

**STUDENT SERVICE FEE REQUEST FOR 2024-2025**

**FISCAL YEAR 2025**

Name of Unit: Children's Learning Center

Dept#: H0229

	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
<b>Funding Sources</b>					
Student Service Fees- Base Budget	113,329	113,329	113,329	113,329	107,663
SSF Merit/Salary Increase		-		-	
5% Reduction			(5,666)	(5,666)	
Backfill 2.3786%				2,696	
Student Service Fees Base Augmentation Request					
Student Service Fees One-Time Request		-		524,057	437,070
Student Service Fees One-Time Additional Request		37,600		219,102	
SSF One Time Fund Equity Rollover		36,694		21,238	
CFWD from Prior Year (Open Commitments)				-	
<b>Income From All Other Sources</b>					
State Funding (Fund 1)					
Designated (Fund 2)	5,597	2,000	16,000	16,000	5,000
Designated (Fund 2)/Sales&Services E&G		-			
Sales & Services Income (Fund 3)		125,702			
Programs/Events Income (Fund 3)	2,148,235	1,294,057	2,175,000	2,175,000	2,000,000
Facility Rental Income (Fund 3)		-			
Gifts/Donations (Fund 4)	4,000	1,261,454	10,000	10,000	1,000
Grants (Fund 5)		51,886			
Fund Balance	12,286		10,000	10,000	0
<b>Other Income (itemize below)</b>					
Dedicated Fees-Base Budget-Student Center		-			
Dedicated Fees-Base Budget-SC Transformation		-			
Dedicated Fees-Base Budget Recreation Facility		-			
UH Commitments (3048-10385)	100,000	100,000	100,000	100,000	100,000
Pandemic Mitigation Contribution					
<b>Subtotal of Income</b>	<b>2,383,447</b>	<b>3,022,722</b>	<b>2,418,663</b>	<b>3,185,756</b>	<b>2,650,733</b>
<b>Deductions from Income</b>					
Student Fee Waivers-SC		-			
Student Fee Waivers- SC Transformation		-			
Student Fee Waivers- Recreation		-			
<b>Subtotal of Deductions from Income</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>2,383,447</b>	<b>3,022,722</b>	<b>2,418,663</b>	<b>3,185,756</b>	<b>2,650,733</b>

Expenses	Approved Budget 2022-2023	Actuals 2022- 2023	Approved Budget 2023-2024	Projected Actuals for 2023-2024	Budget Request for 2024-2025
<b>Salaries and Wages</b>					
Exempt Category Employee Salaries	846,156	773,529	864,851	864,851	792,695
Non-Exempt Employee Wages	399,293	305,093	497,106	497,106	376,750
Student Workers Wages (NCWS)	105,000	124,245	18,000	265,577	152,500
Student Workers Wages (Graduate Students)		-			
Other Temporary Workers Wages		-			
Longevity	44,280	37,780	40,980	40,980	40,980
Graduate Insurance Stipend		-			
Shift Differential Wages		-			
Overtime Wages		215			
<b>Salaries and Wages Total</b>	<b>1,394,729</b>	<b>1,240,862</b>	<b>1,420,937</b>	<b>1,668,514</b>	<b>1,362,925</b>
<b>Fringe Benefits</b>	<b>Fringe Benefits Total</b>	<b>452,455</b>	<b>437,852</b>	<b>491,208</b>	<b>477,024</b>
<b>Other Expenses</b>					
Advertising	1,000	-	1,000	1,000	1,000
Awards		54			
Business Meals	1,000	2,545	1,000	1,000	3,000
Clinical/Lab Supplies		-			
Competition Fees		-			
Computer/Hw/Sw Supplies/Repairs	1,000	417	1,000	1,000	600
Construction/Renovation		-			
Consulting Services		-			
Cost Of Goods Sold		-			
Facilities Work Orders	120,464	148,957	74,406	77,102	125,000
Financial/Legal	18,000	23,361	18,000	18,000	22,000
Office/General Supplies	35,000	29,488	35,000	35,000	32,000
Other Expense		-			
Parts/Furniture	31,000	54,556	31,000	48,994	55,000
Printing/Postal/Freight	1,000	90	1,000	1,000	500
Professional Development	5,537	7,069	5,537	5,537	9,000
Programs/Events	5,000	1,016	5,000	5,000	4,000
Prospective/New Employee		-			
Rental/Lease	5,000	3,081	5,000	5,000	3,500
Repairs/Maintenance		-		3,244	
Scholarships/Stipends	90,000	108,876	90,000	366,480	326,480
Security Services		-			
Services		-			
Student Leader Stipend		-			
Teaching Food	25,000	26,829	25,000	25,000	25,000
Teaching Supplies	25,000	30,486	25,000	25,000	25,000
Telecom Services/Supplies	11,000	9,165	11,000	11,000	10,000
Temporary Staffing		-			
Travel	3,000	-	3,000	3,000	3,000
Travel/Guest		-			
Travel/Student		-			
Uniforms	500	1,720	500	500	2,000
Utilities	25,000	17,211	30,000	30,000	18,000
<b>Other Itemized</b>					
Projects-Furniture & Equipment CAPITAL		-		244,163	
Projects-Construction (equity transfer)		13,284			
Debt Service		-			
Deferred Maintenance / Reserve					
Prior year transactions					
Admin Charge (6% of Total Expense)	127,165	94,927	128,075	103,014	130,403
Bad Debt Expense		-			
Indirect Cost	5,597	15,301	16,000	16,000	15,301
<b>Other Expenses Total</b>	<b>536,263</b>	<b>588,434</b>	<b>506,518</b>	<b>1,026,034</b>	<b>810,784</b>
<b>TOTAL EXPENSE</b>	<b>2,383,447</b>	<b>2,267,148</b>	<b>2,418,663</b>	<b>3,185,756</b>	<b>2,650,733</b>
<b>BALANCE (Income less Expenses)</b>	<b>0</b>	<b>755,574</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	5,050	5,050	60,910		(55,860)
Maintenance&Operations/Travel	16,958	53,652	9,120		44,532
Administrative Charges	1,321	1,321	4,202		(2,881)
Scholarships&Fellowship	90,000	90,000			90,000
Fund Transfers	-			21,238	(21,238)
<b>SFAC Totals</b>	<b>113,329</b>	<b>150,023</b>	<b>74,232</b>	<b>21,238</b>	<b>54,553</b>

Funds to be Returned to Reserve	54,553
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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: Jennifer Skopal  
 Title: CLC Director  
 Date: 10/26/23

Other AVP Required Signatures/Dates: Danil [Signature]

Form Completed By: Jennifer Skopal and Gil Lizalde

Certifying Signature & Date: [Signature] 10/27/23