

PROCEDURES for PUBLIC USER FEES

California State University, Sacramento

Updated June 2022

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 change, establishment, and elimination of Public User Fees. This process is managed by the University's Vice President for Administration/CFO and their designee(s). The President has the authority to approve new fees, changes to existing fees, and eliminate fees. 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

Complete the Public User Fee Proposal Form: <https://www.csus.edu/administration-business-affairs/internal/internal/forms/public-user-fee-request-form.docx>

Section I

- **FUND/PROGRAM NAME:** Name of the service or program charging a fee; such as Fingerprinting, Women's Basketball Camp, etc.
- **DEPT ID:** The Department requesting and responsible for the program, revenue, and expenses; such as Sac State Police Department, Athletics
- **PROPOSED ACTION:** Indicate what action is requested; Establish, change, etc.
 - **NOTE:** For changes to an existing fee (fee level change, elimination) please include the Fund or Account number
 - **EFFECTIVE DATE:** Indicate the date the department would like to begin charging the public fee – Allow for a minimum of 30-days
- **SPONSOR INFORMATION:** Contact information for the Department Chair or MPP who is requesting the fee and will oversee the program, revenue, and expenses
- **REVIEWED/APPROVED:** Signed after proposal is completed, prior to submission to Financial Services

Section II

- **CENTER OR INSTITUTE:** If 'No', move on to next prompt. If 'Yes' attach copy of approval documentation
- **ENTITY TO HOLD FEES:** Will funds reside in UEI or with the University?
- **QUESTIONS:** Answer questions as appropriate to the "Proposed Action"
 - **ESTABLISH FEE:** Answer questions 1-4
 - **CHANGE EXISTING FEE:** If changing the fee level or fee scope (what it pays), answer *only* question 5
 - **FEE ELIMINATION:** Eliminating the fee but not the program, answer *only* question 6
 - **PROGRAM CLOSURE:** Closing the program and therefore the fee as well, answer *only* question 7

Section III

- ESTABLISH NEW FEE: Complete Fee Description, Action, and Amount
 - FEE DESCRIPTION: List the fee description; such as Fingerprinting for Students, Fingerprinting for faculty or staff, Fingerprinting for general public, 4-day basketball camp, camp auditing, one-day skills camp, etc.
 - ACTION: New
 - NEW FEE AMOUNT: List fee amount by line
- CHANGING EXISTING FEE: Complete Fee Description, Original Fee Amount, Action, and Amount
 - List the fee description
 - FEE DESCRIPTION: List the fee description
 - ORIGINAL FEE AMOUNT: List the *current* fee level (before the proposed change)
 - ACTION: List proposed action; elimination, increase, decrease, or program closure
 - NEW FEE AMOUNT: List new fee amount by line

Section IV

This is an embedded spreadsheet to calculate revenue and expense projection for one year.

NOTE: Projected revenue must be more than \$500 per year

REVENUE

- Double click in the sheet to open the embedded excel
- List each fee name (description from Section III), the proposed fee level, the anticipated number of participants each term, and how many anticipated terms each year.
- Do *Not* enter in the Estimated Revenue or Subtotal. Worksheet will automatically calculate

EXPENSES

- Similar to Revenue, list anticipated expenditures associated with the Program; such as tee shirts, custodial, staff time, equipment, supplies, etc.
- Do *Not* enter Estimated Expense, Subtotal, Management Fee, or Net. Worksheet will automatically calculate

Submit proposal to Accounting Services (accountingservices@csus.edu) after completing sections I-IV for initial review. Once Accounting Services completes their review of the proposal, obtain signatures in the Reviewed/Approved (Section I), and submit to Financial Services by hardcopy or Adobe Sign.

Financial Services will review the proposal and if all is in order, will complete Section V, and submit to the President for final review. Financial Services will contact the Department Sponsor and Approvers to advise of the outcome from the Presidential review (approval, denial, request for clarity).