



University of New Mexico Board of Regents
Academic / Student Affairs / Research
Committee

March 28, 2019

Academic Affairs Course Fee Review

Policies

Class and curricular fees, or broadly termed “course” fees, at UNM are determined by the policies spelled out in the Regents Handbook 4.7, “Tuition and Fees,” and the University Administrative Policies and Procedures Manual 8210, “Tuition and Related Fees.” The relevant portion of the policy is included as Appendix A to this report.

Broadly speaking, “class” fees are fees tied to the specific costs of delivering certain courses with distinctive expenditures. Examples include the travel costs of a field trip, the cost of particular supplies (art or lab), or special instructional materials. Since these fees fund the costs associated with the provision of a specific class, these fees are typically expended in the semester in which the costs are incurred. “Curriculum” fees, by contrast, are used for equipment and/or staff costs related to an entire course of study. Examples include IT requirements of various colleges (e.g., the unique software requirements of Architecture and Planning or Anderson School of Management); unique equipment costs (e.g., piano studios or engineering labs), or the specific technical staff required to maintain the labs and make them accessible to students.

Per policy, the Regents set the level of all tuition rates and fees that apply to all students. Class and curricular fees that apply to a specific course of study, or assessed at the class, department, or college level, are reviewed and authorized by the Provost for Main Campus and the Chancellor for the Health Sciences Center.

Procedures

A request to implement or change a class or curricular fee usually originates in an academic department. Proposals are submitted on a required template (attached as Appendix B and C) that gives the necessary technical data, along with a projected budget and description of the fee’s intended use. These are reviewed at the college level and require the authorization of the dean or director before being submitted to the Office of the Provost.

The review of a class or curricular fee proposal at the Provost's level has two components:

1. A review for eligibility, per the definitions of UAP 8210. We ensure the description of the fee conforms to the uses detailed in the policy, and that the projected budget is rational and defensible.
2. A consideration of the fee's impact on students, either in terms of scope (e.g., assessing a large fee for a single course) or scale (e.g., curricular fees that would affect large numbers of students). **Fee approvals are not automatic.** In practice, most eligible class fee requests are approved; however curricular fee proposals are often amended or deferred for consideration in the larger context of tuition/fee decisions.

Review

Per policy (UAP 8210.3.2.8), each college/school are to review their course fee collections and expenditures at least every two years, in order "to ensure that expenses are allowable, allocable, reasonable, and timely." This year we reviewed fiscal years 2017 and 2018 for College of Arts and Sciences, College of Education, School of Engineering, School of Architecture and Planning, College of University Libraries and Learning Sciences, Los Alamos Branch Campus, and Valencia Branch Campus. A summary of this year's reviews is attached as Appendix D.

Transparency

Course fees are published in each semester's registration schedule online and linked to every appropriate class, so that when students enroll they get a real-time calculation of the cost of their course of study. Student may request a specific accounting of the fees they've been charged for any course or curriculum (UAP 8210.3.2.7).

Scope

Class and curricular fees are important parts of the funding streams for most colleges and schools. UNM's main campus units collected \$7,933,038 in class and curricular fees in FY18. Proportionally, that represents 3.97% of their total Instruction and General (I&G) budget. Course fees are a relatively small portion of the average student bill. According to data from the Bursar's Office, the average class and curriculum fees paid per student this fall semester was \$130.51, about 4.55% of the total resident full time (15-18 credit hour block) undergraduate tuition bill.

Administrative Policies and Procedures Manual - Policy 8210: Tuition and Related Fees

3.2 Course Fees

Course fees are charged at the time of registration to students enrolling in specific courses. They are not included in the “mandatory fees” portion of “tuition and fees,” which are paid by all students. Requests for course fees are made to and approved by the Provost or the Chancellor. Course fees are intended to help defray costs specifically associated with certain courses, and are not intended to replace general operating costs, which are paid from tuition. All students who pay course fees must benefit from the fees charged. Course fees are listed in the “Schedule of Classes” posted on the Registrar’s Office website. At the time of registration, a student should have full information on the amount and types of course fees that will be charged for that semester.

There are two (2) types of course fees: class fees and curricular fees.

