RE: Cover letter, Special Course and Academic Program Fee – Film Studies

Dr. Michelle Furlong
Assistant Dean, College of Arts and Sciences

September 26, 2019

Dear Dr. Furlong

This letter responds to the forms submitted in the annual audit of the course fees in Film Studies. In order to provide Film Studies students legal access to extensive DSL film content, the Department of Visual and Performing Arts levies a $15.00 course fee on each student in the approved list of CMS and FILM Studies courses.

During FY2019 $4785 in fees were collected. $4348 was disbursed for the licensing of digital streaming of movies.

In order to comply with Federal copyright laws, VPA is legally required to purchase copyright licenses to stream films assigned for Film Studies courses, or to rent these streaming films through companies that have already secured the copyright licenses. The Film Studies fees have allowed CSU students to have access to high quality films that are necessary for their coursework.

The Department of Visual and Performing Arts has been careful to spend only what we receive through course fees for the licensing of the movies used in Film Studies classes. At the end of FY 2019, with a transition in both the Chair and Administrative Assistant positions, a small amount of money was left unspent due to lack of communication about the status of the account. However, we feel that the $15.00 amount should remain unchanged, and will enable us to provide consistency in the acquisition of these movies.

Sincerely yours,

Terre Johnson, Chair
Department of Visual and Performing Arts
(678) 466-4762
Tjohnson230@clayton.edu

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Signature	Terre Johnson Printed Name	09/25/2019 Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:		*College Dean (if applicable)*	
Signature	Date	Signature	9-30-19 Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Signature	Nov 1, 2019 Date

Provost

kevindemmitt@clayton.edu kevindemmitt@clayton.edu (Nov 1, 2019) Signature	Nov 1, 2019 Date

President

Signature	Nov 1, 2019 Date

Film Studies course Fee	One required element of the fee review packet is to include an explanation of what was purchased using the fee revenue. While the department included a spreadsheet with itemized expenditures the explanation simply said "p-card charges." The committee had concerns about this since they have no way to identifying what was purchased and if the purchased items were used by the students taking the class in which the fee was charged. While the committee has not requested an appeal to keep the fee, they would like to make certain that an explanation of expenditures is included. No appeal required. Fee approved for FY21.	FY19: $15/course FY 20: $15/course FY 21: $15/course	No

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY19

Department/College: Visual and Performing Arts

Fee Name: Film Studies Course Fees

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

CMS 2100
CMS 4310
CMS 4320
FILM 2700
FILM 3350
FILM 3360

Revenue Collected this Fiscal Year $4785
(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

Expenditures	**Amount**
Personal Services	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
Travel	
641000-Employee Travel	
651000-NonEmployee Travel	
OS&E	
714000-Supplies and Materials	$4348.00
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	
843000-Equipment(Inventory)	
Total Expenditures	$4348.00
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	$437.00

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

Special Course and Academic Program Fee

Review Form

Film Studies (0210260)

Item (s) Purchased	Date	Vendor	Ordered for	Total Cost
Supplies and Materials--714000				
To Book January 2019 PCARD Charges	01/31/19	N/A	*Ref Fee List Below*	$350.00
Perpetual Streaming License	06/02/19	N/A	*Ref Fee List Below*	$499.00
3 Streaming Licenses	06/02/19	N/A	*Ref Fee List Below*	$1,050.00
2 Streaming Licenses	06/02/19	N/A	*Ref Fee List Below*	$700.00
Perpetual Streaming License	06/02/19	N/A	*Ref Fee List Below*	$499.00
Perpetual Streaming License	06/13/19	N/A	*Ref Fee List Below*	-$499.00
Perpetual Streaming License	06/13/19	N/A	*Ref Fee List Below*	-$499.00
			Subtotal	$2,100.00
Sup & Mat Exp-Licenses--714112				
Streaming Licenses	10/10/18	N/A	*Ref Fee List Below*	$300.00
To Book November 2018 PCARD Charges	11/30/18	N/A	*Ref Fee List Below*	$299.00
Payment for Streaming License	12/10/18	N/A	*Ref Fee List Below*	$350.00
Streaming License	01/14/19	N/A	*Ref Fee List Below*	$350.00
Umbrella of Cherbourg	03/08/19	N/A	*Ref Fee List Below*	$150.00
1 Year Streaming License	03/21/19	N/A	*Ref Fee List Below*	$150.00
			Subtotal	$1,599.00
Oth Oper Exp-Subscriptions--727120				
1-Yr Streaming Subscription	07/23/18	N/A	*Ref Fee List Below*	$150.00
1-Yr Streaming Subscription	08/15/18	N/A	*Ref Fee List Below*	-$150.00
Perpetual Streaming License	06/02/19	N/A	*Ref Fee List Below*	$499.00
			Subtotal	$499.00
Oth Oper Exp-Memberships--727130				
To expense the prepaid account 132100	06/30/19	N/A	*Ref Fee List Below*	$150.00
			Subtotal	$150.00
			Total	$4,348.00
			Totals for Account	$4,785.00
			Remaining	$437.00

