Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Signature	Printed Name	Date
	Hae Ryong Chung	9/26/2019

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	Date
	9/27/19		

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	Date
	Nov 1, 2019

Provost

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

President

Signature	Date
	Nov 1, 2019

Fee Name	**Committee Review Comments**	**FY19 amount reviewed/FY20 Collecting/FY21 approved**	**Requires Application to USG/BoR? Yes or No**
HFMG Lab Fee	The committee felt that the fee was managed well and spent appropriately. No appeal required. Fee approved for FY21.	Varies for FY19-21: HFMG 2210=$47 HFMG 3101, 3130, 3140, 3121 =$35 HFMG 4999 and 4970=$21.75	No

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): __FY19_____

Department/College: ____HFMG/COH_____

Fee Name: ____HFMG lab fee _____

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

HFMG 2110: First Aid & CPR ($47) HFMG 3101: Kinesiology ($35) HFMG 3130: Principles of Fitness ($35) HFMG 3140: Exercise Testing $ Prescription ($35) HFMG 4970: Internship in HFMG ($21.75 insurance) HFMG 4999: HFMG Capstone ($21.75 insurance) HFMG 3121: Injury Prevention ($35)

Revenue Collected this Fiscal Year _____8111.50_____
(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**
OS&E	
714000-Supplies and Materials	7526.50
720000-Insurance and Bonding	375
727000-Other Operating Expense	210
Total Expenditures	8111.50
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	0

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.

Business Unit: 28000
Fiscal Year: 2019 **From Acct. Period:** 1 **To Acct. Period:** 12

