REQUEST TO ESTABLISH AN AUXILIARY OPERATION

Please return to the Budget Office (Fac: 4-9622, Email: mmills3@admin.fsu.edu, or MC: 1360)

To be considered for approval as an auxiliary operation, a proposed activity must:

1. clearly support the University’s mission of instruction, research, and public service,
2. be an ongoing activity (not time-limited), and
3. generate revenues exceeding $10,000 annually. (Note: Certain activities such as Materials and Supplier Fees may generate less than $10,000)

If the above requirements are met, both the Request to Establish an Auxiliary Operation Form (including a rate schedule and detailed rate methodology) and the FSU Department ID Form should be completed and submitted to the Budget Office for review and approval by the parties listed on page 4. Once the auxiliary request has been approved, the Budget Office will notify the auxiliary department, and operations may commence.

Responses below should match those provided on the FSU Department ID Form:

Department Title (30 characters): Florida Center for Public Mgrmn

Dean/Director/Department Head/Chair (DDDHC): Dr. Earl Clay, Chair

Budget Manager: Catherine May

Contact Person for this request: Catherine May Phone Number: 644-0160

Please sign to indicate that you have reviewed Florida State University’s Auxiliary Policy (available at http://policies.vpfa.fsu.edu/bmanual/budget.html), and that the information provided in this request is complete and accurate to the best of your knowledge.

William Earl Clay 7/23/15

DDDHC
Catherine May 7/23/15

Budget Manager

BUD-6 Revised 01/2011 1 of 4
Request for Auxiliary Operation – Questionnaire

For questions, call the Budget Office at 644-4203.

Please attach proposed rates and a detailed and auditable rate methodology. If additional space is needed to answer any of the questions below, please include an attachment. Requests for online courses must be coordinated by Academic & Professional Program Services (APPS). Requestors should contact APPS prior to completing this form.

1. Has the Budget Manager listed on page 1 completed the appropriate FSU Training? ☐ Yes ☐ No
   (Visit http://omni.trainings.fsu.edu/ for more information on training opportunities)

2. Indicate the method that will be used for accepting collections:
   (Example: cash register, register, X Building, FSUCard Center, IDR)
   ☒ Checks/Credit cards, Center is currently a cash collection point

3. Will this Auxiliary be collecting over $1,000 in cash, checks or credit card charges? ☐ Yes ☐ No
   If so, this activity will need to be approved as a cash collection point.
   (Visit http://controller.fsu.edu/Treasury-Cash-Management for the cash collection point application or more information)

4. Please write the official Mission Statement or purpose of the Auxiliary.

See Attachments
For more Information on the Center see http://www.fcpm.fsu.edu/index.cfm

5. Indicate the building and room number where the primary operations will occur: 227 N. Bronough St. Suite 4600 Tallahassee FL

6. Is the activity currently being performed through another entity? ☐ Yes ☒ No
   If “Yes”, please explain.

7. Will the activity involve E&G support? ☐ Yes ☒ No
   (Example: the use of E&G space, positions, equipment)
   If “Yes”, list the E&G positions or describe the other support in detail.

8. Many proposed auxiliaries are actually contracts that should be under the purview of Sponsored Research Services.
   Have you contacted SRS and ruled out this possibility? ☐ Yes ☒ No
   If “Yes”, with whom did you speak? Pamela Ray

9. Do you plan to do business with federally sponsored contracts and grants? ☐ Yes ☒ No
   The U.S. Office of Management and Budget has identified certain costs that may not be charged to federally sponsored contracts and grants, directly or indirectly (including federal flow-thru funding). Auxiliaries should ensure that rates charged to federally sponsored contracts and grants do not include unallowable costs. For more information contact Sponsored Research Services.

10. What is the source and amount of start-up funding for the new auxiliary operation?
    ☒ Current Cash balances held in current Sponsored Research projects
11. Will this auxiliary pay for any employee positions? ☐ Yes ☐ No
If "Yes", provide an attachment that shows the following data for each:

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Annual Gross Pay or Hourly Rate</th>
<th>FTE</th>
</tr>
</thead>
</table>

Position Number is only required if an existing position is to be used.

