

INSTRUCTIONS FOR THE
ANNUAL SUBMISSION OF MISCELLANEOUS FEE YEAR-END REPORT

MISCELLANEOUS FEE YEAR-END REPORT: **Mandatory starting with the 2021-22 review process and for all subsequent fiscal years**, this report must be submitted annually during the miscellaneous fee review process for all approved miscellaneous fees.

Most formulas are embedded in the spreadsheet. Please enter your Unit or Division, and the contact information for the person who prepared the report.

1. Miscellaneous Fee Name – as shown on the Approved Misc. Fee list
2. FOAPAL – FOAPAL associated with the misc. fee
3. Prior Year Surplus/Deficit - total net surplus (deficit) through the end of the prior fiscal year.
4. Total Annual Revenues – revenue collected for the misc. fee for the operating year.
5. Total Annual Expenditures - total expenses for the operating year.
6. Year-End Surplus/Deficit – Net revenue/loss for the operating year.
7. Explanation of Surplus/Deficit – What is the plan to deal with the deficit? How is the surplus going to be used? Note: Surpluses from one Miscellaneous Fee activity may not be used to offset deficits from another Miscellaneous Fee activity.