



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

DATE: March 14, 2025

BPA #24-04

TO: Vice Presidents  
Divisional Budget Officers

FROM: Carol L. Lee  
Assistant Vice President, Budget Planning & Analysis

SUBJECT: FY 2024-25 Fee Revenue Adjustment

ATTACHMENT: BPA #24-04

As part of our ongoing annual fee revenue reconciliation, we have conducted a thorough review of the General Fund fee revenues 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)

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