

Fee Work Group II Report

Clayton State University

Suggested items for template for Miscellaneous Fee Form

Fiscal Year -2021 - - -

Name of Fee: Transcript

Fee Type: Existing Miscellaneous

Office Responsible for Fee: Registrar's Office

Amount of fee: \$5.00 per copy. Optional charges apply depending on additional services requested by student.

Basis (per term, one time, etc.): Per transcript

Purpose of the fee (explain need or benefit for operations/student): Covers the cost associated with providing the academic transcript.

Explain use of the fee including major items funded by the fee: OSE and Personnel Services

Revenue in FY 2020 - \$52,019

Expenditures in FY 2020 - \$45,587.56 (\$45,000 was budgeted for FY2020)

Surplus amount and suggested use : We collected \$10,079.25 during the months of May (\$3,569.95) and June (\$6,510.25). Per the Director of Budgets, we cannot spend what we have not collected. Trying to predict how much we will actually collect over the budgeted amount is very difficult and I would rather end up with a surplus than have to explain a shortfall.

Point of Contact for questions:

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12/4/20

For more information on how this fee is used and related financial data, please go to:
Annual Review of Fee Usage.

Form Submitted By: Rebecca Gmeiner _ _ _ _

Date: _ _ _ _ _

Stephen Schultheis

Date: _ _ _ _ _

VP/Dean/Director

Signature: 
Stephen Schultheis (Dec 4, 2020 10:20 EST)

Email: stephenschultheis@clayton.edu






Transcript_Fee_FY2021_Miscellaneous Fee_V2

Final Audit Report

2020-12-04

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