



Generate Alignment

Advanced Leadership for Academics and Professionals

February 2017



Financial Management as a
Leadership Competency

A Look at the “Color of Money”

Mike McKee, Vice President
and Chief Financial Officer



Why Is it Important to Understand Funding Sources at UF?



Learning Objectives



- Define the importance of Fund Accounting at UF
- Connect UF's fund sources to "Fund Codes"
- Clarify budget-based vs. cash-based funds
- Describe how moneys can and cannot be used
- Explore the rules for categories with exceptions
- Review special funds
 - **Clarity + Compliance = Good Stewardship**



How is UF Different?



- How many of you have worked for a private business or corporation?
- What is the difference between a private business or corporation and an educational institution like the University of Florida?
- At UF, it is about **accountability** for public and private funds.



How is UF Different?



- Private Business
 - Emphasis on profit
 - Return to investors
 - Relies on investors and revenue
- University of Florida
 - Emphasis is on accountability
 - Variety of funding sources



Sources



- Tuition and Fees
- State Appropriation
- Lottery
- Contracts and Grants
- Plant Operations and Maintenance (PO&M)
- Auxiliaries
- Component Units (DSO's and Affiliates)
- Returned Overhead (Indirect Costs) and Residuals
- Incidental Revenues
- Financial Aid





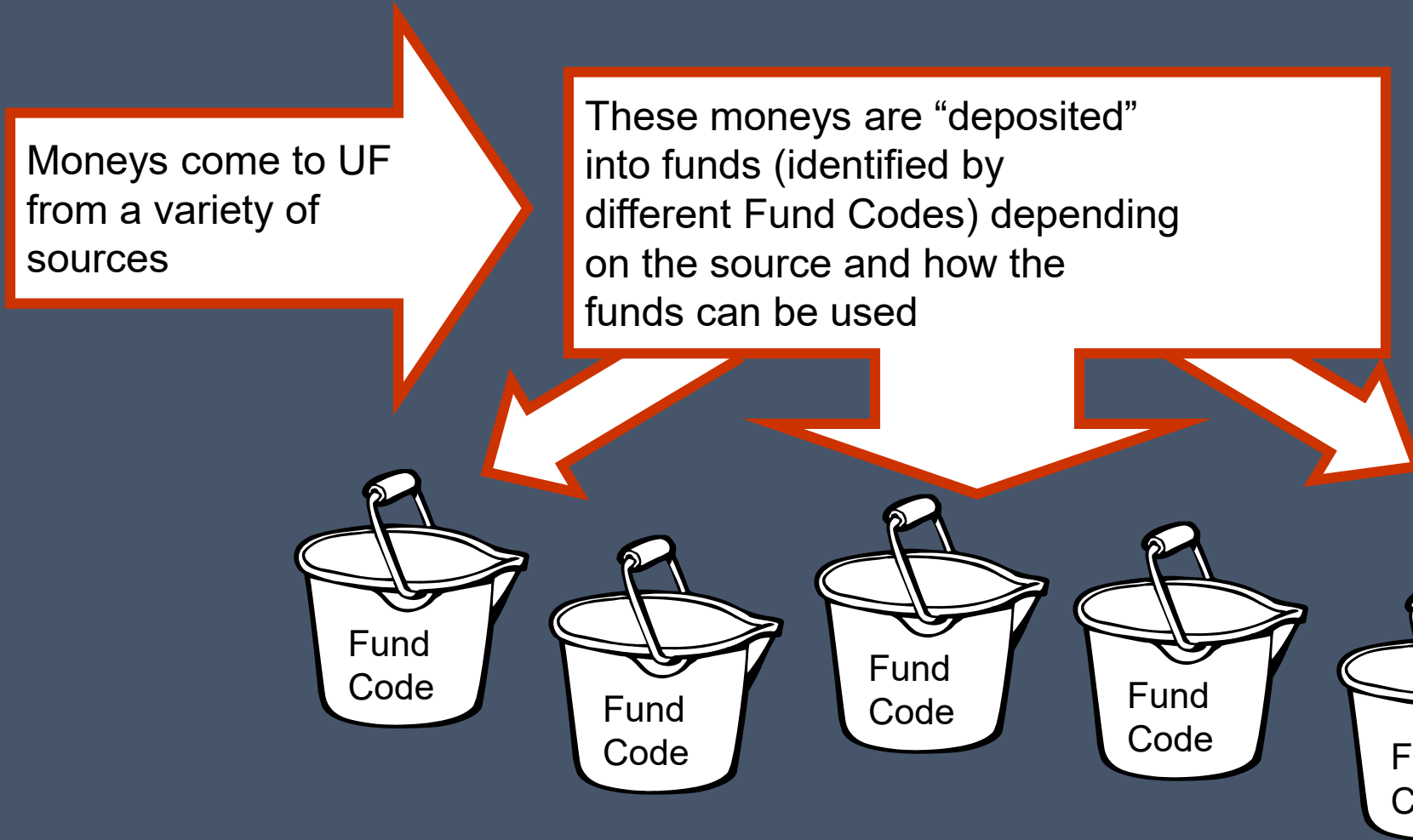
The Focus of Today's Session!

State of Florida
Sponsored Projects

Component Units
Auxiliaries



Conceptually ...



Conceptually ...



- Fund Accounting lets us track financial transactions per “bucket”
- Your department spends from and/or makes deposits to these “buckets”
- Financial transactions are linked to your department based on the Department ID ChartField
- All actions support **accountability**





We will apply the Color of Money in myUFL ChartFields.
These ChartFields:

- Standardized numbers that make up backbone of UF's accounting system
- Used for all financial transactions at UF
- Must be used in proper combination (ChartField string) for revenue and expense transactions
- The required and proper combination generally is based on the Fund Code



ChartFields



Allocations															
Actions		Business Unit	Amount	Department	Fund	Program Code	Account	Budget Reference	Source of Funds	Flex Code	Cris	UFID	PC Business Unit	Project ID	Activity ID
 	<input type="checkbox"/>	UFOR	35,527.00	19030100	201	2200	781100	CRRNT	000000			81445771	GRANT	00104166	1

This is an example of how the ChartFields appear in myPayment Solutions



Fund Code



“Fund Code” is a 3-digit number (or ChartField), which we use in the myUFL system, that identifies what type of moneys you are spending

- It is a required field when completing financial transactions
- This is how you distinguish whether you are spending State of Florida funding vs. Auxiliary funding vs. Sponsored Projects funding, etc.



