RE: Cover letter, Special Course and Academic Program Fee – Communicative Arts

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 Communicative Arts. The fees collected for the ART 3001 class defray the cost of art supplies utilized by all students who enroll in the class.

During FY2019 $440 in fees were collected. $456.21 was disbursed for the purchase of art supplies.

While the course fees did not completely pay for the needed supplies, the overage can be provided by the VPA OS&E budget. Additional fees are not warranted.

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

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Communicative Art 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: $35/course FY 20: $35/course FY 21: $35/course	No

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY19

Department/College: Visual and Performing Arts

Fee Name: Communicative Arts Fees

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

ART 3100

Revenue Collected this Fiscal Year $440
(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	456.21
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	456.21
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	(16.21)

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

Communicative Arts (0211150)

Item (s) Purchased	Date	Vendor	Ordered for	Total Cost
Supplies and Materials--714000				
Art Supplies-Art Program	04/16/19	N/A	ART 3100	$397.51
Art Supplies-Art Program	04/25/19	N/A	ART 3100	-$397.51
To Book MAY 2019 PCARD Charges	05/31/19	Amazon	ART 3100	$314.21
To Book MAY 2019 PCARD Charges	05/31/19	Amazon	ART 3100	$64.46
To Book JUNE 2019 PCARD Charges	06/30/19	Amazon	ART 3100	$17.96
To Book JUNE 2019 PCARD Charges	06/30/19	Amazon	ART 3100	$59.58
			Total	$456.21
			Totals for Account	-$440.00
			Remaining	$16.21

Art Course Fee Applied to:

ART 3100

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:**	0211150	to	0211150
Acct Period Range:	1 to 12					**Project Range:**	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0211150	11100	11000		409940	2019
Other General	Communicative Arts	General Academic	General Operations		Art Fee	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
07/05/18	JE	B000591149	829	Banner Journal - 1818615			0.00	0.00	-360.00
07/18/18	JE	B000595393	351	Banner Journal - 181971			0.00	0.00	-40.00
07/19/18	JE	B000596208	76	Banner Journal - 182001			0.00	0.00	40.00
08/13/18	JE	B000604562	107	Banner Journal - 182251			0.00	0.00	-40.00
08/15/18	JE	B000605436	96	Banner Journal - 182271			0.00	0.00	-40.00
Totals for Account:		409940					0.00	0.00	-440.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0211150	11100	11000		714100	2019
Other General	Communicative Arts	General Academic	General Operations		Supplies and Materials	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
04/16/19	JE	AP00687497	7	Art Supplies-Art Program			0.00	0.00	397.51
04/25/19	JE	AP00690536	2	Art Supplies-Art Program			0.00	0.00	-397.51
05/31/19	JE	0000710095	5	To Book MAY 2019 PCARD Charges.			0.00	0.00	314.21
05/31/19	JE	0000710095	6	To Book MAY 2019 PCARD Charges.			0.00	0.00	64.46
06/30/19	JE	0000720144	1	To Book JUNE 2019 PCARD Charges.			0.00	0.00	17.96
06/30/19	JE	0000720144	15	To Book JUNE 2019 PCARD Charges.			0.00	0.00	59.58
Totals for Account:		714100					0.00	0.00	456.21
Totals for Project:							0.00	0.00	16.21
Totals for Department:		0211150					0.00	0.00	16.21

Art Review

Final Audit Report 2019-11-01

Created:	2019-11-01
By:	Michelle Furlong (michellefurlong@clayton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2bpaS252GArFGIcuIT0mF-mKN-PWRj2k

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