

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:



Signature

Justin Mays
Printed Name

9-25-18
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:


Signature


9/25/18
Date

College Dean (if applicable)

Signature Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:


Signature

10/24/18
Date

Provost


Signature

11/21/18
Date

President


Signature

11-29-18
Date

Committee Review Comments and Recommendations:

The revenue was \$501,354 and the expenses were \$479,469 which left \$21,885 remaining revenue. It should be noted that \$37,554 is still encumbered and \$199 pre-encumbered for POs. It is not clear if this will be expended, but the budget manager should check on it. If it is expended then there will be a \$15,868 deficit on the account (3% of revenue; small). There was a question as to why we don't pay for these items from a budget generated by tuition and discussion about how other universities use E tuition which costs more than using a fee. So we discussed how our system is actually less expensive for students. The committee is fine with the fee of \$25 capped at \$75 (approved last year), but there is concerns that the BOR will not approve it unless it is explicitly explained how this fee is actually more beneficial to the students versus using a differentiated tuition.

No changes recommended

require.
Does BOR approval.

\$25/course and capped at \$75 per semester for FY20

Special Course and Academic Program Fee

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Fiscal Year Review (Ex. FY15): FY18

Department/College: Center for Excellence in Learning & Teaching/Office of Distance Learning

Fee Name: Distance Learning Fee

List the course(s) or program(s) for which this fee applies:

All hybrid, partially, fully, and entirely online courses. Students which are charged an e-tuition rate are NOT also charged the distance learning fee.

Revenue Collected this Fiscal Year: \$501, 353.85

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

<u>Expenditures</u>	<u>Amount</u>
<i>Personal Services</i>	
511000-Faculty	N/A
512000-PT Faculty	N/A
516000-Salaries-Other-Faculty	\$15,800.00
521000-Prof/Admin	\$173,820.41
522000-Staff	N/A
523000-Grad Asst	N/A
524000-Student Asst	N/A
525000-Casual Labor	N/A
551000-FICA	\$12,959.36
552000-Retirement Systems	\$22,991.26
553000-Group Insurance	\$36,233.28
566000-Other Personal Services	N/A
<i>Travel</i>	
641000-Employee Travel	\$471.83
651000-NonEmployee Travel	N/A
<i>OS&E</i>	
714000-Supplies and Materials	\$10,866.12
715000-Repairs and Maintenance	\$233.95
719000-Rents(Non Real Estate)	N/A

Special Course and Academic Program Fee

Review Form

720000-Insurance and Bonding	N/A
727000-Other Operating Expense	\$78,679.11
733000-Software	\$88,208.98
742000-Publications and Printing	N/A
743000-Equipment(Small Value)	N/A
744000-IT Equipment(Small Value)	N/A
748000-Real Estate Rentals	N/A
751000-Per Diems & Fees	N/A
753000-Contracts	\$76,758.35
771000-Telecommunications	N/A
781000-Scholarships	N/A
783000-Stipends	N/A
<i>Equipment</i>	
843000-Equipment(Inventory)	N/A
Total Expenditures	\$517,022.65
Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i>	(\$15,721.65)

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2018

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 3450100 Distance Learning Fees

Class: 11000 General Operations

Project/Grant:

409000 - Other Fees

409200 Lab/Supplmntl Course Mat Fees

-501,353.85

Class Sub-Total

-501,353.85

Dept Total

-501,353.85

Form C – Memo
Online/Distance Learning Course Fees

The budget was overspent by approximately 3% (\$15,721.65) for FY18 due to the following:

- TechSmith Relay, our current streaming media platform, is discontinuing our product at the end of calendar year 2018. Since this service is critical to the delivery of online/blended courses, we had to identify and on-board a new vendor. We have been a TechSmith Relay customer for a number of years and the nature of that service has changed over time. Vendors no longer allow institutions to have a “self-hosted” instance of the service. Instead, all current products are hosted in the cloud, which has substantially increased the price of the service.
- Our self-hosted cost for TechSmith Relay had been around \$7,351/annually. Our new vendor, Kaltura, is \$31,627.99 for Year 1 (includes a one-time professional services/training fee) and will be, approximately, \$24,487.99/annually after Year 1. Due to this, unforeseen, shift in our streaming media vendor, the budget was overspent to ensure 0% downtime in delivery of that service when TechSmith Relay goes offline in December 2018.

Online Course Fees Narrative
FY 18

Line Items Summary

Salaries – Extra Pay

These funds are used to provide additional pay to faculty who are engaged in developing online courses. Faculty receive this additional stipend upon completion of the Academy for Online Course Development and once the course is reviewed to ensure it meets Clayton State's *Standards for Online Courses*. A stipend is also paid to faculty that develop a self-paced online course, a burgeoning university initiative, and due to the intensive development required for these types of courses a stipend was paid to faculty to support innovative and engaging content development. Additionally, funding is being used to promote departmental adherence to developing courses that result in Quality Matters Certification for multiple courses in the program.

Professional/Admin

Money allocated in this area is used to support our Desire2Learn Administrator, Instructional Designer, Tech Support Specialist and partial salary for the campus videographer. The employees are responsible for:

D2L Administrator - Maintaining and uploading courses into the online learning management system. Provide ongoing technical support for faculty in terms of content management and course delivery using D2L.

Instructional Designer - This position works with faculty to develop effective online teaching strategies and provide guidance regarding online course development. This position also co-teaches the Academy for Online Course Development and serves as the Institutional Quality Matters coordinator.

Tech Support Specialist – This position serves as secondary D2L administrator and provides faculty training regarding DNN, TechSmith Relay, Camtasia, and serves as primary administrator in CID for those systems. They manage the TechSmith Relay server and ensure adequate up-time of the system and backs up the media located there.

Campus Videographer – A small salary stipend is paid from online course fees for this position due to the amount of time and work that is devoted to developing content for online courses.

Travel

Travel in FY18 was for small portion of travel associated with the Gateway 2 Completion conference, a required USG mandate, travel cost for faculty presenting on the topic of online learning. It also supported attendance to the Regents Advisory Committee on Distance Education.

Supplies and Materials

Funds in this area were used to support the delivery and development of online courses. Items include: equipment for lecture recording, equipment for broadcasting, and equipment to support redundant backup of streaming media files.

Other Operating Expenses

Includes travel related expenses, Quality Matters training courses for CELT staff and campus faculty, Quality Matters fees for course reviews, Online Learning Consortium Institutional Membership, Online Learning Consortium workshops for CELT staff, digital film licenses, and web conferencing software subscription. This line additionally included annual Quality Matters Membership as well as subscriptions for the Library to support availability of resources for online students.

Software

Includes numerous pieces of software used for faculty development, online course development/lecture capture and student services, and polling software for use in online/blended courses. This line also includes contracts for Respondus, to help ensure testing integrity, GoAnimate, for animation development, and TurnItIn, plagiarism detection.

Contracts

The contracts line included some additional Library expenditures to support access for online students, captioning/transcription hours with a professional captioning service to help ensure ADA compliance for online lecture materials, and ProctorU online testing fees as a pilot to determine feasibility of a larger campus-wide rollout. This line also includes a portion of the SkillSoft payment (split with ITS), to support training materials for faculty/staff/students, Adobe Creative Cloud license, and ReadSpeaker, an accessibility tool in D2L to further support ADA compliance.

Equipment (Inventory)

Includes library research/e-book materials to support use of library resources by online students. These expenditures were noted as being in the incorrect line and were moved via journal entries to other budget lines.

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Description</u>	<u>Budgeted</u>	<u>Budgeted</u>		
							<u>Vendor</u>	<u>Check</u>		
500000	Personal Services				14800 / 11000		243,807.00			
516000	Salaries - Other - Faculty				14800 / 11000			0.00		
516150	Extra Pay - Faculty									
	08/31/17	JE	P000480419	211		August 2017 Monthly Payroll -			0.00	300.00
	11/30/17	JE	P000511765	211		November 2017 Monthly Payroll			0.00	2,500.00
	12/15/17	JE	P000519873	211		December 2017 Monthly Payroll			0.00	500.00
	01/31/18	JE	P000531919	215		January MO PR 138			0.00	2,400.00
	02/28/18	JE	P000539241	216		February 2018 Monthly Payroll			0.00	7,100.00
	05/31/18	JE	P000581617	241		May Monthly Payroll Expenses.			0.00	3,000.00
	Totals								0.00	15,800.00
										-15,800.00
521000	Salaries-Professional/Admin				14800 / 11000			173,821.00		
521100	Salaries-Professional/Admin									
	07/31/17	JE	P000471468	186		July 2017 Monthly Payroll (L A			0.00	14,584.03
	08/31/17	JE	P000480419	238		August 2017 Monthly Payroll -			0.00	14,485.03
	08/31/17	JE	P000482741	59		August 2017 Encumbrance Projec		134,011.10	0.00	0.00
	09/29/17	JE	P000492095	241		September Monthly Payroll (L A			0.00	14,485.03
	09/29/17	JE	P000492097	58		HR Payroll - Encumbrances		-9,768.48	0.00	0.00
	09/29/17	JE	P000495055	60		September 2017 Monthly PR Encu		119,526.05	0.00	0.00
	09/30/17	JE	P000495052	60		Zeroing Personal Services Encu		-124,242.62	0.00	0.00
	10/13/17	JE	P000497522	60		September 2017 Monthly PR Encu		119,526.05	0.00	0.00
	10/31/17	JE	P000497378	60		September 2017 Payroll - Encum		-119,526.05	0.00	0.00
	10/31/17	JE	P000500820	238		October 2017 Monthly Payroll.		0.00	0.00	14,386.04
	10/31/17	JE	P000500821	56		October 2017 Monthly PR Encumb		-14,485.04	0.00	0.00
	10/31/17	JE	P000501850	60		October 2017 Zero Encumbrance		-105,041.01	0.00	0.00
	10/31/17	JE	P000501883	60		October 2017 Encumbrance Proje		115,880.32	0.00	0.00
	11/30/17	JE	P000511755	55		November 2017 Monthly PR Encum		-9,768.48	0.00	0.00
	11/30/17	JE	P000511765	238		November 2017 Monthly Payroll		0.00	0.00	14,485.03
	11/30/17	JE	P000514608	60		November 2017 Zero Pers Serv E		-106,111.84	0.00	0.00
	11/30/17	JE	P000514909	60		November 2017 Encumbrance Proj		101,395.33	0.00	0.00
	12/15/17	JE	P000519873	240		December 2017 Monthly Payroll		0.00	0.00	14,485.03
	12/15/17	JE	P000519877	55		December 2017 Monthly PR Encum		-9,768.48	0.00	0.00
	12/15/17	JE	P000522690	60		Encumbrance Projection		86,910.29	0.00	0.00
	12/31/17	JE	P000522663	60		HR Payroll - Encumbrances		-91,626.85	0.00	0.00
	01/31/18	JE	P000531919	242		January MO PR 138		0.00	0.00	14,485.03
	01/31/18	JE	P000531921	54		January Monthly Payroll Encumb		-9,768.48	0.00	0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays, Justin M Budget Ref: 2018 From Fiscal Year: 2018 To Fiscal Year: 2018
 Department: 3450100 Distance Learning Fees All Fiscal Periods: No Acct Period From: 1 (JUL2017) Acct Period To: 12 (JUN2018)
 Fund Code: 10600 Other General

