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## INTEROFFICE MEMORANDUM

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**TO:** COURSE FEES COMMITTEE  
**FROM:** BETTY LANE, CHAIR SCHOOL OF NURSING  
**SUBJECT:** SON LAB FEE AUDIT  
**DATE:** OCTOBER 20, 2014  
**CC:**

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Attached is the annual course fees audit for the School of Nursing (SON) for FY14. The Dean of the College of Health was responsible for managing the FY14 SON fees budget. SON charges a fee of \$284.00 per student enrolled in the BSN program. These fees are used to purchase various simulation/lab supplies, equipment, copying course materials, for maintaining/servicing equipment, and assessment material/training tools.

The final revenue total for the SON fees budget was \$123,105.00 and the total expenditure for FY14 was \$115,605.49. This means that we underspent by \$7,495.55. An ATI billing of \$9,591.92 is not reflected against expenditure due to processing error. If expenditure had been applied against account we would have over expended by \$2,096.

After reviewing all of the expenditures closely (see appendix) I feel that the fees were spent appropriately to support the BSN program at CSU.

**Financial Data**  
**For Special Course/Program Fees**  
**Nursing Program Fee**  
**Clayton State University**

		<b>FY 2014</b>
<b><u>Revenue</u></b>		<b>Actual</b>
Fee Revenue:		123,105
<b>Net Revenue</b>		<b>\$123,105</b>
<b><u>Expenditures</u></b>		
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		21,190
715000-Repairs and Maintenance		6,464
719000-Rents(Non Real Estate)		
720000-Insurance and Bonding		3,270
727000-Other Operating Expense		84,686
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)		
<b>Total Expenditures</b>		<b>\$115,609</b>
<b>Net Operating Gain (Loss)</b>		<b>\$7,496</b>

An ATI billing of \$9,591.92 is not reflected against expenditure due to processing error

If expenditure had been applied against account we would have over expended by \$2,096

Expenditure	Description	Vendor	Total		
Supplies & Materials (AP Vchr)	Bal due furniture	ABCO	3.5		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Physicians	1.75		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Physicians	\$103.95		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Physicians	\$382.46		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Physicians	-\$301.99		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Physicians	-\$56.73		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Physicians	\$148.35		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	\$880.34		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	\$84.00		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	\$91.60		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	\$517.50		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	-\$509.25		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	-\$42.00		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	\$87.20		
Supplies & Materials (AP Vchr)	Nursing Simulation Supplies	Physicians	\$72.15		
Supplies & Materials (Pcard 3-31)	Various Simulation Supplies		\$35.77		
Supplies & Materials (Pcard 4-30)	Various Simulation Supplies		\$33.95		
Supplies & Materials (Pcard 5-31)	Various Simulation Supplies		\$218.18		
Supplies & Materials (Pcard 5-31)	Various Simulation Supplies		\$1,991.52		
Supplies & Materials (Pcard 5-31)	Various Simulation Supplies		\$302.30		
Supplies & Materials (Pcard 5-31)	Various Simulation Supplies		\$758.44		
Supplies & Materials (Pcard 5-31)	Various Simulation Supplies		\$1,676.43		
Supplies & Materials (Pcard 6-30)	Various Simulation Supplies		\$25.49		
Supplies & Materials (AP Vchr)	Virtual IV Needle Assembly (Pro	Laerdal Medical	\$600.00		
Supplies & Materials (AP Vchr)	Virtual IV Needle Assembly (Pro	Laerdal Medical	\$190.80		
Supplies & Materials (AP Vchr)	Supplies for CPR/School of Nursing	Channing Bete	\$3,162.81		
Supplies & Materials (AP Vchr)	Supplies for CPR/School of Nursing	Channing Bete	\$638.70		
Supplies & Materials (AP Vchr)	Heavy Duty Breast Self Examin	Pocket Nurse	\$505.90		
Supplies & Materials (AP Vchr)	Female Catherization Simulator	Pocket Nurse	\$346.75		
Supplies & Materials (AP Vchr)	Left Breast Cancer Model	Pocket Nurse	\$98.71		
Supplies & Materials (AP Vchr)	Uterus	Pocket Nurse	\$70.30		
Supplies & Materials (AP Vchr)	Female Reproduction System	Pocket Nurse	\$18.95		
Supplies & Materials (AP Vchr)	Gown ISO	Mckesson	\$146.26		
Supplies & Materials (AP Vchr)	Suction Cath & Steth Litt Elec	Mckesson	\$502.05		
Supplies & Materials (AP Vchr)	Various Simulation Supplies	Mckesson	\$2,847.33		
Supplies & Materials (AP Vchr)	Desk Set	Mckesson	\$3,637.33		
Supplies & Materials (AP Vchr)	Dell Latitude Laptop Build	Dell	\$1,919.63		
					\$21,190.43
Repairs & Maintenance	Simman 3G Preventative Maintenance	Laerdal	\$6,463.50		
Insurance & Bonding	Nursing - Dental Hygen & CE Stu	Marshaffin	\$3,269.85		

Other Operating Expense (AP Vchr)	Shipping & Assembly	Laerdal	\$9.97		
Other Operating Expense (AP Vchr)	Shipping	Pocket Nurse	\$285.52		
Other Operating Expense (AP Vchr)	Shipping	Pocket Nurse	\$89.00		
Other Operating Expense (AP Vchr)	Assessment Training/Tools	Assessment	\$13,122.00		
Other Operating Expense (AP Vchr)	Assessment Training/Tools	Assessment	\$3,961.88		
Other Operating Expense (AP Vchr)	Assessment Training/Tools	Assessment	\$6,047.08		
Other Operating Expense (AP Vchr)	Assessment Training/Tools	Assessment	\$11,051.56		
Other Operating Expense (AP Vchr)	Assessment Training/Tools	Assessment	\$5,421.52		
Other Operating Expense (AP Vchr)	Assessment Training/Tools	Assessment	\$6,047.08		
Other Operating Expense (AP Vchr)	Assessment for Spring	Assessment	\$11,051.56		
Other Operating Expense (AP Vchr)	Assessment for Spring	Assessment	\$10,275.00		
Other Operating Expense (AP Vchr)	Assessment for Spring	Assessment	\$942.00		
Other Operating Expense (AP Vchr)	Assessment for Spring	Assessment	\$12,481.50		
Other Operating Expense (AP Vchr)	Patient Assessment Modules	Educational	\$3,900.00		
					\$84,685.67
					\$115,609.45

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If expenditure had been applied against account we would have over expended by \$2,096

**BUDGET PROGRESS REPORT - FULL DETAIL**  
**Clayton State University**

**Budget Manager:** Eichelberger, Lisa W.  
**Department:** 0610210 Nursing Program Fees  
**Fund Code:** 10600 Other General

