

SPECIAL COURSE FEE: ANNUAL REVIEW FORM OVERVIEW

**Presented by:
Campus
Services**

OVERVIEW

- Overview
- Purpose
- Roles
- Types of SCF
- Year End Balances
- Completing the Form

OVERVIEW

- **Special Course Fees (SCF)** are mandatory fees that a student is assessed when enrolling in specific courses which have cost-intensive components which cannot be provided through tuition.
 - Ex. Required equipment rental, animal maintenance, travel for field trips, “special” expendable materials, etc.
- **SCF revenues must be used for costs directly related to the classes for which they are charged.**

PURPOSE OF THE SCF COMMITTEE

- Ensure accuracy and accountability of course fees
- Ensure institutional compliance with the SCF Committee's Student Appeals Process

ROLES

- **Department Head or Chair**
 - Familiar with policies and procedures related to requesting and monitoring SCFs
 - Appointing Responsible Person/Fiscal Officer for COURSE sub-fund (25-account) [Fiscal Officer]
 - Training Fiscal Officer
 - Ensuring activities are in compliance with policies and procedures of the manual
 - Participating in all required reviews of the SCF accounts
 - Complying with the University document-retention process for SCF forms and other relevant document

ROLES

- **Responsible Person/Fiscal Officer for the COURSE sub-fund (25 account) – [Fiscal Officer]**
 - Responding to questions regarding the specific SCF
 - Ensure compliance with the procedures in this manual
 - Ensure activity/expenditures are compliant with the policies and procedures and the most recent approved SCF new, change, or cancel request form.
 - Providing feedback to the SCF Committee for improvements to these policies and procedures
 - Inform Vice Provost for Undergraduate Affairs upon any vacancy of the Fiscal Officer

TYPES OF SCF

- **Type A**
 - Fixed or variable fee to cover costs incurred by the University on a semester-by-semester basis
 - Ex. Rental and/or use of nonacademic facilities and equipment, transportation of students in off-campus trips, etc.
- **Type B**
 - Fixed or variable fee based upon the students use of expendable materials
 - Ex. Materials used by a student in the creation, constructions and/or fabrication of a class project, materials supplied by the department, etc.
- **Type C**
 - Variable fee based upon damage to and/or non-return of equipment used in the course
- **Type D**
 - Fixed fee to provide funds for replacement or upgrade of equipment, purchased originally through department funds, that has more than one-year useful life. The amount of the fee must be based on a multiyear amortization schedule that identifies the year in which the replacements/upgrades are expected to occur.

YEAR END BALANCES

- **Surplus (Positive Balance)**

- If there is a surplus at the end of the year (excluding Type D), the department needs to consider refunding the students. If the refund is \$5 or more per student then a refund should be issued. If the refund is less than \$5 per student, then a plan for managing a surplus will be required by B&FS.

- **Deficit (Negative Balance)**

- If there is a deficit at the end of the year, then a GEC needs to be created to move the negative balance off of the SCF.

SPECIAL COURSE FEE ANNUAL REVIEW

Please provide information in yellow cells.

Fiscal Year Ending ⁽¹⁾					
Department Number					
Course Number					
Account Number					
Account Title					
Fee Amount ⁽²⁾					
Term(s) Course was Offered					
Number of Students	FA #	SP #	(Please indicate FA, SP, SU, None) SU #		
When will the course be offered next?					

Header Section

Classification of Expense by Object Codes (from most recently approved request)	Type A	Type B	Type C	Type D	Totals
Budgeted Expenditures ⁽³⁾					
Travel (6000-6199)					\$0.00
Supplies (6200-6299)					\$0.00
Services (6600-6699)					\$0.00
Equipment (8000-8999)					\$0.00
Other					\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Section

Beginning Fund Balance on July 1 ⁽⁴⁾					\$0.00
Prior Year ⁽⁵⁾					
Refunds ⁽⁶⁾					\$0.00
Deficit Reimbursement ⁽⁷⁾					\$0.00
Summer Deferred					
Revised Beginning Fund Balance ⁽⁸⁾	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SCF Calculations

Actual Revenue					
Net Fees Collected ⁽⁹⁾					\$0.00
Net Collected	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Actual Expenditures					
Travel					\$0.00
Supplies					\$0.00
Services					\$0.00
Equipment					\$0.00
Other					\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Fund Balance on June 30 ⁽¹⁰⁾	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

To be completed by accounts with summer courses					
Object Code 2515 at 6/30 ⁽¹¹⁾					\$0.00
Estimated or Actual Summer expenses not in Fiscal Year ⁽¹²⁾					\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revised Ending Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Refund and Deficit Section

Current Year Refunds	
Date Refunded	
Refund per student	
The deficit will be covered by a GEC. Document number _____	
Refund will be made.	
Attached is a plan to spend the positive balance for the benefit of future students in this course.	
Department wishes to cancel fee. Reason _____	

Please print this page and sign below.

