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

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 Music. The fees collected for the Applied Music classes assist the department in the large cost of maintaining the pianos in use by all students who take private lessons in voice, piano or any other instrument.

During FY2019 $2670 in fees were collected. $2670 was disbursed for the tuning and maintenance of pianos within the Music Education Building. It is also noted that $11.20 was disbursed in October of 2018 for Docutech charges. The cause for this is unknown, and the Administrative Assistant who maintained this account is no longer at CSU. For this reason, the account disbursed $2681.20. The new Administrative Assistant has received instructions on making certain that the fees in this account are only used to supplement the piano maintenance and tuning within the department.

The fees paid by Applied Music students will never adequately provide for the tuning and maintenance of the pianos in the department, however that burden is shared with the OS&E budget of VPA and with the Preparatory School of Music. It is not recommended that the Applied Music Fee be increased.

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:

Signature | Date

College Dean (if applicable)

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 4, 2019 (Date)

Provost

kevindemmitt@clayton.edu kevindemmitt@clayton.edu (Nov 4, 2019)

Signature | Nov 4, 2019 (Date)

President

Signature | Nov 4, 2019 (Date)

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Applied Music Course Fee	The committee understands that this fee is used to maintain a piano (tuning it) used in the courses that charge this fee. Students taking these courses receive instruction on playing the piano. The committee feels that in the future the department should change the terminology from "private lessons" to individual course instruction to make it clear that the fee is used for students paying the actual fee. No appeal required. Fee approved for FY21.	FY19: $30/course FY 20: $30/course FY 21: $30/course	No

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY19

Department/College: Visual and Performing Arts

Fee Name: Music Fees

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

MUSC 1500
MUSC 2400
MUSC 2500
MUSC 4400
MUSC 4500

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-NonEmployeeTravel	
OS&E	
714000-Suppliesand Materials	11.20
715000-Repairs and Maintenance	2670.00
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	2681.20
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	(11.20)

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

Music (0210210)

Item (s) Purchased	Date	Vendor	Ordered for	Total Cost
Supplies & Materials-Other--714120				
To allocate October 2018 Docutech Copier charges to appropri	10/31/18	N/A	*Ref Fee List Below*	$11.20
			Subtotal	$11.20
Repairs and Maintenance--715000				
Expense Distribution	08/31/18	N/A	*Ref Fee List Below*	$715.00
Tuning Kawai Piano/Rm 157	10/30/18	N/A	*Ref Fee List Below*	$65.00
Piano Tuning and repairs	02/15/19	N/A	*Ref Fee List Below*	$150.00
Piano Tuning and repairs	02/15/19	N/A	*Ref Fee List Below*	$440.00
Expense Distribution	08/31/18	N/A	*Ref Fee List Below*	$1,300.00
			Subtotal	$2,670.00
			Total	$2,681.20
			Totals for Account	-$2,670.00
			Remaining	$11.20

Music Course Fee Applied to:

MUSC 1500
MUSC 2400
MUSC 2500
MUSC 4400
MUSC 4500

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:	0210210	to	0210210
Acct Period Range:	1 to 12					Project Range:	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210210	11100	11000		409400	2019
Other General	Music Fees	General Academic	General Operations		Applied Music Fees	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
07/05/18	JE	B000591149	799	Banner Journal - 181863			0.00	0.00	-30.00
07/05/18	JE	B000591149	800	Banner Journal - 181861			0.00	0.00	-30.00
07/05/18	JE	B000591149	803	Banner Journal - 1818610			0.00	0.00	-50.00
07/05/18	JE	B000591149	802	Banner Journal - 181864			0.00	0.00	-20.00
07/05/18	JE	B000591149	801	Banner Journal - 1818615			0.00	0.00	-760.00
07/18/18	JE	B000595393	335	Banner Journal - 181972			0.00	0.00	-30.00
07/18/18	JE	B000595393	334	Banner Journal - 181971			0.00	0.00	-20.00
07/23/18	JE	B000597094	75	Banner Journal - 182041			0.00	0.00	-90.00
07/25/18	JE	B000598011	160	Banner Journal - 182051			0.00	0.00	-60.00
07/25/18	JE	B000598011	161	Banner Journal - 182061			0.00	0.00	-30.00
07/26/18	JE	B000598505	105	Banner Journal - 182071			0.00	0.00	30.00
07/30/18	JE	B000599451	75	Banner Journal - 182111			0.00	0.00	-30.00
08/03/18	JE	B000601589	87	Banner Journal - 182151			0.00	0.00	-60.00
08/03/18	JE	B000601593	87	Banner Journal - 182151			0.00	0.00	30.00
08/08/18	JE	B000603077	307	Banner Journal - 182181			0.00	0.00	10.00
08/13/18	JE	B000604562	100	Banner Journal - 182251			0.00	0.00	-140.00
08/14/18	JE	B000605000	103	Banner Journal - 182261			0.00	0.00	-120.00
08/22/18	JE	B000608034	72	Banner Journal - 182341			0.00	0.00	20.00
08/24/18	JE	B000609010	91	Banner Journal - 182361			0.00	0.00	-30.00
10/15/18	JE	B000626259	87	Banner Journal - 182861			0.00	0.00	-30.00
10/16/18	JE	B000626728	193	Banner Journal - 182891			0.00	0.00	-60.00
10/18/18	JE	B000627656	86	Banner Journal - 182911			0.00	0.00	-30.00
10/19/18	JE	B000628189	82	Banner Journal - 182921			0.00	0.00	-60.00
10/23/18	JE	B000629080	254	Banner Journal - 182964			0.00	0.00	-30.00
10/23/18	JE	B000629080	253	Banner Journal - 182963			0.00	0.00	-120.00
10/23/18	JE	B000629080	252	Banner Journal - 182962			0.00	0.00	-30.00
10/25/18	JE	B000630047	99	Banner Journal - 182961			0.00	0.00	-20.00
10/30/18	JE	B000631368	96	Banner Journal - 183031			0.00	0.00	-30.00
11/05/18	JE	B000633525	64	Banner Journal - 183091			0.00	0.00	-50.00
11/09/18	JE	B000635566	70	Banner Journal - 183131			0.00	0.00	-30.00
11/13/18	JE	B000636444	90	Banner Journal - 183171			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:	0210210	to	0210210
Acct Period Range:	1 to 12					Project Range:	ALL		