Source of Funds



“Source of Funds” is a 7-digit ChartField used in myUFL/PeopleSoft

- Tracks revenue and expenditures from outside sources
- Provides accountability to donor agencies
- Is a required field for contracts and grants and for transfers from component units (DSOs/affiliates)



Source of Funds



Identifies from what entity or agency the moneys are provided

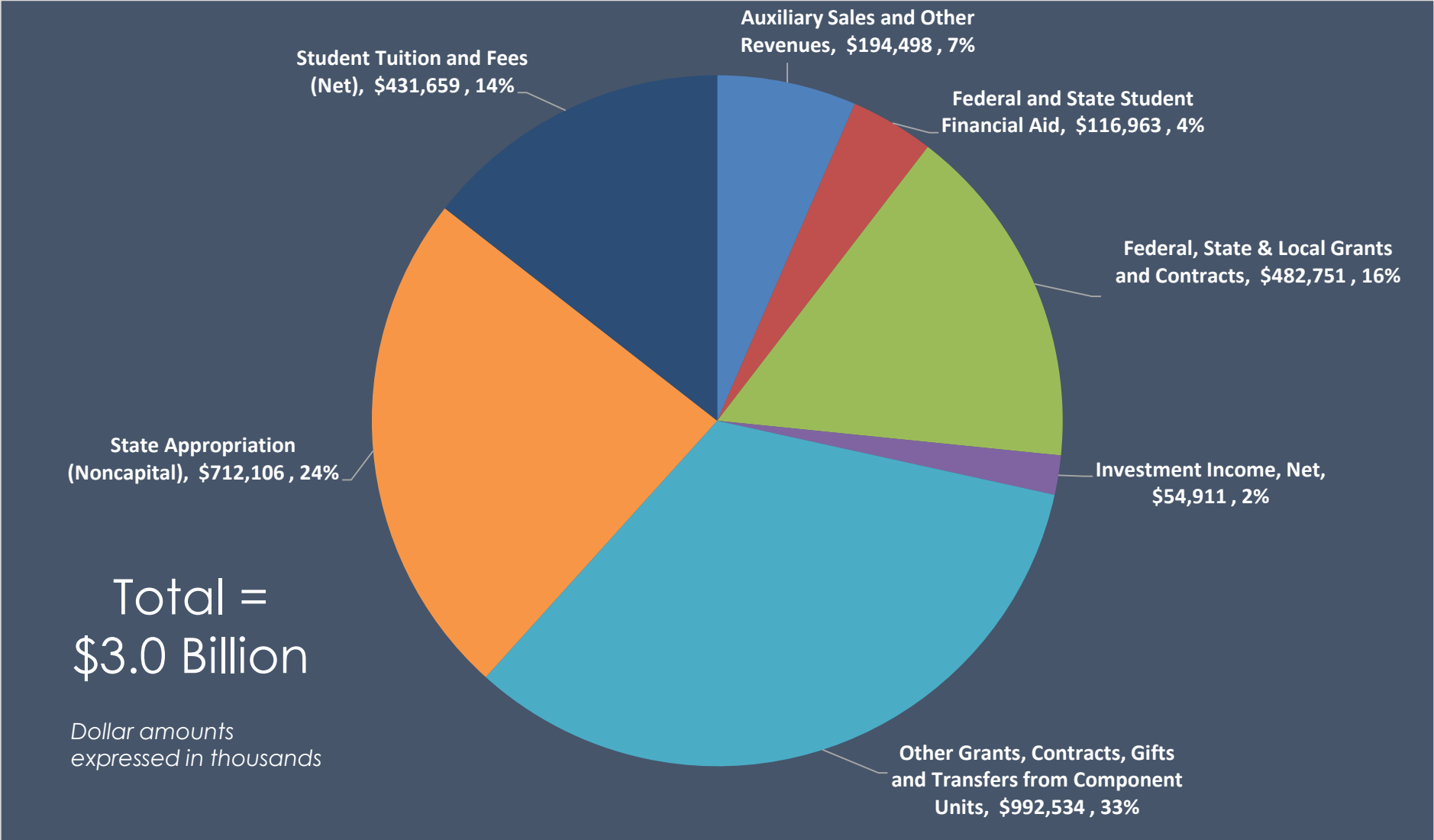
- For example, if a grant is from the US Department of Education, the required "Source of Funds" ChartField is G000020