REVIEWED BY:

Responsible Person/Fiscal Officer for COURSE sub-fund	Date
Department Head/Chairperson	Date
College Dean	Date
Campus Services Representative	Date
Vice Provost for Undergraduate Affairs	Date

Signature Section

SCF ANNUAL REVIEW FORM NOTES

- Second Tab of SCF Annual Review Spreadsheet provides helpful hints for completing form.

Notes	
1	Insert the Fiscal Year under review.
2	The Fee Amount should agree to the most recent approved Special Course Fee Request Form.
3	The Budgeted Expenditures should agree to the most recent approved Special Course Fee Request Form.
4	The beginning fund balance on July 1st should agree to the object code 3000 (beginning balance), for the fiscal year under review.
5	This relates to prior year monetary events that occurred in the fiscal year under review.
6	Refunds that relate to the prior fiscal year, but occurred in the fiscal year under review. For example, a refund was issued to FY'10 students for a total of \$100, but it was not processed until August 2010 (FY'11). This refund relates to the prior fiscal year, but occurred in the current year under review. The \$100 would be on this line item.
7	Deficient reimbursements that relate to the prior fiscal year, but occurred in the fiscal year under review. For example, FY'10 had a deficit of \$10.15. A GEC was done in August 2010 (FY'11). This is a deficit reimbursement that relates to the prior year, but occurred in the current fiscal year. The \$10.15 would be on this line.
8	The Revised Beginning Fund Balance takes into account the activity that related to the prior year, and gives you a revised balance on what your beginning fund balance is after those items are excluded or included (refund - excluded from the balance & Deficit Reimbursement - added to the balance).
9	This includes all fees (revenue) collected that pertain to the current fiscal year (Object Code 4363, 4364, & 4365) and excludes prior year refunds that occurred in current year under review.
10	Ending Fund Balance on June 30th, should agree to Kualii.
11	This will only be for Summer classes. This helps capture the deferred revenue, which appears in object code 2515. So place the ending fiscal year balance, for object code 2515 per Kualii on this line.
12	This will only be for Summer classes. If there are expenses you are expected to have that pertain to the summer, but will not occur until the next fiscal year, put the estimated cost, or the actual cost on this line.

COMPLETING THE FORM - HEADER

- Fiscal Year Ending: this is the fiscal year under review
- Department Number: the dept. # in where the account is located
- Course Number: The name and number of the course
- Account Number: KFS account number for SCF
- Account Title: Title of KFS account
- Fee Amount: matches the fee amount on the last updated New, Change, or Cancel SCF Form (form shown later in presentation)
- Term(s) Course was Offered: during the FY under review it was offered
- Number of Students: per semester, see next page on how to find number
- When will the course be offered next: put what semester and year

SPECIAL COURSE FEE ANNUAL REVIEW				
Please provide information in yellow cells.				
Fiscal Year Ending ⁽¹⁾	6/30/2013			
Department Number	1778			
Course Number	TH264			
Account Number	2579140			
Account Title	Lighting Fundamentals			
Fee Amount ⁽²⁾	\$25.00			
Term(s) Course was Offered	SP13 (Please indicate FA, SP, SU, None)			
Number of Students	FA# 0	SP # 16	SU # 0	
When will the course be offered next?	SP14			

COMPLETING THE FORM: NUMBER OF STUDENTS

- The fiscal officer can get the number of students per semester by going to <http://bfsapp.colostate.edu> and logging in.
- On the far left side click on “Course Fee Reports.”
- This allows you to then select the Account number and Term Code (Fall 20xx, Spring 20xx, or Summer 20xx), then click “Get Report.”

