-Time Additional Request					
SSF One Time Fund Equity Rollover		421,649		62,598	
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	23,653	25,000	15,000	35,000
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	585	14,072	458	0	0
Grants (Fund 5)		0			
Fund Balance	311,778	63,468	109,594	73,307	73,307
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	2,505,121	2,727,918	2,557,411	2,573,264	2,684,082
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	2,505,121	2,727,918	2,557,411	2,573,264	2,684,082

Expenses	Approved Budget 2019-2020	Actuals 2019- 2020	Approved Budget 2020-2021	Projected Actuals for 2020-2021	Budget Request for 2021-2022
Salaries and Wages					
Exempt Category Employee Salaries	1,418,737	1,302,253	1,521,392	1,608,544	1,693,913
Non-Exempt Employee Wages	169,922	174,394	172,030	174,394	174,394
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)		-			
Other Temporary Workers Wages		-			
Longevity	10,300	12,220	14,180	12,220	12,220
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,598,959	1,488,867	1,707,602	1,795,158	1,880,527
Fringe Benefits	Fringe Benefits Total	511,667	470,690	546,433	597,858
Other Expenses					
Advertising	1,800	398	1,800	1,000	1,000
Awards		-			
Business Meals	1,300	799	1,300	0	1,300
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,000	3,068	3,000	3,500	3,000
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	3,000	641	3,000	1,000	1,000
Financial/Legal	3,600	148	3,600	500	3,600
Office/General Supplies	10,000	8,442	10,000	9,000	9,000
Other Expense		-			
Parts/Furniture	1,000	-	1,000	500	500
Printing/Postal/Freight	1,500	699	1,500	1,000	1,500
Professional Development	17,000	6,135	17,000	8,000	10,000
Programs/Events	100	645	100	0	500
Prospective/New Employee	200	28	200	0	200
Rental/Lease	4,000	2,511	4,000	2,500	2,500
Repairs/Maintenance		-			
Scholarships/Stipends		-			
Security Services		-			
Services	15,000	16,508	15,000	16,500	16,500
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	12,000	10,361	12,000	10,500	10,500
Temporary Staffing	178,058	37,593	77,971	0	0
Travel	10,000	3,611	10,000	0	1,000
Travel/Guest		-			
Travel/Student		-			
Uniforms		-			
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Admin Charge (6% of Total Expense)	132,937	122,005	141,905	135,736	143,597
Bad Debt Expense		-			
Other Expenses Total	394,495	213,592	303,376	189,736	205,697
TOTAL EXPENSE	2,505,121	2,173,149	2,557,411	2,573,264	2,684,082
BALANCE (Income less Expenses)	0	554,769	0	0	(0)


SFAC Only - FY2020 Recap

	FY 2020	FY 2020	FY 2020	FY 2020	FY 2020
	Base Budget	Final Budget	Actual Expenses + Commitments	Approved Equity Carryforward	Funds to be Returned to Reserve
Salary/Wage/Fringe	2,110,626	2,145,832	1,959,557		186,275
Maintenance&Operations/Travel	208,910	211,022	196,150		14,872
Utilities	-	-	-		0
Fund Transfers for Maintenance/Cfwd		269,465		62,598	206,867
SFAC Totals	2,319,536	2,626,319	2,155,707	62,598	408,014

Funds to be Returned to Reserve	408,014
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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: 10/21/2020 _____

Other AVP Required Signatures/Dates  _____

Form Completed By: _____

Certifying Signature & Date:  _____