Fund: 10600 **Department:** 0610420 HFMG Fees

Class: 11000 General Operations **Project/Grant:**

409000 - Other Fees

409943	Health Science Lab Fee	-8,111.50
	Class Sub-Total	-8,111.50
	Dept Total	-8,111.50

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Chung,Hae Ryong | **Budget Ref:** 2019 | **From Fiscal Year:** 2019 | **To Fiscal Year:** 2019
Department: 0610420 HFMG Fees | **All Fiscal Periods:** No | **Acct Period From:** 1 (JUL2018) | **Acct Period To:** 12 (JUN2019)
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	Vendor	APPROP Budgeted / ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
700000	**Operating Supplies & Expenses**				11100 / 11000		10,000.00				
714000	Supplies and Materials				11100 / 11000		0.00				
714100	Supplies and Materials										
	07/16/18	Vchr	05331125	1	AHA Cards for 15 Students	CARRLISAD	234218	0.00	0.00	105.00	
	10/31/18	JE	0000633759	36	To Book October 2018 PCARD Cha			0.00	0.00	57.45	
	10/31/18	JE	0000633759	37	To Book October 2018 PCARD Cha			0.00	0.00	10.99	
	10/31/18	JE	0000633759	38	To Book October 2018 PCARD Cha			0.00	0.00	189.63	
	10/31/18	JE	0000633759	43	To Book October 2018 PCARD Cha			0.00	0.00	69.60	
	10/31/18	JE	0000633759	46	To Book October 2018 PCARD Cha			0.00	0.00	12.99	
	11/02/18	REQ	0000503729	1	Duracell Alkaline "AAA" Batteries, 16			11.35	0.00	0.00	
	11/02/18	REQ	0000503733	1	Learning Advantage English/Metric Mea			9.99	0.00	0.00	
	11/05/18	PO	0000514487	1	Pre-Enc Liquidation: 0000503729/1	STAPLE-CAT		-11.35	0.00	0.00	
	11/05/18	PO	0000514487	1	Duracell Alkaline "AAA" Batteries, 16	STAPLE-CAT		0.00	11.35	0.00	
	11/05/18	PO	0000514489	1	Learning Advantage English/Metric Mea	STAPLE-CAT		0.00	9.99	0.00	
	11/05/18	PO	0000514489	1	Pre-Enc Liquidation: 0000503733/1	STAPLE-CAT		-9.99	0.00	0.00	
	11/16/18	Vchr	05335603	1	Enc Liquidation: 0000514487/1	STAPLE-CAT		0.00	-11.35	0.00	
	11/16/18	Vchr	05335603	1	Duracell Alkaline "AAA" Batter	STAPLE-CAT	001655	0.00	0.00	11.35	
	11/16/18	Vchr	05335604	1	Learning Advantage English/Met	STAPLE-CAT	001655	0.00	0.00	9.99	
	11/16/18	Vchr	05335604	1	Enc Liquidation: 0000514489/1	STAPLE-CAT		0.00	-9.99	0.00	
	11/30/18	JE	0000642411	25	To Book November 2018 PCARD Ch			0.00	0.00	135.06	
	01/25/19	REQ	0000504062	1	Duracell CopperTop Alkaline Battery,			12.17	0.00	0.00	
	01/25/19	REQ	0000504062	2	Duracell Plus Power Alkaline Battery,			16.93	0.00	0.00	
	01/30/19	PO	0000514825	1	Pre-Enc Liquidation: 0000504062/1	STAPLE-CAT		-12.17	0.00	0.00	
	01/30/19	PO	0000514825	1	Duracell CopperTop Alkaline Battery,	STAPLE-CAT		0.00	12.17	0.00	
	01/30/19	PO	0000514825	2	Duracell Plus Power Alkaline Battery,	STAPLE-CAT		0.00	16.93	0.00	
	01/30/19	PO	0000514825	2	Pre-Enc Liquidation: 0000504062/2	STAPLE-CAT		-16.93	0.00	0.00	
	02/07/19	Vchr	05337943	1	Duracell CopperTop Alkaline Ba	STAPLE-CAT	001896	0.00	0.00	12.17	
	02/07/19	Vchr	05337943	1	Enc Liquidation: 0000514825/1	STAPLE-CAT		0.00	-12.17	0.00	
	02/07/19	Vchr	05337943	2	Enc Liquidation: 0000514825/2	STAPLE-CAT		0.00	-16.93	0.00	
	02/07/19	Vchr	05337943	2	Duracell Plus Power Alkaline B	STAPLE-CAT	001896	0.00	0.00	16.93	
	02/28/19	JE	0000671663	8	To Book February 2019 PCARD Ch			0.00	0.00	108.46	
	02/28/19	JE	0000671663	9	To Book February 2019 PCARD Ch			0.00	0.00	1,620.81	
	02/28/19	JE	0000671663	30	To Book February 2019 PCARD Ch			0.00	0.00	-8.03	
	04/03/19	REQ	0000504412	1	Duracell Plus Power Alkaline Battery,			16.93	0.00	0.00	
	04/03/19	PO	0000515132	1	Pre-Enc Liquidation: 0000504412/1	STAPLE-CAT		-16.93	0.00	0.00	
	04/03/19	PO	0000515132	1	Duracell Plus Power Alkaline Battery,	STAPLE-CAT		0.00	16.93	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Chung,Hae Ryong | **Budget Ref:** 2019 | **From Fiscal Year:** 2019 | **To Fiscal Year:** 2019
Department: 0610420 HFMG Fees | **All Fiscal Periods:** No | **Acct Period From:** 1 (JUL2018) | **Acct Period To:** 12 (JUN2019)
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	04/04/19	Vchr	05339900	1	HFMG 2110/22AHA BLS Cards	CARRLISAD	238193	0.00	0.00	176.00	
	04/09/19	Vchr	05339998	1	ARC Cards for 22 Students	AMERICANNT	238230	0.00	0.00	484.00	
	04/12/19	Vchr	05340166	1	Enc Liquidation: 0000515132/1	STAPLE-CAT		0.00	-16.93	0.00	
	04/12/19	Vchr	05340166	1	Duracell Plus Power Alkaline B	STAPLE-CAT	002048	0.00	0.00	16.93	
	06/01/19	Vchr	05341713	1	23 BLS provider cards	CARRLISAD	239085	0.00	0.00	184.00	
	06/04/19	Vchr	05341761	1	Gas	COSMEDUSA	238926	0.00	0.00	196.00	
	06/04/19	Vchr	05341766	1	CSP1 QCPET	COSMEDUSA	238926	0.00	0.00	1,250.00	
	06/04/19	Vchr	05341769	1	Flowmeter OPTP 2000 upgrade	COSMEDUSA	238926	0.00	0.00	1,800.00	
	06/05/19	Vchr	05341814	1	Electrodes	MC10,INC	238889	0.00	0.00	1,175.00	
	06/27/19	Vchr	05342721	1	Adj to 5341769	COSMEDUSA	Z0000043782	0.00	0.00	-1,700.35	
714102	Supp & Mat - Instruct/Lab Supp										
	10/29/18	Vchr	05334981	1	instructor training HFM2110	CARRLISAD	236051	0.00	0.00	350.00	
714111	Sup & Mat-Ship/Handl/Freight										
	09/14/18	Vchr	05333387	2	Variance PO & Invoice-Shipping	MC10,INC	235420	0.00	0.00	54.52	
714120	Supplies & Materials-Other										
	01/08/19	Vchr	05336991	1	BLS Certification Cards	CARRLISAD	236876	0.00	0.00	308.00	
	01/09/19	Vchr	05337041	1	ARC Cards	AMERICANNT	236871	0.00	0.00	480.00	
	01/09/19	Vchr	05337042	1	ARC Cards	AMERICANNT	236871	0.00	0.00	400.00	
	Totals							**0.00**	**0.00**	**7,526.50**	**-7,526.50**
720000	Insurance And Bonding				11100 / 11000		0.00				
720100	Insurance And Bonding										
	10/17/18	REQ	0000503646	4	Mercer Professional student Liability			705.00	0.00	0.00	
	10/23/18	PO	0000514418	4	Pre-Enc Liquidation: 0000503646/4	MERCERHEAL		-705.00	0.00	0.00	
	10/23/18	PO	0000514418	4	Mercer Professional student Liability	MERCERHEAL		0.00	705.00	0.00	
	10/25/18	Vchr	05334852	4	Enc Liquidation: 0000514418/4	MERCERHEAL		0.00	-705.00	0.00	
	10/25/18	Vchr	05334852	4	Mercer Professional student Li	MERCERHEAL	235980	0.00	0.00	705.00	
	02/28/19	Vchr	05338934	1	Mercer Professional Student Li	MERCERHEAL	Z0000040359	0.00	0.00	-330.00	
	Totals							**0.00**	**0.00**	**375.00**	**-375.00**
727000	Other Operating Expense				11100 / 11000		0.00				
727110	Oth Oper Exp - Registration										
	12/31/18	JE	0000652524	12	To Book December 2018 PCARD Ch			0.00	0.00	210.00	
	Totals							**0.00**	**0.00**	**210.00**	**-210.00**
Operating Supplies & Expenses Total						10,000.00	0.00	0.00	0.00	8,111.50	1,888.50