Film Studies Course Fee Applied to:

CMS 2100
CMS 4310
CMS 4320
FILM 2700
FILM 3350
FILM 3360

LEDGER HISTORY REPORT - Detail
Clayton State University

Ledger:	ACTUALS	Fund:	10600	Program:	11100	Account Range:	400000	to	999999
Fiscal Year:	2019	Budget Ref:	2019	Class:	11000	Department Range:	0210260	to	0210260
Acct Period Range:	1 to 12					Project Range:	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210260	11100	11000		409500	2019
Other General	Film Studies Cours	General Academic	General Operations		Applied Instruc-Other Fees	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
07/05/18	JE	B000591149	804	Banner Journal - 181863			0.00	0.00	-60.00
07/05/18	JE	B000591149	805	Banner Journal - 1818615			0.00	0.00	-1,485.00
07/18/18	JE	B000595393	336	Banner Journal - 181981			0.00	0.00	-15.00
07/18/18	JE	B000595393	337	Banner Journal - 181972			0.00	0.00	-15.00
07/18/18	JE	B000595393	338	Banner Journal - 181971			0.00	0.00	-45.00
07/19/18	JE	B000596208	72	Banner Journal - 182001			0.00	0.00	15.00
07/20/18	JE	B000596595	78	Banner Journal - 182011			0.00	0.00	15.00
07/23/18	JE	B000597094	76	Banner Journal - 182041			0.00	0.00	-15.00
07/25/18	JE	B000598011	162	Banner Journal - 182051			0.00	0.00	-405.00
07/26/18	JE	B000598505	106	Banner Journal - 182071			0.00	0.00	-30.00
07/27/18	JE	B000598960	80	Banner Journal - 182081			0.00	0.00	-15.00
07/30/18	JE	B000599451	76	Banner Journal - 182111			0.00	0.00	-105.00
08/03/18	JE	B000601593	88	Banner Journal - 182151			0.00	0.00	45.00
08/03/18	JE	B000601613	54	Banner Journal - 182151			0.00	0.00	-15.00
08/03/18	JE	B000601589	88	Banner Journal - 182151			0.00	0.00	-15.00
08/08/18	JE	B000603077	308	Banner Journal - 182182			0.00	0.00	45.00
08/08/18	JE	B000603077	311	Banner Journal - 182201			0.00	0.00	-60.00
08/08/18	JE	B000603077	310	Banner Journal - 182181			0.00	0.00	30.00
08/08/18	JE	B000603077	309	Banner Journal - 182183			0.00	0.00	-15.00
08/11/18	JE	B000604231	98	Banner Journal - 182211			0.00	0.00	-45.00
08/13/18	JE	B000604562	101	Banner Journal - 182251			0.00	0.00	-60.00
08/14/18	JE	B000605000	104	Banner Journal - 182261			0.00	0.00	-60.00
08/15/18	JE	B000605436	91	Banner Journal - 182271			0.00	0.00	45.00
08/17/18	JE	B000606502	224	Banner Journal - 182291			0.00	0.00	-30.00
08/21/18	JE	B000607450	203	Banner Journal - 182332			0.00	0.00	120.00
08/22/18	JE	B000608034	73	Banner Journal - 182341			0.00	0.00	-15.00
08/24/18	JE	B000609010	92	Banner Journal - 182361			0.00	0.00	30.00
08/28/18	JE	B000609990	127	Banner Journal - 182401			0.00	0.00	-15.00
10/15/18	JE	B000626259	88	Banner Journal - 182861			0.00	0.00	-15.00
10/16/18	JE	B000626728	194	Banner Journal - 182893			0.00	0.00	-60.00
10/16/18	JE	B000626726	195	Banner Journal - 182891			0.00	0.00	-180.00