Account	Jrnl/Tran		Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining	
	Date	Type	DocumentID	Line	Description	Vendor	Check			
	01/31/18	JE	P000533776	61	Zeroing January Payroll Encumb			0.00	-77,141.81	0.00
	01/31/18	JE	P000533784	59	January Monthly Encumbrance Pr			0.00	72,425.23	0.00
	02/28/18	JE	P000539240	52	February 2018 Monthly - Encumb			0.00	-9,768.48	0.00
	02/28/18	JE	P000539241	241	February 2018 Monthly Payroll			0.00	0.00	14,485.03
	03/16/18	JE	P000545280	59	To zero out payroll encumbranc			0.00	-62,656.75	0.00
	03/16/18	JE	P000545309	57	Encumbrance Projection			0.00	57,940.19	0.00
	03/30/18	JE	P000551371	58	Monthly March 2018 Encumbrance			0.00	-14,485.04	0.00
	03/30/18	JE	P000551375	242	Monthly March 2018 Payroll			0.00	0.00	14,485.04
	03/31/18	JE	P000555680	58	HR Payroll - Encumbrances			0.00	-43,455.15	0.00
	04/12/18	JE	P000561937	186	Mid April Payroll Encumbrance			0.00	43,455.15	0.00
	04/30/18	JE	P000561939	186	Monthly April Encumbrance Proj			0.00	-0.01	0.00
	04/30/18	JE	P000561940	254	Monthly April Payroll			0.00	0.00	14,485.04
	04/30/18	JE	P000561944	162	Monthly April Payroll Encumbra			0.00	-14,485.04	0.00
	05/31/18	JE	P000577608	160	Monthly May 2018- Encumbrances			0.00	-14,485.04	0.00
	05/31/18	JE	P000581617	274	May Monthly Payroll Expenses.			0.00	0.00	14,485.04
	06/09/18	JE	P000581109	175	June Encumbrance Projection			0.00	-0.01	0.00
	06/29/18	JE	P000588037	188	June Monthly Payroll Expenses.			0.00	0.00	14,485.04
	06/29/18	JE	P000588060	118	June Monthly Encumbrance Proje			0.00	-0.01	0.00
	06/29/18	JE	P000588064	147	June Monthly Encumbrance Journ			0.00	-14,485.04	0.00
	Totals							0.00	0.00	173,820.41
551000	FICA				14800 / 11000					13,302.00
551100	FICA-Employer									
	07/31/17	JE	P000471468	311	July 2017 Monthly Payroll (L A			0.00	0.00	831.91
	08/31/17	JE	P000480419	370	August 2017 Monthly Payroll -			0.00	0.00	828.76
	08/31/17	JE	P000482741	249	August 2017 Encumbrance Projec			0.00	8,108.94	0.00
	09/29/17	JE	P000492095	374	September Monthly Payroll (L A			0.00	0.00	810.90
	09/29/17	JE	P000492097	159	HR Payroll - Encumbrances			0.00	-810.90	0.00
	09/29/17	JE	P000495055	251	September 2017 Monthly PR Encu			0.00	7,298.13	0.00
	09/30/17	JE	P000495052	260	Zeroing Personal Services Encu			0.00	-7,298.04	0.00
	10/13/17	JE	P000497522	251	September 2017 Monthly PR Encu			0.00	7,298.13	0.00
	10/31/17	JE	P000497378	251	September 2017 Payroll - Encum			0.00	-7,298.13	0.00
	10/31/17	JE	P000500820	375	October 2017 Monthly Payroll.			0.00	0.00	788.99
	10/31/17	JE	P000500821	157	October 2017 Monthly PR Encumb			0.00	-809.99	0.00
	10/31/17	JE	P000501850	259	October 2017 Zero Encumbrance			0.00	-6,488.14	0.00
	10/31/17	JE	P000501883	251	October 2017 Encumbrance Proje			0.00	6,479.89	0.00
	11/30/17	JE	P000511755	158	November 2017 Monthly PR Encum			0.00	-957.14	0.00
	11/30/17	JE	P000511765	372	November 2017 Monthly Payroll			0.00	0.00	957.14