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes sections for HOME, ACCOUNTS PAYABLE, and CAMPUS SERVICES. The 'Course Fee Report' option under CAMPUS SERVICES is highlighted with a red box. The main content area is titled 'Campus Services - Course Fee Report' and contains a message: 'If you do not see any Account Numbers available in the drop down, contact your fiscal officer.' Below this message are two dropdown menus: 'Select Account Number: -- Select Account Number --' and 'Select Term Code: -- Select Term --'. At the bottom of the form are two buttons: 'Get Report' and 'Export to Excel'. Below the 'Get Report' button is a note: '*Report may take a minute to generate'. Below the 'Export to Excel' button is a note: 'A format warning may pop up when opening the report. Click Yes to open the file.'

HOME	Campus Services - Course Fee Report If you do not see any Account Numbers available in the drop down, contact your fiscal officer. Select Account Number: <input type="text" value="-- Select Account Number --"/> Select Term Code: <input type="text" value="-- Select Term --"/> <input type="button" value="Get Report"/> <input type="button" value="Export to Excel"/> <i>*Report may take a minute to generate</i> <i>A format warning may pop up when opening the report. Click Yes to open the file.</i>
Map	
Public Site	
Contact Us	
ACCOUNTS PAYABLE	
Gas Cylinder Maintenance	
Gas Cylinder Reports	
CAMPUS SERVICES	
Course Fee Report	

COMPLETING THE FORM: NUMBER OF STUDENTS

- This will generate the report as shown below:
- If you want it in excel, click “Export to Excel.”
- FYI: if there is a \$0 amount for a student, the student dropped the class and was issued a full refund. Do not include them in your count.

Campus Services - Course Fee Report

If you do not see any Account Numbers available in the drop down, contact your fiscal officer.

Select Account Number: 2579140 TH264 Lighting: Fundamentals

Select Term Code: 201310 Spring Semester 2013

[Get Report](#) [Export to Excel](#)

**Report may take a minute to generate*

A format warning may pop up when opening the report. Click Yes to open the file.

CSU_ID	NAME	TERM_CODE	DETAIL_CODE	DETAIL_CODE_DESC	CREDIT_ACCOUNT	CREDIT_OBJEC
828108590	Lanigan, Isis E.	201310	KL6A	TH 264 Course Fee	2579140	4365
828152627	Billman, Alexander M.	201310	KL6A	TH 264 Course Fee	2579140	4365

COMPLETING THE FORM - BUDGET

- The budget amounts should agree to the most recent approved Special Course Fee – New, Change or Cancel Request Form

Classification of Expense by Object Codes (from most recently approved request)	Type A	Type B	Type C	Type D	Totals
Budgeted Expenditures ⁽³⁾					
Travel (6000-6199)					\$0.00
Supplies (6200-6299)	\$500.00				\$500.00
Services (6600-6699)					\$0.00
Equipment (8000-8999)					\$0.00
Other					\$0.00
TOTAL	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00

CURRENT fee per student \$ _____ REQUESTED per student \$ 25.00

Estimated Total Annual Revenue (must exceed \$200) \$ 500.00

Type and Amount of Fee Requested: http://www.provost.colostate.edu/files/course_fee/SCFFeeTypes-2006.pdf

Type A \$ 25.00 per student OR \$ _____ per credit

Type B \$ _____ anticipated average per student OR \$ _____ per credit

 \$ _____ anticipated maximum per student OR \$ _____ per credit

Type C \$ _____ anticipated maximum per student OR \$ _____ per credit

Type D \$ _____ per student OR \$ _____ per credit

Select one:
Fixed Fee Variable Fee

Classification of Expense using Object Codes:

	Current Fee (if existing)	New Fee
Travel (6000-6199)	\$ -	\$ -
Supplies (6200-6299)	\$ -	\$ 500.00
Services (6601-6699)	\$ -	\$ -
Equipment (8100-8899)	\$ -	\$ -
Other	\$ -	\$ -
Total	\$ -	\$ 500.00

Enter request justification and detail expenses on page 2 of the request form.

The totals from the detailed expenses will automatically pull to this page.

COMPLETING THE FORM – BEGINNING FUND BALANCE

- Beginning Fund Balance should match object code 3000 for the current fiscal year under review.

Beginning Fund Balance on July 1 ⁽⁴⁾		\$550.04				\$550.04
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Available Balances Lookup ?