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Chung,Hae Ryong
Department: 0610420 HFMG Fees
Fund Code: 10600 Other General

Budget Ref: 2019
All Fiscal Periods: No

From Fiscal Year: 2019
Acct Period From: 1 (JUL2018)

To Fiscal Year: 2019
Acct Period To: 12 (JUN2019)

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
Totals for Dept/Fund/Program/Class:											
0610420 / 10600					11100 / 11000	10,000.00	0.00	0.00	0.00	8,111.50	1,888.50
Totals for Dept/Fund:											
0610420 / 10600						10,000.00	0.00	0.00	0.00	8,111.50	1,888.50

HFMG Lab Supplies Expense **FY19**

Date	Vendor	Description	Total
june 25 2018	AHA	CPR cards Maymester Poudevigne	$105.00
7-Sep-18	MC10	Shipping MC 10	$54.52
19-Oct-18	Ralhalsa Health Services	CPR instructor Card for Scott Bassett	$350.00
10/19/2018	Epic Sports	Stetoscopes	$135.06
19-Oct-18	CPR Savers	Manikin Pads replacement	$189.63
19-Oct-18	amazon	alcohol wipes	$69.60
27-Nov-18	Staples	Batteries	$11.35
27-Nov-18	AMAZON	GAUZE PADS	$12.99
27-Nov-18	amazon	elastic bandages	$10.99
27-Nov-18	amazon	elastic bandages	$57.45
7-Dec-18	ARC	Cards SBW first fall 2018	$480.00
11-Dec-18	ARC	Cards SBW second fall 2018	$400.00
11-Dec-18	Ralhalsa Health Services	Cards SBW first and second fall 201	$308.00
14-2-19	Staples	Batteries	$12.17
14-2-19	Staples	Batteries	$16.93
2/4/2019	Ralhalsa Health Services	Scott AHA 22 BLS card	$176.00
2/4/2019	ARC	Scott ARC 22 card	$484.00
2/4/2019	Staples	Batteries	$16.93
28/2/2019	AHA	AHA CPRAED training DVD	$108.46
28/2/2019	Prestan products	CPR-AED training Manikins	$1,620.81
20/5/2019	Ralhalsa Health Services	Scott AHA 23 BLS card	$184.00
20/5/2019	Cosmed	CO2 Gas	$196.00
20/5/2019	Cosmed	CSP1 QCPET (calibration service)	$1,250.00
20/5/2019	Cosmed	Flowmeter OPTP 2000 (upgrade)	$1,800.00
20/5/2019	MC10	Electrodes	$1,175.00
10/25/2019	Merser Student Liability	Student Liability	$375.00
		Actuals 2019	$9,599.89
		Revenue 2019	$8,111.50
		loss 2019	$1,488.39

HFMG Review

Final Audit Report 2019-11-01

Created:	2019-11-01
By:	Michelle Furlong (michellefurlong@clayton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHEVJUMHF_wmcgG1rK2YRQx-c_XiUVOa1

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