

**University of North Florida
Annual Auxiliary Budget Cover Sheet**

1. Activity Name: _____ Fund # _____

2. Division: _____

3. Prepared by: _____

4. Extension: _____ Fax: _____ E-mail: _____

5. Briefly state the Organization's mission statement and Primary Objectives for the upcoming FY:

6. Primary Sources of Funds (revenue) FY 2019-2020: (check one below)

Course Fee-M&S; Course Fee-Equip; Agency Fee; Student Fee Other; Other Fee

Please enter your source(s) of revenue **and** Fee amount (if applicable): \$ _____

Note: Be sure to account for taxes when making your calculations.

Sales tax applies to the sale, rental, lease, or license to use goods, certain services, and commercial property in Florida (unless the transaction is exempt).

Use tax is due on the use or consumption of taxable goods or services when sales tax was not paid at the time of purchase.

Unrelated Business Income Tax, (UBIT) applies to an activity that is unrelated to the mission of the university's exempt purpose, that's regularly carried on with the intent to generate a profit from the sale of goods or services.

Any department conducting the activities listed above should contact the Controller's Office for review of any potential tax exposure.

7. Primary Uses of Funds (expenditures) FY 2019-2020 (Be specific as to allowable category of expenses i.e., supplies, chemicals, equipment, food, software, salaries, travel, etc.):

8. Primary Initiatives/Changes for FY 2019-2020 (Be specific & quantify - Use additional pages as needed.)

Department Head

DATE

Vice-President

DATE