**Budget Period:** 2014  
**Acct Period From:** 1 (JUL 2013)  
**Acct Period To:** 12 (JUN 2014)

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>					
			<u>Line</u>	<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
<b>700000</b>	<b>Operating Supplies &amp; Expenses</b>		11100 / 11000	140,000.00						
714000	Supplies and Materials		11100 / 11000			0.00				
714100	Supplies & Materials Expense									
10/23/13	AP Vchr	04027228	1	Bal due for furniture	ABCO	209910	0.00	0.00	3.50	
11/26/13	AP Vchr	04028013	1	Various Simulation Supplies	PHYSICIANS	210516	0.00	0.00	1.75	
11/26/13	AP Vchr	04028012	1	Various Simulation Supplies	PHYSICIANS	210516	0.00	0.00	103.95	
11/26/13	AP Vchr	04028010	1	Various Simulation Supplies	PHYSICIANS	210516	0.00	0.00	382.46	
11/26/13	AP Vchr	04028014	1	Various Simulation Supplies	PHYSICIANS	210516	0.00	0.00	-301.99	
11/26/13	AP Vchr	04028015	1	Various Simulation Supplies	PHYSICIANS	210516	0.00	0.00	-56.73	
11/30/13	Jrnl Entry	PC01012166	765	November 15th Procurement Card			0.00	0.00	148.35	
01/23/14	AP Vchr	04029085	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	880.34	
01/23/14	AP Vchr	04029087	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	84.00	
01/23/14	AP Vchr	04029088	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	91.60	
01/23/14	AP Vchr	04029089	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	517.50	
01/23/14	AP Vchr	04029090	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	-509.25	
01/23/14	AP Vchr	04029091	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	-42.00	
01/23/14	AP Vchr	04029086	1	Nursing Simulation Supplies	PHYSICIANS	211416	0.00	0.00	87.20	
02/06/14	AP Vchr	04029273	1	Nursing simulation supplies	PHYSICIANS	211416	0.00	0.00	72.15	
03/31/14	Jrnl Entry	PC01049458	678	03/31/14 Procurement Card			0.00	0.00	35.77	
04/30/14	Jrnl Entry	PC01063313	799	04/30/2014 Procurement Card			0.00	0.00	33.95	
05/15/14	PO	0000402536	1	SUPPLIES FOR CPR/ SCHOOL OF NU	CHANNINGLB		0.00	3,801.51	0.00	
05/15/14	PO	0000402535	2	SUCTION CATH & STETH LITT ELEC	MCKESSONME		0.00	502.05	0.00	
05/15/14	PO	0000402535	1	VARIOUS SIMULATION SUPPLIES FO	MCKESSONME		0.00	2,847.33	0.00	
05/15/14	PO	0000402535	3	GOWN ISO	MCKESSONME		0.00	146.26	0.00	
05/15/14	PO	0000402535	4	DESK SET	MCKESSONME		0.00	3,704.15	0.00	
05/22/14	PO	0000402585	2	VIRTUAL IV NEEDLE ASSEMBLY(PRO	LAERDALMED		0.00	790.80	0.00	
05/31/14	Jrnl Entry	PC01076441	321	05/31/2014 - Procurement Card			0.00	0.00	218.18	
05/31/14	Jrnl Entry	PC01076441	411	05/31/2014 - Procurement Card			0.00	0.00	1,991.52	
05/31/14	Jrnl Entry	PC01076441	530	05/31/2014 - Procurement Card			0.00	0.00	302.30	
05/31/14	Jrnl Entry	PC01076441	722	05/31/2014 - Procurement Card			0.00	0.00	758.44	
05/31/14	Jrnl Entry	PC01076441	904	05/31/2014 - Procurement Card			0.00	0.00	1,676.43	
06/02/14	PO	0000402599	1	HEAVY DUTY BREAST SELF EXAMINA	POCKETNURS		0.00	505.90	0.00	
06/02/14	PO	0000402599	2	FEMALE REPRODUCTION SYSTEM	POCKETNURS		0.00	18.95	0.00	
06/02/14	PO	0000402599	3	UTERUS	POCKETNURS		0.00	70.30	0.00	
06/02/14	PO	0000402599	4	LEFT BREAST CANCER MODEL	POCKETNURS		0.00	98.71	0.00	
06/02/14	PO	0000402599	5	FEMALE CATHETERIZATION SIMULATOR	POCKETNURS		0.00	346.75	0.00	
06/30/14	Jrnl Entry	PC01086455	135	06/30/2014 Procurement Card			0.00	0.00	25.49	

**BUDGET PROGRESS REPORT - FULL DETAIL**  
**Clayton State University**

**Budget Manager:** Eichelberger, Lisa W.  
**Department:** 0610210 Nursing Program Fees  
**Fund Code:** 10600 Other General

**Budget Period:** 2014  
**Acct Period From:** 1 (JUL 2013)  
**Acct Period To:** 12 (JUN 2014)

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/ Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u> <u>Description</u>	<u>Vendor</u>	<u>Check</u>				
07/24/14	PO	0000402585	2 VIRTUAL IV NEEDLE ASSEMBLY(PRO	LAERDALMED		0.00	-600.00	0.00	
07/24/14	AP Vchr	04032599	2 VIRTUAL IV NEEDLE ASSEMBLY(PRO	LAERDALMED	213672	0.00	0.00	600.00	
07/24/14	PO	0000402585	2 VIRTUAL IV NEEDLE ASSEMBLY(PRO	LAERDALMED		0.00	-190.80	0.00	
07/24/14	AP Vchr	04032602	2 VIRTUAL IV NEEDLE ASSEMBLY(PRO	LAERDALMED	213672	0.00	0.00	190.80	
09/10/14	PO	0000402536	1 SUPPLIES FOR CPR/ SCHOOL OF NU	CHANNINGLB		0.00	-3,162.81	0.00	
09/10/14	AP Vchr	04033388	1 SUPPLIES FOR CPR/ SCHOOL OF NU	CHANNINGLB	214219	0.00	0.00	3,162.81	
09/10/14	PO	0000402536	1 SUPPLIES FOR CPR/ SCHOOL OF NU	CHANNINGLB		0.00	-638.70	0.00	
09/10/14	AP Vchr	04033389	1 SUPPLIES FOR CPR/ SCHOOL OF NU	CHANNINGLB	214219	0.00	0.00	638.70	
09/10/14	PO	0000402599	1 HEAVY DUTY BREAST SELF EXAMINA	POCKETNURS		0.00	-505.90	0.00	
09/10/14	AP Vchr	04033405	1 HEAVY DUTY BREAST SELF EXAMINA	POCKETNURS	214506	0.00	0.00	505.90	
09/10/14	PO	0000402599	5 FEMALE CATHERIXATION SIMULATOR	POCKETNURS		0.00	-346.75	0.00	
09/10/14	AP Vchr	04033407	5 FEMALE CATHERIXATION SIMULATOR	POCKETNURS	214506	0.00	0.00	346.75	
09/10/14	PO	0000402599	4 LEFT BREAST CANCER MODEL	POCKETNURS		0.00	-98.71	0.00	
09/10/14	AP Vchr	04033405	4 LEFT BREAST CANCER MODEL	POCKETNURS	214506	0.00	0.00	98.71	
09/10/14	PO	0000402599	3 UTERUS	POCKETNURS		0.00	-70.30	0.00	
09/10/14	AP Vchr	04033405	3 UTERUS	POCKETNURS	214506	0.00	0.00	70.30	
09/10/14	PO	0000402599	2 FEMALE REPRODUCTION SYSTEM	POCKETNURS		0.00	-18.95	0.00	
09/10/14	AP Vchr	04033405	2 FEMALE REPRODUCTION SYSTEM	POCKETNURS	214506	0.00	0.00	18.95	
09/23/14	PO	0000402535	3 GOWN ISO	MCKESSONME		0.00	-146.26	0.00	
09/23/14	AP Vchr	04033705	3 GOWN ISO	MCKESSONME	214489	0.00	0.00	146.26	
09/23/14	PO	0000402535	2 SUCTION CATH & STETH LITT ELEC	MCKESSONME		0.00	-502.05	0.00	
09/23/14	AP Vchr	04033705	2 SUCTION CATH & STETH LITT ELEC	MCKESSONME	214489	0.00	0.00	502.05	
09/23/14	PO	0000402535	1 VARIOUS SIMULATION SUPPLIES FO	MCKESSONME		0.00	-2,847.33	0.00	
09/23/14	AP Vchr	04033705	1 VARIOUS SIMULATION SUPPLIES FO	MCKESSONME	214489	0.00	0.00	2,847.33	
09/23/14	PO	0000402535	4 DESK SET	MCKESSONME		0.00	-3,637.33	0.00	
09/23/14	AP Vchr	04033705	4 DESK SET	MCKESSONME	214489	0.00	0.00	3,637.33	
714114	Sup Mat Exp-IT Equip<\$3,000								
05/15/14	PO	0000402531	4 DELL LATITUDE E6540 LAPTOP BUI	DELLMARKET		0.00	1,919.63	0.00	
07/23/14	PO	0000402531	4 DELL LATITUDE E6540 LAPTOP BUI	DELLMARKET		0.00	-1,919.63	0.00	
07/23/14	AP Vchr	04032572	4 DELL LATITUDE E6540 LAPTOP BUI	DELLMARKET	213646	0.00	0.00	1,919.63	
<b>Totals</b>						<b>0.00</b>	<b>66.82</b>	<b>21,190.43</b>	<b>-21,257.25</b>
715000	Repairs And Maintenance		11100 / 11000			0.00			
715102	Maintenance Contracts								
05/22/14	PO	0000402585	1 SIMMAN 3G PREVENTATIVE MAINTEN	LAERDALMED		0.00	6,463.50	0.00	
07/24/14	PO	0000402585	1 SIMMAN 3G PREVENTATIVE MAINTEN	LAERDALMED		0.00	-6,463.50	0.00	
07/24/14	AP Vchr	04032603	1 SIMMAN 3G PREVENTATIVE MAINTEN	LAERDALMED	213672	0.00	0.00	6,463.50	
<b>Totals</b>						<b>0.00</b>	<b>0.00</b>	<b>6,463.50</b>	<b>-6,463.50</b>