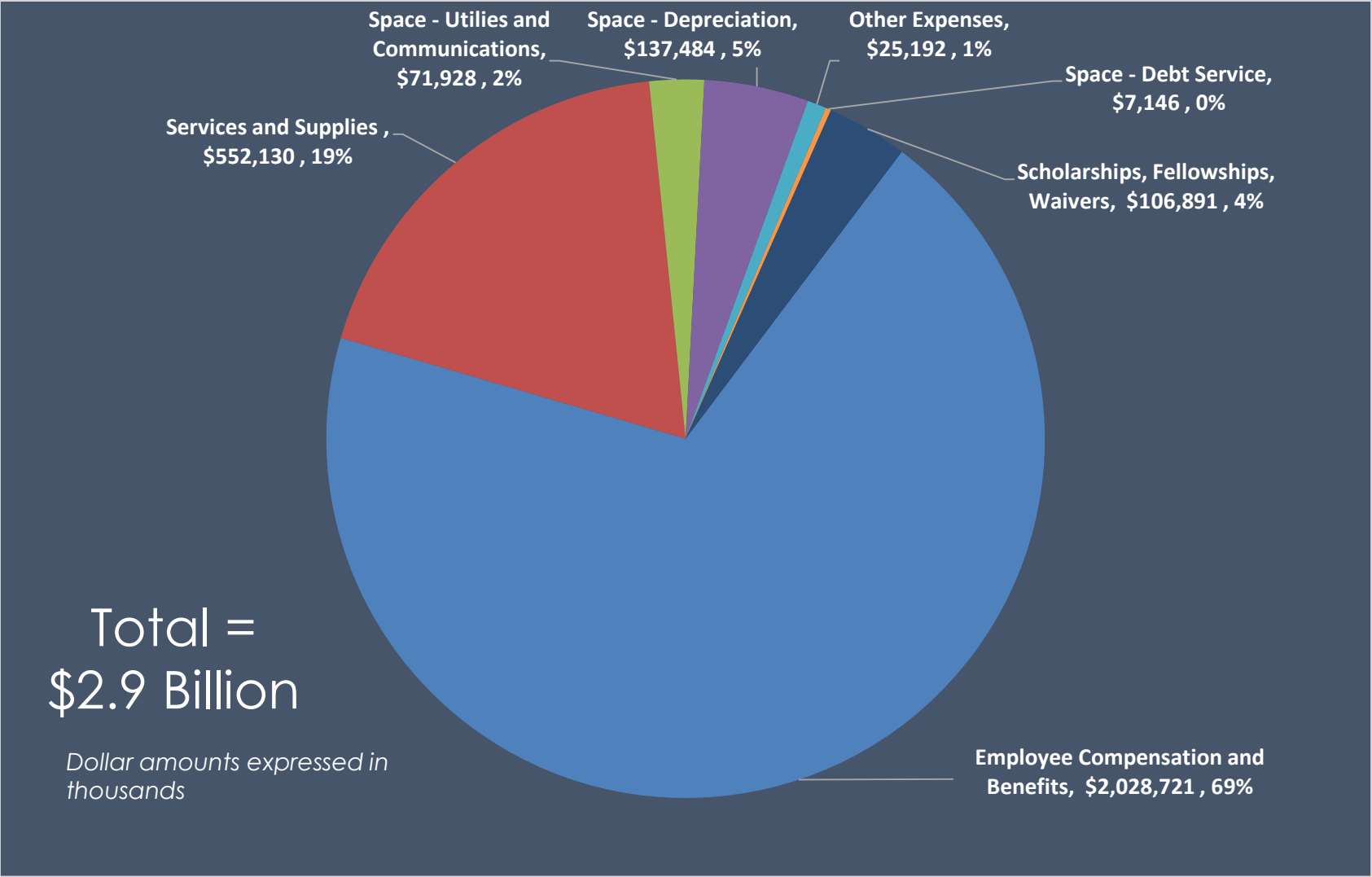


Overview of the Colors of Money

UF Revenue Sources FY17 (Unaudited)



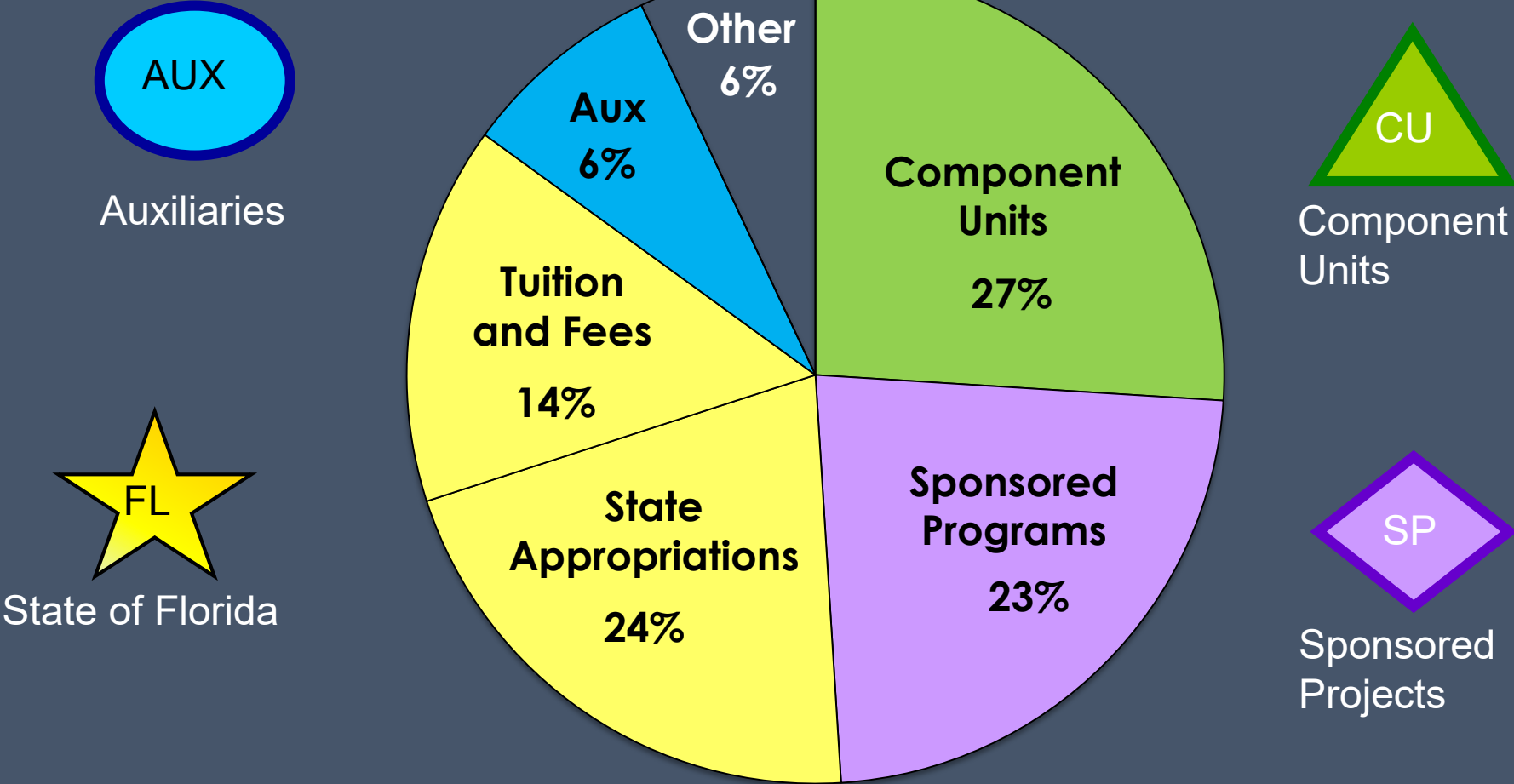
UF Expenses FY17 (Unaudited)



UF's Total Funding



What do you already know about these funds?





Not all departments have all funding sources or have funding sources in the same amount as other departments



- For example, some departments have a lot of Sponsored Project funding - while others have none


Partner Discussion:

What are the funding sources for your department?