3.2.1. Class Fees

A class fee is charged to support the instructional needs of a specific course. The fee is used to pay for required, uniquely identifiable materials or services provided to students that exceed the costs of supplies normally required. Class fees may be approved and implemented if they cover any of the following expenses:

- Cost of activities related to a course (e.g., field trip, tickets to off-campus lecture or event)
- Private instruction and models (e.g., guest speakers, models, tutors)
- An object or product of value retained by the student (e.g., artwork, safety gear)
- Class costs (e.g., specialized equipment or materials, safety protections, laboratory supplies, products)

Class fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Regular classroom materials and supplies (e.g., paper, photo copies, markers, chalk)
- Faculty and staff computers, equipment, and general non-program-specific software

3.2.2. Curricular Fees

A curricular fee is charged to support curricular needs in the department, college, or school. This fee funds short-term and long-term needs for the purpose of instructing students, including technology, broadly shared materials and equipment, and other expenses relevant to multiple courses in a program. A curricular fee can be assessed as a per-credit-hour fee or predetermined

flat fee. Curricular fees may be approved and implemented if they meet any of the following conditions:

- Expendable curricular costs (e.g., computer hardware and software, networking components, cameras, projectors and recorders, maintenance fees, sound equipment, musical instruments, laboratory equipment, gross anatomy program support)
- Personnel costs associated with curriculum support (e.g., technical staff support and training course development)
- Student progress assessments, clinical or practical skills assessments, and standardized patient costs
- Supplemental instruction programs
- Support of program research requirements and student travel to present research
- Medical education computer support including provision of tutorial and standardized patient computer interfaces (HSC only)
- Develop, install, and maintain technology capabilities in lecture halls and classrooms

Curricular fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Administrative equipment and supplies
- Faculty and staff computers, equipment, and general non-program-specific software
- Equipment not used by or accessible to students
- Facility remodeling other than for classrooms and instructional labs
- Regular classroom materials and supplies
- Scholarships (except for the Music Department)
- Travel costs for faculty and staff (except when related to program-specific field trips or HSC clinical experiences)

3.2.3. Payment of Course Fees

Approved fees are collected by the University Cashier Department. Academic departments are not authorized to collect course fees directly from students. Course fees are refunded according to Section 5 of UAP 8215 (“Bursar’s Office Operations and Services”). Departmental requests to waive all or part of a course fee must be sent to the Bursar's Office and include a detailed justification.

3.2.4. Authorization to Assess Course Fees

Assessment of course fees requires the approval of the Provost or the Chancellor. Requests for all course fees must be reviewed and approved by the appropriate dean or branch director prior to submission to the Provost or Chancellor, as applicable, for approval. Subsequent approvals are not required each semester unless a change in the fee, course title, or receiving index number occurs.

3.2.5. Publication of Course Fees

All course fees, along with a brief rationale, must be published on the Bursar's Office website.

3.2.6. Review of Course Fees

Colleges, schools, and departments must review course fees at least every two (2) years to ensure that expenses are allowable, reasonable, and timely. The Provost's Office or Chancellor will submit summary findings of these reviews annually to the Board of Regents.

3.2.7. Accountability to Students

Students may submit a written request to the department, school, or college the fee resides under requesting accountability of course fees assessed. The request should state the specific fee and, in the case of class fees, the specific course number and semester. The department, school, or college will respond to the student with the information as soon as possible, but no later than sixty (60) days after receipt of the request.

3.2.8. Responsibility and Authority

The Provost's Office or Chancellor is responsible for the following functions:

- Approving course fees
- Insuring publication of course fees on the Bursar's Office website

Reviewing course fees and reporting on course fees to the Board of Regents every two (2) years.



MEMORANDUM

TO: Associate Provost for Academic Affairs/Chancellor of Health Sciences
Office of the Provost and EVP for Academic Affairs/VP for Health Sciences

DATE:

FROM: *(Enter: Dean, Executive Director)*
(Enter: School/College)

RE: **Course Fee Proposal**

Please answer the following questions and provide any additional documentation that will support this proposal.

- Is this course fee a curriculum or class fee (see policy UAP 8210)?
- Reason for the new/revised fee.
- Have you paid for the expense in the past? How?
- What impact on the students/enrollments will this new/revised fee have?
- How have you communicated the proposed fee to the students? Please explain your process and provide contact information for the college/school.

My signature below confirms that I have read UAP 8210 and understand its requirements (<http://policy.unm.edu/university-policies/8000/8210.html>) as it relates to class and curriculum fees. Course Fee Approval Form and appropriate back-up documentation are attached to this request. I also maintain that the uses of these class and curriculum fees are integral to our ability to provide a flagship-level education to our students.