**BUDGET PROGRESS REPORT - FULL DETAIL**  
**Clayton State University**

**Budget Manager:** Eichelberger, Lisa W.  
**Department:** 0610210 Nursing Program Fees  
**Fund Code:** 10600 Other General

**Budget Period:** 2014  
**Acct Period From:** 1 (JUL 2013)  
**Acct Period To:** 12 (JUN 2014)

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/ Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line Description</u>	<u>Vendor</u>	<u>Check</u>				
720000	Insurance And Bonding		11100 / 11000		0.00				
720100	Insurance And Bonding								
10/18/13	AP Vchr	04027074	1 Nursing - Dental Hyg & CE Stu	MARSHAFFIN	209803	0.00	0.00	4,087.50	
01/24/14	Jrnl Entry	B001022802	50 Banner - Miscellaneous Receipt			0.00	0.00	-817.65	
	<b>Totals</b>					<b>0.00</b>	<b>0.00</b>	<b>3,269.85</b>	<b>-3,269.85</b>
727000	Other Operating Expense		11100 / 11000		0.00				
727109	Freight In								
05/22/14	PO	0000402585	3 SHIPPING AND ASSEMBLY	LAERDALMED		0.00	17.90	0.00	
06/02/14	PO	0000402600	2 SHIPPING	POCKETNURS		0.00	285.52	0.00	
06/02/14	PO	0000402599	6 SHIPPING	POCKETNURS		0.00	89.00	0.00	
07/24/14	PO	0000402585	3 SHIPPING AND ASSEMBLY	LAERDALMED		0.00	-9.97	0.00	
07/24/14	AP Vchr	04032602	3 SHIPPING AND ASSEMBLY	LAERDALMED	213672	0.00	0.00	9.97	
09/10/14	PO	0000402600	2 SHIPPING	POCKETNURS		0.00	-285.52	0.00	
09/10/14	AP Vchr	04033412	2 SHIPPING	POCKETNURS	214255	0.00	0.00	285.52	
09/10/14	PO	0000402599	6 SHIPPING	POCKETNURS		0.00	-89.00	0.00	
09/10/14	AP Vchr	04033405	6 SHIPPING	POCKETNURS	214506	0.00	0.00	89.00	
727126	Test - Nursing								
11/15/13	AP Vchr	04027811	1 Assessmnt training/tools -Nurs	ASSESSMENT	210239	0.00	0.00	13,122.00	
11/15/13	AP Vchr	04027812	1 Assessment Testing/Tools-Nursi	ASSESSMENT	210239	0.00	0.00	3,961.88	
11/15/13	AP Vchr	04027813	1 Assessment Testing/Tools-Nursi	ASSESSMENT	210239	0.00	0.00	6,047.08	
11/15/13	AP Vchr	04027814	1 Assessment Testing/Tools-Nursi	ASSESSMENT	210239	0.00	0.00	11,051.56	
11/15/13	AP Vchr	04027815	1 Assessment Testing/Tools-Nursi	ASSESSMENT	210239	0.00	0.00	5,421.52	
11/15/13	AP Vchr	04027816	1 Assessment Testing/Tools-Nursi	ASSESSMENT	210239	0.00	0.00	6,047.08	
04/04/14	PO	0000402386	5 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	11,051.56	0.00	
04/04/14	PO	0000402386	4 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	9,591.92	0.00	
04/04/14	PO	0000402386	3 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	10,275.00	0.00	
04/04/14	PO	0000402386	2 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	942.00	0.00	
04/04/14	PO	0000402386	1 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	12,481.50	0.00	
04/23/14	AP Vchr	04030761	1 Returns from PO #402386	ASSESSMENT	212488	0.00	0.00	-9,591.92	
04/23/14	PO	0000402386	5 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	-11,051.56	0.00	
04/23/14	AP Vchr	04030760	5 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT	212488	0.00	0.00	11,051.56	
04/23/14	PO	0000402386	4 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	-9,591.92	0.00	
04/23/14	AP Vchr	04030759	4 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT	212488	0.00	0.00	9,591.92	
04/23/14	PO	0000402386	3 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	-10,275.00	0.00	
04/23/14	AP Vchr	04030758	3 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT	212488	0.00	0.00	10,275.00	
04/23/14	PO	0000402386	2 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	-942.00	0.00	
04/23/14	AP Vchr	04030757	2 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT	212488	0.00	0.00	942.00	

**BUDGET PROGRESS REPORT - FULL DETAIL**  
**Clayton State University**

**Budget Manager:** Eichelberger, Lisa W.      **Budget Period:** 2014  
**Department:** 0610210 Nursing Program Fees      **Acct Period From:** 1 (JUL 2013)  
**Fund Code:** 10600 Other General      **Acct Period To:** 12 (JUN 2014)