12. Estimate revenue and expense for the initial fiscal year and the next two fiscal years:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$0</td>
<td>$312,790</td>
<td>$764,705</td>
</tr>
<tr>
<td>Add: Revenue</td>
<td>$298,250</td>
<td>$747,527</td>
<td>$864,501</td>
</tr>
<tr>
<td>Add: Transfers In</td>
<td>$778,941</td>
<td>$546,081</td>
<td>$192,640</td>
</tr>
<tr>
<td>Cash Available</td>
<td>$1,077,191</td>
<td>$1,606,398</td>
<td>$1,821,846</td>
</tr>
<tr>
<td>Deduct: Salary</td>
<td>$200,742</td>
<td>$305,385</td>
<td>$314,955</td>
</tr>
<tr>
<td>Deduct: OPS</td>
<td>$193,186</td>
<td>$200,191</td>
<td>$203,943</td>
</tr>
<tr>
<td>Deduct: Expense</td>
<td>$251,073</td>
<td>$303,744</td>
<td>$311,054</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>$735,001</td>
<td>$809,320</td>
<td>$829,951</td>
</tr>
<tr>
<td>Deduct: Transfers Out*</td>
<td>$29,400</td>
<td>$32,373</td>
<td>$33,198</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$312,790</td>
<td>$764,705</td>
<td>$958,696</td>
</tr>
</tbody>
</table>

| Cash as a % of Expenditures | 42.56% | 94.49% | 115.51% |

*Please consider the possibility of an Overhead Assessment (OHA) charge that will be transferred out beginning in year 3. For more information about the OHA and special agreements see http://www.budget.fsu.edu/auxillaries.

13. Identify the entities to which you will provide sales or services, and the projected percentage of revenue for each:

<table>
<thead>
<tr>
<th>Type of User</th>
<th>Customers</th>
<th>Projected Sales</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Your own department</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>C&amp;G within your department</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>Other FSU departments</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>C&amp;G from other departments</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>External</td>
<td>Students</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>Other State agencies</td>
<td>$113,060</td>
<td>37.91%</td>
</tr>
<tr>
<td></td>
<td>Other outside Customers</td>
<td>$185,190</td>
<td>62.09%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$298,250</td>
<td>100%</td>
</tr>
</tbody>
</table>
14. In some cases, sales tax should be collected. Will you be collecting tax? ☐ Yes ☐ No
(Visit http://controller好看的.edu/Tax-Administration/Tax-Resources-for-Faculty-and-Staff/Frequently-Asked-Sales-Tax-Questions for more information)

The Budget Office will obtain the appropriate signatures below.

Please sign below to indicate you have reviewed and/or approve the information contained within this package.

Budget Office

N/A
Office of Audit Services

N/A
Sponsored Research Services

N/A
Office of the Provost

N/A
Controller's Office

N/A
Auxiliary Service Board

Date

11/16/15

Date

2/15/16

Date

3/7/16

Date
Question #4  (Summary)

The Florida Center for Public Management (FCPM) provides training, consulting, and professional designations to state and local governments in Florida. This furthers FSU's vision of "shaping the future of our state and society" and the Askew School's mission of "Promoting Scholarship, Democratic Governance, and Integrity."

FCPM’s primary focus is the Florida Certified Public Manager (CPM) program—a nationally-recognized, comprehensive leadership development program. FCPM administers the largest CPM program in the nation, with approximately 5,000 graduates statewide.