Ledger:	ACTUALS		Fund:	10600	Program:	11100	Account Range:	400000	to	999999
Fiscal Year:	2019		Budget Ref:	2019	Class:	11000	Department Range:	0210260	to	0210260
Acct Period Range:	1 to 12						Project Range:	ALL		

10/16/18	JE	B000626728	196	Banner Journal - 182892	0.00	0.00	-90.00
10/17/18	JE	B000627232	97	Banner Journal - 182901	0.00	0.00	-30.00
10/18/18	JE	B000627656	87	Banner Journal - 182911	0.00	0.00	-75.00
10/19/18	JE	B000628189	83	Banner Journal - 182921	0.00	0.00	-15.00
10/23/18	JE	B000629080	256	Banner Journal - 182964	0.00	0.00	-60.00
10/23/18	JE	B000629080	258	Banner Journal - 182961	0.00	0.00	-180.00
10/23/18	JE	B000629080	257	Banner Journal - 182962	0.00	0.00	-360.00
10/23/18	JE	B000629080	255	Banner Journal - 182963	0.00	0.00	-135.00
10/25/18	JE	B000630047	100	Banner Journal - 182981	0.00	0.00	-135.00
10/26/18	JE	B000630446	73	Banner Journal - 182991	0.00	0.00	-30.00
10/30/18	JE	B000631388	97	Banner Journal - 183031	0.00	0.00	-60.00
11/05/18	JE	B000633525	65	Banner Journal - 183091	0.00	0.00	-15.00
11/19/18	JE	B000638269	68	Banner Journal - 183231	0.00	0.00	15.00
11/20/18	JE	B000638768	99	Banner Journal - 183241	0.00	0.00	-15.00
11/29/18	JE	B000641162	126	Banner Journal - 183331	0.00	0.00	-30.00
11/30/18	JE	B000641884	117	Banner Journal - 183371	0.00	0.00	15.00
12/04/18	JE	B000642313	91	Banner Journal - 183381	0.00	0.00	-30.00
12/06/18	JE	B000643553	69	Banner Journal - 183401	0.00	0.00	15.00
12/10/18	JE	B000644504	157	Banner Journal - 183442	0.00	0.00	-15.00
12/10/18	JE	B000644504	156	Banner Journal - 183441	0.00	0.00	45.00
12/11/18	JE	B000645021	97	Banner Journal - 183451	0.00	0.00	-45.00
12/12/18	JE	B000645499	73	Banner Journal - 183461	0.00	0.00	-15.00
12/13/18	JE	B000646054	90	Banner Journal - 183471	0.00	0.00	-60.00
12/18/18	JE	B000647457	80	Banner Journal - 183521	0.00	0.00	-90.00
12/19/18	JE	B000647906	80	Banner Journal - 183531	0.00	0.00	-45.00
12/20/18	JE	B000648342	86	Banner Journal - 183541	0.00	0.00	-30.00
01/07/19	JE	B000650619	257	Banner Journal - 190021	0.00	0.00	-30.00
01/07/19	JE	B000650825	75	Banner Journal - 190071	0.00	0.00	-30.00
01/07/19	JE	B000650619	259	Banner Journal - 190031	0.00	0.00	-45.00
01/07/19	JE	B000650619	258	Banner Journal - 190041	0.00	0.00	-30.00
01/08/19	JE	B000651356	129	Banner Journal - 190081	0.00	0.00	-165.00
01/10/19	JE	B000652455	116	Banner Journal - 190101	0.00	0.00	45.00
01/11/19	JE	B000652894	312	Banner Journal - 190113	0.00	0.00	-15.00
01/11/19	JE	B000652894	311	Banner Journal - 190111	0.00	0.00	45.00
01/15/19	JE	B000653818	152	Banner Journal - 190151	0.00	0.00	90.00
01/16/19	JE	B000654333	83	Banner Journal - 190161	0.00	0.00	-30.00
01/17/19	JE	B000654769	102	Banner Journal - 190171	0.00	0.00	15.00
01/22/19	JE	B000655680	166	Banner Journal - 190221	0.00	0.00	30.00
01/23/19	JE	B000656173	77	Banner Journal - 190231	0.00	0.00	-15.00
02/25/19	JE	B000667728	112	Banner Journal - 190561	0.00	0.00	-30.00

