



Budget Office
Business and Finance

MEMORANDUM

To: Vice Presidents, Columbia Campus
Service Unit Budget Contacts

From: Leslie Brunelli
Associate Vice President for Finance and Budget Director

Subject: Suspension of Changes in Existing Service Charges

Date: February 2, 2009

Typically, as part of the annual budget development process, the Budget Office solicits, reviews, and prepares the user fee changes for approval. Upon approval, the Budget Office communicates user fee charges to the University community. Unfortunately, the current budget crisis necessitates a freeze on all service charge rates at the current FY09 level until further notice.

At this time we expect to request changes in the current rates in the late fall of this calendar year. The Budget Office will then review and prepare the proposed changes for approval by the Executive Council for implementation beginning July 1, 2010 for the 2011 fiscal year. In each year thereafter, we would solicit user fees in the fall for the following year. This allows time for approval that does not run concurrent with the process for student tuition and fees and allows us to make the charges available to all units prior to budget development.

The unprecedented budget reductions in our institution causes a strain on all resources, internal and external, and your efforts to provide the same level of service is very much appreciated. We recognize that emergency situations may occur requiring an additional charge or increase to an existing fee. In that case, please contact me and I will work with you to present a request to the Executive Council.

If you have any questions, please do not hesitate to call me 7-1967 or send an email to lgbrunel@mailbox.sc.edu.