* Fiscal Year:	2013
* Chart Code:	CO
* Account Number:	2579140
Sub-Account Number:	
Object Code:	3000
Sub-Object Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2013	CO	2579140	*ALL*	3000	*ALL*	0.00	550.04

COMPLETING THE FORM – PRIOR YEAR

- **Prior year** refers to any refunds or deficit reimbursements that were applicable to the previous year, but the transaction did not occur until the current fiscal year under review.
 - If there is a refund it is in the 436x object code
 - If there is a deficit reimbursement it would be in an expense or transfer object code (6xxx or 9xxx), and should occur only if there was an ending balance deficit in the account the previous year (i.e. the current year object code 3000 would be negative).

Prior Year ⁽⁵⁾							
Refunds ⁽⁶⁾			\$550.00				\$550.00
Deficit Reimbursement ⁽⁷⁾							\$0.00
Revised Beginning Fund Balance ⁽⁸⁾			\$0.04	\$0.00	\$0.00	\$0.00	\$0.04

General Ledger Balance Lookup [?](#)

[View Accumulate Amount](#)

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount		
2013	CO	2579140	**ALL*	4365	**ALL*	AC	**ALL*	0.00	0.00	(150.00)		
				July		0.00	October	0.00	January	400.00	April	0.00
				August		0.00	November	0.00	February	0.00	May	0.00
				September		(550.00)	December	0.00	March	0.00	June	0.00
										Year End	0.00	

COMPLETING THE FORM – NET FEES COLLECTED

- **Net fees collected** is the net revenue (436x object codes) less any refunds or deficit reimbursements that are applicable to prior year.
 - Type A: \$16.00 (fee per student) x 25 students = \$400
 - Total Net Fees is \$400.00
 - If there had been a refund recorded at fiscal year end (June time frame) the net fees would be the difference between the fees collected and the fiscal year end refunds issued.
 - Since \$550.00 (FY12 refund) was already taken into account on the form, it is not included in this calculation.
 - \$400.00 - \$550.00 = -\$150.00, which agrees to KFS available balance.

General Ledger Balance Lookup ?

[View Accumulate Amount](#)

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																																								
2013	CO	2579140	*ALL*	4365	*ALL*	AC	*ALL*	0.00	0.00	(150.00)																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Month</th> <th>Amount</th> <th>Month</th> <th>Amount</th> <th>Month</th> <th>Amount</th> <th>Month</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>400.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>0.00</td> <td>November</td> <td>0.00</td> <td>February</td> <td>0.00</td> <td>May</td> <td>0.00</td> </tr> <tr> <td>September</td> <td>(550.00)</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td>0.00</td> </tr> </tbody> </table>											Month	Amount	Month	Amount	Month	Amount	Month	Amount	July	0.00	October	0.00	January	400.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	(550.00)	December	0.00	March	0.00	June	0.00							Year End	0.00
Month	Amount	Month	Amount	Month	Amount	Month	Amount																																											
July	0.00	October	0.00	January	400.00	April	0.00																																											
August	0.00	November	0.00	February	0.00	May	0.00																																											
September	(550.00)	December	0.00	March	0.00	June	0.00																																											
						Year End	0.00																																											

COMPLETING THE FORM – NET FEES COLLECTED

- Below is the SCF Review Form with the Actual Revenue filled out with the information from the previous slide:

Classification of Expense by Object Codes (from most recently approved request)		Type A	Type B	Type C	Type D	Totals
Actual Revenue						
Net Fees Collected ⁽⁹⁾		\$400.00				\$400.00
Net Collected		\$400.00	\$0.00	\$0.00	\$0.00	\$400.00

COMPLETING THE FORM – ACTUAL EXPENDITURES

- Actual Expenditures should match the (6xxx and 9xxx object codes)
 - Type A Expense: \$372.72
 - By comparing the type of expense to the budget, you can see that supply expense was an approved expense.

Actual Expenditures						
Travel						\$0.00
Supplies		\$372.72				\$372.72
Services						\$0.00
Equipment						\$0.00
Other						\$0.00
Total Expenditures		\$372.72	\$0.00	\$0.00	\$0.00	\$372.72

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Budget Amount</u>	<u>Actuals Amount</u>
2013	CO	2579140	*ALL*	6200	*ALL*	550.00	0.00
2013	CO	2579140	*ALL*	6211	*ALL*	0.00	372.72

COMPLETING THE FORM – ENDING FUND BALANCE ON JUNE 30TH

- Ending Fund Balance on June 30th should match object code 3000 in Kualu for the *next* Fiscal Year.

