

## ***Special Course and Academic Program Fee***

### ***Review Form***

Fiscal Year Review (Ex. FY25):

Department/College:

Fee Name:

List the course(s) or program(s) for which this fee applies:

Please complete the expenditures chart below (obtain this from the Ledger History report you attach).

<b>Description</b>	<b>Amount</b>
<b>Revenue Collected this Fiscal Year</b> <i>(obtain this from the Ledger History report you attach)</i>	
<b>Expenditures/Encumbrances</b> <i>(obtain this from the Ledger History report you attach)</i>	
Personal Services (500000-599999)	
Travel (600000-699999)	
OS&E (break these down by account number)	
714000-Supplies and Materials	
715000-Repairs and Maintenance	
719000-Rents (Non-Real Estate)	
720000-Insurance and Bonding	
727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment (Small Value)	
744000-IT Equipment (Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
Equipment 800000-899999	
<b>Total Expenditures/Encumbrances (add all expenditures listed above)</b>	

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<b>Revenue Remaining:</b> <i>At the very end of the ledger history report provide the "Totals for Department." If the number is negative, this is the revenue remaining in the budget. If the number is positive, this is the amount the budget was overspent. Include the + or -.</i>	
<b>Percent Revenue Remaining:</b> <i>A positive number is the percent the budget was overspent and a negative number is the percent revenue remaining.</i>	<b>%</b>

#### **Narrative: Answer the following Questions**

1. If your percentage difference is greater than 10% over or under the revenue describe why this happened. Also, explain what you will do differently next FY to ensure that the difference over or under the revenue does not exceed 10% in the future. If it is not greater than 10% then leave this question blank.
2. Do you feel that you need to increase or decrease your fee amount? Explain this below and remember to submit a new application changing the fee amount along with this review. If the answer is no, then leave these questions blank.
3. Did you have any unusual expenditures/encumbrances that were not originally approved for this fee? For example, personnel related expenses, salaries, media services charges, background investigations for the purpose of hiring, and subscription services are not typical expenditures/encumbrances for course/program fees. If you were not originally approved for those types of expenditures/encumbrances, then explain why they were included.

**Attachments** After producing the following attachments convert them to PDFs if they are not already a PDF. Convert this form to a PDF also. Combine **ALL** PDFs into a single PDF and submit this single PDF to the chair of the SCAPFA Committee. We will no longer accept multiple documents.

1. Run a Ledger History Report (from People Soft Financials) for all 12 months of the fiscal year.
2. Create a spreadsheet explaining each expenditure/encumbrance listed on the ledger history report so that a committee member understands what was purchased. The spreadsheet must include the following: Item description, cost, the date listed for "expended/encumbered" for this item on the ledger history.

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*Review Form*

**Narrative Addressing the Three Questions:**