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>					
			<u>Description</u>	<u>Vendor</u>	<u>Check</u>					
	11/30/17	JE	P000514608	264	November 2017 Zero Pers Serv E		0.00	-5,522.75	0.00	
	11/30/17	JE	P000514909	255	November 2017 Encumbrance Proj		0.00	5,608.40	0.00	
	12/15/17	JE	P000519873	375	December 2017 Monthly Payroll		0.00	0.00	837.72	
	12/15/17	JE	P000519877	157	December 2017 Monthly PR Encum		0.00	-837.72	0.00	
	12/15/17	JE	P000522690	253	Encumbrance Projection		0.00	4,807.20	0.00	
	12/31/17	JE	P000522663	269	HR Payroll - Encumbrances		0.00	-4,770.68	0.00	
	01/31/18	JE	P000531919	382	January MO PR 138		0.00	0.00	929.87	
	01/31/18	JE	P000531921	162	January Monthly Payroll Encumb		0.00	-929.87	0.00	
	01/31/18	JE	P000533776	273	Zeroing January Payroll Encumb		0.00	-3,877.33	0.00	
	01/31/18	JE	P000533784	252	January Monthly Encumbrance Pr		0.00	3,967.89	0.00	
	02/28/18	JE	P000539240	153	February 2018 Monthly - Encumb		0.00	-1,159.28	0.00	
	02/28/18	JE	P000539241	373	February 2018 Monthly Payroll		0.00	0.00	1,159.28	
	03/16/18	JE	P000545280	266	To zero out payroll encumbranc		0.00	-2,808.61	0.00	
	03/16/18	JE	P000545309	256	Encumbrance Projection		0.00	3,153.62	0.00	
	03/30/18	JE	P000551371	158	Monthly March 2018 Encumbrance		0.00	-798.74	0.00	
	03/30/18	JE	P000551375	371	Monthly March 2018 Payroll		0.00	0.00	798.74	
	03/31/18	JE	P000555680	257	HR Payroll - Encumbrances		0.00	-2,354.88	0.00	
	04/30/18	JE	P000561939	378	Monthly April Encumbrance Proj		0.00	1,637.02	0.00	
	04/30/18	JE	P000561940	387	Monthly April Payroll		0.00	0.00	793.58	
	05/31/18	JE	P000577608	260	Monthly May 2018- Encumbrances		0.00	-793.58	0.00	
	05/31/18	JE	P000581617	411	May Monthly Payroll Expenses.		0.00	0.00	965.49	
	06/09/18	JE	P000581109	367	June Encumbrance Projection		0.00	-24.93	0.00	
	06/29/18	JE	P000588037	321	June Monthly Payroll Expenses.		0.00	0.00	793.58	
	06/29/18	JE	P000588060	257	June Monthly Encumbrance Proje		0.00	-24.94	0.00	
	06/29/18	JE	P000588064	244	June Monthly Encumbrance Journ		0.00	-793.57	0.00	
551200	FICA-Employer Medicare									
	07/31/17	JE	P000471468	420	July 2017 Monthly Payroll (L A		0.00	0.00	194.56	
	08/31/17	JE	P000480419	484	August 2017 Monthly Payroll -		0.00	0.00	193.85	
	08/31/17	JE	P000482741	369	August 2017 Encumbrance Projec		0.00	1,896.61	0.00	
	09/29/17	JE	P000492095	481	September Monthly Payroll (L A		0.00	0.00	189.64	
	09/29/17	JE	P000492097	263	HR Payroll - Encumbrances		0.00	-189.64	0.00	
	09/29/17	JE	P000495055	372	September 2017 Monthly PR Encu		0.00	1,706.77	0.00	
	09/30/17	JE	P000495052	389	Zeroing Personal Services Encu		0.00	-1,706.97	0.00	
	10/13/17	JE	P000497522	372	September 2017 Monthly PR Encu		0.00	1,706.77	0.00	
	10/31/17	JE	P000497378	372	September 2017 Payroll - Encum		0.00	-1,706.77	0.00	
	10/31/17	JE	P000500820	484	October 2017 Monthly Payroll.		0.00	0.00	184.52	
	10/31/17	JE	P000500821	262	October 2017 Monthly PR Encumb		0.00	-189.44	0.00	
	10/31/17	JE	P000501850	389	October 2017 Zero Encumbrance		0.00	-1,517.33	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>		
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Description</u>	<u>Budgeted</u>	<u>Budgeted</u>				
							<u>Vendor</u>	<u>Check</u>				
10/31/17	JE		P000501883	373		October 2017 Encumbrance Proje			0.00	1,515.51	0.00	
11/30/17	JE		P000511755	262		November 2017 Monthly PR Encum			0.00	-223.85	0.00	
11/30/17	JE		P000511765	480		November 2017 Monthly Payroll			0.00	0.00	223.85	
11/30/17	JE		P000514608	396		November 2017 Zero Pers Serv E			0.00	-1,291.66	0.00	
11/30/17	JE		P000514909	379		November 2017 Encumbrance Proj			0.00	1,311.59	0.00	
12/15/17	JE		P000519873	484		December 2017 Monthly Payroll			0.00	0.00	195.93	
12/15/17	JE		P000519877	262		December 2017 Monthly PR Encum			0.00	-195.93	0.00	
12/15/17	JE		P000522690	375		Encumbrance Projection			0.00	1,124.26	0.00	
12/31/17	JE		P000522663	403		HR Payroll - Encumbrances			0.00	-1,115.66	0.00	
01/31/18	JE		P000531919	497		January MO PR 138			0.00	0.00	217.47	
01/31/18	JE		P000531921	274		January Monthly Payroll Encumb			0.00	-217.47	0.00	
01/31/18	JE		P000533776	411		Zeroing January Payroll Encumb			0.00	-906.79	0.00	
01/31/18	JE		P000533784	373		January Monthly Encumbrance Pr			0.00	927.97	0.00	
02/28/18	JE		P000539240	257		February 2018 Monthly - Encumb			0.00	-271.12	0.00	
02/28/18	JE		P000539241	480		February 2018 Monthly Payroll			0.00	0.00	279.82	
03/16/18	JE		P000545280	397		To zero out payroll encumbranc			0.00	-656.85	0.00	
03/16/18	JE		P000545309	385		Encumbrance Projection			0.00	737.54	0.00	
03/30/18	JE		P000551371	260		Monthly March 2018 Encumbrance			0.00	-186.80	0.00	
03/30/18	JE		P000551375	476		Monthly March 2018 Payroll			0.00	0.00	186.80	
03/31/18	JE		P000555680	388		HR Payroll - Encumbrances			0.00	-550.74	0.00	
04/30/18	JE		P000561939	502		Monthly April Encumbrance Proj			0.00	382.86	0.00	
04/30/18	JE		P000561940	494		Monthly April Payroll			0.00	0.00	185.59	
05/31/18	JE		P000577608	361		Monthly May 2018- Encumbrances			0.00	-185.59	0.00	
05/31/18	JE		P000581617	518		May Monthly Payroll Expenses.			0.00	0.00	225.78	
06/09/18	JE		P000581109	489		June Encumbrance Projection			0.00	-5.84	0.00	
06/29/18	JE		P000588037	429		June Monthly Payroll Expenses.			0.00	0.00	185.59	
06/29/18	JE		P000588060	359		June Monthly Encumbrance Proje			0.00	-5.85	0.00	
06/29/18	JE		P000588064	342		June Monthly Encumbrance Journ			0.00	-185.58	0.00	
Totals									0.00	0.00	12,959.36	342.64
552000	Retirement Systems			14800 / 11000				21,271.00				
552100	Retirement Plans - TRS											
07/31/17	JE		P000471468	514		July 2017 Monthly Payroll (L A			0.00	0.00	1,907.44	
08/31/17	JE		P000480419	582		August 2017 Monthly Payroll -			0.00	0.00	1,246.13	
08/31/17	JE		P000482741	483		August 2017 Encumbrance Projec			0.00	9,637.26	0.00	
09/29/17	JE		P000492095	576		September Monthly Payroll (L A			0.00	0.00	1,246.13	
09/29/17	JE		P000492097	356		HR Payroll - Encumbrances			0.00	-963.73	0.00	
09/29/17	JE		P000495055	486		September 2017 Monthly PR Encu			0.00	8,673.55	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M Budget Ref: 2018 From Fiscal Year: 2018 To Fiscal Year: 2018
 Department: 3450100 Distance Learning Fees All Fiscal Periods: No Acct Period From: 1 (JUL2017) Acct Period To: 12 (JUN2018)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/	APPROP	ORG	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	Line	Description	Budgeted	Budgeted	
						Vendor	Check	
	09/30/17	JE	P000495052	512	Zeroing Personal Services Encu			0.00
	10/13/17	JE	P000497522	486	September 2017 Monthly PR Encu			0.00
	10/31/17	JE	P000497378	486	September 2017 Payroll - Encum			0.00
	10/31/17	JE	P000500820	579	October 2017 Monthly Payroll.			0.00
	10/31/17	JE	P000500821	355	October 2017 Monthly PR Encumb			0.00
	10/31/17	JE	P000501850	511	October 2017 Zero Encumbrance			0.00
	10/31/17	JE	P000501883	488	October 2017 Encumbrance Proje			0.00
	11/30/17	JE	P000511755	357	November 2017 Monthly PR Encu			0.00
	11/30/17	JE	P000511765	577	November 2017 Monthly Payroll			0.00
	11/30/17	JE	P000514608	521	November 2017 Zero Pers Serv E			0.00
	11/30/17	JE	P000514909	496	November 2017 Encumbrance Proj			0.00
	12/15/17	JE	P000519873	582	December 2017 Monthly Payroll			0.00
	12/15/17	JE	P000519877	358	December 2017 Monthly PR Encum			0.00
	12/15/17	JE	P000522690	490	Encumbrance Projection			0.00
	12/31/17	JE	P000522663	528	HR Payroll - Encumbrances			0.00
	01/31/18	JE	P000531919	595	January MO PR 138			0.00
	01/31/18	JE	P000531921	370	January Monthly Payroll Encumb			0.00
	01/31/18	JE	P000533776	536	Zeroing January Payroll Encumb			0.00
	01/31/18	JE	P000533784	487	January Monthly Encumbrance Pr			0.00
	02/28/18	JE	P000539240	349	February 2018 Monthly - Encumb			0.00
	02/28/18	JE	P000539241	574	February 2018 Monthly Payroll			0.00
	03/16/18	JE	P000545280	520	To zero out payroll encumbranc			0.00
	03/16/18	JE	P000545309	506	Encumbrance Projection			0.00
	03/30/18	JE	P000551371	351	Monthly March 2018 Encumbrance			0.00
	03/30/18	JE	P000551375	568	Monthly March 2018 Payroll			0.00
	03/31/18	JE	P000555680	511	HR Payroll - Encumbrances			0.00
	04/30/18	JE	P000561939	619	Monthly April Encumbrance Proj			0.00
	04/30/18	JE	P000561940	588	Monthly April Payroll			0.00
	05/31/18	JE	P000577608	451	Monthly May 2018- Encumbrances			0.00
	05/31/18	JE	P000581617	611	May Monthly Payroll Expenses.			0.00
	06/29/18	JE	P000588037	524	June Monthly Payroll Expenses.			0.00
	06/29/18	JE	P000588064	430	June Monthly Encumbrance Journ			0.00
552200	Retirement Plans - ORP							
	07/31/17	JE	P000471468	595	July 2017 Monthly Payroll (L A			0.00
	08/31/17	JE	P000480419	664	August 2017 Monthly Payroll -			0.00
	08/31/17	JE	P000482741	584	August 2017 Encumbrance Projec			0.00
	09/29/17	JE	P000492095	657	September Monthly Payroll (L A			0.00
	09/29/17	JE	P000492097	436	HR Payroll - Encumbrances			0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays, Justin M Budget Ref: 2018 From Fiscal Year: 2018 To Fiscal Year: 2018
 Department: 3450100 Distance Learning Fees All Fiscal Periods: No Acct Period From: 1 (JUL2017) Acct Period To: 12 (JUN2018)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/	APPROP	ORG	Pre-Encum	Encumbrance	Expended	Remaining		
	Date	Type	DocumentID	Line	Description	Vendor	Check			
09/29/17	JE	P000495055	587	September 2017 Monthly PR Encu			0.00	7,278.12	0.00	
09/30/17	JE	P000495052	614	Zeroing Personal Services Encu			0.00	-7,278.12	0.00	
10/13/17	JE	P000497522	587	September 2017 Monthly PR Encu			0.00	7,278.12	0.00	
10/31/17	JE	P000497378	587	September 2017 Payroll - Encum			0.00	-7,278.12	0.00	
10/31/17	JE	P000500820	659	October 2017 Monthly Payroll.			0.00	0.00	1,240.65	
10/31/17	JE	P000500821	435	October 2017 Monthly PR Encumb			0.00	-808.68	0.00	
10/31/17	JE	P000501850	612	October 2017 Zero Encumbrance			0.00	-6,469.44	0.00	
10/31/17	JE	P000501883	589	October 2017 Encumbrance Proje			0.00	6,469.44	0.00	
11/30/17	JE	P000511755	439	November 2017 Monthly PR Encum			0.00	-808.68	0.00	
11/30/17	JE	P000511765	659	November 2017 Monthly Payroll			0.00	0.00	808.68	
11/30/17	JE	P000514608	626	November 2017 Zero Pers Serv E			0.00	-5,660.76	0.00	
11/30/17	JE	P000514909	599	November 2017 Encumbrance Proj			0.00	5,660.76	0.00	
12/15/17	JE	P000519873	665	December 2017 Monthly Payroll			0.00	0.00	808.68	
12/15/17	JE	P000519877	441	December 2017 Monthly PR Encum			0.00	-808.68	0.00	
12/15/17	JE	P000522690	594	Encumbrance Projection			0.00	4,852.08	0.00	
12/31/17	JE	P000522663	634	HR Payroll - Encumbrances			0.00	-4,852.08	0.00	
01/31/18	JE	P000531919	679	January MO PR 138			0.00	0.00	808.68	
01/31/18	JE	P000531921	454	January Monthly Payroll Encumb			0.00	-808.68	0.00	
01/31/18	JE	P000533776	641	Zeroing January Payroll Encumb			0.00	-4,043.40	0.00	
01/31/18	JE	P000533784	592	January Monthly Encumbrance Pr			0.00	4,043.40	0.00	
02/28/18	JE	P000539240	432	February 2018 Monthly - Encumb			0.00	-808.68	0.00	
02/28/18	JE	P000539241	657	February 2018 Monthly Payroll			0.00	0.00	808.68	
03/16/18	JE	P000545280	627	To zero out payroll encumbranc			0.00	-3,234.72	0.00	
03/16/18	JE	P000545309	611	Encumbrance Projection			0.00	3,234.72	0.00	
03/30/18	JE	P000551371	432	Monthly March 2018 Encumbrance			0.00	-808.68	0.00	
03/30/18	JE	P000551375	649	Monthly March 2018 Payroll			0.00	0.00	808.68	
03/31/18	JE	P000555680	616	HR Payroll - Encumbrances			0.00	-2,426.04	0.00	
04/30/18	JE	P000561939	720	Monthly April Encumbrance Proj			0.00	1,617.36	0.00	
04/30/18	JE	P000561940	671	Monthly April Payroll			0.00	0.00	808.68	
05/31/18	JE	P000577608	531	Monthly May 2018- Encumbrances			0.00	-808.68	0.00	
05/31/18	JE	P000581617	696	May Monthly Payroll Expenses.			0.00	0.00	963.01	
06/29/18	JE	P000588037	606	June Monthly Payroll Expenses.			0.00	0.00	808.68	
06/29/18	JE	P000588064	506	June Monthly Encumbrance Journ			0.00	-808.68	0.00	
Totals							0.00	0.00	22,991.26	-1,720.26
553000	Group Insurance		14800 / 11000				35,413.00			
553111	Grp Hlth Ins - Blue Choice HMO									
07/31/17	JE	P000471468	646	July 2017 Monthly Payroll (L A			0.00	0.00	850.41	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>		<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>				
					<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
08/31/17	JE		P000480419	726	August 2017 Monthly Payroll -			0.00	0.00	850.41	
08/31/17	JE		P000482741	657	August 2017 Encumbrance Projec			0.00	7,218.54	0.00	
09/29/17	JE		P000492095	717	September Monthly Payroll (L A			0.00	0.00	850.41	
09/29/17	JE		P000492097	496	HR Payroll - Encumbrances			0.00	-721.85	0.00	
09/29/17	JE		P000495055	652	September 2017 Monthly PR Encu			0.00	6,496.68	0.00	
09/30/17	JE		P000495052	691	Zeroing Personal Services Encu			0.00	-6,496.69	0.00	
10/13/17	JE		P000497522	659	September 2017 Monthly PR Encu			0.00	6,496.68	0.00	
10/31/17	JE		P000497378	652	September 2017 Payroll - Encum			0.00	-6,496.68	0.00	
10/31/17	JE		P000500820	719	October 2017 Monthly Payroll.			0.00	0.00	850.41	
10/31/17	JE		P000500821	495	October 2017 Monthly PR Encumb			0.00	-739.37	0.00	
10/31/17	JE		P000501850	687	October 2017 Zero Encumbrance			0.00	-5,757.31	0.00	
10/31/17	JE		P000501883	661	October 2017 Encumbrance Proje			0.00	5,914.98	0.00	
11/30/17	JE		P000511755	499	November 2017 Monthly PR Encum			0.00	-776.76	0.00	
11/30/17	JE		P000511765	719	November 2017 Monthly Payroll			0.00	0.00	850.41	
11/30/17	JE		P000514608	700	November 2017 Zero Pers Serv E			0.00	-5,138.22	0.00	
11/30/17	JE		P000514909	671	November 2017 Encumbrance Proj			0.00	5,437.29	0.00	
12/15/17	JE		P000519873	724	December 2017 Monthly Payroll			0.00	0.00	850.41	
12/15/17	JE		P000519877	500	December 2017 Monthly PR Encum			0.00	-776.76	0.00	
12/15/17	JE		P000522690	665	Encumbrance Projection			0.00	4,660.54	0.00	
12/31/17	JE		P000522663	708	HR Payroll - Encumbrances			0.00	-4,660.53	0.00	
01/31/18	JE		P000531919	738	January MO PR 138			0.00	0.00	873.61	
01/31/18	JE		P000531921	513	January Monthly Payroll Encumb			0.00	-797.95	0.00	
01/31/18	JE		P000533776	715	Zeroing January Payroll Encumb			0.00	-3,862.59	0.00	
01/31/18	JE		P000533784	662	January Monthly Encumbrance Pr			0.00	3,989.73	0.00	
02/28/18	JE		P000539240	489	February 2018 Monthly - Encumb			0.00	-797.95	0.00	
02/28/18	JE		P000539241	714	February 2018 Monthly Payroll			0.00	0.00	873.61	
03/16/18	JE		P000545280	699	To zero out payroll encumbranc			0.00	-3,191.78	0.00	
03/16/18	JE		P000545309	679	Encumbrance Projection			0.00	3,191.79	0.00	
03/30/18	JE		P000551371	488	Monthly March 2018 Encumbrance			0.00	-797.95	0.00	
03/30/18	JE		P000551375	705	Monthly March 2018 Payroll			0.00	0.00	873.61	
03/31/18	JE		P000555680	684	HR Payroll - Encumbrances			0.00	-2,393.84	0.00	
04/30/18	JE		P000561939	786	Monthly April Encumbrance Proj			0.00	1,747.22	0.00	
04/30/18	JE		P000561940	731	Monthly April Payroll			0.00	0.00	873.61	
05/31/18	JE		P000577608	587	Monthly May 2018- Encumbrances			0.00	-873.61	0.00	
05/31/18	JE		P000581617	755	May Monthly Payroll Expenses.			0.00	0.00	873.61	
06/29/18	JE		P000588037	654	June Monthly Payroll Expenses.			0.00	0.00	873.61	
06/29/18	JE		P000588064	550	June Monthly Encumbrance Journ			0.00	-873.61	0.00	
553123	Grp	Hlth	Ins - PPO ALT								
08/31/17	JE		P000480419	832	August 2017 Monthly Payroll -			0.00	0.00	1,174.36	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>					
			<u>Description</u>	<u>Vendor</u>	<u>Check</u>					
08/31/17	JE	P000482741	803	August 2017 Encumbrance Projec			0.00	11,743.60	0.00	
09/29/17	JE	P000492095	823	September Monthly Payroll (L A			0.00	0.00	1,174.36	
09/29/17	JE	P000492097	601	HR Payroll - Encumbrances			0.00	-1,174.36	0.00	
09/29/17	JE	P000495055	761	September 2017 Monthly PR Encu			0.00	10,569.24	0.00	
09/30/17	JE	P000495052	839	Zeroing Personal Services Encu			0.00	-10,569.24	0.00	
10/13/17	JE	P000497522	807	September 2017 Monthly PR Encu			0.00	10,569.24	0.00	
10/31/17	JE	P000497378	761	September 2017 Payroll - Encum			0.00	-10,569.24	0.00	
10/31/17	JE	P000500820	826	October 2017 Monthly Payroll.			0.00	0.00	2,348.72	
10/31/17	JE	P000500821	601	October 2017 Monthly PR Encumb			0.00	-1,174.36	0.00	
10/31/17	JE	P000501850	837	October 2017 Zero Encumbrance			0.00	-9,394.88	0.00	
10/31/17	JE	P000501883	809	October 2017 Encumbrance Proje			0.00	9,394.88	0.00	
11/30/17	JE	P000511755	607	November 2017 Monthly PR Encum			0.00	-1,174.36	0.00	
11/30/17	JE	P000511765	827	November 2017 Monthly Payroll			0.00	0.00	1,174.36	
11/30/17	JE	P000514608	853	November 2017 Zero Pers Serv E			0.00	-8,220.52	0.00	
11/30/17	JE	P000514909	821	November 2017 Encumbrance Proj			0.00	8,220.52	0.00	
12/15/17	JE	P000519873	832	December 2017 Monthly Payroll			0.00	0.00	1,174.36	
12/15/17	JE	P000519877	608	December 2017 Monthly PR Encum			0.00	-1,174.36	0.00	
12/15/17	JE	P000522690	814	Encumbrance Projection			0.00	7,046.16	0.00	
12/31/17	JE	P000522663	860	HR Payroll - Encumbrances			0.00	-7,046.16	0.00	
01/31/18	JE	P000531919	844	January MO PR 138			0.00	0.00	1,955.23	
01/31/18	JE	P000531921	619	January Monthly Payroll Encumb			0.00	-1,955.23	0.00	
01/31/18	JE	P000533776	869	Zeroing January Payroll Encumb			0.00	-5,090.93	0.00	
01/31/18	JE	P000533784	807	January Monthly Encumbrance Pr			0.00	9,776.15	0.00	
02/28/18	JE	P000539240	596	February 2018 Monthly - Encumb			0.00	-1,955.23	0.00	
02/28/18	JE	P000539241	821	February 2018 Monthly Payroll			0.00	0.00	1,955.23	
03/16/18	JE	P000545280	845	To zero out payroll encumbranc			0.00	-7,820.92	0.00	
03/16/18	JE	P000545309	824	Encumbrance Projection			0.00	7,820.92	0.00	
03/30/18	JE	P000551371	596	Monthly March 2018 Encumbrance			0.00	-1,955.23	0.00	
03/30/18	JE	P000551375	813	Monthly March 2018 Payroll			0.00	0.00	1,955.23	
03/31/18	JE	P000555680	831	HR Payroll - Encumbrances			0.00	-5,865.69	0.00	
04/30/18	JE	P000561939	926	Monthly April Encumbrance Proj			0.00	3,910.46	0.00	
04/30/18	JE	P000561940	840	Monthly April Payroll			0.00	0.00	1,955.23	
05/31/18	JE	P000577608	691	Monthly May 2018- Encumbrances			0.00	-1,955.23	0.00	
05/31/18	JE	P000581617	864	May Monthly Payroll Expenses.			0.00	0.00	2,234.69	
06/29/18	JE	P000588037	736	June Monthly Payroll Expenses.			0.00	0.00	1,955.23	
06/29/18	JE	P000588064	631	June Monthly Encumbrance Journ			0.00	-1,955.23	0.00	
553128	Grp Hlth Ins - HDHP ALT									
07/31/17	JE	P000471468	759	July 2017 Monthly Payroll (L A			0.00	0.00	1,664.61	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays, Justin M Budget Ref: 2018 From Fiscal Year: 2018 To Fiscal Year: 2018
 Department: 3450100 Distance Learning Fees All Fiscal Periods: No Acct Period From: 1 (JUL2017) Acct Period To: 12 (JUN2018)
 Fund Code: 10600 Other General

