

August 22, 2018

BUSINESS MANAGERS
ADMINISTRATIVE UNIT HEADS

Subject: Miscellaneous Fees Updated Reporting Requirement for 2020-21 Review

A new reporting requirement for Miscellaneous Fees will take effect during the Miscellaneous Fee and Course Fee review for 2020-21, scheduled in March 2020. This change is being implemented to comply with UCOP's policy requiring Miscellaneous Fees to be accounted for separately and reported annually as part of the budget review process.

All units with miscellaneous fees will need to report on the financial status of their fees by completing the Miscellaneous Fee Year-End Report, **Attachment 9** (see attached), regardless if any changes are being proposed to their fees. In the past, reporting on miscellaneous fees was only done if a change was being proposed to an existing fee. Those of you with course fees will recognize this form as being similar to Attachment 3. Starting with the annual review for 2020-21, all approved miscellaneous fees will need to be submitted on **Attachment 9** as part of the annual review process. The reports will be used to ensure justification for continuance of the fee, campus compliance with system-wide policies and for annual reporting to the Office of the President.

As per the guidelines, miscellaneous fees need to be tracked separately with their own FOAPAL. The information presented on **Attachment 9** should reconcile with BANNER. Please note that the reporting year will be for 2018-19 as this will be the most recent fiscal year closed at the time of completing **Attachment 9** in March 2020.

Reporting for miscellaneous fees takes place at the "higher" activity level of the fee i.e. "City on a Hill Press Advertising" has an approved rate for individual levels of advertising but there should only be one FOAPAL for the entire activity. Reporting on **Attachment 9** would be "City on a Hill Press Advertising" with the associated FOAPAL and expenses/revenue for the fiscal year being reviewed. The individual approved rates within the activity would not be listed. The same would apply for any facility with multiple rates for room rentals. The rental facility is the activity NOT the individual rates associated with rentals within that facility.

This change will be in effect for the 2020-21 Miscellaneous Fee and Course Fee review. **There are no changes to the upcoming 2019-20 Miscellaneous Fee and Course Fee review.** If your unit wants to complete **Attachment 9** for the 2019-20 Miscellaneous Fee and Course Fee review, you are welcome to do so.

For questions regarding Miscellaneous Fees or Course Fees please contact Lucy van Doorn (9-3355 or lvandoor@ucsc.edu).

Sincerely,

A handwritten signature in black ink that reads "K. Register". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Kimberly Register
Director, Budget and Resource Management
Planning & Budget

cc: Vice Chancellor Delaney
Campus Provost and Executive Vice Chancellor Tromp
Academic Senate Director Mednick
CPB Chair Walsh
Miscellaneous and Course Fee Advisory Committee