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/ Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u> <u>Description</u>	<u>Vendor</u>	<u>Check</u>				
04/23/14	PO	0000402386	1 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT		0.00	-12,481.50	0.00	
04/23/14	AP Vchr	04030757	1 ASSESSMENT FOR SPRING SEMESTER	ASSESSMENT	212488	0.00	0.00	12,481.50	
05/20/14	PO	0000402565	1 PATIENT ASSESSMENT MODULES FOR	EDUCATIONA		0.00	3,900.00	0.00	
07/23/14	PO	0000402565	1 PATIENT ASSESSMENT MODULES FOR	EDUCATIONA		0.00	-3,900.00	0.00	
07/23/14	AP Vchr	04032573	1 PATIENT ASSESSMENT MODULES FOR	EDUCATIONA	213648	0.00	0.00	3,900.00	
<b>Totals</b>						<b>0.00</b>	<b>7.93</b>	<b>84,685.67</b>	<b>-84,693.60</b>
<b>Operating Supplies &amp; Expenses Total</b>				<u>140,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>74.75</u>	<u>115,609.45</u>	<u>24,315.80</u>
<b>Non-Personal Services Total</b>				<u>140,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>74.75</u>	<u>115,609.45</u>	<u>24,315.80</u>
<b><u>Totals for Dept/Fund/Program/Class:</u></b>									
		0610210 / 10600	11100 / 11000	<u>140,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>74.75</u>	<u>115,609.45</u>	<u>24,315.80</u>
<b><u>Totals for Dept/Fund:</u></b>									
		0610210 / 10600		<u>140,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>74.75</u>	<u>115,609.45</u>	<u>24,315.80</u>



REVENUE SUMMARY REPORT  
Clayton State University

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**Business Unit:** 28000  
**Fiscal Year:** 2014  
**From Acct. Period:** 1      **To Acct. Period:** 12

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**Fund:** 10600      **Department:** 0610210      Nursing Program Fees

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**Class:** 11000      Gen Opns - General

**Project/Grant:**

**409000 - Other Fees**

409513      Nursing Program Fees	-123,105.00
	-----
Class Sub-Total	-123,105.00
	-----
Dept Total	-123,105.00

## Michelle Furlong

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**From:** Michelle Furlong  
**Sent:** Friday, November 07, 2014 3:57 PM  
**To:** Jill Lane; Betty Lane; Lois Manning-Burke; Louis Jourdan; Susan Tusing; Melanie Poudevigne; Ruth Caillouet; Byron Jeff; Scott McElroy; Brandi Alkire; Reggie Banks; Leslie Moore  
**Subject:** Electronic Vote for the Nursing program fee  
**Attachments:** School of Nursing - CFA.pdf; borrg025\_6687961.PDF

Dear Colleagues,

At our Oct. 23<sup>rd</sup> special course/program fees meeting the committee decided that they needed more information concerning the Nursing Program fee. Unfortunately, I was not at the meeting that day due to a scheduling conflict that occurred after I set the meeting date. Pat Todebush took the minutes. The minutes indicated the following about the Nursing program fee.

### Nursing PROGRAM FEE

The vote on the Nursing Program Fee was tabled due to a lack of information. The committee would like to meet with a representative of the College of Nursing to explain how the fee was spent, and if the fee is appropriate given the multiple year history of a surplus within this budget.

I have spoken with the nursing department and made some guesses about the information that may have been lacking (since the minutes did not give any specifics). Here is some additional information about the Nursing Program fee (below). Please refer to the attached documents as well (the ones that were originally submitted with the report packet for this fee).

The Nursing Department was asked to explain Remaining balance of \$7,495.55 on that fee account since the explanation provided in the memo was unclear. They provided an explanation below.

*There was a PO issued to ATI in the amount of \$ 44,341.98 for purchase of assessment modules. These assessment modules are used in the courses taken by the nursing students who pay the fee. A credit was issued for shipment of incorrect modules (9,591.92), in the processing of invoices at year end the PO was closed out so when the invoice for the correct modules in the amount of \$9,591.92 was processed it was allocated to a separate account due to processing error. This left \$7,495.55 remaining in that fee account.*

The Nursing Department was asked to provide information about the Dell computer that was purchased to make certain it was used specifically for the students in the Nursing program. They provided an explanation below.

*This was for a replacement computer that is utilized for student simulations.*

The Nursing Department was asked to provide information about an expenditure that was described as Nursing-Dental Hygiene-CE.... They provided an explanation below.

*The expenditure for Ins. & Bonding on the spreadsheet: There was a clerical error on the description (Dental Hygiene) when the Journal Entry was input. This expenditure is for Basic Licensure Nursing Students only.*

Is this enough information to approve the use of these program fees or does the committee have additional questions for Nursing. Betty Lane is on the committee and was unable to make our meeting on the 23<sup>rd</sup>. I think it would be appropriate to send your questions to the larger group so that Betty can answer them directly. If there are no additional questions or clarifications needed please let me know if you approve the allocations made to this fees account and feel that the fees were spent appropriately.

Thank you.

---

Dr. Michelle Furlong  
Department Chair, Natural Sciences  
Biology Professor  
Clayton State University  
Morrow, GA  
128 Faculty Hall  
678-466-4778

## **INTEROFFICE MEMORANDUM**

**TO:** Peter Fitzpatrick, HCMG Chair  
**FROM:** Melanie Poudevigne, HFMG Program Director  
**SUBJECT:** HFMG COURSE FEE AUDIT  
**DATE:** 9/22/14  
**CC:** Michelle Furlong, Lisa Eichelberger

As the Health & Fitness Management Program Director during F14, Dr. Fitzpatrick was responsible for managing the HFMG course fees budget. Attached is the annual course fees audit form for the HFMG courses that charge course fees. HFMG charges a fee of \$35 per student enrolled in fitness type laboratory classes, including Kinesiology, Exercise Testing and Prescription, Principles of Fitness and Injury Prevention and Rehabilitation. These fees are used to purchase consumable supplies and equipment for these laboratories. HFMG charges a fee of \$47 per student enrolled for the First Aid and CPR courses to cover the cost of supplies and materials in addition to the certification cards for the students. The final revenue total for the HFMG fees budget was \$11,776. The total expenditure for F14 was \$13,040.76 with \$544.33 of encumbrance. This means that we overspent by \$1,809. There are two simple explanations for this overdraft. The first explanation is that the lab printer broke and it was replaced (one-time expenditure of \$377). The second explanation is that the bursar acknowledged an error in processing the student lab fees and the total revenue for the lab fees should have been \$13,270 (see Appendix below). The lost revenue was \$1,494.

Compared to F13, I adjusted the HFM spending based on the lab fees. The BOR strongly encourages programs to spend all lab fees collected and we did just that. In the future, a call or email reminder to the bursar should happen at the beginning of each semester to make sure the lab fees are being processed correctly and on-time.