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>		<u>APPROP</u>	<u>ORG</u>					
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
					<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
08/31/17	JE		P000480419	869	August 2017 Monthly Payroll -			0.00	0.00	884.68	
08/31/17	JE		P000482741	848	August 2017 Encumbrance Projec			0.00	8,142.02	0.00	
09/29/17	JE		P000492095	859	September Monthly Payroll (L A			0.00	0.00	884.68	
09/29/17	JE		P000492097	637	HR Payroll - Encumbrances			0.00	-814.20	0.00	
09/29/17	JE		P000495055	797	September 2017 Monthly PR Encu			0.00	7,327.82	0.00	
09/30/17	JE		P000495052	885	Zeroing Personal Services Encu			0.00	-7,327.82	0.00	
10/13/17	JE		P000497522	853	September 2017 Monthly PR Encu			0.00	7,327.82	0.00	
10/31/17	JE		P000497378	797	September 2017 Payroll - Encum			0.00	-7,327.82	0.00	
10/31/17	JE		P000500820	863	October 2017 Monthly Payroll.			0.00	0.00	-18.66	
10/31/17	JE		P000500821	638	October 2017 Monthly PR Encumb			0.00	-831.75	0.00	
10/31/17	JE		P000501850	884	October 2017 Zero Encumbrance			0.00	-6,496.07	0.00	
10/31/17	JE		P000501883	855	October 2017 Encumbrance Proje			0.00	6,653.98	0.00	
11/30/17	JE		P000511755	644	November 2017 Monthly PR Encum			0.00	-831.75	0.00	
11/30/17	JE		P000511765	864	November 2017 Monthly Payroll			0.00	0.00	831.75	
11/30/17	JE		P000514608	901	November 2017 Zero Pers Serv E			0.00	-5,822.23	0.00	
11/30/17	JE		P000514909	867	November 2017 Encumbrance Proj			0.00	5,822.24	0.00	
12/15/17	JE		P000519873	869	December 2017 Monthly Payroll			0.00	0.00	831.75	
12/15/17	JE		P000519877	645	December 2017 Monthly PR Encum			0.00	-831.75	0.00	
12/15/17	JE		P000522690	861	Encumbrance Projection			0.00	4,990.49	0.00	
12/31/17	JE		P000522663	908	HR Payroll - Encumbrances			0.00	-4,990.49	0.00	
01/31/18	JE		P000531919	880	January MO PR 138			0.00	0.00	106.09	
01/31/18	JE		P000531921	655	January Monthly Payroll Encumb			0.00	-106.09	0.00	
01/31/18	JE		P000533776	919	Zeroing January Payroll Encumb			0.00	-4,884.40	0.00	
01/31/18	JE		P000533784	855	January Monthly Encumbrance Pr			0.00	530.47	0.00	
02/28/18	JE		P000539240	632	February 2018 Monthly - Encumb			0.00	-106.09	0.00	
02/28/18	JE		P000539241	857	February 2018 Monthly Payroll			0.00	0.00	106.09	
03/16/18	JE		P000545280	895	To zero out payroll encumbranc			0.00	-424.38	0.00	
03/16/18	JE		P000545309	873	Encumbrance Projection			0.00	424.38	0.00	
03/30/18	JE		P000551371	632	Monthly March 2018 Encumbrance			0.00	-106.09	0.00	
03/30/18	JE		P000551375	849	Monthly March 2018 Payroll			0.00	0.00	106.09	
03/31/18	JE		P000555680	880	HR Payroll - Encumbrances			0.00	-318.29	0.00	
04/30/18	JE		P000561939	973	Monthly April Encumbrance Proj			0.00	212.18	0.00	
04/30/18	JE		P000561940	879	Monthly April Payroll			0.00	0.00	106.09	
05/31/18	JE		P000577608	726	Monthly May 2018- Encumbrances			0.00	-106.09	0.00	
05/31/18	JE		P000581617	904	May Monthly Payroll Expenses.			0.00	0.00	292.01	
06/29/18	JE		P000588037	761	June Monthly Payroll Expenses.			0.00	0.00	106.09	
06/29/18	JE		P000588064	655	June Monthly Encumbrance Journ			0.00	-106.09	0.00	
553180					Health Savings Acct-Seed Fund						
07/31/17	JE		P000471468	780	July 2017 Monthly Payroll (L A			0.00	0.00	68.95	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M Budget Ref: 2018 From Fiscal Year: 2018 To Fiscal Year: 2018
 Department: 3450100 Distance Learning Fees All Fiscal Periods: No Acct Period From: 1 (JUL2017) Acct Period To: 12 (JUN2018)
 Fund Code: 10600 Other General