Dean/Executive Director Signature

Printed Name

Title

Date

INSTRUCTIONS:

For information regarding the creation of new fees as well as changes to existing fees can found in the UNM Policy 8210 available on the UNM Policy website <http://policy.unm.edu/university-policies/8000/8210.html>.

All requests for fee increases or new fees must be fully justified financially by matching projected fee revenues to the purposes specified. Examples and blank budget forms are provided on the attached sheet. If fees will be used for repair or replacement of equipment please attach a depreciation schedule found on the Provost Office website <http://www.unm.edu/~acadaffr/budget-planning/course-fees.html>. Feel free to modify or use additional budget forms as necessary.

Deadlines for receipt of requests:	
Spring	First week of September
Summer	Last week of February
Fall	Last week of February

Please identify: Class Fee or Curriculum Fee (see 8210 policy)					Dept. Contact Person:					
Department:			Mail Stop Code:		Email:					
Index Number:			Program Code:		Telephone Number:					
Subject Code & Course Number	Does fee apply to all sections?	If fee is section specific, provide section #	Course Title	Effective Term	End Term (If applicable)	If cross-listed, will equal fees be assessed for all courses in the cross-list?	Current Course Fee	New/ Revised Course Fee	Index/account code (10 digits)-	Detail Code (Bursar's use only)

REQUIRED APPROVAL SIGNATURES		
Chair _____ _/ _/ _	Dean / Director _____ _/ _/ _	Approved _____ _/ _/ _ Provost for Academic Affairs
Chair (if cross-listed) _____ _/ _/ _	Dean / Director (if cross-listed) _____ _/ _/ _	FOR BURSAR'S OFFICE ONLY Processed By _____ _/ _/ _
Chair (if cross-listed) _____ _/ _/ _	Dean / Director (if cross-listed) _____ _/ _/ _	FOR OFFICE OF THE REGISTRAR ONLY Processed By _____ _/ _/ _

Sample course fee budget per student
Art Studio 100

Proposed fee		30.00
Description	Drawing materials	
Projected expenses		
	5 pencils @ 2.00/ea	10.00
	4 drawing tablets @ 5.00/ea.	20.00
Total projected expenses per student		30.00

Sample course fee budget per section
Biology 100

Proposed fee		20.00
Description	Lab supplies and equipment	
Projected enrollment		25
Projected revenue		500.00
Projected expenses		
	500 microscope slides (10/student)	100.00
	2 microscopes (1/10 th of cost of \$1,000 @ 10 yr. replacement cycle)	200.00
	Cultures	200.00
Total projected expenses per section		500.00

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		



**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**

Appendix D

School/College:

- College of Arts and Sciences
- College of Education
- School of Engineering
- School of Architecture and Planning
- College of University Libraries and Learning Sciences

	FY17 - Actuals	FY18- Actuals
REVENUE		
OA2 - Student Fees	\$ 2,315,034	\$ 2,263,015
OA5 - Sales & Services	12,579	17,905
OA6 - Other Operating Revenue	70,640	79,079
OS1 - Transfers (please list all transfers)		
11E0 - Transfer to Public Service	-	(500)
11F0 - Transfer From Public Service	350	2,037
11N0 - Transfer From Student Aid	720	-
11P0 - Transfer To Auxiliaries Gen	(4,980)	-
1240 - Transfer To Plant Fund Minor	(442,464)	(452,689)
OV1 - Allocations	14,685	5,115
OZ1 - Reserves	688,083	613,597
TOTAL REVENUE	\$ 2,654,647	\$ 2,527,559
EXPENSES		
OF1 - Salaries	\$ 369,445	\$ 392,819
OG1 - Payroll Benefits	\$ 91,866	\$ 101,574
OJ1 - Supplies	\$ 1,028,501	\$ 1,098,719
OJ2 - Travel	\$ 50,141	\$ 57,736
OJ3 - Student Costs	\$ 15,842	\$ 10,437
OJ4 - Research Costs	-	4,187
OJ6 - Communication Charges	\$ 1,815	\$ 4,773
OJ7 - Services	\$ 227,837	\$ 181,449
OJ8 - Plant Maintenance	\$ 148,487	\$ 154,906
OJ9 - Utilities	\$ -	\$ 5,780
OJA - Other Expense	\$ 24,788	\$ 18,674
OM1 - Capital Expenditures	\$ 76,279	\$ 28,832
TOTAL EXPENSE	\$ 2,035,001	\$ 2,059,886
RESERVES	\$ 619,647	\$ 467,673


