Course Fee Budgets Guidelines

As of 04-13-22

\*\*These guidelines are subject to change by the VPAF, EC, and the Board of Directors.

Use of funds:

* Course Fee Budgets must be used for instruction-related expenses.
* Expense examples include but are not limited to: course-related materials, supplies, course-required student travel, course-related software and connectivity, or equipment and equipment maintenance. Actual expenses should fall within the scope provided to the Board of Directors when the fee was approved.

Oversight

* Department Heads and Deans are accountable for the appropriate use of Course Fee Budgets.

Carry Over

* Carry Over = Total Prior Year Department Course Fee Revenue – Total Prior Year Department Course Fee Expense
* Final carryover amounts are dependent on year-end accounting and are not final until all closing entries are complete.
* Carry over budget amounts will be visible under account code 507930 (Transfers-Budget Unappropriated)

Adjustments

* Beginning Course Fee Budget amounts are estimates and not guaranteed.
* Expenses for any fiscal year may not exceed Actual Course Fee Revenue Plus Final Carry Over amounts from the previous fiscal year.
* Budgets may be adjusted to reflect actual revenues during the fiscal year.
* Any expense in excess of available funds will be charged to regular departmental budgets.

Course Fee Index Codes

As of 04-13-22

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INDEX | DESCRIPTION | FUND | ORGN | PROG |
| Russellville | |  |  |  |
| CF001 | CF Agriculture Lab | 110005 | 270300 | 200000 |
| CF002 | CF Music Courses | 110005 | 250600 | 200000 |
| CF003 | CF Art | 110005 | 250200 | 200000 |
| CF007 | CF Biology Lab | 110005 | 262000 | 200000 |
| CF008 | CF Cntr for Leadership/Learn | 110005 | 242000 | 200000 |
| CF009 | CF Curriculum & Instruction | 110005 | 243000 | 200000 |
| CF014 | CF Electrical Engineering | 110005 | 270700 | 200000 |
| CF015 | CF Emergency Mgmt | 110005 | 233000 | 200000 |
| CF016 | CF English/World Lang. | 110005 | 250400 | 200000 |
| CF017 | CF ESL Acad Inst Spt | 110005 | 213250 | 200000 |
| CF018 | CF EC Internship | 110005 | 245000 | 200000 |
| CF019 | CF MBA Course | 110005 | 223000 | 200000 |
| CF020 | CF Mechanical Engineering | 110005 | 270800 | 200000 |
| CF022 | CF Nursing Courses | 110005 | 263000 | 200000 |
| CF027 | CF Physical Science Lab | 110005 | 264000 | 200000 |
| CF028 | CF Parks, Recreation & Hospi | 110005 | 271200 | 200000 |
| CF030 | CF Wellness Lab | 110005 | 248010 | 200000 |
| CF031 | CF Professional Studies Courses | 110005 | 235000 | 200000 |
| CF032 | CF Health & Physical Educati | 110005 | 244000 | 200000 |
| Ozark |  |  |  |  |
| CFZ01 | Ozark CF Air Cond/Refrig | 116005 | 621600 | 200000 |
| CFZ02 | Ozark CF Auto Service | 116005 | 621800 | 200000 |
| CFZ03 | Ozark CF Business Technology | 116005 | 623100 | 200000 |
| CFZ04 | Ozark CF Cardiovascular Tech | 116005 | 622475 | 200000 |
| CFZ05 | Ozark CF Collision Repair | 116005 | 621900 | 200000 |
| CFZ06 | Ozark CF Logistics Mgmt | 116005 | 622130 | 200000 |
| CFZ07 | Ozark CF Machining | 116005 | 622135 | 200000 |
| CFZ08 | Ozark CF Nursing | 116005 | 622400 | 200000 |
| CFZ09 | Ozark CF OTA | 116005 | 622585 | 200000 |
| CFZ10 | Ozark CF Paramedic | 116005 | 622600 | 200000 |
| CFZ11 | Ozark CF Practical Nursing | 116005 | 622700 | 200000 |
| CFZ12 | Ozark CF PTA | 116005 | 622650 | 200000 |
| CFZ13 | Ozark CF Welding | 116005 | 622200 | 200000 |