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>		<u>APPROP</u>	<u>ORG</u>					
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
					<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
08/31/17	JE		P000480419	893	August 2017 Monthly Payroll -			0.00	0.00	74.28	
08/31/17	JE		P000482741	885	August 2017 Encumbrance Projec			0.00	689.53	0.00	
09/29/17	JE		P000492095	884	September Monthly Payroll (L A			0.00	0.00	74.28	
09/29/17	JE		P000492097	662	HR Payroll - Encumbrances			0.00	-68.95	0.00	
09/29/17	JE		P000495055	825	September 2017 Monthly PR Encu			0.00	620.57	0.00	
09/30/17	JE		P000495052	924	Zeroing Personal Services Encu			0.00	-620.58	0.00	
10/13/17	JE		P000497522	889	September 2017 Monthly PR Encu			0.00	620.57	0.00	
10/31/17	JE		P000497378	825	September 2017 Payroll - Encum			0.00	-620.57	0.00	
10/31/17	JE		P000500820	888	October 2017 Monthly Payroll.			0.00	0.00	70.28	
10/31/17	JE		P000500821	663	October 2017 Monthly PR Encumb			0.00	-70.28	0.00	
10/31/17	JE		P000501850	920	October 2017 Zero Encumbrance			0.00	-550.29	0.00	
10/31/17	JE		P000501883	891	October 2017 Encumbrance Proje			0.00	562.24	0.00	
11/30/17	JE		P000511755	669	November 2017 Monthly PR Encum			0.00	-70.28	0.00	
11/30/17	JE		P000511765	889	November 2017 Monthly Payroll			0.00	0.00	70.28	
11/30/17	JE		P000514608	939	November 2017 Zero Pers Serv E			0.00	-491.96	0.00	
11/30/17	JE		P000514909	904	November 2017 Encumbrance Proj			0.00	491.96	0.00	
12/15/17	JE		P000519873	894	December 2017 Monthly Payroll			0.00	0.00	70.28	
12/15/17	JE		P000519877	670	December 2017 Monthly PR Encum			0.00	-70.28	0.00	
12/15/17	JE		P000522690	898	Encumbrance Projection			0.00	421.68	0.00	
12/31/17	JE		P000522663	946	HR Payroll - Encumbrances			0.00	-421.68	0.00	
01/31/18	JE		P000531919	916	January MO PR 138			0.00	0.00	7.78	
01/31/18	JE		P000531921	691	January Monthly Payroll Encumb			0.00	-7.78	0.00	
01/31/18	JE		P000533776	968	Zeroing January Payroll Encumb			0.00	-413.90	0.00	
01/31/18	JE		P000533784	903	January Monthly Encumbrance Pr			0.00	38.90	0.00	
02/28/18	JE		P000539240	667	February 2018 Monthly - Encumb			0.00	-7.78	0.00	
02/28/18	JE		P000539241	892	February 2018 Monthly Payroll			0.00	0.00	7.78	
03/16/18	JE		P000545280	946	To zero out payroll encumbranc			0.00	-31.12	0.00	
03/16/18	JE		P000545309	921	Encumbrance Projection			0.00	31.12	0.00	
03/30/18	JE		P000551371	662	Monthly March 2018 Encumbrance			0.00	-7.78	0.00	
03/30/18	JE		P000551375	879	Monthly March 2018 Payroll			0.00	0.00	7.78	
03/31/18	JE		P000555680	928	HR Payroll - Encumbrances			0.00	-23.34	0.00	
04/30/18	JE		P000561940	910	Monthly April Payroll			0.00	0.00	7.78	
05/31/18	JE		P000581617	935	May Monthly Payroll Expenses.			0.00	0.00	7.78	
06/29/18	JE		P000588037	785	June Monthly Payroll Expenses.			0.00	0.00	7.78	
553201	Grp	Life	Ins-Basic Life-Regent								
07/31/17	JE		P000471468	824	July 2017 Monthly Payroll (L A			0.00	0.00	36.81	
08/31/17	JE		P000480419	941	August 2017 Monthly Payroll -			0.00	0.00	38.77	
08/31/17	JE		P000482741	947	August 2017 Encumbrance Projec			0.00	350.75	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>					
			<u>Description</u>	<u>Vendor</u>	<u>Check</u>					
09/29/17	JE	P000492095	931	September Monthly Payroll (L A			0.00	0.00	38.77	
09/29/17	JE	P000492097	709	HR Payroll - Encumbrances			0.00	-35.07	0.00	
09/29/17	JE	P000495055	876	September 2017 Monthly PR Encu			0.00	315.67	0.00	
09/30/17	JE	P000495052	987	Zeroing Personal Services Encu			0.00	-315.68	0.00	
10/13/17	JE	P000497522	950	September 2017 Monthly PR Encu			0.00	315.67	0.00	
10/31/17	JE	P000497378	876	September 2017 Payroll - Encum			0.00	-315.67	0.00	
10/31/17	JE	P000500820	935	October 2017 Monthly Payroll.			0.00	0.00	37.30	
10/31/17	JE	P000500821	710	October 2017 Monthly PR Encumb			0.00	-35.80	0.00	
10/31/17	JE	P000501850	981	October 2017 Zero Encumbrance			0.00	-279.87	0.00	
10/31/17	JE	P000501883	951	October 2017 Encumbrance Proje			0.00	286.39	0.00	
11/30/17	JE	P000511755	716	November 2017 Monthly PR Encum			0.00	-36.31	0.00	
11/30/17	JE	P000511765	936	November 2017 Monthly Payroll			0.00	0.00	37.30	
11/30/17	JE	P000514608	999	November 2017 Zero Pers Serv E			0.00	-250.08	0.00	
11/30/17	JE	P000514909	963	November 2017 Encumbrance Proj			0.00	254.13	0.00	
12/15/17	JE	P000519873	941	December 2017 Monthly Payroll			0.00	0.00	37.30	
12/15/17	JE	P000519877	717	December 2017 Monthly PR Encum			0.00	-36.31	0.00	
12/15/17	JE	P000522690	957	Encumbrance Projection			0.00	217.82	0.00	
12/31/17	JE	P000522663	1005	HR Payroll - Encumbrances			0.00	-217.82	0.00	
01/31/18	JE	P000531919	974	January MO PR 138			0.00	0.00	37.30	
01/31/18	JE	P000531921	749	January Monthly Payroll Encumb			0.00	-36.31	0.00	
01/31/18	JE	P000533776	1045	Zeroing January Payroll Encumb			0.00	-181.51	0.00	
01/31/18	JE	P000533784	977	January Monthly Encumbrance Pr			0.00	181.52	0.00	
02/28/18	JE	P000539240	723	February 2018 Monthly - Encumb			0.00	-36.31	0.00	
02/28/18	JE	P000539241	948	February 2018 Monthly Payroll			0.00	0.00	37.30	
03/16/18	JE	P000545280	1020	To zero out payroll encumbranc			0.00	-145.21	0.00	
03/16/18	JE	P000545309	993	Encumbrance Projection			0.00	145.21	0.00	
03/30/18	JE	P000551371	716	Monthly March 2018 Encumbrance			0.00	-36.31	0.00	
03/30/18	JE	P000551375	933	Monthly March 2018 Payroll			0.00	0.00	37.30	
03/31/18	JE	P000555680	1000	HR Payroll - Encumbrances			0.00	-108.90	0.00	
04/30/18	JE	P000561939	1049	Monthly April Encumbrance Proj			0.00	74.60	0.00	
04/30/18	JE	P000561940	963	Monthly April Payroll			0.00	0.00	37.30	
05/31/18	JE	P000577608	787	Monthly May 2018- Encumbrances			0.00	-37.30	0.00	
05/31/18	JE	P000581617	988	May Monthly Payroll Expenses.			0.00	0.00	43.11	
06/29/18	JE	P000588037	830	June Monthly Payroll Expenses.			0.00	0.00	37.30	
06/29/18	JE	P000588064	713	June Monthly Encumbrance Journ			0.00	-37.30	0.00	
Totals							0.00	0.00	36,233.28	-820.28
Personal Services Total				243,807.00	243,807.00	0.00	0.00	261,804.31	-17,997.31	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>		<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Description</u>	<u>Vendor</u>	<u>Budgeted</u>	<u>Budgeted</u>		
								<u>Check</u>			
600000	Travel				14800 / 11000			1,781.00			
641000	Travel - Employee				14800 / 11000			0.00			
641110	Travel-Emp-Ground Transportati										
	03/28/18	ExRpt	0000621326	3		Uber ride, from airport to hotel	Mays,Justin M	016156	0.00	0.00	28.83
	03/28/18	ExRpt	0000621326	4		Uber ride, from hotel to airport	Mays,Justin M	016156	0.00	0.00	31.93
641140	Travel-Employees-Lodging										
	02/05/18	ExRpt	0000614636	8		DoubleTree by Hilton	Meddaugh,Joshua		0.00	0.00	338.00
641150	Travel-Employee-Miscellaneous										
	03/28/18	ExRpt	0000621326	2		Internet Service charge, for total le	Mays,Justin M	016156	0.00	0.00	73.07
	Totals								0.00	0.00	471.83
											-471.83
Travel Total								1,781.00	0.00	0.00	471.83
											1,309.17
700000	Operating Supplies & Expenses				14800 / 11000			255,527.00			
714000	Supplies and Materials				14800 / 11000			0.00			
714100	Supplies and Materials										
	07/18/17	REQ	0000501371	1		MY BOOK HARD DRIVE, EXTERNAL DRIVE, S			388.68	0.00	0.00
	07/19/17	PO	0000512099	1		MY BOOK HARD DRIVE, EXTERNAL DRIVE, S	SCW-CAT		0.00	-318.59	0.00
	07/19/17	PO	0000512099	1		MY BOOK HARD DRIVE, EXTERNAL DRIVE, S	SCW-CAT		0.00	409.15	0.00
	07/19/17	PO	0000512099	1		Pre-Enc Liquidation: 0000501371/1	SCW-CAT		-388.68	0.00	0.00
	07/31/17	REQ	0000501439	1		Dell Precision 7520;Dell Precision 75			2,108.98	0.00	0.00
	08/01/17	PO	0000512165	1		Pre-Enc Liquidation: 0000501439/1	DELL-CAT		-2,108.98	0.00	0.00
	08/01/17	PO	0000512165	1		Dell Precision 7520;Dell Precision 75	DELL-CAT		0.00	2,108.98	0.00
	08/25/17	REQ	0000501562	1		StarTech Thunderbolt Adapter			67.13	0.00	0.00
	08/28/17	PO	0000512292	1		Pre-Enc Liquidation: 0000501562/1	SCW-CAT		-67.13	0.00	0.00
	08/28/17	PO	0000512292	1		StarTech Thunderbolt Adapter	SCW-CAT		0.00	67.13	0.00
	08/31/17	Vchr	05319038	1		Enc Liquidation: 0000512099/1	SCW-CAT		0.00	-90.56	0.00
	08/31/17	Vchr	05319038	1		MY BOOK HARD DRIVE, EXTERNAL D	SCW-CAT	000138	0.00	0.00	90.56
	09/15/17	Vchr	05319652	1		Enc Liquidation: 0000512292/1	SCW-CAT		0.00	-67.13	0.00
	09/15/17	Vchr	05319652	1		StarTech Thunderbolt Adapter	SCW-CAT	000153	0.00	0.00	67.13
	10/05/17	Vchr	05320583	1		Dell Precision 7520;Dell Preci	DELL-CAT	000224	0.00	0.00	2,108.98
	10/05/17	Vchr	05320583	1		Enc Liquidation: 0000512165/1	DELL-CAT		0.00	-2,108.98	0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Program/Class</u> <u>Description</u>	<u>APPROP</u> <u>Budgeted</u> <u>Vendor</u>	<u>ORG</u> <u>Budgeted</u> <u>Check</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
10/24/17	Vchr	05321287			1	Video Equipment	SCW-CAT	000273	0.00	0.00	318.59	
03/13/18	REQ	0000502363			1	MacBook Pro			2,132.95	0.00	0.00	
03/19/18	PO	0000513074			1	MacBook Pro Laptop	APPLECOMPU		0.00	-1,933.95	0.00	
03/19/18	PO	0000513074			1	Pre-Enc Liquidation: 0000502363/1	APPLECOMPU		-1,933.95	0.00	0.00	
03/19/18	PO	0000513074			1	MacBook Pro Laptop	APPLECOMPU		0.00	1,933.95	0.00	
03/19/18	PO	0000513074			1	MacBook Pro Laptop	APPLECOMPU		0.00	1,899.00	0.00	
03/23/18	REQ	0000502427			1	U2417H 24IN INIFINTY-EDGE MONITOR			273.98	0.00	0.00	
03/28/18	PO	0000513145			1	Pre-Enc Liquidation: 0000502427/1	SCW-CAT		-273.98	0.00	0.00	
03/28/18	PO	0000513145			1	U2417H 24IN INIFINTY-EDGE MONITOR	SCW-CAT		0.00	273.98	0.00	
03/29/18	REQ	0000502463			1	StarTech.com (CDP2HDW) Connector Cabl			57.69	0.00	0.00	
03/29/18	REQ	0000502463			2	32GB SDDDC2-032G-A46 FLASH DRIVE USB			69.36	0.00	0.00	
03/29/18	PO	0000513149			1	StarTech.com (CDP2HDW) Connector Cabl	SCW-CAT		0.00	57.69	0.00	
03/29/18	PO	0000513149			1	Pre-Enc Liquidation: 0000502463/1	SCW-CAT		-57.69	0.00	0.00	
03/29/18	PO	0000513149			2	Pre-Enc Liquidation: 0000502463/2	SCW-CAT		-69.36	0.00	0.00	
03/29/18	PO	0000513149			2	32GB SDDDC2-032G-A46 FLASH DRIVE USB	SCW-CAT		0.00	69.36	0.00	
04/03/18	Vchr	05327683			1	Enc Liquidation: 0000513145/1	SCW-CAT		0.00	-273.98	0.00	
04/03/18	Vchr	05327683			1	U2417H 24IN INIFINTY-EDGE MONI	SCW-CAT	000801	0.00	0.00	273.98	
04/10/18	Vchr	05327974			1	StarTech.com (CDP2HDW) Connect	SCW-CAT	000910	0.00	0.00	57.69	
04/10/18	Vchr	05327974			1	Enc Liquidation: 0000513149/1	SCW-CAT		0.00	-57.69	0.00	
04/10/18	Vchr	05327974			2	Enc Liquidation: 0000513149/2	SCW-CAT		0.00	-69.36	0.00	
04/10/18	Vchr	05327974			2	32GB SDDDC2-032G-A46 FLASH DRI	SCW-CAT	000910	0.00	0.00	69.36	
04/12/18	REQ	0000502534			1	Camera			4,867.82	0.00	0.00	
04/12/18	REQ	0000502534			2	Connect Spark			488.15	0.00	0.00	
04/12/18	REQ	0000502534			3	Cross Converter w/Scaling & Rate Conv			288.86	0.00	0.00	
04/19/18	PO	0000513270			1	Pre-Enc Liquidation: 0000502534/1	AVI-CAT		-4,867.82	0.00	0.00	
04/19/18	PO	0000513270			1	Camera	AVI-CAT		0.00	4,867.82	0.00	
04/19/18	PO	0000513270			2	Pre-Enc Liquidation: 0000502534/2	AVI-CAT		-488.15	0.00	0.00	
04/19/18	PO	0000513270			2	Connect Spark	AVI-CAT		0.00	488.15	0.00	
04/19/18	PO	0000513271			1	Pre-Enc Liquidation: 0000502534/3	AVI-CAT		-288.86	0.00	0.00	
04/19/18	PO	0000513271			1	Cross Converter w/Scaling & Rate Conv	AVI-CAT		0.00	288.86	0.00	
04/19/18	Vchr	05328471			1	Enc Liquidation: 0000513074/1	APPLECOMPU		0.00	-1,899.00	0.00	
04/19/18	Vchr	05328471			1	MacBook Pro Laptop	APPLECOMPU	233211	0.00	0.00	1,899.00	
05/07/18	Vchr	05328922			1	Camera	AVI-CAT	000914	0.00	0.00	4,867.82	
05/07/18	Vchr	05328922			1	Enc Liquidation: 0000513270/1	AVI-CAT		0.00	-4,867.82	0.00	
05/07/18	Vchr	05328922			2	Connect Spark	AVI-CAT	000914	0.00	0.00	488.15	
05/07/18	Vchr	05328922			2	Enc Liquidation: 0000513270/2	AVI-CAT		0.00	-488.15	0.00	
05/14/18	Vchr	05329257			1	Enc Liquidation: 0000513271/1	AVI-CAT		0.00	-288.86	0.00	
05/14/18	Vchr	05329257			1	Cross Converter w/Scaling & Ra	AVI-CAT	000951	0.00	0.00	288.86	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 3450100 Distance Learning Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Program/ Class Description</u>	<u>APPROP Budgeted Vendor</u>	<u>ORG Budgeted Check</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
714114	Sup & Mat - IT Related											
	10/24/17	Vchr		05321323	1	additional memory ordered	HEWLET-CAT	000266	0.00	0.00	336.00	
	Totals								199.00	0.00	10,866.12	-11,065.12
715000	Repairs And Maintenance					14800 / 11000		0.00				
715130	Repairs & Maint-Computer											
	03/19/18	PO		0000513074	2	Applecare warranty	APPLECOMPU		0.00	199.00	0.00	
	04/05/18	Vchr		05327773	1	Enc Liquidation: 0000513074/2	APPLECOMPU		0.00	-199.00	0.00	
	04/05/18	Vchr		05327773	1	Applecare warranty	APPLECOMPU	232890	0.00	0.00	199.00	
	04/05/18	Vchr		05327773	2	Belkin USC-C to Ethernet ADAP	APPLECOMPU	232890	0.00	0.00	34.95	
	Totals								0.00	0.00	233.95	-233.95
727000	Other Operating Expense					14800 / 11000		0.00				
727110	Oth Oper Exp - Registration											
	07/24/17	Vchr		05317787	1	Online Registration	QMQUALITYM	229243	0.00	0.00	200.00	
	07/24/17	Vchr		05317804	1	Online Peer review certificati	QMQUALITYM	229243	0.00	0.00	200.00	
	08/16/17	Vchr		05318598	1	Enrollment tuition B.Roberts	LEARNINGTR	229530	0.00	0.00	520.00	
	08/22/17	Vchr		05318736	1	Enrollment tuition-Stanley Ros	LEARNINGTR	229595	0.00	0.00	520.00	
	08/23/17	Vchr		05318827	1	Virtual Facilitator Training c	CLAYASSOCI	229576	0.00	0.00	1,250.00	
	08/31/17	JE		0000485469	35	BOA PCARD for AUGUST STATEMENT			0.00	0.00	213.00	
	08/31/17	JE		0000485469	36	BOA PCARD for AUGUST STATEMENT			0.00	0.00	210.00	
	09/27/17	Vchr		05320183	1	Registration Fee	QMQUALITYM	230325	0.00	0.00	400.00	
	09/30/17	JE		0000494581	8	BOA PCARD for SEPTEMBER STATEM			0.00	0.00	470.00	
	09/30/17	JE		0000494581	9	BOA PCARD for SEPTEMBER STATEM			0.00	0.00	470.00	
	09/30/17	JE		0000494581	120	BOA PCARD for SEPTEMBER STATEM			0.00	0.00	213.00	
	10/12/17	Vchr		05320874	1	Master reviewer course	QMQUALITYM	230478	0.00	0.00	300.00	
	10/31/17	JE		0000505018	53	BOA PCARD for OCTOBER STATEMEN			0.00	0.00	90.00	
	11/13/17	Vchr		05322106	1	Online applying QM Rubric	QMQUALITYM	231010	0.00	0.00	200.00	
	01/10/18	Vchr		05324258	1	teaching online course-T.Lewis	QMQUALITYM	231639	0.00	0.00	200.00	
	01/23/18	Vchr		05324829	1	Online Peer Reviewer Certifica	QMQUALITYM	231772	0.00	0.00	200.00	
	02/28/18	JE		0000543609	61	BOA PCARD for FEBUARY's STATEM			0.00	0.00	436.00	
	03/31/18	JE		0000553953	57	BOA PCARD for MARCH'S STATEMEN			0.00	0.00	40.00	
	04/02/18	Vchr		05327820	1	online peer review certificate	QMQUALITYM	232969	0.00	0.00	200.00	
	04/02/18	Vchr		05327839	1	Registration for online worksh	ONLINELEAR	232963	0.00	0.00	340.00	
	04/02/18	Vchr		05327870	1	Workshop certificate prgm-S. R	QUALTRICSL	232970	0.00	0.00	1,199.00	
	04/16/18	Vchr		05328215	1	Regist.Online Learning W/Shop	ONLINELEAR	233128	0.00	0.00	340.00	
	04/16/18	Vchr		05328216	1	Regist.Online Learning W/Shop	ONLINELEAR	233128	0.00	0.00	170.00	
	04/30/18	JE		0000566160	2	Partial Reversal on JE00004854			0.00	0.00	-213.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
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Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Program/Class</u> <u>Description</u>	<u>APPROP</u> <u>Budgeted</u> <u>Vendor</u>	<u>ORG</u> <u>Budgeted</u> <u>Check</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>	
		04/30/18	ExRpt	0000625606	1		Mays,Justin M	016309	0.00	0.00	35.00		
		05/08/18	Vchr	05328985	1	Registration-Digital Fluency	ONLINELEAR	233423	0.00	0.00	340.00		
		05/09/18	Vchr	05329096	1	fee to review PARA 2231	QMQUALITYM	233497	0.00	0.00	1,000.00		
		05/30/18	Vchr	05329843	1	online wkshop, proj mgmt -regi	ONLINELEAR	233768	0.00	0.00	450.00		
727120	Oth Oper	Exp - Subscriptions											
		07/31/17	REQ	0000501442	1	SWANK DIGITAL CAMPUS			16,500.00	0.00	0.00		
		07/31/17	Vchr	05318315	1	Anl subscription renewal	QMQUALITYM	Z0000027251	0.00	0.00	1,180.00		
		08/07/17	PO	0000512210	1	Pre-Enc Liquidation: 0000501442/1	SWANKMOT		-16,500.00	0.00	0.00		
		09/22/17	REQ	0000501729	1	SKILLSOFT			9,951.25	0.00	0.00		
		09/28/17	PO	0000512470	1	Pre-Enc Liquidation: 0000501729/1	BOARDOFREG		-9,951.25	0.00	0.00		
		04/30/18	JE	0000567605	15	To correct the library expense			0.00	0.00	22,097.10		
		05/11/18	Vchr	05329188	1	streaming film collection	INFOBASEPU	233475	0.00	0.00	4,999.00		
		05/30/18	Vchr	05329787	1	Library ebook subscription 5/3	EBSCOINFOR	001016	0.00	0.00	2,497.06		
		05/30/18	Vchr	05329844	1	subscription-eBook 5/3/2018	EBSCOINFOR	001016	0.00	0.00	7,897.59		
		06/08/18	Vchr	05330148	1	Subs/Half Apr 2018-June 2018	MYJOVECOPR	001040	0.00	0.00	437.50		
		06/29/18	Vchr	05331102	1	GenderWatch Subscription	PROQUESTLL	001147	0.00	0.00	385.00		
727130	Oth Oper	Exp - Memberships											
		04/02/18	Vchr	05327814	1	Institution Serving special po	ONLINELEAR	232963	0.00	0.00	1,360.00		
727140	Oth Oper	Exp-Credit Card Relat											
		08/07/17	PO	0000512210	1	SWANK DIGITAL CAMPUS LICENSING - 150	SWANKMOT		0.00	16,500.00	0.00		
		08/21/17	Vchr	05318703	1	Enc Liquidation: 0000512210/1	SWANKMOT		0.00	-16,500.00	0.00		
		08/21/17	Vchr	05318703	1	SWANK DIGITAL CAMPUS LICENSING	SWANKMOT	229618	0.00	0.00	16,500.00		
		02/01/18	PO	0000512887	1	Blackboard Collaborate Web Conferenci	BOARDOFREG		0.00	11,332.86	0.00		
		03/26/18	Vchr	05327331	1	Enc Liquidation: 0000512887/1	BOARDOFREG		0.00	-11,332.86	0.00		
		03/26/18	Vchr	05327331	1	Blackboard Collaborate Web Con	BOARDOFREG	232830	0.00	0.00	11,332.86		
Totals									0.00	0.00	78,679.11	-78,679.11	
733000	Software	14800 / 11000											
										0.00			
733100	Software - Purchased												
		07/17/17	REQ	0000501352	1	Respondus Lockdown Browser			12,485.00	0.00	0.00		
		07/17/17	REQ	0000501353	1	TechSmith Relay			7,351.00	0.00	0.00		
		07/17/17	Vchr	05317463	1	smarterMeasure Anl Lic	BOARDOFREG	229258	0.00	0.00	4,019.69		
		07/17/17	Vchr	05317467	1	Anl subscription renewal	QMQUALITYM	229243	0.00	0.00	1,180.00		
		07/18/17	PO	0000512093	1	Pre-Enc Liquidation: 0000501353/1	TECHSMITHC		-7,351.00	0.00	0.00		
		07/18/17	PO	0000512093	1	Annual renewal for relay self hosted	TECHSMITHC		0.00	7,351.00	0.00		
		07/21/17	PO	0000512112	1	Pre-Enc Liquidation: 0000501352/1	RESPONDUS		-12,485.00	0.00	0.00		
		07/31/17	Vchr	05318315	1	Anl subscription renewal	QMQUALITYM	Z0000027251	0.00	0.00	-1,180.00		
		10/17/17	Vchr	05320962	1	Annual renewal for relay self	TECHSMITHC	230521	0.00	0.00	7,351.00		