State Appropriation




Source 	State of Florida's General Revenue fund (state taxes, fees, and other sources of state revenue), student tuition and some collected student fees, lottery funds
Allocation	UF Chief Financial Officer (CFO) and Provost Office working with VPs, UF Deans, etc., to determine the amount for your department using the UF budget system
Allowable	Spent on relevant operating expenses such as salaries, office supplies, and travel
UF Lingo	State Appropriations or State Funds <u>Education and General (E&G)</u> General Revenue



State Appropriation




Fund Codes 	Fund Code 101 - E&G Gen Rev, Main Campus Fund Code 102 - E&G Gen Rev, HSC Fund Code 103 - E&G Gen Rev, IFAS
	Fund Code 121 - Student Fees, Main Campus Fund Code 122 - Student Fees, HSC
	Fund Code 111 - Ed Enhancement, Main Campus Fund Code 112 - Ed Enhance, HSC Fund Code 113 - Ed Enhance, IFAS
These Fund Codes are used by the Office of the CFO throughout the year to make adjustments as tuition is collected or lottery funds are provided in conjunction with Fund Codes 101-103	



HSC: Health Science Center IFAS: Institute of Food and Agricultural Sciences

Sponsored Projects




Source 	Federal and non-federal awards given to UF faculty (and others) typically support research activities (includes contracts and grants, and cooperative agreements)
Allocation	Based on grant budget with direct cost funds allotted to the PI and the indirect funds to the Division of Sponsored Programs
Allowable	Spent on relevant operating expenses as defined by the grant or sponsored project
UF Lingo	<u>C&G</u> refers to <u>Contracts and Grants</u> Principal investigators (PIs) are the personnel (typically faculty) who secured the funding and are responsible for funded research activity



Sponsored Projects




Fund Codes	Fund Code 201 - C&G Federal Restricted Fund Code 209 - C&G Other Restricted (Non-Federal)
	Fund Code 214 - Non-Federal Clinical Trials
	Fund Code 211 - Returned Overhead Fund Code 212 - Residual Funds
Fund Code 211 and 212 have to be used in research-related activities and some of the restrictions are relaxed when the funds become residual or returned. They “turn” colors.	



Component Units





Source	Funds come from a variety of sources such as donations, revenue from licensing, clinic fees etc.
Allocation	Unlike state and sponsored projects funding, these funds may have more flexibility
Allowable	Visit http://www.fa.ufl.edu/wp-content/uploads/disbursements/Disbursement_DirectivesandProcedures.pdf
UF Lingo 	Direct Support Organizations (DSO) are UF Foundation, UF Research Foundation (UFRF), University Athletic Association or other <u>Affiliates</u> like Faculty Practice Plans. CUs exist to benefit UF but are separate not-for-profit corporations.



Component Units



Fund Codes	Fund Code 171 - Transfer from Component Units
	Fund Code 213 - UFRF Allocations
	Fund Code 209 - C&G Other Restricted Grants



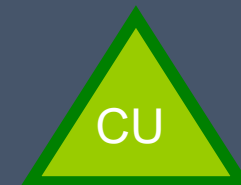
Component Units



Component Units

- Direct Support Organization (DSO)
- Affiliates

- What is the difference?



Direct Support Organizations



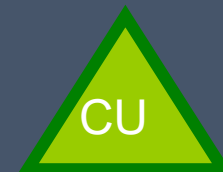
- UF Foundation
- UF Research Foundation
- UF Athletic Association
- Gator Boosters
- UF Law Center Association
- FL Foundation Seed Producers
- FL 4-H Club Foundation
- University of Florida Historic St. Augustine, Inc.
- UF Development Corp
- SW FL Research and Education Foundation
- Citrus Research and Education Foundation
- FL Leadership and Education Foundation
- Treasure Coast Agricultural Research Foundation
- UF Alumni Association
- UF Investment Corporation
- GatorCare Health Management Corp



Affiliates

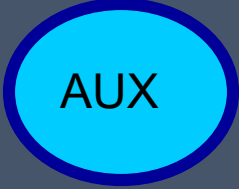


- FL Clinical Practice Association
- UF Jacksonville Physicians
- Faculty Associates
- FL Health Professions Association
- Nursing Faculty Practice Association
- Pharmacy Faculty Practice Association
- Veterinary Medicine Faculty Association
- UF Jacksonville Healthcare
- UF Faculty Clinic/Jacksonville
- Shands Teaching Hospital and Clinics
- University Village Apartments
- Shands Jacksonville Healthcare Inc.



Auxiliaries




Source 	Sale of goods and services to customers including employees, departments, students and members of the community by our Auxiliary units (Reitz Union, Transportation & Parking, Physical Plant and Telecommunications, etc.)
Allocation	Unrestricted funds generated by the unit and designated by the department head in support of UF's mission.
Allowable	Spent on relevant operating expenses such as salaries, office supplies, and travel
UF Lingo	Auxiliaries are UF entities that are generally self supporting and charge for their services



Auxiliaries



Fund Codes	Fund Code 149 - Aux-Other Funds
 AUX	Fund Code 159 - RCM Support Unit Fund
	Fund Code 143 – Division of Continuing Education (DOCE)





Any Questions?



Budget vs. Cash-Based

Budget- vs. Cash-Based



Budget-based funding sources are:

- Budget allocations funded from State Appropriations (including student tuition revenue)
- Made in lump-sum amounts by the University Budget Officer as determined by the CFO to the appropriate vice presidents and deans
- Allocations may be further allocated to departments and divisions by these vice presidents and deans



Budget- vs. Cash-Based



Once the budget allocation has been made, budget-based funds can be spent

Sponsored Projects are also considered to be budget-based funds

Think of budget-based as a credit card limit that has been extended and guaranteed to your department



Budget- vs. Cash-Based



If your unit is allocated a \$4 million state appropriation budget allocation on July 1, can the unit spend \$4 million on July 8?

Has UF received the full dollar amount from the state on July 8?



Budget- vs. Cash-Based



“Cash-based” funds include:

- Component Units
- Auxiliaries
- Returned Overhead and Residuals (C&G)



Budget- vs. Cash-Based



Available operating budget amounts are based on beginning cash balances, plus revenue, less expenditures

With cash-based funding sources, the funds can be spent only when the “cash” has been obtained

Think of it as the cash you have in your wallet — you must have the cash in your wallet in order to be able to spend it



Budget- vs. Cash-Based



If a donor pledges \$1 million to purchase new lab equipment, can the purchase be made immediately?

What is another example using an auxiliary fund?



Budget- vs. Cash-Based



Are these funds budget- or cash-based?



State of Florida

Fund Codes 101, 102, 103



Sponsored Projects

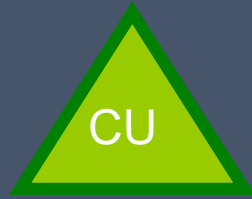
Fund Codes 201, 209



Budget- vs. Cash-Based

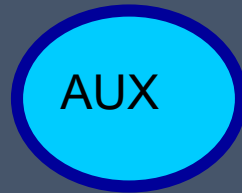


Are these funds budget- or cash-based?