Many government agencies choose CPM as their primary method for training current and future leaders.
Auxiliary Rate Methodology Template

<table>
<thead>
<tr>
<th>Auxili</th>
<th>FCPM</th>
<th>New Application</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person/Phone:</td>
<td>Catherine May</td>
<td>850-644-0160</td>
<td></td>
</tr>
<tr>
<td>Date Updated/Effective Date of New Rate:</td>
<td>New Auxiliary Application</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 1: Under(Over)collection from Prior Year

<table>
<thead>
<tr>
<th>Activity 1</th>
<th>Activity 2</th>
<th>Activity 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$116,644</td>
<td>$90,928</td>
<td>$51,319</td>
</tr>
<tr>
<td>$31,851</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$290,742</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Section 2: Usage Base

<table>
<thead>
<tr>
<th>Activity 1</th>
<th>Activity 2</th>
<th>Activity 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,548</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 3: Estimated Expenditures

- Ben Green/000063594/FTE 1: $116,644
- Daniel Vicker/000064080/FTE 1: $90,928
- Kelley Van Valkenburgh/000063296/FTE 1: $51,319
- Catherine May/0000802177/FTE .5: $31,851
- Total Salary: $290,742

- OPS 1: $10,378
- OPS 2: $182,808
- Total OPS: $193,186

- Advertising: $5,000
- Casualty Insurance: $1,900
- Travel: $55,250
- Telecom: $5,936
- Office Supplies: $1,203
- Certified Public Manager Trainers: $32,813
- Computer / Tech: $3,000
- Software/Licenses: $285
- CPM Notebooks - Cost to produce: $97,500
- CPM Level 8 Expense: $20,036
- Educational Supplies: $5,000
- Postage: 263
- Freight/Shipping: $2,500
- Rent - Office: $16,737
- Copier: $6,400
- Merchant Fees: $3,131
- Membership/Reaccreditation Fees: $1,000
- Total Expense: $251,073

OCCO: $0
Total OCCO: $0

Auxiliary Overhead Assessment: $29,400
Total Transfers: $29,400

Total Estimated Expenditures: $764,401

Section 4: Rate Calculation

- Total Estimated Expenditures: $764,401
- Under(Over)collection from Prior Year: $116,644
- Subtotal: $881,045
- Divided by Total Estimated Usage: 2,548
- Rate per Hour/Volume: $300.00
REQUEST TO ESTABLISH AN AUXILIARY
Florida Center for Public Management

Question # 11

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>HOURLY RATE</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>000063594</td>
<td>41.49876</td>
<td>1</td>
</tr>
<tr>
<td>000064080</td>
<td>35.59959</td>
<td>1</td>
</tr>
<tr>
<td>000063296</td>
<td>17.390908</td>
<td>1</td>
</tr>
<tr>
<td>000080217</td>
<td>26.28980</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Estimated Leave Payout

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>HOURLY RATE</th>
<th>Annual Leave Payout</th>
<th>Sick Leave Payout</th>
<th>Total Estimated Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>000063594</td>
<td>41.49876</td>
<td>$ 14,607.56</td>
<td>$ 19,919.41</td>
<td>$ 34,526.97</td>
</tr>
<tr>
<td>000064080</td>
<td>35.59959</td>
<td>$ 12,531.05</td>
<td>$ 3,404.39</td>
<td>$ 15,935.44</td>
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<tr>
<td>000063296</td>
<td>17.390908</td>
<td>$ 4,173.82</td>
<td>-</td>
<td>$ 4,173.82</td>
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<tr>
<td>000080217</td>
<td>26.28980</td>
<td>$ 4,627.01</td>
<td>-</td>
<td>$ 4,627.01</td>
</tr>
<tr>
<td>Total Estimated Payout</td>
<td></td>
<td>$ 35,939.44</td>
<td>$ 23,323.79</td>
<td>$ 59,263.24</td>
</tr>
</tbody>
</table>

Assumptions:

Assumes that cash from contracts currently handled by Sponsored Research will flow to the Auxiliary after the contract is complete. The revenue coming into the auxiliary is composed of open enrollment classes and classes from new contracts entered into after the beginning of the auxiliary.