Ledger:	ACTUALS		Fund:	10600	Program:	11100	Account Range:	400000	to	999999
Fiscal Year:	2019		Budget Ref:	2019	Class:	11000	Department Range:	0210260	to	0210260
Acct Period Range:	1 to 12						Project Range:	ALL		

03/07/19	JE	B000672131	122	Banner Journal - 190661	0.00	0.00	-30.00
03/12/19	JE	B000673689	133	Banner Journal - 190711	0.00	0.00	-60.00
03/13/19	JE	B000674098	121	Banner Journal - 190721	0.00	0.00	15.00
03/19/19	JE	B000676295	86	Banner Journal - 190781	0.00	0.00	-15.00
03/20/19	JE	B000676891	98	Banner Journal - 190791	0.00	0.00	-15.00
03/22/19	JE	B000677962	1065	Banner Journal - 1908111	0.00	0.00	-45.00
03/22/19	JE	B000677962	1066	Banner Journal - 190816	0.00	0.00	-60.00
03/22/19	JE	B000677962	1067	Banner Journal - 190815	0.00	0.00	-30.00
03/22/19	JE	B000677962	1068	Banner Journal - 190817	0.00	0.00	-60.00
03/22/19	JE	B000677962	1069	Banner Journal - 190819	0.00	0.00	-45.00
03/22/19	JE	B000677962	1060	Banner Journal - 190813	0.00	0.00	-105.00
03/22/19	JE	B000677962	1064	Banner Journal - 190818	0.00	0.00	-105.00
03/22/19	JE	B000677962	1063	Banner Journal - 190814	0.00	0.00	-150.00
03/22/19	JE	B000677962	1062	Banner Journal - 190812	0.00	0.00	-30.00
03/22/19	JE	B000677962	1061	Banner Journal - 190811	0.00	0.00	-60.00
03/22/19	JE	B000677962	1070	Banner Journal - 1908110	0.00	0.00	-60.00
03/25/19	JE	B000678271	136	Banner Journal - 190841	0.00	0.00	-15.00
04/03/19	JE	B000682439	86	Banner Journal - 190931	0.00	0.00	-15.00
04/04/19	JE	B000683003	107	Banner Journal - 190941	0.00	0.00	15.00
04/08/19	JE	B000683932	97	Banner Journal - 190951	0.00	0.00	-15.00
04/09/19	JE	B000684506	98	Banner Journal - 190991	0.00	0.00	-30.00
04/11/19	JE	B000685564	94	Banner Journal - 191011	0.00	0.00	30.00
04/12/19	JE	B000686041	108	Banner Journal - 191021	0.00	0.00	-75.00
04/19/19	JE	B000688514	100	Banner Journal - 191091	0.00	0.00	-15.00
04/22/19	JE	B000688893	96	Banner Journal - 191121	0.00	0.00	15.00
04/23/19	JE	B000689462	125	Banner Journal - 191131	0.00	0.00	-15.00
04/30/19	JE	B000692152	139	Banner Journal - 191201	0.00	0.00	15.00
05/06/19	JE	B000694679	109	Banner Journal - 191261	0.00	0.00	15.00
05/07/19	JE	B000695404	126	Banner Journal - 191271	0.00	0.00	15.00
05/10/19	JE	B000697102	127	Banner Journal - 191301	0.00	0.00	-15.00
05/13/19	JE	B000697701	197	Banner Journal - 191332	0.00	0.00	75.00
05/13/19	JE	B000697701	196	Banner Journal - 191331	0.00	0.00	90.00
05/15/19	JE	B000698803	114	Banner Journal - 191351	0.00	0.00	15.00
05/16/19	JE	B000699414	216	Banner Journal - 191362	0.00	0.00	-15.00
05/16/19	JE	B000699414	215	Banner Journal - 191361	0.00	0.00	-45.00
05/22/19	JE	B000701615	213	Banner Journal - 191421	0.00	0.00	15.00
05/22/19	JE	B000701615	214	Banner Journal - 191411	0.00	0.00	-90.00
05/23/19	JE	B000702276	106	Banner Journal - 191431	0.00	0.00	30.00
05/31/19	JE	B000705465	129	Banner Journal - 191511	0.00	0.00	-15.00
06/19/19	JE	B000713748	119	Banner Journal - 191701	0.00	0.00	-15.00