11/14/18	JE	B000636894	80	Banner Journal - 183181	0.00	0.00	-30.00
11/15/18	JE	B000637824	61	Banner Journal - 183201	0.00	0.00	-30.00
11/20/18	JE	B000638768	98	Banner Journal - 183241	0.00	0.00	-110.00
11/27/18	JE	B000639985	97	Banner Journal - 183311	0.00	0.00	-30.00
11/28/18	JE	B000640528	68	Banner Journal - 183321	0.00	0.00	-30.00
11/30/18	JE	B000641884	116	Banner Journal - 183371	0.00	0.00	-120.00
12/05/18	JE	B000642837	91	Banner Journal - 183391	0.00	0.00	-50.00
12/06/18	JE	B000643553	68	Banner Journal - 183401	0.00	0.00	-30.00
12/11/18	JE	B000645021	96	Banner Journal - 183451	0.00	0.00	30.00
12/13/18	JE	B000646054	89	Banner Journal - 183471	0.00	0.00	-30.00
12/19/18	JE	B000647906	79	Banner Journal - 183531	0.00	0.00	-30.00
01/07/19	JE	B000650825	74	Banner Journal - 190071	0.00	0.00	-80.00
01/07/19	JE	B000650619	256	Banner Journal - 190031	0.00	0.00	-30.00
01/10/19	JE	B000652455	115	Banner Journal - 190101	0.00	0.00	-60.00
01/15/19	JE	B000653818	150	Banner Journal - 190152	0.00	0.00	-30.00
01/15/19	JE	B000653818	151	Banner Journal - 190151	0.00	0.00	-30.00
01/16/19	JE	B000654333	82	Banner Journal - 190161	0.00	0.00	-30.00
Totals for Account:		409400			0.00	0.00	-2,670.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210210	11100	11000		714120	2019
Other General	Music Fees	General Academic	General Operations		Supplies & Materials-Other	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
10/31/18	JE	0000632464	1	To allocate October 2018 Docutech Copier charges to appropri			0.00	0.00	11.20
Totals for Account:		714120					0.00	0.00	11.20

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210210	11100	11000		715100	2019
Other General	Music Fees	General Academic	General Operations		Repairs And Maintenance	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
06/31/18	JE	AP00614403	3	Expense Distribution			0.00	0.00	1,300.00

Ledger:	ACTUALS	Fund:	10600	Program:	11100	Account Range:	400000	to	999999
Fiscal Year:	2019	Budget Ref:	2019	Class:	11000	Department Range:	0210210	to	0210210
Acct Period Range:	1 to 12					Project Range:	ALL		

08/31/18	JE	AP00614403	4	Expense Distribution	0.00	0.00	715.00
10/30/18	JE	AP00633081	2	Tuning Kawai Piano/Rm 157	0.00	0.00	65.00
02/15/19	JE	AP00667615	6	Piano Tuning and repairs	0.00	0.00	150.00
02/15/19	JE	AP00667615	7	Piano Tuning and repairs	0.00	0.00	440.00
Totals for Account:		715100			0.00	0.00	2,670.00
Totals for Project:					0.00	0.00	11.20
Totals for Department:		0210210			0.00	0.00	11.20