

Instructions Form G: Request for a New Fee

Form G is available in the Library of the Budget website www.umass.edu/budget.

Please work with your Dean, Director's Office Business Manager to complete Form G – Request for a New Fee.

Section I: Fund and Fee Name, Purpose and Contact Information:

Enter the existing fund name and number, the proposed dept id name and number where the revenue will be deposited, the current date and fiscal year the fee would initially be charged. Please enter the name of the financial contact and responsible person with phone number and e-mail address.

Enter the fee name as it should be referred to on a fee sheet, the purpose for requesting the new fee and the explanation of how it relates to the mission of the department.

Section II: Estimated Annual Expenses of Proposed Fees

AA, CC and DD Payroll & Fringe

Enter annual AA and CC payroll expense with DD fringes (see Appendix F – RBB Rate Sheet for fringe rates to apply) as each relates to the total annual estimate of time and labor of providing the new service.

EE Administrative Expenses

Enter any related EE administrative expense. This includes expenses such as additional liability insurance, copying, mail and postage, telephone, office supplies, and advertising.

FF Facility Operational Costs

Enter any related FF operational expense. This would include expenses such as operational supplies, food costs, custodial services, and maintenance costs.

HH Consultant Services

Enter the estimated annual expense for consultant services. This should also include expense for speaker honoraria.

KK Equipment Purchases:

Enter the total of related KK equipment purchases. Provide the detail of each individual purchase in the box provided. The detail must include a description of the equipment to help determine its asset category, the dollar value and the expected frequency of each purchase, whether one-time or annual.

LL Equipment Lease & Maintenance

Enter the estimate of annual expense for leased equipment and equipment maintenance.

Other Costs

Also enter the amount of any additional annual expense not captured above. Other costs should include, if applicable, an estimate of annual non-billable travel costs.

If the amount entered as Other Costs is > 10% of total estimated cost, then identify and provide the dollar estimates of those most significant in the space provided.

Indicate if there is likely to be billable travel costs related to the new fee requested by placing an "X" in the text box provided. The billable travel expenses should be billed as a separate charge at cost or at the university approved mileage rate.

Administrative Overhead

Enter the Administrative Overhead rate that applies to year 1 of the fee being requested. To update the formula for Administrative Overhead multiply "Sub Total Costs" by the applicable administrative overhead rate shown on the Appendix F- RBB Rate Sheet.

Section III: Estimated Annual Revenue of Proposed Fee

Select among the boxes provided, the payer types that would be charged the new fee requested.

If a differentiated fee structure is being requested with different rates for campus department, campus community, and non-UMass external customer, then provide the fee amounts for each tier with the respective number of units.

Whether requesting one fee or a fee with multiple tiers, enter the fee description for each, the unit of measure (hourly, per sample, monthly, per copy, etc.), the amount to be charged and the number of units. The number of units multiplied by the fee amount(s) will calculate the estimated annual revenue. The annual revenue should be sufficient to cover all expenses from the above Section II. The fee amount should generate only a small profit.

Please provide in the text box any additional information that would be helpful when determining the fee amount being requested or the calculation of annual revenue or expense.

Section III: Consequences of not being granted fee approval

Please explain the consequences of not being granted approval for charging the new fee requested.