

PROCEDURES for PUBLIC USER FEES

California State University, Sacramento Updated
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Public User Fees are defined as those charges made to persons/groups other than students of the University for services provided in conjunction with the normal operations of University departments. A University department that is providing said services to the public must charge a user fee that covers the cost of services, facilities or materials per Education Code 89700(a).

This policy governs the University's practice for the establishment of Public User Fees as well as criteria and procedures for implementation and audit review. This process is managed by the University's Vice President for Administration/CFO and his/her designees. The President has the authority to approve new fees. The University's Vice President for Administration/CFO has the authority to approve change in fee level or elimination of a fee. If at any time in the future, the President determines the need does not exist, he has authority to abolish the Public User Fee program without departmental approval. A department is prohibited from providing and charging for said services to persons/groups outside the University without first obtaining approval through the Public User Fee proposal process; and, will use the following process.

PROCESS

Step 1 – Complete the Public User Fee (PUF) Request Form on the ABA forms page under Accounting Services.

A University Sponsor shall complete the Public User Fee Request form. The Sponsor must be a manager, a Department Chair or a Director of the department/unit. The request form will include the following:

1. Fund/Program Name, Proposed Action and Sponsor information (Section I).
 - a. The Fund/Program Name - is the type of Program the fees will be charged. For example: Speech Hearing Center, Library Services, Theatre Events, etc.
 - b. Department ID – the dept ID to use for PUF revenue and expenses
 - c. Proposed Actions – select type of transaction: establish new fee, change existing fee level, eliminate fee or closeout program
 - d. Sponsor information – your name, department where you work, email, Title & extension
 - e. Review/Approved section to be signed after Sections II-IV is completed.
2. Justification for providing the service to the general public, include how the services, facilities, or materials provided are: (Section II)
 - a. integral to the University's mission
 - b. benefit of the campus community
 - c. essential to the public
3. Provide justification for the fees to be charged to the customer (Section II). The fee amount should reflect the cost of providing the service. List the fee description(s) and amount(s) in Section III.

➤ Example: Therapy Fee-General Public \$400.00, Therapy Fee-60yrs \$370.00
4. Provide a projection of the revenue and number of users that would be expected to use the facilities and services in Section IV. The minimum revenue threshold for new fees is \$500.00 a year.
5. Provide a projection of expenditures (identify how resources would be used) in Section IV.

6. After completing Sections II-IV, then have your Dean or Program Center Administrator (Administrator in an administrative division that reports directly to the division Vice President) and Vice President/Provost review and approve the Public User Fee request (Section I).
7. Mail completed and signed Public User Fee form to the Accounting Services Team.

Step 2 – Review of Public User Fee Request Form

1. A manager in Accounting Services will review the request form for financial compliance. Accounting Services will also determine if there are Unrelated Business Income Tax (UBIT) issues.
2. Accounting Services will then forward the document to the AVP-Financial. The AVP-Finance, AVP-Budget, and Director of Auditing Services will review for compliance with campus policies to see that it meets the Public User Fee requirements
3. If additional information is needed then the AVP-Finance will contact the Sponsor.
4. After the AVP-Finance, AVP-Budget, Director of Auditing Services and Vice President for Administration/CFO have reviewed and recommended approval of the proposed fee, then the following will occur:
 - a. For New Fees – the AVP-Finance will prepare a memorandum to the President for his/her approval.
 - b. For Change in Fee Level or Elimination of Fee – the AVP-Finance will have the Vice President for Administration/CFO make his/her approval on the Public User Fee form.
4. If the request is approved by the President or the Vice President for Administration/CFO then the AVP-Finance will notify the Sponsor, Dean/Program Administrator, VP/Provost and Accounting Services.
 - Accounting Services will contact the Sponsor to establish the necessary financial records in the University Trust Fund for the collection and expenditure of funds.
5. If the request is denied by the President or Vice President for Administration/CFO then the AVP-Finance will notify the Sponsor, Dean/Program Administrator and VP/Provost of the decision.

ACCOUNTABILITY

Accounting Services will maintain a listing of all Public User Fees, the amounts and pertinent information. The list will be updated for new fees, change in fee level, elimination of fee, or closeout of program as they are approved. All Public User Fees will be monitored to ensure at least \$500.00 in revenue was collected and the fund balance is at a reasonable level.

REVIEW OF PUBLIC USER FEES

Periodically the University's Vice President for Administration/CFO, or his/her designee, will request Auditing Services to review and evaluate Public User Fees. The University's CFO will discuss any concerns with the appropriate Vice President, and as needed with the President.

Any Public User Fee Program found generating excess funds will risk having the fee reduced unless they are able to provide appropriate justification. The exceptions are that Public Users Fee Programs must set aside reasonable reserves for the purpose of replacing the equipment used to provide the service.