Component Units

Fund Codes examples 171,
213



Auxiliaries

Fund Codes examples 149,
151





Spending Guidelines



Rules for how any Color of Money may be spent
(regardless of funding source)

- It must have a clear business purpose
- It must be for relevant and appropriate operating expenses
- All disbursements and expenditures must also have written documentation suitable for **auditing purposes (accountability)**





Regardless of funding source, all transactions must comply with:

- Competitive procurement processes (including bid/quote limits)
- Contract and requisition business rules
- Limitations on unencumbered expenses
- Travel directives on reimbursements, including pre-approval and reimbursement in myUFL



Quote Levels



Purchase Amount	Quote/Bid Requirement	Notes
Below \$10,000	No quotes required	Quotes are encouraged whenever possible.
\$10,000 - \$74,999	Written quotes from 3+ vendors	Justification documented on requisition if competitive quotes are not obtained
\$75,000 and above	Formal competitive bids (ITB/RFP/ITN)	Formal contract may be required; Software licenses forwarded to General Counsel for review





Regardless of funding source:

- Moneys cannot be expended to satisfy the personal preference of employees
- Items that are for personal convenience and that generally are not necessary for UF to carry out its business are not allowed
 - Exception: Items that typically fall in that category can be purchased if justification is obtained when the items are for the organization's convenience





For example:

- You may NOT purchase a space heater or fan just to accommodate an individual's preference for temperature
- A refrigerator can be purchased for a break room, but not for a personal office (even if the refrigerator is small)
- You can purchase a picture or photo for a common space but not a personal office



Employee Items



- A letter of justification for these allowed purchases will be required
- State Fund Codes 101-103 are discouraged
- Items cannot be for personal use or in the personal space of an employee
- If the item is for personal use but for the organization's convenience, however, it may be approved as a perquisite





What's a **perquisite**? (Think “job perk”)

- Goods or services that are required by the employer, which may be given or provided at reduced cost to employees based on position requirements
- Typical perquisites include uniforms, special footwear, and safety equipment



NOT Allowed Rules



Moneys may NOT be used for:

- First class travel
- Private club memberships
- Lavish or extravagant entertainment
- Personal benefit to an individual
(other than an incidental benefit)

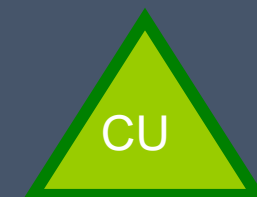




No other political contributions are allowed.

Fund Code 171 allows:

- Membership payments with a Political Action Committees (PAC) fee when the amount to a PAC is separate and distinguishable
- Lobbying fees
- Charitable contributions (only allowed for Source of Fund, Faculty Practice Plans)



Allowable Expenditures



- Let's look more closely at the differences across funding sources of what constitutes an “allowable expenditure”
- It's critical to know which of the available funding sources can be used for the desired financial transaction
- We will leave you with an activity to assist you with the exceptions after our deep dive into the colors





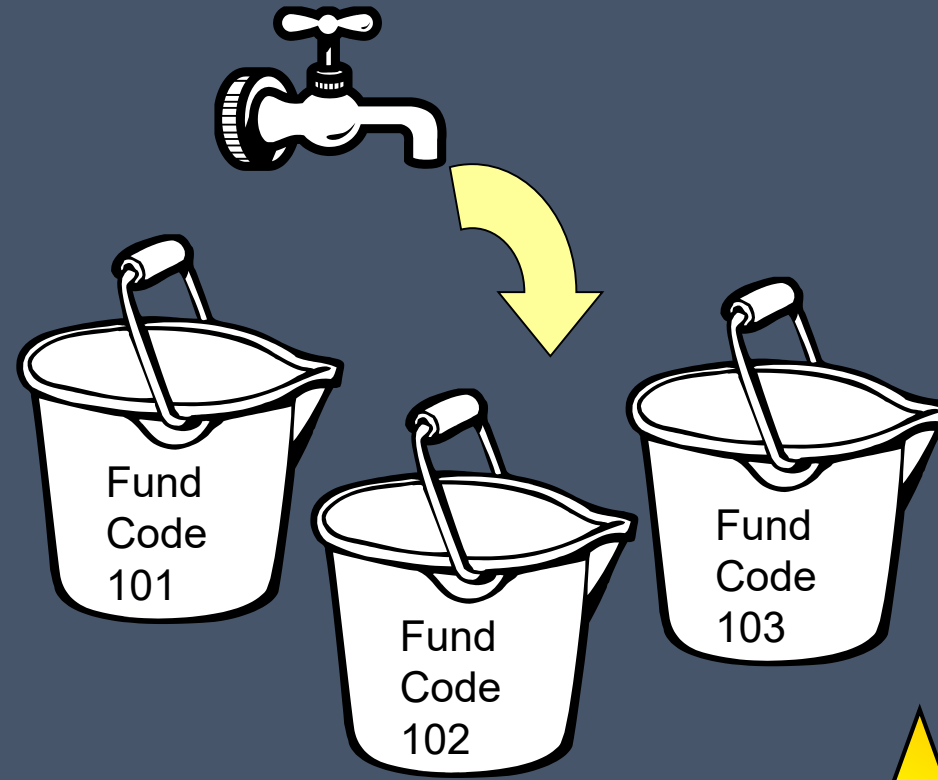
State Appropriations

State Appropriation



State of Florida → State Appropriation

UF CFO and Provost Office working with VPs, UF Deans, etc., decide how much of this “bucket” can be used by your department



State Appropriations



As a general rule, these funds can be spent in a wide range of ways:

- Salaries
- Office supplies
- Travel and more
- The funds *MUST* be spent for relevant operating expenses



State Appropriation funds



The following are examples of items that are **NOT** normally allowed to be purchased or paid for with State Appropriations:

- Alcoholic beverages
- Food items
(except for recruitment)
- Gifts
(except for retirement or merit, up to \$100)
- First class travel
- Political contributions
- Various decorations
- Picture frames or wall hangings
- Portable heaters or fans
- Coffee pots and supplies
- Stoves/microwaves
- Refrigerators



Reference Guide



- For State Appropriations, visit the following web site for more details about “allowable expenditures”
- http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf
- Use our F&A Directives at <http://www.fa.ufl.edu/directives-and-procedures/disbursements/>



Current or Carry Forward



- Budget Reference ChartField
 - This ChartField answers the question **“When did I receive this money?”**
- Current
 - When spending State Appropriations in the year in which it was budgeted, use a budget reference ChartField of CRRNT





- Carry Forward
 - Unexpended balances at June 30 of each year are carried forward and budgeted in the next fiscal year
 - Same restrictions as state appropriations but usually not used for recurring expenses (i.e., salaries)
 - Budget reference ChartField of CYFWD



Exceptions



Items Exceptions	 101, 102, 103			
Alcoholic Beverages	NONE			
Food Items	Recruitment			
Gifts or Gift Cards	Retiring or Merit up to \$100			
Party Items	NONE			
Fines and Penalties	NONE			
Member Dues	Allowable - if separate from PAC			
Political Action (PAC)	NONE			





