MEMORANDUM

To: Columbia Unit Budget Contacts

From: Harry Bell

Subject: Request for Changes in Existing Service Charges – User Fees

Date: Thursday, January 17, 2013

As part of the annual budget development process, the Budget Office solicits, reviews, approves, and communicates user fee charges to the University community. User fees are internal charges for goods and services provided by various units within the University.

Attached is the current “FY13 Consolidated List of Service Charges.” This is your opportunity to request changes in your existing service charges for FY2014.

The Budget Office will use the web-based system to receive changes and new user fee requests. All current user fees are loaded by responsibility. Solicitation for tuition and fee changes (which are academic and instruction related) will be available at a later date. We will notify all Business Managers when that solicitation process begins in February.

I recommend that you refer to paragraph 9 of the University’s cost accounting standards (BUSF 9.10) policy before developing your request.

The web-based system will require the following information for each requested change or new charge:

- Name of person and department responsible for the service
- Name of the existing fee
- Current 2012-2013 charge
- Proposed incremental dollar change
- Proposed 2013-2014 charge
- Percentage increase recommended
- Amount of new revenue generated
- Describe how the unit will benefit from new resources. Also, provide a description of how the new revenues were calculated.

The Budget Office will follow-up with additional questions as needed and roll up requests for review and approval by the President and the Executive Council. Approval will be sought during the Spring for a July 1, 2013 effective date.

This information is due by no later than Friday, February 15, 2013. After that date, the user fee portion of the web-based system will be disabled. Please let me know if you have any questions.

Attachments