**OFFICE OF
ACADEMIC AFFAIRS**
**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**
School/College:
College of Arts & Sciences

	FY17 - Actuals		FY18- Actuals	
REVENUE				
OA2 - Student Fees	\$	1,045,544	\$	1,012,779
OA5 - Sales & Services		9,751		15,751
OA6 - Other Operating Revenue		1,918		-
OS1 - Transfers (please list all transfers)				
11E0 - Transfer To Public Service Gen		-		(500)
11F0 - Transfer From Public Service		350		1,985
11N0 - Transfer From Student Aid		720		-
1240 - Transfer To Plant Fund Minor		(148,711)		(80,056)
OV1 - Allocations		5,104		-
OZ1 -Net Reserves		334,139		247,461
TOTAL REVENUE	\$	1,248,815	\$	1,197,420
EXPENSES				
OF1 - Salaries	\$	174,135	\$	213,091
OG1 - Payroll Benefits		64,104		72,196
OJ1 - Supplies		511,393		504,962
OJ2 - Travel		36,548		48,418
OJ3 - Student Costs		7,340		7,306
OJ4 - Research Costs		-		4,187
OJ6 - Communication Charges		1,471		2,545
OJ7 - Services		155,814		105,640
OJ8 - Plant Maintenance		37,156		49,790
OJ9 - Utilities		-		-
OJA - Other Expense		13,393		12,970
OM1 - Capital Expenditures		-		9,387
TOTAL EXPENSE	\$	1,001,354	\$	1,030,492
RESERVES	\$	247,461	\$	166,928

Comments:

Course fees for A&S are used to fund lab equipment, computers, audio/video equipment, etc. Purchases of this nature are not annual expenses and often occur over a longer period. Computers/audio/video equipment is replaced over a period of 3-7 years depending upon the technology needed and the rate at which the equipment becomes obsolete for supporting the student's education. The FY18 ending reserve balance of \$167K is a (32%) decline from FY17 balance of \$247K.

Material balances reside in departments such as Physics, Language Learning Center, Earth and Planetary Sciences and Chemistry. These departments all have technology intensive needs and balances are necessary to plan appropriately for replacement of aging equipment. In addition to regular replacement of lab equipment, software, and audiovisual equipment, the departments must have balances sufficient to respond to any unexpected repair/replacement that may arise during the year.



**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**

School/College:

College of Education

	FY17 - Actuals	FY18- Actuals
REVENUE		
OA2 - Student Fees	\$ 294,130	\$ 283,045
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers (please list all transfers)		
11F0 - Transfer From Public Service	-	52
11P0 - Transfer To Auxiliaries Gen	(4,980)	-
1240 - Transfer To Plant Fund Minor	(38,000)	(80,000)
OV1 - Allocations	9,581	5,116
OZ1 - Reserves	118,004	87,966
TOTAL REVENUE	\$ 378,735	\$ 296,179
EXPENSES		
OF1 - Salaries	\$ 39,934	\$ 26,289
OG1 - Payroll Benefits	972	1,803
OJ1 - Supplies	109,763	93,116
OJ2 - Travel	2,000	1,811
OJ3 - Student Costs	634	-
OJ6 - Communication Charges	-	1,854
OJ7 - Services	34,321	4,241
OJ8 - Plant Maintenance	99,314	92,022
OJ9 - Utilities	-	-
OJA - Other Expense	3,832	2,980
OM1 - Capital Expenditures	-	-
TOTAL EXPENSE	\$ 290,769	\$ 224,117
RESERVES	\$ 87,966	\$ 72,061

Comments:

Course fees for COE are used to fund lab equipment, computers, supplies, and Tk20 software used for student teacher accounts. These type of expenses vary year over year depending on the renewal/replacement schedule and needs. The FY18 ending reserve balance of \$72K is a (18%) decline from FY17 balance of \$87K.