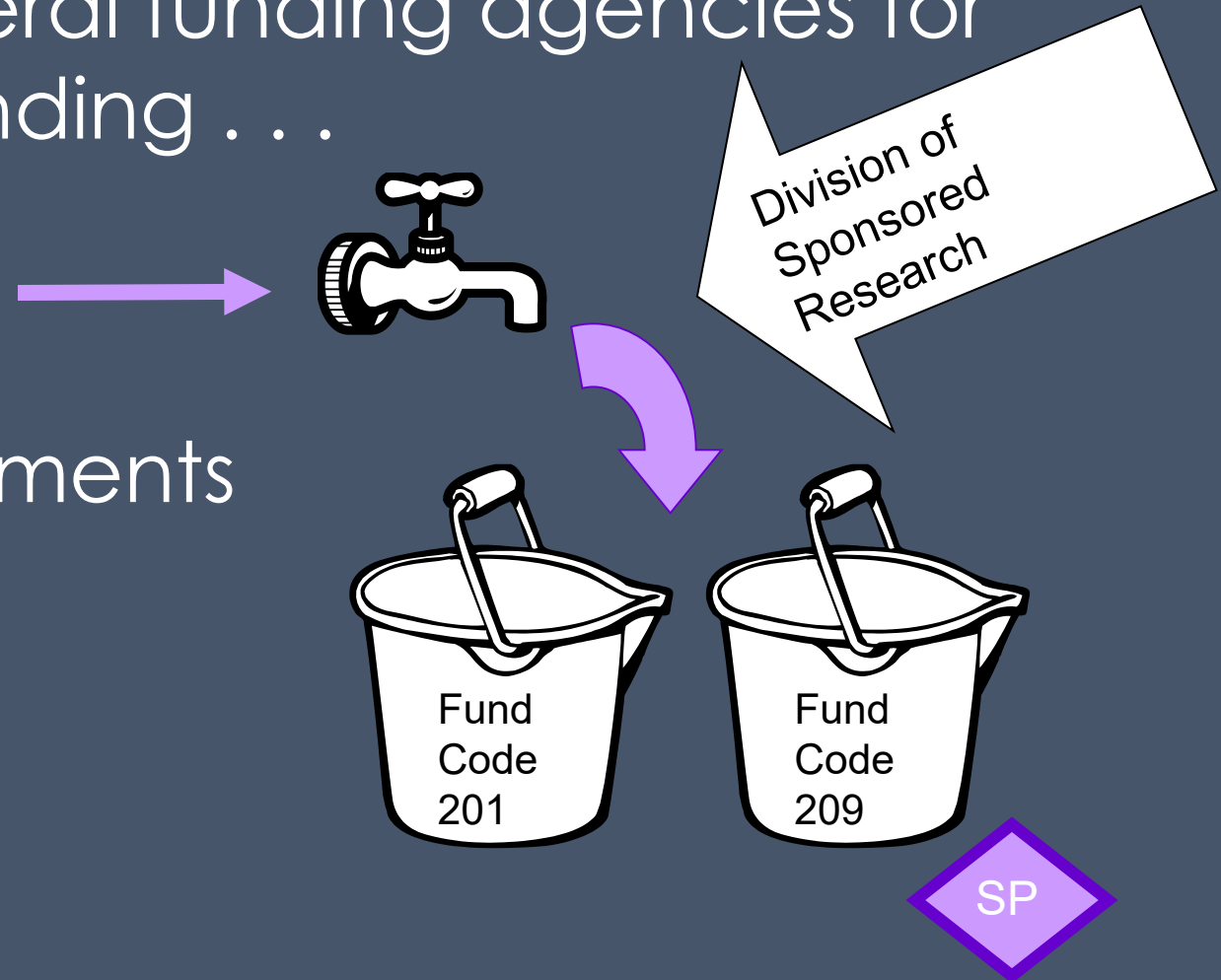
Sponsored Projects

Sponsored Projects



Federal and non-federal funding agencies for Sponsored Project funding ...

- Contracts
- Grants
- Cooperative Agreements



Sponsored Project funds



- At UF, a significant amount (23%) of funding comes from outside sources
- These moneys are governed by regulations associated with “Sponsored Projects”





- What's a "Sponsored Project"??
 - Projects are proposed by a principal investigator (or PI) to an outside agency that provides funding
 - "Sponsored projects" are contractual agreements with PIs that have been approved and funded by an external funding agency
 - We use this term to denote grant, contract, or cooperative agreement funding



Sponsored Project funds



- Sponsored Projects moneys are generally more restrictive in that expenditures must meet specific requirements of the project
 - For example, if an award is made to do X, then the funds must be spent to do X
 - As with all other funding sources, expenditures must be relevant to the project



Sponsored Project funds



According to Code of Federal Regulations 2 CFR 200 - Uniform Guidance, we can only report expenses if they are:

- **Reasonable** - A prudent person would have purchased the item and paid that price
- **Allocable** - Expenses are at least partially applicable to a sponsored agreement



Sponsored Project funds



- **Consistently Treated** - Expenses for similar purposes must be treated the same way (throughout the university) under like circumstances
- **Allowable** - The expense must be allowable or not specifically excluded as specified by government regulations or by the contract/grant/cooperative agreement requirements



Sponsored Project funds



With Sponsored Projects, there are:

- Direct Costs
 - Which are specifically associated and identified with a particular project, program, or activity as designated by the grant/ cooperative agreement/contract award
- Indirect Costs (overhead)
 - Which are Facilities and Administrative (F&A) costs billed against Sponsored Projects periodically to recover the costs of managing UF and its research activities



Sponsored Project funds



The following are generally considered “Direct” charges for a federally funded project (Fund Code 201) as long as they are relevant for the project:

- Salaries for research-related jobs/positions
- Lab supplies
- Travel
- Technical and scientific equipment
- Animal care and other cost center services
- Technical software/Repair and maintenance charges for equipment purchased
- Long distance calls related to the project



Sponsored Project funds



With few exceptions, the following items cannot be charged directly to a federally funded project (Fund Code 201):

- Clerical, secretarial and administrative salaries
- Data processing/computer supplies
- Postage and basic telephone charges
- Office supplies
- General software
- Subscriptions
- Institutional and individual memberships

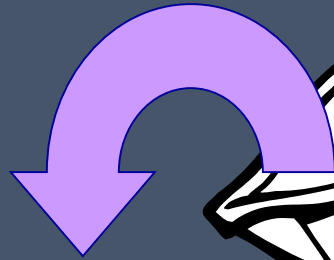
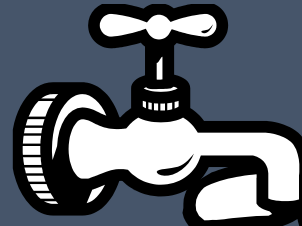
Indirect
Costs