Ending Fund Balance on June 30 ⁽¹⁰⁾		\$27.32	\$0.00	\$0.00	\$0.00	\$27.32
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Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2014	CO	2579140	*ALL*	3000	*ALL*	0.00	27.32

COMPLETING THE FORM - SUMMER

- The Summer portion is only completed by SCFs with summer classes
- Year end balance for deferred summer revenue is object code 2515
- This is the actual or estimated expenses incurred in the next fiscal year (2014), but pertain to the summer.
- Account 2579600 has a summer class, see below on how it is filled out:

To be completed by accounts with summer courses						
Object Code 2515 at 6/30 ⁽¹¹⁾			\$169.20			\$169.20
Estimated or Actual Summer expenses not in Fiscal Year ⁽¹²⁾						\$0.00
Total			\$169.20	\$0.00	\$0.00	\$0.00

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2013	CO	2579600	*ALL*	2515	*ALL*	0.00	169.20

COMPLETING THE FORM - PLAN

- Once the form is complete, depending on the ending balance or activity in the account, one of four solutions needs to be selected (unless it has a \$0.00 balance)
 - 1 – If there is a deficit in the account, a GEC needs to be created to cover the deficit and bring the balance to zero unless summer classes are included. When the GEC is complete put the document number.
 - 2 – If there is a surplus, and each student can be refunded \$5.00 or more, then a refund needs to occur, select this option and proceed with the refund and attach the TWARBUS reports to the SCF review form.
 - 3 – If there is a surplus and the refund per student would be under \$5.00, then a plan to spend that would benefit future students needs to be completed.
 - 4 – If a department no longer wishes to use the account, then select the option to cancel the fee and explain your reason to cancel. The account should be \$0.00 and a KFS document needs to be done to close the account and attached to the SCF review form.

The deficit will be covered by a GEC. Document number _____	1
Refund will be made.	2
Attached is a plan to spend the positive balance for the benefit of future students in this course.	3
Department wishes to cancel fee. Reason _____	4

COMPLETING THE FORM - SIGNATURES

- The following people in the roles below need to sign off on the Special Course Fee
- Before the form is sent to Campus Services for review, it must be signed off by the Fiscal Officer, Department Head, and College Dean.

REVIEWED BY:			
Responsible Person/Fiscal Officer for COURSE sub-fund			Date
Department Head/Chairperson			Date
College Dean			Date
Campus Services Representative			Date
Vice Provost for Undergraduate Affairs			Date

SPECIAL COURSE FEE EXAMPLE 1

SCF with Deferred Revenue Example: Account 2583100 Cell & Molecular Biology for Department 1878, Course BZ310 has been selected for the FY 2011 SCF Annual Review. The fee amount per student is \$25.00, and the course is offered in the Fall, Spring, and Summer. For the FY 2011 there were a total of 311 students (FA-110.25, SP-144, and SU-36). The next class will be offered in Fall 2012. An Annual Review form must be filled out with the appropriate information using Kualu.

SPECIAL COURSE FEE EXAMPLE 2

SCF with PY Deficit and Type B & D Funds Example: Account 2531400 Engineering Design II for Department 1374. Course MECH 202 has been selected for the FY 2011 SCF Annual Review. The fee per student is \$33.00, and the course is offered only in the Spring. The total number of students was 133 (Fa-0, SP-133, and SU-0). The next class will be offered in Spring 2012. An Annual Review form must be filled out with the appropriate information using Kualu.

SPECIAL COURSE FEE EXAMPLE 3

SCF with PY Refund Balance Example: Account 2580700 Ornithology for Department 1878, course BZ335 has been selected for the FY 2011 SCF Annual Review. The fee per student is \$15.00, and the course is only offered in the Spring. The total number of students were 62 (FA-0, SP-62, and SU-0). The next class will be offered in Spring 2012. An Annual Review form must be filled out with the appropriate information using Kualii.

QUESTIONS

Contact your Campus Service Representative

Erin Mercurio	491-6752
David Leathers	491-5509
Barb Gustison	491-4148
Summer Leaming	491-2801