

STUDENT SERVICE FEE REQUEST FOR 2023-2024

FISCAL YEAR 2024

Name of Unit: DSAES Business Services

Dept#: H0021

	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	879,059	879,059	908,261	908,261	925,921
SSF Merit/Salary Increase		11,619		17,660	
SSF Base Augmentation Request					
SSF One-Time Request				-	
SSF One-Time Additional Request				Enter Add'l One time	
SSF One Time Fund Equity Rollover				-	
CFWD from Prior Year (Open Commitments)		36		672	
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)	791,034	726,683	122,547	122,547	122,547
Designated (Fund 2)/Sales&Services E&G					
Sales & Services Income (Fund 3)					
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)		-			
Grants (Fund 5)		0			
Fund Balance	259,063		100,535	100,535	101,207
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	1,929,156	1,617,397	1,131,343	1,149,675	1,149,675
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	1,929,156	1,617,397	1,131,343	1,149,675	1,149,675

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	580,851	635,744	398,813	392,279	392,279
Non-Exempt Employee Wages	512,173	322,788	263,110	267,976	267,976
Student Workers Wages (NCWS)	20,000	14,870		20,000	20,000
Student Workers Wages (Graduate Students)		-			
Other Temporary Workers Wages		-			
Longevity	37,224	26,856	12,792	12,792	12,792
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		1,600			
Salaries and Wages Total	1,150,248	1,001,858	674,715	693,047	693,047
Fringe Benefits					
Fringe Benefits Total	371,516	311,921	213,413	213,413	213,413
Other Expenses					
Advertising		-			
Awards	1,500	-	1,500	1,500	1,500
Business Meals	2,500	866	2,500	2,500	2,500
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	20,032	27,095	15,000	15,000	15,000
Construction/Renovation		-			
Consulting Services	15,000	-	15,000	15,000	15,000
Cost Of Goods Sold		-			
Facilities Work Orders	4,000	508	4,000	4,000	4,000
Financial/Legal		-			
Office/General Supplies	20,000	4,630	20,000	20,000	20,000
Other Expense		-			
Parts/Furniture	5,000	5,083	5,000	5,000	5,000
Printing/Postal/Freight		271			
Professional Development	25,000	5,848	20,000	20,000	20,000
Programs/Events	9,280	712	8,520	8,520	8,520
Prospective/New Employee		3,929			
Rental/Lease	12,000	1,152	12,000	12,000	12,000
Repairs/Maintenance	5,000	1,346	5,000	5,000	5,000
Scholarships/Stipends		-			
Security Services		-			
Services	15,000	-	15,000	15,000	15,000
Student Leadership Stipend		180			
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	1,000	-	1,000	1,000	1,000
Temporary Staffing	45,000	31,489	39,454	39,454	39,454
Travel	15,000	1,825	15,000	15,000	15,000
Travel/Guest		-			
Travel/Student		-			
Uniforms	5,000	2,589	5,000	5,000	5,000
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL	5,000	-	5,000	5,000	5,000
Projects-Construction (equity transfer)		18,000			
Debt Service		-			
Set-aside	144,503	-			
Transformation - CIP		-			
Admin Charge (6% of Total Expense)	57,577	44,552	54,241	54,241	54,241
Bad Debt Expense		-			
Other Expenses Total	407,392	150,074	243,215	243,215	243,215
TOTAL EXPENSE	1,929,156	1,463,852	1,131,343	1,149,675	1,149,675
BALANCE (Income less Expenses)	0	153,545	0	0	0

SFAC Only - FY2022

	FY 2022	FY 2022	FY 2022	FY 2022	FY 2022
	Base Budget 2021-2022	Final Budget 2021-2022	Actual Expenses + Commitments 2021-2022	Approved Equity Carryforward	Funds to be Returned to Reserve
FUND BALANCE	-	-	-		-
SALARY/WAGESFRINGES	778,060	787,157	700,241		86,916
ADMIN CHGS	-	-	44,552		(44,552)
M&O/TRAVEL	100,999	95,522	42,957		52,565
SCHOLARSHIPS & FELLOWSHIP	-	-	-		-
CAPITAL OUTLAY	-	-	18,000		(18,000)
DEBT SERVICE	-	-	-		-
SFAC Totals	879,059	882,679	805,749	-	76,930

FY22 Fund 3049 Equity returned to Reserve	76,930
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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: Georgeann Smith 

Title: Exec Director, Business Services

Date: 10/13/2022

Other AVP Required Signatures/Dates N/A

Form Completed By: Georgeann Smith

Certifying Signature & Date: Gil Lizalde 10/13/2022