Sponsored Projects



Sponsored
Project
Funding





Indirect Costs (IDC) of Sponsored Projects

- These funds are collected from Sponsored Projects to be used to operate and support UF's sponsored research program
 - Indirect Costs are also referred to as Facilities and Administrative (F&A) costs
 - Facilities and Administrative costs are billed against Sponsored Projects periodically to recover the costs of managing UF and its research activities





Non-Federal Sponsored Agreements (Fund Code 209)

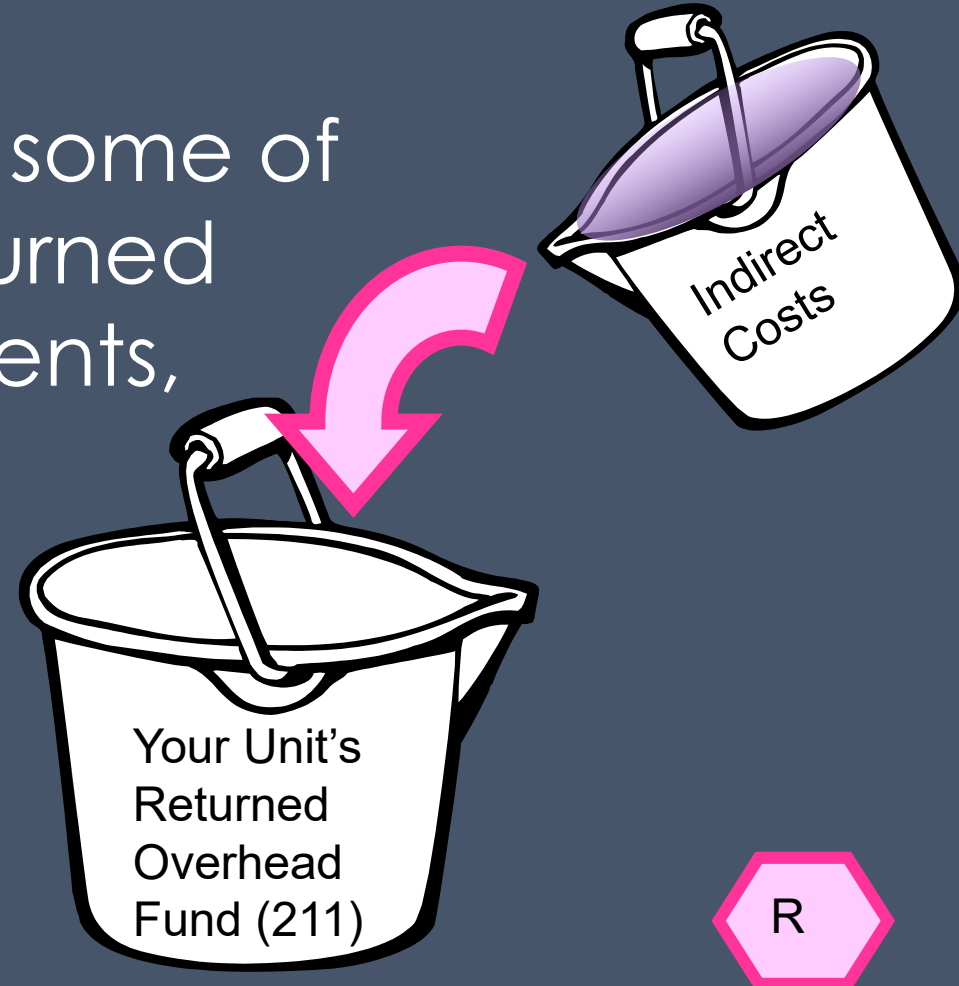
- All costs may be directly charged to a non-federal sponsored agreement if approved by awarding sponsor and are relevant to project
- How can these funds be spent?
- What about postage?
- Contact the appropriate Contract and Grants office for your college with questions





- Returned Overhead
- At the end of each year, some of the Indirect Costs are returned to the colleges, departments, and Pls.

*Notice that the color changed from purple to pink?
Pink is used to denote returned overhead and residual balances*





When Indirect Costs are returned they are:

- Associated with Fund Code 211
- Restricted by state statute
- Used **ONLY** to support research, research-related activities, sponsored training programs, or extension
- Fund Code 211 is a cash-based fund
- What is not allowed with this fund and why?

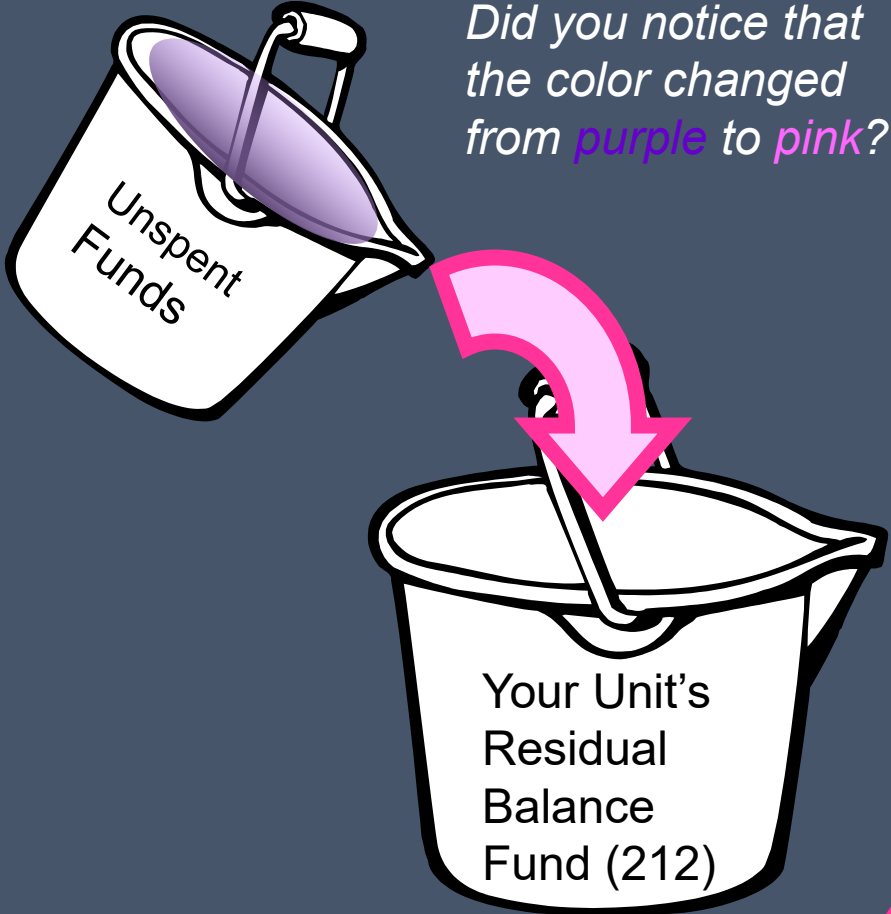


Residual Balances



Residual Balances

Residual Funds are unused funds that were not needed to fully execute the requirements of the Sponsored Project.