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays, Justin M Budget Ref: 2018 From Fiscal Year: 2018 To Fiscal Year: 2018
 Department: 3450100 Distance Learning Fees All Fiscal Periods: No Acct Period From: 1 (JUL2017) Acct Period To: 12 (JUN2018)
 Fund Code: 10600 Other General

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10/17/17	Vchr	05320962	1	Enc Liquidation: 0000512093/1		TECHSMITHC			0.00	-7,351.00	0.00	
10/18/17	REQ	0000501820	1	READSPEAKER, LLC					9,704.00	0.00	0.00	
10/20/17	PO	0000512550	1	Pre-Enc Liquidation: 0000501820/1		READSPEAKE			-9,704.00	0.00	0.00	
12/06/17	REQ	0000502001	1	Adobe ETLA: AD-ETLA					26,087.60	0.00	0.00	
12/12/17	PO	0000512730	1	Pre-Enc Liquidation: 0000502001/1		BOARDOFREG			-26,087.60	0.00	0.00	
01/16/18	REQ	0000502104	1	RESPONDUS MONITOR					1,950.00	0.00	0.00	
01/23/18	PO	0000512828	1	Pre-Enc Liquidation: 0000502104/1		RESPONDUS			-1,950.00	0.00	0.00	
01/29/18	REQ	0000502164	1	BLACKBOARD COLLABORATE					11,332.86	0.00	0.00	
02/01/18	PO	0000512887	1	Pre-Enc Liquidation: 0000502164/1		BOARDOFREG			-11,332.86	0.00	0.00	
04/02/18	Vchr	05327792	1	Online Course Development Soft		ARTICULATE	232891		0.00	0.00	1,947.00	
05/02/18	REQ	0000502660	1	Kaltura Software					31,627.99	0.00	0.00	
05/08/18	PO	0000513367	1	Pre-Enc Liquidation: 0000502660/1		BOARDOFREG			-31,627.99	0.00	0.00	
05/08/18	PO	0000513367	1	Kaltura Software to be used for stude		BOARDOFREG			0.00	31,627.99	0.00	
05/15/18	REQ	0000502732	1	CourseTune					5,880.00	0.00	0.00	
05/18/18	PO	0000513448	1	Pre-Enc Liquidation: 0000502732/1		COURSETUNE			-5,880.00	0.00	0.00	
05/18/18	PO	0000513448	1	CourseTune Cloud-based Software for C		COURSETUNE			0.00	5,880.00	0.00	
05/31/18	Vchr	05329732	1	Enc Liquidation: 0000513448/1		COURSETUNE			0.00	-5,880.00	0.00	
05/31/18	Vchr	05329732	1	CourseTune Cloud-based Softwar		COURSETUNE	233722		0.00	0.00	5,880.00	
06/08/18	PO	0000513641	1	POPIN USERS		POPINC			0.00	926.00	0.00	
06/08/18	PO	0000513641	3	SINGLE SIGN ON		POPINC			0.00	5,000.00	0.00	
733900	Software - Contracts											
07/21/17	PO	0000512112	1	Respondus Lockdown Browser License Re		RESPONDUS			0.00	12,485.00	0.00	
08/17/17	Vchr	05318640	1	Enc Liquidation: 0000512112/1		RESPONDUS			0.00	-12,485.00	0.00	
08/17/17	Vchr	05318640	1	Respondus Lockdown Browser Lic		RESPONDUS	229543		0.00	0.00	12,485.00	
12/12/17	Vchr	05323157	1	Anl contract renewal software		GOANIMATEI	231371		0.00	0.00	1,749.00	
12/13/17	Vchr	05323199	1	tuition higher ed campus fee &		BOARDOFREG	231398		0.00	0.00	1,050.60	
12/13/17	Vchr	05323199	1	tuition higher ed campus fee &		BOARDOFREG	231398		0.00	0.00	16,172.70	
06/05/18	REQ	0000502957	1	POPIN USERS					926.00	0.00	0.00	
06/05/18	REQ	0000502957	3	SINGLE SIGN ON					5,000.00	0.00	0.00	
06/08/18	PO	0000513641	1	Pre-Enc Liquidation: 0000502957/1		POPINC			-926.00	0.00	0.00	
06/08/18	PO	0000513641	3	Pre-Enc Liquidation: 0000502957/3		POPINC			-5,000.00	0.00	0.00	
Totals									0.00	37,553.99	50,654.99	-88,208.98
753000	Contracts			14800 / 11000				0.00				
753100	Contracts											
08/30/17	PO	0000512309	1	Library License Fees		SPRINGSHAR			0.00	5,449.00	0.00	
09/25/17	Vchr	05320003	1	Enc Liquidation: 0000512309/1		SPRINGSHAR			0.00	-5,449.00	0.00	
09/25/17	Vchr	05320003	1	Library License Fees		SPRINGSHAR	230218		0.00	0.00	5,449.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
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Fund Code: 10600 Other General			

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01/24/18	Vchr	05324872			1	Onlie Subscription-Arts & Scien	ITHAKAHARB	231927	0.00	0.00	13,300.00			
01/30/18	Vchr	05325128			1	Proctor fees for November 2017	PROCTORU	232008	0.00	0.00	195.00			
01/30/18	Vchr	05325129			1	Proctor fees for December 2017	PROCTORU	232008	0.00	0.00	90.00			
02/13/18	PO	0000512932			1	Captioning/transcription services for	CIELO24		0.00	8,280.00	0.00			
02/26/18	Vchr	05326166			1	Captioning/transcription servi	CIELO24	232501	0.00	0.00	8,280.00			
02/26/18	Vchr	05326166			1	Enc Liquidation: 0000512932/1	CIELO24		0.00	-8,280.00	0.00			
03/19/18	Vchr	05326891			1	Proctor Fees for February 2018	PROCTORU	232749	0.00	0.00	520.00			
04/09/18	Vchr	05327963			1	Undergrad Remote Test Sessions	EDUCATIONA	233015	0.00	0.00	881.50			
04/17/18	Vchr	05328287			1	Live Proctor Fees-March 2018	PROCTORU	233169	0.00	0.00	325.00			
05/11/18	Vchr	05329189			1	Virtual proctoring fees-April	PROCTORU	233496	0.00	0.00	25.00			
753110	Contracts - Consultants													
09/28/17	PO	0000512470			1	SKILLSOFT	BOARDOFREG		0.00	9,951.25	0.00			
10/30/17	Vchr	05321465			1	Enc Liquidation: 0000512470/1	BOARDOFREG		0.00	-9,951.25	0.00			
10/30/17	Vchr	05321465			1	SKILLSOFT	BOARDOFREG	230765	0.00	0.00	9,951.25			
12/12/17	PO	0000512730			1	Adobe ETLA: AD-ETLA Adobe Creative Cl	BOARDOFREG		0.00	26,087.60	0.00			
01/22/18	Vchr	05324704			1	Enc Liquidation: 0000512730/1	BOARDOFREG		0.00	-26,087.60	0.00			
01/22/18	Vchr	05324704			1	Adobe ETLA: AD-ETLA Adobe Crea	BOARDOFREG	231783	0.00	0.00	26,087.60			
01/23/18	PO	0000512828			1	RESPONDUS COURSE MONITOR ANNUAL RENEW	RESPONDUS		0.00	1,950.00	0.00			
02/09/18	Vchr	05325614			1	Enc Liquidation: 0000512828/1	RESPONDUS		0.00	-1,950.00	0.00			
02/09/18	Vchr	05325614			1	RESPONDUS COURSE MONITOR ANNUA	RESPONDUS	232300	0.00	0.00	1,950.00			
753190	Contracts-Other													
02/12/18	REQ	0000502241			1	Cielo 24, Inc.			8,280.00	0.00	0.00			
02/13/18	PO	0000512932			1	Pre-Enc Liquidation: 0000502241/1	CIELO24		-8,280.00	0.00	0.00			
753200	Contracts-Information Technolo													
10/20/17	PO	0000512550			1	READSPEAKER, LLC Web Accessibility in	READSPEAKE		0.00	9,704.00	0.00			
11/08/17	Vchr	05321897			1	Enc Liquidation: 0000512550/1	READSPEAKE		0.00	-9,704.00	0.00			
11/08/17	Vchr	05321897			1	READSPEAKER, LLC Web Accessibi	READSPEAKE	231139	0.00	0.00	9,704.00			
Totals									0.00	0.00	76,758.35	-76,758.35		
Operating Supplies & Expenses Total									255,527.00	0.00	199.00	37,553.99	217,192.52	581.49