Ledger:	ACTUALS	Fund:	10600	Program:	11100	Account Range:	400000	to	999999
Fiscal Year:	2019	Budget Ref:	2019	Class:	11000	Department Range:	0210260	to	0210260
Acct Period Range:	1 to 12					Project Range:	ALL		

Totals for Account: 409500 — Pre-Encum 0.00 | Encumbrance 0.00 | Expended -4,965.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210260	11100	11000		714100	2019
Other General	Film Studies Cours	General Academic	General Operations		Supplies and Materials	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
01/31/19	JE	0000661217	7	To Book January 2019 PCARD Charges.			0.00	0.00	350.00
06/02/19	JE	AP00706778	5	Perpetual Streaming License			0.00	0.00	499.00
06/02/19	JE	AP00706093	13	3 Streaming Licenses			0.00	0.00	1,050.00
06/02/19	JE	AP00706778	6	2 Streaming Licenses			0.00	0.00	700.00
06/02/19	JE	AP00711194	5	Perpetual Streaming License			0.00	0.00	499.00
06/13/19	JE	AP00711197	63	Perpetual Streaming License			0.00	0.00	-499.00
06/13/19	JE	AP00711197	62	Perpetual Streaming License			0.00	0.00	-499.00

Totals for Account: 714100 — Pre-Encum 0.00 | Encumbrance 0.00 | Expended 2,100.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210260	11100	11000		714112	2019
Other General	Film Studies Cours	General Academic	General Operations		Sup & Mat Exp-Licenses	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
10/10/18	JE	AP00625100	15	Streaming Licenses			0.00	0.00	300.00
11/30/18	JE	0000642411	7	To Book November 2018 PCARD Charges.			0.00	0.00	299.00
12/10/18	JE	AP00644383	132	Payment for streaming license			0.00	0.00	350.00
01/14/19	JE	AP00655575	4	Streaming license			0.00	0.00	350.00
03/08/19	JE	AP00673577	95	Umbrella of Cherbourg			0.00	0.00	150.00
03/21/19	JE	AP00677443	145	1 Year Streaming License			0.00	0.00	150.00

Totals for Account: 714112 — Pre-Encum 0.00 | Encumbrance 0.00 | Expended 1,599.00

Ledger:	ACTUALS	Fund:	10600	Program:	11100	Account Range:	400000	to	999999
Fiscal Year:	2019	Budget Ref:	2019	Class:	11000	Department Range:	0210260	to	0210260
Acct Period Range:	1 to 12					Project Range:	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210260	11100	11000		727120	2019
Other General	Film Studies Cours	General Academic	General Operations		Oth Oper Exp - Subscriptions	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
07/23/18	JE	AP00602122	8	1-Yr Streaming Subscription			0.00	0.00	150.00
08/15/18	JE	AP00608085	7	1-Yr Streaming Subscription			0.00	0.00	-150.00
06/02/19	JE	AP00711194	6	Perpetual Streaming License			0.00	0.00	499.00
Totals for Account:		727120					0.00	0.00	499.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210260	11100	11000		727130	2019
Other General	Film Studies Cours	General Academic	General Operations		Oth Oper Exp - Memberships	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
06/30/19	JE	0000718912	50	To expense the prepaid account 132100. - 5329678			0.00	0.00	150.00
Totals for Account:		727130					0.00	0.00	150.00
Totals for Project:							0.00	0.00	-617.00
Totals for Department:		0210260					0.00	0.00	-617.00

Film Studies Review

Final Audit Report 2019-11-01

Created:	2019-11-01
By:	Michelle Furlong (michellefurlong@clayton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiSNa_E7V4c66l3qmawPj9jRgzpuHdGcS

"Film Studies Review" History

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