

# Fee Work Group II Report

## Clayton State University

### Suggested items for template for Miscellaneous Fee Form

Fiscal Year 2018

Name of Fee: Returned Check Fee

Fee Type: Miscellaneous

Office Responsible for Fee: Bursar's Office

Amount of fee: \$30.00 or 5% of Check whichever is greater

Basis (per term, one time, etc.): per bad check

Purpose of the fee (explain need or benefit for operations/student): benefit of the University to ensure bad checks debt is kept at a minimum and funds are recovered according to USG policy and State law

Explain use of the fee including major items funded by the fee: Revenue in FY 18- Cover the cost of the bad check recovery as allowable by law -

Revenue in FY 18 was \$300

Expenditures in FY 18 \$300

Surplus amount \$0 suggested use cover the cost of bad check recovery

Point of Contact for questions: Bert Lyman

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For more information on how this fee is used and related financial data, please go to: Annual Review of Fee Usage.

Form Submitted By:

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Date:

*10/26/2018*

*Curtis Chung*

Date:

*10/26/2018*

VP/Dean/Director