800000	Purchase / Capital Outlay		14800 / 11000		385.00							
843000	Other Capital Purchases		14800 / 11000				0.00					
843270	Library Coll-Other Materials											
07/17/17	Vchr	05317410			1		EBSCOINFOR	229083	0.00	0.00	2,100.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

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<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>				
				<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
08/30/17	REQ	0000501583	1	Library Library License Fees			5,449.00	0.00	0.00	
08/30/17	PO	0000512309	1	Pre-Enc Liquidation: 0000501583/1	SPRINGSHAR		-5,449.00	0.00	0.00	
10/23/17	Vchr	05321233	1	Conf# 171017013252	EBSCOINFOR	102303	0.00	0.00	5,824.10	
02/21/18	Vchr	05326051	1	Film & TV Literature	EBSCOINFOR	000645	0.00	0.00	1,360.00	
03/19/18	Vchr	05326877	1	Subscription	BOARDOFREG	232755	0.00	0.00	12,813.00	
04/09/18	Vchr	05327964	1	GenderWatch Subscription	PROQUESTLL	000858	0.00	0.00	385.00	
04/30/18	JE	0000567605	7	To correct the library expense			0.00	0.00	-22,097.10	
06/29/18	Vchr	05331102	1	GenderWatch Subscription	PROQUESTLL	001147	0.00	0.00	-385.00	
Totals							0.00	0.00	0.00	0.00
Purchase / Capital Outlay Total					385.00	0.00	0.00	0.00	0.00	385.00
 Totals for Dept/Fund/Program/Class:										
3450100 / 10600				14800 / 11000	<u>501,500.00</u>	<u>243,807.00</u>	<u>199.00</u>	<u>37,553.99</u>	<u>479,468.66</u>	<u>-15,721.65</u>
 Totals for Dept/Fund:										
3450100 / 10600					<u>501,500.00</u>	<u>243,807.00</u>	<u>199.00</u>	<u>37,553.99</u>	<u>479,468.66</u>	<u>-15,721.65</u>

500000 - Salaries

516150 - Extra Pay - Faculty	8/31/17	Cochran, Shannon M	Completion Course Review - Academy for Online Course Development	\$ 300.00	
	11/30/17	Pena, David	iSPOC Course Development - POLS 2401	\$ 2,500.00	
	12/15/17	Grange, Christina	Completion Course Review - Academy for Online Course Development	\$ 500.00	
	1/31/18	Johnson, Edward Joe	Completion - Academy for Online Course Development	\$ 600.00	January 2018 Total = \$2,400
	1/31/18	Hong, Wei hu	Completion - Academy for Online Course Development	\$ 600.00	
	1/31/18	Harris- Worelds, Joanna L	Completion - Academy for Online Course Development	\$ 600.00	
	1/31/18	Kolb, Abigail F	Completion - Academy for Online Course Development	\$ 600.00	
	2/28/18	Malloy, Terence P	Completion - Academy for Online Course Development	\$ 600.00	February 2018 Total = \$7,100
	2/28/18	Jourdan, Louis F.	MBA Online Course Development	\$ 1,000.00	
	2/28/18	Buckley, Benjamin L	iSPOC Course Development - CRIT 1101	\$ 2,500.00	
	2/28/18	Nakos, George E.	MBA Online Course Development	\$ 1,000.00	
	2/28/18	Thompson, Margaret A.	MBA Online Course Development	\$ 1,000.00	
	2/28/18	Bilbeisi, Khamis M	MBA Online Course Development	\$ 1,000.00	
	5/31/18	Smiley, Lisa	Completion - Academy for Online Course Development	\$ 600.00	May 2018 Total = \$3,000
	5/31/18	Jones, Sharon J	Completion - Academy for Online Course Development	\$ 600.00	
5/31/18	Harrison, Carmen V.	Completion - Academy for Online Course Development	\$ 600.00		

5/31/18	Campbell, Kimberly M	Completion - Academy for Online Course Development	\$ 600.00
5/31/18	Sbaraglia, Andrew M	Completion - Academy for Online Course Development	\$ 600.00

600000 - Travel - 641110 - Travel - Employee

641110 - Travel - Emp - Ground Transportation	3/28/18	Uber Ride	Justin Mays - G2C Conference - To Hotel from	\$ 28.83
	3/28/18	Uber Ride	Justin Mays - G2C Conference - To Airport fro	\$ 31.93

641140 - Travel - Emp - Lodging	2/5/18	DoubleTree H	Political Science Assoc annual mtg - Presentation on online course	\$ 338.00
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641150 - Travel - Emp - Misc	3/28/18	Service Charge	Justin Mays - G2C Conference - Internet Acce	\$ 73.07
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700000 - OS&E

714100 - Supplies and Materials	8/31/17	SCW	My Book Hard Drive, External Drive	\$ 90.56
	9/15/17	SCW	StarTech Thunderboldt Adapter for broadcasting for BR	\$ 67.13
	10/5/17	Dell Comput	Dell Precision 7520 - Desktop Machine to assist in video editing for faculty	\$ 2,108.98
	10/24/17	SCW	1TB external hard drive & Sony camcorder for Brian Roberts	\$ 318.59
	4/3/18	SCW	Broadcast Equipment - Dell UltraSharp Monitor - BRoberts	\$ 273.98
	4/10/18	SCW	StarTech USB HDMI Adapter	\$ 57.69
	4/10/18	SCW	ScanDis 32GB Ulta Dual USB3.1/Type C	\$ 69.36
	4/19/18	Apple	MacBook Pro - Laptop Replacement -	\$ 1,899.00

5/7/18	AVI-SPL	PTZ Cameras (x2) - Broadcast Equipment - BRoberts	\$ 4,867.82
5/7/18	AVI-SPL	Connect Spark - Broadcast Equipment - BRoberts	\$ 488.15
5/14/18	AVI-SPL	Cross Converter Box - Broadcast Equipment - BRoberts	\$ 288.86

714114 - Sup & Mat - IT Related

10/24/17	HP, Inc.	Additional memory - SSouthard Laptop	\$ 336.00
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715000 - Repairs and Maintenance

715130 - Repairs & Maintenance - Computer

4/5/18	Apple	Applecare Warranty - JFries MacBook	\$ 199.00
4/5/18	Apple	Belkin USC-C to Ethernet Adapter - JFries MacBook Pro	\$ 34.95

727000 - Other Operating Expense

7/24/17	Quality Mat	QM - APPQMR Workshop - Jennifer	\$ 200.00
7/24/17	Quality Mat	QM - Peer Reviewer Certification -	\$ 200.00
8/16/17	Learning Tre	Enrollment tuition for BRoberts for Course 4621 Project Mgmt Fundam'ls	\$ 520.00
8/22/17	Learning Tre	Enrollment tuition - SRoss for Course 4621 Project Mgmt Fundam'ls	\$ 520.00
8/23/17	NetSpeed Learning Solutions	Virtual Facilitator Training Certification course for CDuBois	\$ 1,250.00
8/31/17	P-Card Augu	Development Conference for Brian Roberts	\$ 213.00
8/31/17	P-Card Augu	Registration - Educause Workshop - Stanley Ross	\$ 210.00
9/27/17	Quality Mat	QM - Peer Reviewer Certification - Josh Meddaugh & Andrea Allen	\$ 400.00

**727110 - Oth Oper Exp -
Registration**

9/30/17	P-Card Septe	Registration - USG GaView Admin Conference - Jonathan Booth	\$ 470.00	
9/30/17	P-Card Septe	Registration - USG GaView Admin Conference - James Fries	\$ 470.00	
9/30/17	P-Card September	Duplicate Charge - Registration - Instructional Design & Development Conference for Brian Roberts	\$ 213.00	Duplicate Charge
10/12/17	Quality Mat	QM-Master Reviewer Online Training - Antoinette France-Harris	\$ 300.00	
10/31/17	P-Card Octo	Registration - GA Political Science Assoc. Conference - Joshua Meddaugh	\$ 90.00	
11/13/17	Registration	QM - APPQMR Workshop - James	\$ 200.00	
1/10/18	Registration	QM-Teaching Online Course - Thomas	\$ 200.00	
1/23/18	Registration	QM Peer Reviewer Certification -	\$ 200.00	
2/28/18	P-Card Febru	Registration - Gateway 2 Completion conference - Courtney DuBois	\$ 436.00	
3/31/18	P-Card Marc	Registration - D2L Admin Training - Jonathan Booth	\$ 40.00	
4/2/18	Quality Mat	QM - Peer Reviewer Certification - Sheryne Southard	\$ 200.00	
4/2/18	OLC, Inc.	Workshop - Courtney DuBois and Brian Roberts	\$ 340.00	
4/2/18	Qualtrics	Registration for Qualtrics certificate program for Stanley Ross	\$ 1,199.00	
4/16/18	OLC, Inc.	Registration for Creating an Interactive Syllabus Workshop - Courtney DuBois & Brian Roberts	\$ 340.00	
4/16/18	OLC, Inc.	Presentation Tools Workshop - Courtney DuBois	\$ 170.00	
4/30/18	Refund	Refund of Duplicate Charge - Brian Roberts Conference Registration	\$ (213.00)	Refund
4/30/18	Check	RACDE Registration - Justin Mays	\$ 35.00	
5/8/18	OLC, Inc.	Workshop - Kara Mullen and Robin Faulkner	\$ 340.00	

	5/2/18	Quality Mat	QM-Fee to review PARA 2231 for QM certification	\$ 1,000.00
	5/30/18	OLC, Inc.	Project Management for ID - Workshop - Courtney DuBois	\$ 450.00

727120 - Oth Oper Exp - Subscriptions	7/31/17	Quality Mat	Annual subscription renewal; 7/17/17 - 6/30/18	\$ 1,180.00
	4/30/18	Journal Entr	Library expense correction - From	\$ 22,097.10
	5/11/18	Infobase	Streaming film collection to support online courses	\$ 4,999.00
	5/30/18	EBSCO	Library ebook subsbription	\$ 2,497.06
	5/30/18	EBSCO	Library ebook subscription	\$ 7,897.59
	6/8/18	MyJove	Library Subscription	\$ 437.50
	6/29/18	GenderWatc	Library Subscription	\$ 385.00

727130 - Oth Oper Exp - Memberships	4/2/18	OLC, Inc.	Institutions Serving Special Populations Membership Renewal	\$ 1,360.00
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727140 - Oth Oper Exp - Credit Card Related	8/21/17	Digital Campus	Campus wide video streaming	\$ 16,500.00
	3/26/18	USG	Blackboard Web Conferencing - Annual	\$ 11,332.86

733000 - Software

733100 - Software -	7/17/17	USG	Smarter Measure Annual License 7/1/17 - 6/30/18	\$ 4,019.69	
	7/17/17	Quality Mat	Annual subscription 7/17/17 - 6/30/18	\$ 1,180.00	Budget Line Error
	7/31/18	Quality Mat	Annual subscription 7/17/17 - 6/30/18	\$ (1,180.00)	Corrected Budget Line Error
	10/17/17	TechSmith R	Annual subscription 8/17/17 -8/17/18	\$ 7,351.00	
	4/2/18	Articulate	Online Course Development Software	\$ 1,947.00	

Purchased	5/31/18	CourseTune	Software to assist with online course curriculum	\$ 5,880.00	
	5/2/18	Kaltura Soft	Lecture Capture/Media License - TechSmith Relay Replacement	\$ 31,627.99	ENCUMBERED
	6/8/18	PopIn	Interactive Survey/Polling Software -	\$ 926.00	ENCUMBERED
	6/8/18	PopIn	Interactive Survey/Polling Software - Single Sign on Implementation Cost	\$ 5,000.00	ENCUMBERED