**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**

School/College:

School of Engineering

	FY17 - Actuals	FY18- Actuals
REVENUE		
OA2 - Student Fees	\$ 577,140	\$ 571,065
OA5 - Sales & Services	-	500
OA6 - Other Operating Revenue	-	-
OS1 - Transfers (please list all transfers)		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	(154,426)	(207,633)
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	204,855	238,896
TOTAL REVENUE	\$ 627,569	\$ 602,828
EXPENSES		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	241,124	283,540
OJ2 - Travel	11,593	7,507
OJ3 - Student Costs	7,868	3,131
OJ6 - Communication Charges	114	374
OJ7 - Services	36,982	70,409
OJ8 - Plant Maintenance	9,048	9,513
OJ9 - Utilities	-	5,780
OJA - Other Expense	5,666	-
OM1 - Capital Expenditures	76,279	13,150
TOTAL EXPENSE	\$ 388,673	\$ 393,403
RESERVES	\$ 238,896	\$ 209,425

Comments:

Funds will be used to upgrade equipment in the Engineering teaching labs to maintain our ABET accreditation. Because departmental needs are variable and unpredictable, a centralized reserve is maintained. The FY18 ending reserve balance of \$209K is a (13%) decline from FY17 balance of \$239K.


**OFFICE OF
ACADEMIC AFFAIRS**
**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**

School/College:	School of Architecture and Planning	
	FY17 - Actuals	FY18- Actuals
REVENUE		
OA2 - Student Fees	\$ 213,866	\$ 209,565
OA5 - Sales & Services	2,828	1,654
OA6 - Other Operating Revenue	68,722	79,079
OS1 - Transfers (please list all transfers)		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	(101,326)	(85,000)
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	(1)
OZ1 - Reserves	31,084	39,274
TOTAL REVENUE	\$ 215,175	\$ 244,571
EXPENSES		
OF1 - Salaries	\$ 66,910	\$ 69,304
OG1 - Payroll Benefits	4,328	5,678
OJ1 - Supplies	98,846	145,675
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	230	-
OJ7 - Services	720	1,159
OJ8 - Plant Maintenance	2,969	3,581
OJ9 - Utilities	-	-
OJA - Other Expense	1,898	2,725
OM1 - Capital Expenditures	-	6,295
TOTAL EXPENSE	\$ 175,901	\$ 234,416
RESERVES	\$ 39,274	\$ 10,155

Comments:

FY18 year-end balances do not exceed 10% of course fee revenues collected. Reserve balances will be used for lab equipment renewals and replacements.



Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018

School/College:	College of University Libraries and Learning Sciences	
	FY17 - Actuals	FY18- Actuals
REVENUE		
OA2 - Student Fees	\$ -	\$ -
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers (please list all transfers)		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	-
TOTAL REVENUE	\$ -	\$ -
EXPENSES		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	-	-
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	-
OM1 - Capital Expenditures	-	-
TOTAL EXPENSE	\$ -	\$ -
RESERVES	\$ -	\$ -

Comments:

The College of University Libraries and Learning Sciences does not have course fees.



**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**

School/College:

Los Alamos Branch Campus

	FY17 - Actuals	FY18- Actuals
REVENUE		
OA2 - Student Fees	\$ 140,953	\$ 137,055
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers (please list all transfers)		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	-
TOTAL REVENUE	\$ 140,953	\$ 137,055
EXPENSES		
OF1 - Salaries	\$ 88,466	\$ 84,134
OG1 - Payroll Benefits	22,462	21,897
OJ1 - Supplies	30,025	31,024
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	-
OM1 - Capital Expenditures	-	-
TOTAL EXPENSE	\$ 140,953	\$ 137,055
RESERVES	\$ -	\$ -



**Review of Course Fees
Fiscal Year 2017 and Fiscal Year 2018**

School/College:

Valencia Branch Campus

	FY17 - Actuals		FY18- Actuals	
REVENUE				
OA2 - Student Fees	\$	43,401	\$	49,506
OA5 - Sales & Services		-		-
OA6 - Other Operating Revenue		-		-
OS1 - Transfers (please list all transfers)				
11E0 - Transfer to Public Service		-		-
11F0 - Transfer From Public Service		-		-
1240 - Transfer To Plant Fund Minor		-		-
1280 - Transfer to Plant Fund Major		-		-
OV1 - Allocations		-		-
OZ1 - Reserves		-		-
TOTAL REVENUE	\$	43,401	\$	49,506
EXPENSES				
OF1 - Salaries	\$	-	\$	-
OG1 - Payroll Benefits		-		-
OJ1 - Supplies		37,351		40,403
OJ2 - Travel		-		-
OJ3 - Student Costs		-		-
OJ6 - Communication Charges		-		-
OJ7 - Services		-		-
OJ8 - Plant Maintenance		-		-
OJ9 - Utilities		-		-
OJA - Other Expense		-		-
OM1 - Capital Expenditures		-		-
TOTAL EXPENSE	\$	37,351	\$	40,403
RESERVES	\$	6,050	\$	9,103