Year 1 is based off 2015-2016 estimated revenue and expenses.
Year 2 and 3 based off 2015-2016 revenue and expense and a large turnover in year 2 and 3 for CPM Level B

Listed below are potential needs and uses for FCPM’s cash balance:

28,600.00 Potential additional administrative position
47,800.00 New employee (Faculty)
72,000.00 Additional trainer
60,000.00 New billing/student database system
20,000.00 New films and other training technology
410,000.00 Estimate of cash balance needed if a major client canceled a contract; balance needed to make sure FCPM can continue as a going concern. Between FY 2007 and FY 2009 FCPM went from 114 CPM courses to 63 courses.

638,400.00

RECEIVED

NOV 04 REC'D
Cash Balances FCPM Projects

<table>
<thead>
<tr>
<th>Projects</th>
<th>Revenue Projects</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>30986 DOT</td>
<td>235,670.84 X</td>
<td></td>
</tr>
<tr>
<td>32149 FGCU</td>
<td>167,753.74 X</td>
<td></td>
</tr>
<tr>
<td>33772 Pasco County</td>
<td>24,656.08 X</td>
<td></td>
</tr>
<tr>
<td>33785 Pinellas</td>
<td>45,399.38 X</td>
<td></td>
</tr>
<tr>
<td>33814 DOACS</td>
<td>33,000.00 X</td>
<td></td>
</tr>
<tr>
<td>34433 Walton County</td>
<td>34,337.81 X</td>
<td></td>
</tr>
<tr>
<td>35446 Dept. of Revenue</td>
<td>26,240.00 X</td>
<td></td>
</tr>
<tr>
<td>35605 PCTC</td>
<td>47,522.50 X</td>
<td></td>
</tr>
<tr>
<td>36302 City of Leesburg</td>
<td>9,079.75 X</td>
<td></td>
</tr>
<tr>
<td>36303 City of Eustis</td>
<td>7,339.70 X</td>
<td></td>
</tr>
<tr>
<td>36361 Walton County</td>
<td>9,485.93 X</td>
<td></td>
</tr>
</tbody>
</table>

$ 640,685.73

<table>
<thead>
<tr>
<th>Projects</th>
<th>Revenue Projects</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>25597 Spending Acct</td>
<td>322,265.42 X</td>
<td></td>
</tr>
<tr>
<td>19900 SRAD</td>
<td>30,706.84 X</td>
<td></td>
</tr>
</tbody>
</table>

$ 993,657.99 As of 6/30/2015
Establish a New Department ID

Please return to the Budget Office (Fax: 4-9522, Email: budget@admin.fsu.edu, or MC: 1360)

Complete all items. If additional space is needed to answer any of the questions below, please include an attachment. For questions, call the Budget Office at 644-4203.

Department ID you wish to use (6 digits) 170002

Description (50 characters) FL Center for Public Management

Short Description (10 characters) FCPM

1. Purpose/Mission of Department

See attached

2. Division

Academic Affairs

3. School/College

Social Sciences and Public Policy

4. Area

Askew School of Public Administration

5. Signature Authority: There must only be one Dean/Director/Department Head/Chair (DDDHC) and one Budget Manager. OMNI allows for multiple Authorized Signers. The DDDHC is ultimately responsible for the department.

Name

DDDHC Dr. Earle Kay

Budget Manager Catherine May

Signer Ben Green

Signature

Employee ID

Dr. Earle Kay 020977

Catherine May 72400

Ben Green 94093

6. Will this department cost-share with C&G? No

If yes, indicate Project ID

7. Specify fund type to be used with this department ID (check only ONE)

- E&G
- C&G
- Auxiliary
- Agency/Suspense
- Student Activities
- Technology Fee
- Vending
- Athletics
- Loans/Scholarships

8. This activity is related to (check only ONE)

- Instruction
- Research
- Panama City Branch
- Administrative & General
- Plant Operations & Maintenance
- College of Medicine
- Libraries
- Organized Activities Related to Instruction
- Other

