

Instructions for completion of Student Fees Allocation Committee spreadsheet:

### **GENERAL:**

There are five columns of information requested. Some of the information requested will be redundant for your unit. On the other hand, not all requested information will be applicable to every unit or cost center. The spreadsheet is set up to provide the information of greatest interest to the committee up front. Consequently, some information requested on page 1 will not be available until completing page 2 and so on.

### **THE PAGES:**

The first page is a record of income (revenue). It also asks for disclosure of any amount forwarded to fund equity (previously, “fund balance”). The amount you indicate in the box labeled “FYXX LEDGER 3 ADDITIONS TO FUND EQUITY” should be the same as the amount indicated in the first column on page 2 as “BALANCE (Income less Expenditure)”. As such, you may want to wait until you have completed the rest of the spreadsheet before you complete that box.

The second page is an expenditure summary page. Some cells contain formulas. On page 2, some of these formulas are summaries of items on page 3. The cells are protected, so you shouldn't be able to change the formulas, but if you do, your spreadsheet will not summarize correctly.

Page 3 is where you will list the detail that is summarized on page 2. PeopleSoft separates FICA and Medicare contributions, but you may add them together and list the sum under FICA. You may also find that your cost center shows more than one amount for retirement. If that is the case, report the sum of the two. Longevity is listed under benefits on the spreadsheet, but on your PeopleSoft report, you will find this item under wages.

In listing other expenses, you should identify any significant items separately, but small items may be lumped together with the larger items. It is not necessary to have a separate line on the spreadsheet for each account number tracked in PeopleSoft.

### **THE COLUMNS:**

The first column asks for a report of actual activity for the year preceding the one we are in at the time the report is being prepared. PeopleSoft report UGLS1074 for your cost center and the specified fiscal year will give you what you need to complete this column.

The second column is where you record the request made to SFAC last year for the current year's activity. Column 2 should match column 5 from last year's spreadsheet.

If last year's request was approved without changes, then column 3 will match column 2. However, any change in the amount awarded to your unit from the amount requested will need to be indicated in column 3. This will include any mandated salary increments, etc.

Column 4 is the "PROJECTED ACTUAL" column. Column 4 may also match columns 2 and 3 if there have been no changes since your last request. However, if you anticipate any significant variation from what was reported on your last request, you should indicate it here.

Column 5 is your request for the upcoming year. Here you will indicate the amount of your request and how your unit anticipates it to be used.

### **SPECIAL NOTE FOR AUGMENTATION AND ONE-TIME FUNDING REQUESTS:**

All cost centers funded from Student Service Fees are considered to be auxiliary funds. As such, any expenditure from these cost centers will accrue an administrative charge. Administrative charge is a line item on the spreadsheet for all columns and so should already be a part of your base request. However, in anticipating any new initiative for your unit you must factor in the additional 4.8%. If you are asking for a one-time allocation of \$10,000 for some new equipment for your unit, you should anticipate the equipment purchase to accrue an administrative charge of \$480.00. Therefore you must alter your request to \$10,480.00 or ensure that no more than \$9,542.00 is spent on the equipment.

Administrative charge is also applied to salaries. But in addition to administrative charge you must also anticipate corresponding benefits if your augmentation request is intended to fund new staff. So, if you are requesting funding for an additional position that you anticipate will be paid \$25,000, your augmentation request should be  $\$25,000 + 8,181.70$  (benefits) +  $1,625.90$  (administrative charge on salary and benefits) = **\$34,774.42**.