HFMG Lab Fees Y13-14 Anticipated Revenue					
course	CRN	Cost per student	Semester	total students	total \$
2110	54135	47	SUM13	14	658
3101	54429	35		9	315
2110	86948	47	FA13	24	1128
2110	89886	47		24	1128
3101	88477	35		22	770
3101	89379	35		22	770
3130	86951	35		23	805
3130	89257	35		24	840
3140	89378	35		24	840
3140	89890	35		15	525
2110	21017	47	SP14	23	1081
2110	21172	47		22	1034
2110	21171	47		13	611
3121	21175	35		21	735
3121	21176	35		12	420
3101	21470	35		24	840
3130	21472	35		22	770
			Total		<b>13270</b>

Receipt No	Date	Vendor	Description	P-card or cash or check	Course	Total	Account
1415	7/1/2013	ERTSS	American Heart Association CPR Cards	PC	2110	\$72.50	
144	8/29/2013	cpr savers llc	CPR supplies	PC	2110	\$232.49	
141	8/8/2013	NSCA	Accreditation Fees	PC	All Labs	\$230.00	other
143	9/6/2013	NSCA	Accreditation Fees	check	All Labs	\$500.00	other
145	9/1/2013	biopac	Computer System	PC	3101	\$3,007.00	
148	9/19/2013	SRS	Lab Analysis Software	PC	3101	\$280.00	other
1412	10/2/2013	SCW	Printer	PC	All Labs	\$377.26	
1413	10/17/2013	cpr savers llc	ambubags CPR	PC	2110	\$67.68	
1418	10/24/2013	office max	Batteries	PC	2110	\$48.36	
1418	10/24/2013	office max	Batteries	PC	2110	\$1.48	
1416	10/23/2013	cpr savers llc	Replacements- baby manikin	PC	2110	\$265.77	
1417	11/4/2013	Anatomy Warehouse	Skeleton	PC	3101	\$88.56	
1418	11/6/2013	cpr savers llc	CPR supplies	PC	2110	\$73.26	
1419	11/12/2013	office max	Cartridges for lab Printer	PC	All Labs	\$443.86	
1420	11/21/2013	ARC	CPR cards	PC	2110	\$513.00	
1421	11/21/2013	ARC	CPR cards	PC	2110	\$108.00	
1422	11/22/2013	ARC	CPR cards	PC	2110	\$648.00	
1423	11/22/2013	Rahlalsa health	CPR cards	check	2110	\$138.00	
1426	12/5/2013	ERTSS	CPR cards	PC	2110	\$133.00	
1428	2/4/2014	customink	Supply, Personal Training Initiative #2 at the SAC	PC	3130	\$350.40	
1429	2/11/2014	cpr savers llc	CPR supplies	PC	2110	\$150.10	
1431	2/14/2014	Rahlalsa health	CPR cards	check	2110	\$132.00	
1432	2/18/2014	Ebay	Fitness Metronomes	PC	3101	\$306.00	
1433	3/9/2014	ARC	CPR cards	PC	2110	\$567.00	
1437	3/24/2014	perform better	Fitness Dumbells	PC	3130	\$630.00	
1438	3/24/2014	biopac	Software	PC	3101	\$1,250.00	
1439	3/24/2014	ARC	CPR cards	PC	2110	\$351.00	
1440	3/24/2014	ARC	CPR cards	PC	2110	\$513.00	
1441	3/24/2014	ERTSS	CPR cards	PC	2110	\$177.00	
1442	3/26/2014	perform	Fitness bench	PC	3130	\$31.00	

		better					
1442	3/26/2014	perform better	Fitness Dumbells	PC	3130	\$560.11	
1442	3/26/2014	perform better	Fitness Bars	PC	3130	\$ 373.50	
1444	3/26/2014	cpr savers llc	CPR supplies	PC	2110	\$ 132.35	
1445	4/11/2014	SPRI	FitnessFloor Mats	PC	3101	\$ 200.08	
146	9/19/2013	SCW	Lab printer	PC	All Labs	\$308.59	
146	10/2/2013	SCW	Lab Printer Return	PC	All Labs	-\$308.59	
1446	6/30/2014	ERTSS	CPR cards	PC	2110	\$89.00	
					Sub-total	\$13,040.76	
149	9/19/2013	DELL	Memory Cards- Biopac Computers	PC	3101	\$544.33	Encumbrance
					<b>Total F14: 13,585.09</b>		

**Financial Data**  
**HFMG Fees**  
**Clayton State University**

		<b>FY 2014</b>
<b><u>Revenue</u></b>		<b>Actual</b>
Fee Revenue:		11,776
<b>Net Revenue</b>		<b>\$11,776</b>
<b><u>Expenditures</u></b>		
OS&E		
714000-Supplies and Materials		12,575
727000-Other Operating Expense		1,010
<b>Total Expenditures</b>		<b>\$13,585</b>
<b>Net Operating Gain (Loss)</b>		<b>(\$1,809)</b>

REVENUE SUMMARY REPORT  
Clayton State University

Business Unit: 28000

Fiscal Year: 2014

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600

Department: 0610420 HFMG Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409506 HFMG Lab Fees

-11,775.80

Class Sub-Total

-----  
-11,775.80

Dept Total

-----  
-11,775.80



**BUDGET PROGRESS REPORT - FULL DETAIL**  
**Clayton State University**

<b>Budget Manager:</b> Fitzpatrick, Peter	<b>Budget Period:</b> 2014
<b>Department:</b> 0610420 HFMG Fees	<b>Acct Period From:</b> 1 (JUL 2013)
<b>Fund Code:</b> 10600 Other General	<b>Acct Period To:</b> 12 (JUN 2014)

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>				
				<u>Line</u> <u>Description</u>	<u>Vendor</u>	<u>Check</u>				
<b>700000</b>	<b><u>Operating Supplies &amp; Expenses</u></b>			11100 / 11000	11,776.00					
714000	Supplies and Materials			11100 / 11000		0.00				
714100	Supplies & Materials Expense									
08/31/13	Jrnl Entry	PC00982668	614	August 15th Procurement Card			0.00	0.00	72.50	
09/30/13	Jrnl Entry	PC00991955	410	SEPTEMBER 15th 2013 Procuremen			0.00	0.00	232.49	
10/03/13	PO	0000402166	2	DELL E SERIES E 1912H 18.5 FLA	DELLMARKET		0.00	374.37	0.00	
10/03/13	PO	0000402166	1	DELL 2GB CERTIFIED REPLACEMENT	DELLMARKET		0.00	169.96	0.00	
10/31/13	Jrnl Entry	PC01003481	231	October 15th Procurement Card			0.00	0.00	3,007.00	
10/31/13	Jrnl Entry	PC01003481	609	October 15th Procurement Card			0.00	0.00	308.59	
11/20/13	AP Vchr	04027891	1	AHA Cards	RAHLALSAHE	210360	0.00	0.00	138.00	
11/30/13	Jrnl Entry	PC01012166	85	November 15th Procurement Card			0.00	0.00	88.56	
11/30/13	Jrnl Entry	PC01012166	116	November 15th Procurement Card			0.00	0.00	1.48	
11/30/13	Jrnl Entry	PC01012166	129	November 15th Procurement Card			0.00	0.00	48.36	
11/30/13	Jrnl Entry	PC01012166	151	November 15th Procurement Card			0.00	0.00	377.26	
11/30/13	Jrnl Entry	PC01012166	288	November 15th Procurement Card			0.00	0.00	265.77	
11/30/13	Jrnl Entry	PC01012166	475	November 15th Procurement Card			0.00	0.00	-308.59	
11/30/13	Jrnl Entry	PC01012166	698	November 15th Procurement Card			0.00	0.00	67.68	
11/30/13	Jrnl Entry	PC01012166	840	November 15th Procurement Card			0.00	0.00	443.86	
12/31/13	Jrnl Entry	PC01018562	101	December 15th Procurement Card			0.00	0.00	133.00	
12/31/13	Jrnl Entry	PC01018562	380	December 15th Procurement Card			0.00	0.00	648.00	
12/31/13	Jrnl Entry	PC01018562	453	December 15th Procurement Card			0.00	0.00	513.00	
12/31/13	Jrnl Entry	PC01018562	458	December 15th Procurement Card			0.00	0.00	108.00	
02/24/14	AP Vchr	04029606	1	AHA Cards	RAHLALSAHE	211649	0.00	0.00	132.00	
02/28/14	Jrnl Entry	PC01039719	55	2/15/2014 Procurement Card			0.00	0.00	73.26	
02/28/14	Jrnl Entry	PC01039719	538	2/15/2014 Procurement Card			0.00	0.00	350.40	
02/28/14	Jrnl Entry	PC01039719	681	2/15/2014 Procurement Card			0.00	0.00	150.10	
03/31/14	Jrnl Entry	PC01049458	23	03/31/14 Procurement Card			0.00	0.00	351.00	
03/31/14	Jrnl Entry	PC01049458	153	03/31/14 Procurement Card			0.00	0.00	567.00	
03/31/14	Jrnl Entry	PC01049458	489	03/31/14 Procurement Card			0.00	0.00	306.00	
03/31/14	Jrnl Entry	PC01049458	935	03/31/14 Procurement Card			0.00	0.00	513.00	
04/30/14	Jrnl Entry	PC01063313	356	04/30/2014 Procurement Card			0.00	0.00	132.35	
04/30/14	Jrnl Entry	PC01063313	392	04/30/2014 Procurement Card			0.00	0.00	1,250.00	
04/30/14	Jrnl Entry	PC01063313	538	04/30/2014 Procurement Card			0.00	0.00	373.50	
04/30/14	Jrnl Entry	PC01063313	585	04/30/2014 Procurement Card			0.00	0.00	177.00	
04/30/14	Jrnl Entry	PC01063313	666	04/30/2014 Procurement Card			0.00	0.00	560.11	
04/30/14	Jrnl Entry	PC01063313	739	04/30/2014 Procurement Card			0.00	0.00	31.00	
04/30/14	Jrnl Entry	PC01063313	880	04/30/2014 Procurement Card			0.00	0.00	630.00	

