

STUDENT SERVICE FEE REQUEST FOR 2024-2025

FISCAL YEAR 2025

Name of Unit: Counseling and Psychological Services (CAPS)
 Dept#: H0220

Funding Sources	FY 2023 Approved Budget 2022-2023	FY 2023 Actuals 2022-2023	FY 2024 Approved Budget 2023-2024	FY 2024 Projected Actuals for 2023-2024	FY 2025 Budget Request for 2024-2025
Student Service Fees- Base Budget	2,712,903	2,712,903	2,739,958	2,739,958	2,772,045
SSF Merit/Salary Increase		27,055		32,087	
5% Reduction					
Backfill 2.3786%			-	-	
Student Service Fees Base Augmentation Request				0	
Student Service Fees One-Time Request					252,161
Student Service Fees One-Time Additional Request		-			
SSF One Time Fund Equity Rollover		22,798			
CFWD from Prior Year (Open Commitments)				215,631	
Fund Balance				10,545	
Income From All Other Sources					
State Funding (Fund 1)					
Designated (Fund 2)					
Designated (Fund 2)/Sales&Services E&G	30,000	21,640	30,000	30,000	0
Sales & Services Income (Fund 3)		-			
Programs/Events Income (Fund 3)					
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	6,378	6,071	6,437	6,437	5,888
Grants (Fund 5)		0			
Fund Balance	1,604		2,106	2,106	2,106
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	2,750,885	2,790,467	2,778,501	3,036,764	3,032,200
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	2,750,885	2,790,467	2,778,501	3,036,764	3,032,200

Expenses	Approved Budget 2022-2023	Actuals 2022-2023	Approved Budget 2023-2024	Projected Actuals for 2023-2024	Budget Request for 2024-2025
Salaries and Wages					
Exempt Category Employee Salaries	1,522,209	1,386,583	1,697,774	1,729,861	1,745,728
Non-Exempt Employee Wages	172,411	73,623	116,127	116,127	
Student Workers Wages (NCWS)		-			
Student Workers Wages (Graduate Students)		-			
Interns	71,136	-			
Longevity	14,160	14,324	15,040	15,040	15,040
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		-			
Salaries and Wages Total	1,779,916	1,474,529	1,828,941	1,861,028	1,760,768

Fringe Benefits	Fringe Benefits Total				
	593,117	441,712	585,261	585,262	611,005

Other Expenses					
Advertising	1,800	349	1,800	1,800	1,800
Awards		500			
Business Meals	1,500	418	1,500	1,500	1,500
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	3,000	2,281	3,000	3,000	3,000
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	3,000	1,384	3,000	3,000	3,000
Financial/Legal	7,000	11,704	7,000	7,000	7,000
Office/General Supplies	10,000	18,623	10,000	10,000	10,000
Other Expense		-			
Parts/Furniture	1,000	-	1,000	1,000	1,000
Printing/Postal/Freight	1,500	5,488	1,500	1,500	1,500
Professional Development	10,500	15,677	10,500	10,500	10,500
Programs/Events	50,000	11,257	37,066	37,066	37,066
Prospective/New Employee	1,500	485	1,500	1,500	1,500
Rental/Lease	4,200	14,205	4,200	4,200	4,200
Repairs/Maintenance		-			
Scholarships/Stipends		-			
Security Services		-			
Services	16,500	16,695	16,500	242,674	242,674
Teaching Food		-			
Teaching Supplies		-			
Telecom Services/Supplies	10,000	10,659	10,000	10,000	10,000
Temporary Staffing	37,012	133,717	37,012	37,012	37,012
Travel	42,000	8,138	42,000	42,001	42,001
Travel/Guest	20,629	-	20,629	20,629	20,629
Travel/Student		-			
Uniforms	1,000	954	1,000	1,000	1,000
Utilities		-			
Other Itemized					
Projects-Furniture & Equipment CAPITAL		-			
Projects-Construction (equity transfer)		-			
Admin Charge (6% of Total Expense)	155,710	129,789	155,092	155,092	225,045
Bad Debt Expense		-			
Other Expenses Total	377,851	382,324	364,299	590,474	660,427

TOTAL EXPENSE	2,750,885	2,298,565	2,778,501	3,036,764	3,032,200
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BALANCE (Income less Expenses)	0	491,902	0	0	0
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SFAC Only - FY2023 Recap

	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023
	Base Budget	Final Budget	Actual Expenses + Commitments	Approved Equity Carryforward	Funds to be Returned to Reserve
Salary/Wage/Fringe	2,433,438	2,372,238	1,916,241		455,997
Maintenance&Operations/Travel	151,428	242,136	257,449		(15,313)
Administrative Charges	155,092	148,382	129,789		18,593
Utilities	-	-	-		0
Fund Transfers for Maintenance/Cfwd				215,631	(215,631)
SFAC Totals	2,739,958	2,762,756	2,303,478	215,631	243,647

Funds to be Returned to Reserve	243,647
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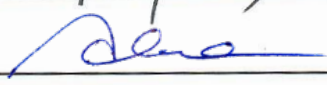
APPROVALS:

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: 10/23/2023

Other AVP Required Signatures/Dates:  10/26/2023

Form Completed By: Caron Park, Executive Director, DSA Business Services

Certifying Signature & Date: Michelle Mendez  10/26/2023