



**OFFICE OF THE ASSISTANT VICE PRESIDENT
BUDGET PLANNING & ANALYSIS**

DATE: April 4, 2024 BPA #23-06

TO: Vice Presidents
Divisional Budget Officers

FROM: Carol L. Lee
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SUBJECT: FY 2023-24 Fee Revenue Adjustment & Benefits Allocation

ATTACHMENT: BPA #23-06

As part of our ongoing annual fee revenue reconciliation, we have conducted a thorough review of the fee revenues and benefit budgets for the current fiscal year.

Fee Revenue Adjustment

Based on the February year-to-date revenues collected after Spring census, we have identified the need to adjust some fee revenue allocations. The process helps to 'true up' the initial budget allocation made based on estimated revenues and provide more timely access to funding. In some instances, reductions may be necessary as the initial budgeted amounts did not materialize. All fee revenue budget allocations made after the initial allocation are posted as 'Adjustment' budgets. At the end of the fiscal year and before closing, Budget Planning & Analysis (BPA) will make one final reconciliation to post budget adjustments based on the *actual* revenues collected for the year.

Fee revenues listed below *will be adjusted* in this cycle. Other fees are not adjusted yet as more summer revenues have yet to be collected in the last quarter. The initial budget allocated will remain for them but will be adjusted at year end. Please see Attachment A for more details.

- Graduate Prof Fee (501201)
- Student Success Fee (501810)
- Misc. Course Fees (501110)
- Select Category 4 Fees (501112)

Benefits Allocation & Adjustment

In addition to fee revenue adjustment, we will be allocating benefits and other adjustments to the corresponding fee accounts. These amounts reflect funding held centrally during initial planning and are, therefore, allocated as Original budget. Benefit costs are derived from the position listing

submitted to BPA as of Fall 2023, factoring in employees' choice of plans and insurance premium reset as of January 2024. Please see [Attachment B](#) for more details.

In partnership with IT&IP, BPA has enabled viewing of Fee account benefits in Tableau. Any surpluses or deficits from benefits or other budget lines will remain in the fee accounts and should be regularly monitored by the divisions.

BPA will post all allocations automatically. If you have any questions, feel free to contact us.