BUDGET PROGRESS REPORT - FULL DETAIL  
Clayton State University

<b>Budget Manager:</b> Fitzpatrick, Peter	<b>Budget Period:</b> 2014
<b>Department:</b> 0610420 HFMG Fees	<b>Acct Period From:</b> 1 (JUL 2013)
<b>Fund Code:</b> 10600 Other General	<b>Acct Period To:</b> 12 (JUN 2014)

Account	Jrnl/Tran		Program/ Class	APPROP Budgeted	ORG Budgeted		Pre-Encum	Encumbrance	Expended	Remaining			
	Date	Type	DocumentID	Line	Description	Vendor	Check						
	05/31/14	Jrnl Entry	PC01076441	531	05/31/2014 - Procurement Card			0.00	0.00	200.08			
	06/30/14	Jrnl Entry	PC01089410	293	06/17-06/30/14 Procurement Car			0.00	0.00	89.00			
	Totals							0.00	544.33	12,030.76	-12,575.09		
727000	Other Operating Expense			11100 / 11000			0.00						
727130	Institutional Memberships												
	08/28/13	AP Vchr	04025969	1	Application Fee- ERP w/ NSCA	NATIONALST	209022	0.00	0.00	500.00			
	08/31/13	Jrnl Entry	PC00982668	449	August 15th Procurement Card			0.00	0.00	230.00			
727170	License Fees												
	10/31/13	Jrnl Entry	PC01003481	386	October 15th Procurement Card			0.00	0.00	280.00			
	Totals							0.00	0.00	1,010.00	-1,010.00		
Operating Supplies & Expenses Total								11,776.00	0.00	0.00	544.33	13,040.76	-1,809.09
Non-Personal Services Total								11,776.00	0.00	0.00	544.33	13,040.76	-1,809.09
Totals for Dept/Fund/Program/Class:													
	0610420 / 10600			11100 / 11000				11,776.00	0.00	0.00	544.33	13,040.76	-1,809.09
Totals for Dept/Fund:													
	0610420 / 10600							11,776.00	0.00	0.00	544.33	13,040.76	-1,809.09

**Financial Data**  
**For Special Course/Program Fees**  
**Dental Hygiene Fees**  
**Clayton State University**

		<b>FY 2014</b>
<b>Revenue</b>		<b>Actual</b>
Fee Revenue:		\$7,337.50
<b>Net Revenue</b>		<b>\$7,337.50</b>
<b>Expenditures</b>		
Personal Services		
511000-Faculty		\$0.00
512000-PT Faculty		\$0.00
513000-Summer Faculty		\$0.00
521000-Prof/Admin		\$0.00
522000-Staff		\$0.00
523000-Grad Asst		\$0.00
524000-Student Asst		\$0.00
525000-Casual Labor		\$0.00
551000-FICA		\$0.00
552000-Retirement Systems		\$0.00
553000-Group Insurance		\$0.00
566000-Other Personal Services		\$0.00
Travel		
641000-Employee Travel		\$0.00
651000-NonEmployee Travel		\$0.00
OS&E		
714000-Supplies and Materials**		\$7,206.48
715000-Repairs and Maintenance		\$0.00
719000-Rents(Non Real Estate)		\$0.00
720000-Insurance and Bonding		\$0.00
727000-Other Operating Expense		\$0.00
733000-Software		\$0.00
742000-Publications and Printing		\$0.00
743000-Equipment(Small Value)		\$0.00
744000-IT Equipment(Small Value)		\$0.00
748000-Real Estate Rentals		\$0.00
751000-Per Diems & Fees		\$0.00
753000-Contracts		\$0.00
771000-Telecommunications		\$0.00
781000-Scholarships		\$0.00
783000-Stipends		\$0.00
Equipment		\$0.00
843000-Equipment(Inventory)		
<b>Total Expenditures</b>		<b>\$7,206.48</b>
<b>Net Operating Gain (Loss)</b>		<b>\$131.02</b>

BUDGET PROGRESS REPORT - FULL DETAIL  
Clayton State University

Budget Manager: Manning-Burke, Lois  
Department: 0610310 Dental Hygiene Lab Fees  
Fund Code: 10600 Other General  
Budget Period: 2014  
Acct Period From: 1 (JUL 2013)  
Acct Period To: 12 (JUN 2014)

Account	Jrnl/Tran		Program/ Class		APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	Line Description	Vendor	Check				
700000	Operating Supplies & Expenses			11100 / 11000	8,000.00					
714000	Supplies and Materials			11100 / 11000		0.00				
714100	Supplies & Materials Expense									
	05/30/14	Jrnl Entry	0001070783	12 Move Expenses to correct Depar			0.00	0.00	7,206.48	
	Totals						0.00	0.00	7,206.48	-7,206.48
Operating Supplies & Expenses Total					8,000.00	0.00	0.00	0.00	7,206.48	793.52
Non-Personal Services Total					8,000.00	0.00	0.00	0.00	7,206.48	793.52
Totals for Dept/Fund/Program/Class:										
	0610310 / 10600			11100 / 11000	8,000.00	0.00	0.00	0.00	7,206.48	793.52
Totals for Dept/Fund:										
	0610310 / 10600				8,000.00	0.00	0.00	0.00	7,206.48	793.52

BUDGET PROGRESS REPORT - FULL DETAIL  
Clayton State University

Budget Manager: Manning-Burke, Lois  
Department: 0610310 Dental Hygiene Lab Fees  
Fund Code: 10600 Other General  
Budget Period: 2014  
Acct Period From: 1 (JUL 2013)  
Acct Period To: 12 (JUN 2014)

