Use and Finance Bi-Annual Reporting Form

Reporting Period: January 2014 through June 2014
University/College: _____
Number of Projects to Report: _____
Estimated Impact on Tuition and Fee Rates:[1] ____

	Project Description	Project Timeline	Project Costs		Funding Sources	
1.		Start Date:	Property Acquisition	$_____	Tuition	$_____
			Remodeling	$_____	Millage	$_____
		Completion:	Additions	$_____	Bond Proceeds	$_____
			Landscaping/Roads	$_____	Donations	$_____
			Equipment	$_____	Federal	$_____
			Other (specify)	$_____	Other (specify)	$_____
			Total:	$_____	Total:	$_____
2.		Start Date:	Property Acquisition	$_____	Tuition	$_____
			Remodeling	$_____	Millage	$_____
		Completion:	Additions	$_____	Bond Proceeds	$_____
			Landscaping/Roads	$_____	Donations	$_____
			Equipment	$_____	Federal	$_____
			Other (specify)	$_____	Other (specify)	$_____
			Total:	$_____	Total:	$_____

[1] This amount shall be calculated by dividing the amount of tuition revenue that is annually budgeted for the institution's share of a project's cost by the most recent fiscal year equated student count for the institution.

Instructions:

1. Projects shall be reported on this standard form and submitted to the Joint Capital Outlay Subcommittee, the fiscal agencies, and the State Budget Office ***on or before June 30 and December 31 of each year***. Submission to the above parties shall be accomplished by posting the reports on the institution's website under the "Budget and Performance Transparency Reporting" section. If an institution has no projects to report for a six-month period, enter "None" next to "Number of Projects to Report" located on the top of the form.

2. Reports shall include all contracts entered into for new construction of ***self-funded projects costing in excess of $1,000,000.00***. Projects funded by State capital outlay appropriations are not to be included in these reports. Once submitted, a project does not have to be listed in any subsequent report, unless a change in project cost has occurred. In such case, the subsequent use and finance report shall clearly state that the project cost has changed, listing the dollar amount of the change, and including reasons for the cost change.

3. New construction includes land or property acquisition, remodeling and additions, maintenance projects, roads, landscaping, equipment, telecommunications, utilities, and parking lots and structures.

4. Project Description should include a basic overview of the project including the purpose and justification for the project.

5. Reports shall detail by amount the funding sources that are supporting a project (e.g. tuition, fees, bond funds, millage, donations, etc.).

6. ***Penalties:*** Statutory language in the appropriation act for Universities and Community Colleges provides that institutions shall comply with the current use and finance requirements of the Joint Capital Outlay Subcommittee and provides for a 1.0% reduction in State appropriations for each violation.

Statutory References

Management and Budget Act, 1984 PA 431, Section 238, MCL 18.1238

State School Aid Act, 1979 PA 94, Section 208, MCL 388.1808

State School Aid Act, 1979 PA 94, Section 275a, MCL 388.1875a