733900 - Software - Contracts	8/17/17	Respondus,	Annual software renewal - Lockdown	\$ 12,485.00
	12/12/17	Go Animate	Software renewal GoTeam - Online Course Development	\$ 1,749.00
	12/13/17	USG	TurnItIn - Campus Fee	\$ 1,050.60
	12/13/17	USG	TurnItIn - License Cost	\$ 16,172.70

753000 - Contracts

753100 - Contracts	9/25/17	Springshare,	Library License Renewals for LibGuides, LibAnswersPlatform, LibCal, LibWizard	\$ 5,449.00
	1/24/18	JSTOR	Library Subscription renewal	\$ 13,300.00
	1/30/18	ProctorU	Proctor fee for November 2017	\$ 195.00
	1/30/18	ProctorU	Proctor fee for December 2017	\$ 90.00
	2/26/18	Clelo24	Captioning/transcription service to assist disability compliance	\$ 8,280.00
	3/19/18	ProctorU	Proctor fee for February 2018	\$ 520.00
	4/9/18	ETS	Undergraduate Remote Proctored Test	\$ 881.50
	4/17/18	ProctorU	Proctor fee for March 2018	\$ 325.00
	5/11/18	ProctorU	Proctor fee for April 2018	\$ 25.00

753110 - Contracts - Consultants	10/30/17	Skillsoft	Skillsoft Campus Success Complete - Sk	\$ 9,951.25
	1/22/18	USG	Adobe Campus Licenses - Faculty and St	\$ 26,087.60
	2/9/18	Respondus,	Annual Software Renewal - Monitor	\$ 1,950.00

753200 - Contracts - Information Technology	11/8/17	ReadSpeake	D2L Accessibility tools	\$ 9,704.00
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800000 - Equipment Capital

843270 - Library Acquisitions - Online	7/17/17	EBSCO	Library Subscription Renewal	\$ 2,100.00	
	10/23/17	EBSCO	Library Subscription Renewal - Journal of Research in Science Teaching & Education and Science Education	\$ 5,824.10	
	2/21/18	EBSCO	Library acquisition - Film & television literature index with full text	\$ 1,360.00	
	3/19/18	USG	LWW (Ovid) Nursing Resources annual subscription	\$ 12,813.00	
	4/9/18	GenderWate	Budget Correction - Item charged to	\$ 385.00	BUDGET CORRECTION
	4/30/18	Journal Entry	Library Expense Correction - To 727120	\$ (22,097.10)	
	6/29/18	GenderWate	727120	\$ (385.00)	BUDGET CORRECTION

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Vicki Smith
Signature

Vicki Smith
Printed Name

9/25/18
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

[Signature]
Signature

9/27/18
Date

College Dean (if applicable)

[Signature]
Signature

9/27/18
Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

[Signature]
Signature

10/29/18
Date

Provost

[Signature]
Signature

11/21/18
Date

President

[Signature]
Signature

11-29-18
Date

Fee Name/FY18 amount	2018 Recommendations	Recommended Fee Changes	Will fee Require BOR Approval?	Submitted and reviewed by the Committee
Graduate Business Simulation fee \$60.00/course	The revenue collected was \$9,840 and the amount spent was \$6545 (with \$165 remaining encumbered). This leaves \$3,250 remaining in the account (33% of the revenue). The committee felt that that the percentage of the revenue remaining was significant. The review lacked a narrative to explain the remaining revenue. The committee had many questions about the remaining revenue and voted to eliminate the fee starting in Spring 2019. This decision was not appealed.	Immediate elimination of the fee was recommended and there was no appeal.	It would require BOR approval if a new fee was approved by the committee.	FY18 Review

MAF

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY18

Department/College: College of Business

Fee Name: MBA Simulation Fee

List the course(s) or program(s) for which this fee applies:

Revenue Collected this Fiscal Year 9,840.00

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

<u>Expenditures</u>	<u>Amount</u>
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&E</i>	
714000-Supplies and Materials	6,545.00
715000-Repairs and Maintenance	
719000-Rents(Non Real Estate)	

Special Course and Academic Program Fee

Review Form

720000-Insurance and Bonding	
727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
Total Expenditures	6,545.00
Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i>	3,295.00

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2018

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 0410480 MBA Simulation Fees

Class: 11000 General Operations

Project/Grant:

409000 - Other Fees

409500 Applied Instruc-Other Fees

-9,840.00

Class Sub-Total

-9,840.00

Dept Total

-9,840.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Thompson, Margaret A	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 0410480 MBA Simulation Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>	
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Description</u>	<u>Vendor</u>				
700000	Operating Supplies & Expenses	11100 / 11000	9,960.00						
714000	Supplies and Materials	11100 / 11000		0.00					
714100	Supplies and Materials								
05/17/18	PO	0000513439	1	Graduate & Undergraduate Videoconfere	ASSESSMENT	0.00	5,060.00	0.00	
06/08/18	Vchr	05330068	1	Enc Liquidation: 0000513439/1	ASSESSMENT	0.00	-5,060.00	0.00	
06/08/18	Vchr	05330068	1	Graduate & Undergraduate Video	ASSESSMENT	233858	0.00	5,060.00	
06/18/18	PO	0000513658	2	Iliad Assessment Center Videoconferenc	ASSESSMENT	0.00	1,650.00	0.00	
06/25/18	Vchr	05330712	2	Enc Liquidation: 0000513658/2	ASSESSMENT	0.00	-1,485.00	0.00	
06/25/18	Vchr	05330712	2	Iliad Assessment Center Videon	ASSESSMENT	234109	0.00	1,485.00	
	Totals					0.00	165.00	6,545.00	-6,710.00
Operating Supplies & Expenses Total			<u>9,960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>165.00</u>	<u>6,545.00</u>	<u>3,250.00</u>	
 Totals for Dept/Fund/Program/Class:									
0410480 / 10600		11100 / 11000	<u>9,960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>165.00</u>	<u>6,545.00</u>	<u>3,250.00</u>	
 Totals for Dept/Fund:									
0410480 / 10600			<u>9,960.00</u>	<u>0.00</u>	<u>0.00</u>	<u>165.00</u>	<u>6,545.00</u>	<u>3,250.00</u>	

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Vicky Smith
Signature

Vicky Smith
Printed Name

9/25/18
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

[Signature] 9/27/18
Signature Date

College Dean (if applicable)

[Signature] 9/27/18
Signature Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

[Signature] 10/29/18
Signature Date

Provost

[Signature] 11/21/18
Signature Date

President

[Signature] 11-28-18
Signature Date

Fee Name/FY18 amount	2018 Recommendations	Recommended Fee Changes	Will fee Require BOR Approval?
Undergraduate Business Simulation fee \$60.00/course	<p>Original Review: The revenue was \$30,240 and the expenses were \$12,788 which left a significant balance of \$17,452 (58% of the revenue). The committee had serious concerns about collecting such a large fee and not using the fee as was originally described in the application for the fee. The committee was under the impression that the assessment would be required by all of the students taking the course when they approved the fee, but in the narrative it was stated that the assessment was actually voluntary. The fee would have never been approved if the assessment was actually voluntary and the fee mandatory.</p> <p>New Application: The fee manager submitted an application to change the fee to a smaller fee in a larger number of courses. It was explained that a different assessment would be used that is less expensive. The narrative, however, lacked the necessary detail to satisfy the committee. Will the assessment be administered in each of the four courses? Will the assessment be required in each course or voluntary? Why is the assessment necessary in those four different courses? The committee recommended not renewing the fee and recommended that the current \$60 fee not be collected in Spring 2019. The committee further recommends either refunding the fee to the students who paid the fee in Fall 2018 or use the fee paid by those students on those particular students. Students taking the courses that collected the fee should be given some form of assessment. It should be understood that if a fee is collected from students in a course then the revenue must be spent on those students in that course. Finally, the committee did not approve the new proposal for the modified fee as written. An appeal would be necessary (including more detail).</p> <p>Appeal: An Appeal was submitted which really did not address the concerns of the committee on paper. Dr. Miller and Dr. Thompson answered the questions posed by the committee. They explained that they are using a new instrument offered by a different vendor for their assessments. They are using the funding collected during the Fall 2018 to conduct the program assessment for FY19. They will not collect the fee during Spring 2019. They are seeking to conduct different components of the assessment in 4 separate courses and will collect \$15 per student per course for this assessment during FY20. They indicated that they would use this assessment whether the fee is approved or not. If the fee is not approved then students would have to purchase the assessment in those 4 courses on their own and it would cost the students a larger dollar amount to purchase these assessments on their own. They indicated that all students in each course would be required to take the assessment (not voluntary). The committee approved the \$15 fee for the four courses.</p>	<p>Immediate elimination of the fee was initially recommended. After the appeals meeting the committee approved a \$15 fee for the following courses starting in Fall 2019: MGMT 3101 MGMT 4750 BUSA 1105 ACCT 2102</p>	<p>New fee requires BOR approval</p>

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY18

Department/College: College of Business

Fee Name: UG Business Simulation Fee

List the course(s) or program(s) for which this fee applies:

Revenue Collected this Fiscal Year 30,240.00

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

<u>Expenditures</u>	<u>Amount</u>
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&E</i>	
714000-Supplies and Materials	12,787.50
715000-Repairs and Maintenance	
719000-Rents(Non Real Estate)	

Special Course and Academic Program Fee

Review Form

720000-Insurance and Bonding	
727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
Total Expenditures	12,787.50
Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i>	17,452.50

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

College of Business

Notes about Review of Course Fees Academic Year 2017-18 and Notes about Application for Course Fees Academic Year 2018-19

Review:

In terms of the review of academic year 17-18, the fee was assessed on every student who was registered in the classes. The students were encouraged to take these assessments, but not required, and the completion rate was very low. We were only charged for the assessments that were completed by the students.

So, the money was collected, and the completion rate was very low. To rectify this going forward, we are going to *require* the students take the assessments as part of the course syllabus. *Also, as the fees for Fall 2018 have been collected and that will cover the \$15,000 assessment cost, the university should not collect any fees in Spring 2019; we will use Fall 2018 fees for the entire year.*

Notably, there were considerable administrative challenges with the Assessment Center, including the facilitation of the assessment, feedback to the students, and faculty assess to results. These issues resulted in lack of usable student performance data.

Therefore, we have reviewed several options for assessment products, and based on our review, will use a very reliable vendor, Capsim, with whom we have a long-standing business relationship. These products will integrate into our current assessment plan very easily and will result in robust data that we can use in our assessment reviews and reports. This will benefit the students because we will see how we measure up to our course and program learning outcomes, and we can make meaningful adjustments next year.

Application:

So, going forward, in our application, we propose collecting fees in Fall 19 and Spring 20 to total \$15,000 in the classes listed on the application form at about half the former price for the students. *The MBA courses will not be included in the fees going forward.*

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Thompson, Margaret A	Budget Ref: 2018	From Fiscal Year: 2018	To Fiscal Year: 2018
Department: 0410250 UG Business Simulation Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2017)	Acct Period To: 12 (JUN2018)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>	
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Description</u>	<u>Vendor</u>				
700000	Operating Supplies & Expenses	11100 / 11000	30,660.00						
714000	Supplies and Materials	11100 / 11000		0.00					
714100	Supplies and Materials								
05/17/18	PO	0000513439	1	Graduate & Undergraduate Videoconfere	ASSESSMENT	0.00	8,607.50	0.00	
06/08/18	Vchr	05330068	1	Enc Liquidation: 0000513439/1	ASSESSMENT	0.00	-8,607.50	0.00	
06/08/18	Vchr	05330068	1	Graduate & Undergraduate Video	ASSESSMENT	233858	0.00	8,607.50	
06/18/18	PO	0000513658	1	Iliad Assessment Center Videoconferen	ASSESSMENT	0.00	5,775.00	0.00	
06/25/18	Vchr	05330712	1	Enc Liquidation: 0000513658/1	ASSESSMENT	0.00	-4,180.00	0.00	
06/25/18	Vchr	05330712	1	Iliad Assessment Center Videoc	ASSESSMENT	234109	0.00	4,180.00	
	Totals					0.00	1,595.00	12,787.50	-14,382.50
Operating Supplies & Expenses Total			<u>30,660.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,595.00</u>	<u>12,787.50</u>	<u>16,277.50</u>	
<u>Totals for Dept/Fund/Program/Class:</u>									
0410250 / 10600		11100 / 11000	<u>30,660.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,595.00</u>	<u>12,787.50</u>	<u>16,277.50</u>	
<u>Totals for Dept/Fund:</u>									
0410250 / 10600			<u>30,660.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,595.00</u>	<u>12,787.50</u>	<u>16,277.50</u>	

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2018

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 0410250 UG Business Simulation Fees

Class: 11000 General Operations

Project/Grant:

409000 - Other Fees

409500 Applied Instruc-Other Fees

-30,240.00

Class Sub-Total

-30,240.00

Dept Total

-30,240.00