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>		<u>APPROP</u>	<u>ORG</u>				
	<u>Date</u>	<u>Type</u>	<u>Class</u>		<u>Budgeted</u>	<u>Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
			<u>Line</u>	<u>Description</u>	<u>Vendor</u>	<u>Check</u>				

\*\*\* End Of Report \*\*\*

REVENUE SUMMARY REPORT  
Clayton State University

Business Unit: 28000			
Fiscal Year: 2014			
		From Acct. Period:	To Acct. Period:
		1	12
Fund:	10600	Department:	0610310 Dental Hygiene Lab Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409509 Dental Hygiene Lab Fees

	-7,337.50
Class Sub-Total	-7,337.50
Dept Total	-7,337.50

BUDGET PROGRESS REPORT - FULL DETAIL  
Clayton State University

W. Gail Barnes  
5-28-14

Budget Manager: Barnes, Gail  
Department: 4810400 Dental Hygiene Clinic  
Fund Code: 14000 Departmental Sales and Service  
Budget Period: 2014  
Acct Period From: 1 (JUN 2013)  
Acct Period To: 11 (MAY 2014)

Account	Jrnl/Tran	Program/Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	Document ID	Line Description	Vendor	Check			
700000	Operating Supplies & Expenses	15700 / 41500		39,499.00				
714000	Supplies and Materials	15700 / 41500		0.00				
714000	Supplies & Materials Expense							
07/31/13	Jrnl Entry	PC00970237	102	7/15/13 Procurement Card		0.00	0.00	510.15
07/31/13	Jrnl Entry	PC00970237	143	7/15/13 Procurement Card		0.00	0.00	355.00
07/31/13	Jrnl Entry	PC00970237	152	7/15/13 Procurement Card		0.00	0.00	142.00
07/31/13	Jrnl Entry	PC00970237	288	7/15/13 Procurement Card		0.00	0.00	118.50
08/09/13	Jrnl Entry	PC00970237	102	7/15/13 Procurement Card		0.00	0.00	510.15
08/09/13	Jrnl Entry	PC00970237	143	7/15/13 Procurement Card		0.00	0.00	355.00
08/09/13	Jrnl Entry	PC00970237	152	7/15/13 Procurement Card		0.00	0.00	142.00
08/09/13	Jrnl Entry	PC00970237	288	7/15/13 Procurement Card		0.00	0.00	118.50
08/09/13	Jrnl Entry	RVPC970237	102	7/15/13 Procurement Card		0.00	0.00	-510.15
08/09/13	Jrnl Entry	RVPC970237	143	7/15/13 Procurement Card		0.00	0.00	-355.00
08/09/13	Jrnl Entry	RVPC970237	152	7/15/13 Procurement Card		0.00	0.00	-142.00
08/09/13	Jrnl Entry	RVPC970237	288	7/15/13 Procurement Card		0.00	0.00	-118.50
08/31/13	Jrnl Entry	PC00982668	225	August 15th Procurement Card		0.00	0.00	464.48
08/31/13	Jrnl Entry	PC00982668	236	August 15th Procurement Card		0.00	0.00	1,972.61
09/30/13	Jrnl Entry	PC00991955	26	SEPTEMBER 15th 2013 Procurement		0.00	0.00	47.00
09/30/13	Jrnl Entry	PC00991955	409	SEPTEMBER 15th 2013 Procurement		0.00	0.00	53.70
09/30/13	Jrnl Entry	PC00991955	469	SEPTEMBER 15th 2013 Procurement		0.00	0.00	508.00
09/30/13	Jrnl Entry	PC00991955	706	SEPTEMBER 15th 2013 Procurement		0.00	0.00	488.41
09/30/13	Jrnl Entry	PC00991955	721	SEPTEMBER 15th 2013 Procurement		0.00	0.00	2,230.34
09/30/13	Jrnl Entry	PC00991955	779	SEPTEMBER 15th 2013 Procurement		0.00	0.00	390.99
10/15/13	AP Vehr	04026980	1	DXTTR 111 Natural Training	DENTREPLY 209937	0.00	0.00	80.00
10/31/13	Jrnl Entry	PC01003481	346	October 15th Procurement Card		0.00	0.00	455.48
10/31/13	Jrnl Entry	PC01003481	381	October 15th Procurement Card		0.00	0.00	540.00
10/31/13	Jrnl Entry	PC01003481	464	October 15th Procurement Card		0.00	0.00	125.60
10/31/13	Jrnl Entry	PC01003481	468	October 15th Procurement Card		0.00	0.00	123.00
10/31/13	Jrnl Entry	PC01003481	483	October 15th Procurement Card		0.00	0.00	278.23
10/31/13	Jrnl Entry	PC01003481	486	October 15th Procurement Card		0.00	0.00	285.56
10/31/13	Jrnl Entry	PC01003481	495	October 15th Procurement Card		0.00	0.00	1,348.80
11/30/13	Jrnl Entry	PC01012166	2	November 15th Procurement Card		0.00	0.00	928.54
11/30/13	Jrnl Entry	PC01012166	45	November 15th Procurement Card		0.00	0.00	1,461.10
11/30/13	Jrnl Entry	PC01012166	109	November 15th Procurement Card		0.00	0.00	1,326.18
11/30/13	Jrnl Entry	PC01012166	124	November 15th Procurement Card		0.00	0.00	991.58
11/30/13	Jrnl Entry	PC01012166	149	November 15th Procurement Card		0.00	0.00	-46.50
11/30/13	Jrnl Entry	PC01012166	159	November 15th Procurement Card		0.00	0.00	

Atlanta Dental

Atlanta Dental

SHI-SMARTPRACTICE

CareStream Dental

Atlanta Dental

SHI-SMARTPRACTICE

BUDGET PROGRESS REPORT - FULL DETAIL  
Clayton State University

Budget Manager: Barrow, Gail  
Department: 4810400 Dental Hygiene Clinic  
Fund Code: 14000 Departmental Sales and Service  
Budget Period: 2014  
Acct Period From: 1 (JUL 2013)  
Acct Period To: 11 (MAY 2014)