9. Which Budgetary Account categories do you plan to use?

- 710000 - Salary
- 720000 - OPS
- 740000 - Expense
- 760000 - OCO

10. Contact Person for this Request

Catherine May

Phone # 644-0160

Official Budget Office Use Only

Processed By

Date

Approved

Function Class

PCS Code

Waiver

CIP Code

Multi CIP

Multi CIP

BUD-I Revised 01/2012
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>30988</td>
<td>FL Department of Transportation</td>
<td>12/2/2011-12/31/2015</td>
<td>Mar-15</td>
<td>283,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>032149</td>
<td>Florida Gulf Coast University</td>
<td>8/1/12-10/31/2016</td>
<td>Jan-17</td>
<td></td>
<td>200,000.00</td>
<td></td>
</tr>
<tr>
<td>033772</td>
<td>Pasco County, FL</td>
<td>9/1/13-10/31/2016</td>
<td>Jan-17</td>
<td></td>
<td>41,156.08</td>
<td></td>
</tr>
<tr>
<td>033785</td>
<td>Pinellas County, FL</td>
<td>1/6/2014-10/31/2015</td>
<td>Jan-16</td>
<td></td>
<td>87,399.00</td>
<td></td>
</tr>
<tr>
<td>033814</td>
<td>FL Department of Agriculture</td>
<td>8/26/2013-8/31/2015</td>
<td>Dec-15</td>
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<td></td>
<td>38,500.00</td>
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<tr>
<td>034433</td>
<td>Walton County Tax Collector</td>
<td>1/1/2014-7/31/2015</td>
<td>Nov-15</td>
<td></td>
<td>47,777.00</td>
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<tr>
<td>035446</td>
<td>FL Department of Revenue</td>
<td>9/15/2014-8/30/2016</td>
<td>Sep-16</td>
<td></td>
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<td>56,000.00</td>
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<tr>
<td>035605</td>
<td>Polk County Tax Collector</td>
<td>10/1/2014-8/31/2016</td>
<td>Nov-16</td>
<td></td>
<td></td>
<td>105,000.00</td>
</tr>
<tr>
<td>036302</td>
<td>City of Lecanto</td>
<td>2/23/2015-6/30/2016</td>
<td>Sep-16</td>
<td></td>
<td>40,320.00</td>
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</tr>
<tr>
<td>038030</td>
<td>City of Eustis</td>
<td>2/23/16-10/1/2016</td>
<td>Jan-17</td>
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<td>40,320.00</td>
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<tr>
<td>036381</td>
<td>Walton County Tax Collector</td>
<td>2/23/2015-7/31/2016</td>
<td>Oct-16</td>
<td></td>
<td>82,285.00</td>
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<tr>
<td>036729</td>
<td>Leon County Tax Collector</td>
<td>6/1/2016-8/31/2017</td>
<td>Nov-17</td>
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<td>80,640.00</td>
</tr>
<tr>
<td>036974</td>
<td>Polk County Sheriff's Office</td>
<td>7/1/2015-8/31/2017</td>
<td>Nov-17</td>
<td></td>
<td></td>
<td>112,000.00</td>
</tr>
</tbody>
</table>

Total Cash Per Year: 456,678.00
546,081.08
192,640.00

11/4/2015

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NOV 04 REC0
Mary Alice,

We met with Ben Green, Catherine May, Paul Harlacher and John Crutchfield on 2/19/15 regarding their FCMP agreement with FDOT (170001 552 025597) and whether an auxiliary would be an option. We reviewed the agreement and decided that an auxiliary would be appropriate and then discussed the pros and cons. They were to take the information back and make a decision.

Hope this helps.

Pam

Pamela Ray, CRA, CPA
Director, Sponsored Research Administration
Florida State University
874 Traditions Way, Tallahassee, Florida 32306-4166
Phone (850)-644-8643 Fax (850)-644-1464
pray2@fsu.edu

Mary Alice Mills
Budget Office
Florida State University
(850) 644-0096
www.budget.fsu.edu