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID	Line Description	Vendor	Check			
11/30/13	Jrnl Entry	PC01012166	160 November 15th Procurement Card			0.00	0.00	277.03
11/30/13	Jrnl Entry	PC01012166	162 November 15th Procurement Card			0.00	0.00	46.50
11/30/13	Jrnl Entry	PC01012166	715 November 15th Procurement Card			0.00	0.00	55.00
11/30/13	Jrnl Entry	PC01012166	779 November 15th Procurement Card			0.00	0.00	165.90
11/30/13	Jrnl Entry	PC01012166	824 November 15th Procurement Card			0.00	0.00	519.88
11/30/13	Jrnl Entry	PC01012166	845 November 15th Procurement Card			0.00	0.00	20.00
11/30/13	Jrnl Entry	PC01012166	861 November 15th Procurement Card			0.00	0.00	2,549.61
12/31/13	Jrnl Entry	PC01018562	14 December 15th Procurement Card			0.00	0.00	529.00
12/31/13	Jrnl Entry	PC01018562	50 December 15th Procurement Card			0.00	0.00	3,652.30
12/31/13	Jrnl Entry	PC01018562	67 December 15th Procurement Card			0.00	0.00	2,652.79
12/31/13	Jrnl Entry	PC01018562	103 December 15th Procurement Card			0.00	0.00	240.00
12/31/13	Jrnl Entry	PC01018562	116 December 15th Procurement Card			0.00	0.00	27.00
01/31/14	Jrnl Entry	PC01027762	566 01/15/2014 Procurement Card			0.00	0.00	222.79
01/31/14	Jrnl Entry	PC01027762	588 01/15/2014 Procurement Card			0.00	0.00	209.00
02/28/14	Jrnl Entry	PC01039719	282 2/15/2014 Procurement Card			0.00	0.00	62.00
03/31/14	Jrnl Entry	PC01049458	168 03/31/14 Procurement Card			0.00	0.00	254.96
03/31/14	Jrnl Entry	PC01049458	182 03/31/14 Procurement Card			0.00	0.00	12.00
03/31/14	Jrnl Entry	PC01049458	186 03/31/14 Procurement Card			0.00	0.00	53.70
03/31/14	Jrnl Entry	PC01049458	222 03/31/14 Procurement Card			0.00	0.00	135.00
03/31/14	Jrnl Entry	PC01049458	247 03/31/14 Procurement Card			0.00	0.00	778.66
03/31/14	Jrnl Entry	PC01049458	291 03/31/14 Procurement Card			0.00	0.00	517.50
03/31/14	Jrnl Entry	PC01049458	297 03/31/14 Procurement Card			0.00	0.00	1,834.45
03/31/14	Jrnl Entry	PC01049458	655 03/31/14 Procurement Card			0.00	0.00	1,127.10
03/31/14	Jrnl Entry	PC01049458	729 03/31/14 Procurement Card			0.00	0.00	261.64
03/31/14	Jrnl Entry	PC01049458	828 03/31/14 Procurement Card			0.00	0.00	554.61
03/31/14	Jrnl Entry	PC01049458	898 03/31/14 Procurement Card			0.00	0.00	6.00
03/31/14	Jrnl Entry	PC01049458	904 03/31/14 Procurement Card			0.00	0.00	506.30
03/31/14	Jrnl Entry	PC01049458	916 03/31/14 Procurement Card			0.00	0.00	699.30
03/31/14	Jrnl Entry	PC01049458	921 03/31/14 Procurement Card			0.00	0.00	6.00
04/30/14	Jrnl Entry	PC01063313	99 04/30/2014 Procurement Card			0.00	0.00	145.40
04/30/14	Jrnl Entry	PC01063313	150 04/30/2014 Procurement Card			0.00	0.00	406.82
04/30/14	Jrnl Entry	PC01063313	418 04/30/2014 Procurement Card			0.00	0.00	41.00
04/30/14	Jrnl Entry	PC01063313	537 04/30/2014 Procurement Card			0.00	0.00	622.23
04/30/14	Jrnl Entry	PC01063313	586 04/30/2014 Procurement Card			0.00	0.00	477.20
04/30/14	Jrnl Entry	PC01063313	854 04/30/2014 Procurement Card			0.00	0.00	670.83
04/30/14	Jrnl Entry	PC01063313	901 04/30/2014 Procurement Card			0.00	0.00	540.00
07/31/13	Jrnl Entry	EXT1000399	16 Docutech Charges for July 2013			0.00	0.00	487.20
						0.00	0.00	48.00

Air Gas South

Atlanta Dental  
Atlanta Dental

Dentsply North America

Menwood Springs Water CO



BUDGET PROGRESS REPORT - FULL DETAIL  
Clayton State University

Budget Manager: Barnes, Gail  
Department: 4810400 Dental Hygiene Clinic  
Fund Code: 14000 Departmental Sales and Service  
Budget Period: 2014  
Acct Period From: 1 (JUL 2013)  
Acct Period To: 11 (MAY 2014)

Account	Jrnl/Tran	Date	Type	DocumentID	Program/ Class	Line	Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	07/31/13	Jrnl Entry	EXT1000400	41	Non-Docutech Usage for July 20								
	02/28/14	Jrnl Entry	EXT1000451	12	Docutech February 2014 (S.Usher)			0.00	0.00		0.00	209.00	
	02/28/14	Jrnl Entry	EXT1000452	38	Non-Docutech February 2014 (S.			0.00	0.00		0.00	181.22	
	03/31/14	Jrnl Entry	EXT1000459	33	Non-Docutech March 2014 (S.Ush)			0.00	0.00		0.00	15.00	
	03/31/14	Jrnl Entry	EXT1000460	16	Docutech March 2014 (S.Usher)			0.00	0.00		0.00	183.00	
	04/30/14	Jrnl Entry	EXT1000469	13	Docutech April 2014 (S.Usher)			0.00	0.00		0.00	248.00	
	04/30/14	Jrnl Entry	EXT1000470	42	Non-Docutech April 2014 (S.Ush)			0.00	0.00		0.00	45.43	
	Totals							0.00	0.00		0.00	469.45	
720000	Insurance And Bonding				15700 / 41500			0.00				37,638.60	-37,638.60
720100	Insurance And Bonding												
	10/18/13	AP Vchr	04027074	1	Nursing - Dental Hyg & CE Stu		MARSHAFIN	209403		0.00	0.00	900.00	
	01/24/14	Jrnl Entry	B001002892	51	Banner - Miscellaneous Receipt					0.00	0.00	177.75	
	Totals									0.00	0.00	722.25	-722.25
727000	Other Operating Expense				15700 / 41500			0.00					
727165	Credit Card Expense												
	07/31/13	Jrnl Entry	MFC0713008	14	Merchant CC Fees June/July 201					0.00	0.00	5.44	
	07/31/13	Jrnl Entry	MFC0713REV	14	Merchant CC Fees June/July 201					0.00	0.00	-5.50	
	07/31/13	Jrnl Entry	MFC072013	14	Merchant CC Fees June/July 201					0.00	0.00	5.50	
	Totals									0.00	0.00	5.44	-5.44
Operating Supplies & Expenses Total								39,499.00	0.00	0.00	0.00	38,366.29	1,132.71
Non-Personal Services Total								39,499.00	0.00	0.00	0.00	38,366.29	1,132.71
Totals for Dept/Fund/Program/Class:													
4810400 / 14000								39,499.00	0.00	0.00	0.00	38,366.29	1,132.71
Totals for Dept/Fund:													
4810400 / 14000								39,499.00	0.00	0.00	0.00	38,366.29	1,132.71

Expense Amount	Expense Date	Expense Description	Vendor		
\$1,972.61	6/23/2013	Clinic Supplies: lab coats, gloves, cups, syringes, towellettes	Atlanta Dental		
\$1,348.80	10/31/2013	Clinic Supplies: lab coats, gloves, nibs, untrasonic tarter	Smart Practice		
\$1,461.10	11/30/2013	Clinic: Practiceworks Charting, Voice and Office	Carestream		
\$1,326.18	11/30/2013	Clinic supplies: cups, cleaning film, tray sleeve, handle covers	Atlanta Dental		
\$991.59	11/30/2013	Clinic supplies: lab coats, gloves	Smart Practice		
\$46.50	11/30/2013	Clinic: helium, nitrogen, oxygen and acetylene	Airgas		
\$53.70	3/31/2014	Clinic supplies: Nupro NAF gel mint	Dentsply		
\$6.00	3/31/2014	Water for clinic	Melwood Springs Water		