Fund Code 212



- “Residual Funds” are discretionary moneys restricted for purposes of supporting research
- Some unused funds may need to be returned to the sponsor
 - Other funds not returned to the sponsor are returned to the PI, his or her work unit, or the appropriate vice president
 - “Residual Funds” are associated with Fund Code 212, which is a cash-based fund
 - How can these funds be used?





As a land-grant institution (research, extension), UF receives federal funds for IFAS in addition to State Appropriations and Sponsored Projects

These moneys are allocated at the discretion of the appropriate IFAS dean, using:

- Fund Code 221—IFAS Exp. Station
- Fund Code 222—IFAS Ext. Services









Use of these federal funds are determined by federal guidelines

- Contact the office of the Dean for Research with questions regarding Fund Code 221
- Contact the office of the Dean for Extension with questions regarding Fund Code 222



Exceptions



Items Exceptions	 101, 102, 103	 201, 209, 211, 212	 CU	 AUX
Alcoholic Beverages	NONE	Only if part of the research project		
Food Items	Recruitment	Only if included in the scope of the grant or Fund 211 if related to the research project		
Gifts or Gift Cards	Retiring or Merit up to \$100	Only if they are used to support the research		
Party Items	NONE	NONE		
Fines and Penalties	NONE	NONE		
Member Dues	Allowable - if separate from PAC	NONE		
Political Action (PAC)	NONE	NONE		



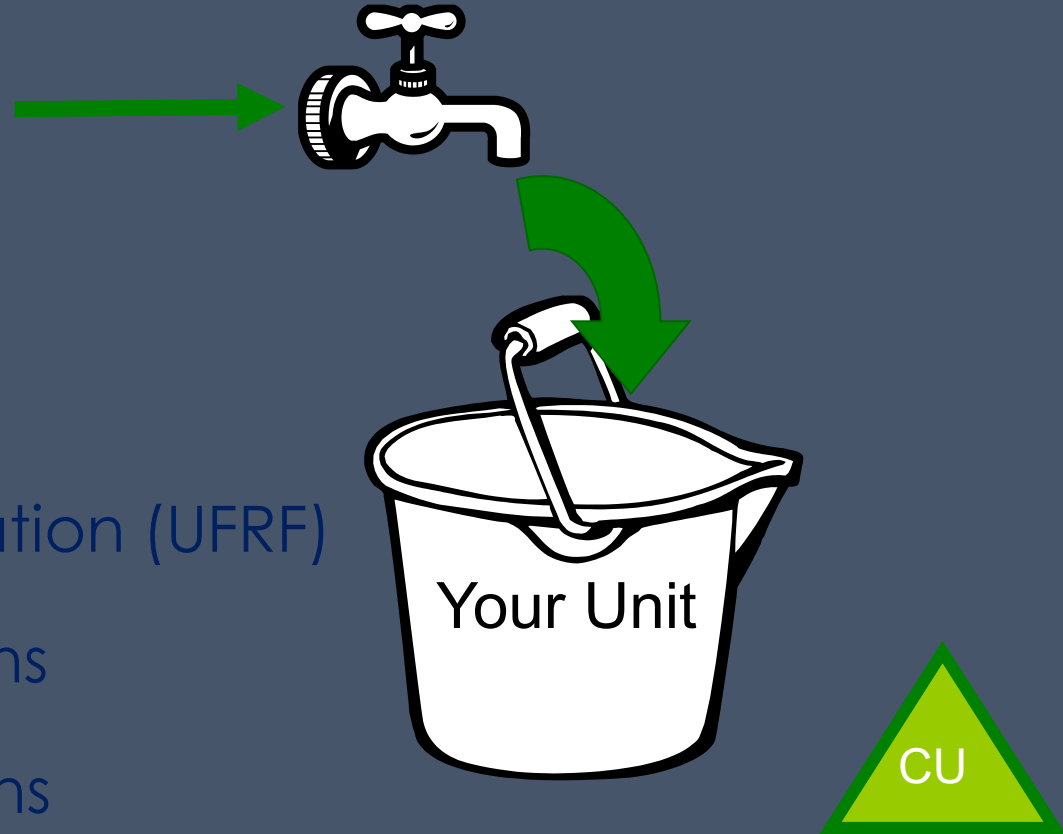


Component Units (including Direct Support Organizations)

Component Units



Component Units receive moneys from donations, revenue from licensing, clinic fees



- Examples of CUs
 - UF Foundation (UFF)
 - UF Research Foundation (UFRF)
 - Faculty Practice Plans
 - Clinical Practice Plans

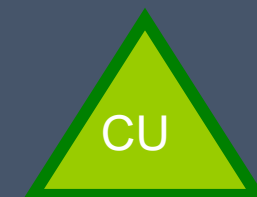




Fund Code 171 Transfer from Component Units

Transfer from CUs - Fund Code 171

- Fund Code 171 is used for all transfers from CUs except when the circumstances require a different Fund Code
- “Source of Funds” is a required ChartField for transfers from CUs
 - For example, F000223 would be the “Source of Funds” code to indicate funds were from the Patrons of the Libraries Fund

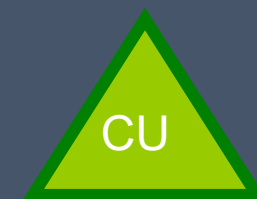


Component Units



Expenditure rules are guided by each CU's Memorandum of Understanding (MOU) and any donor-specific restrictions

- Generally, the expenditures need to be reasonable and for and on behalf of UF and its mission
- All expenditures must have written justification that reflects purpose and benefit

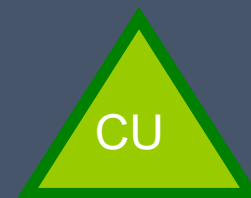


Component Units



In accordance with IRS regulations, employee gifts must generally have a value of \$75 or less to avoid being taxable income

- Cash and gift certificates are always considered taxable income and therefore may not be given
 - Exception: Gifts for significant occasions, such as retirement or merit, may be eligible
- Contact the CU's Accounting Dept. for exception to these regulations





Fund Code 171 Faculty Practice Plans (FPP)

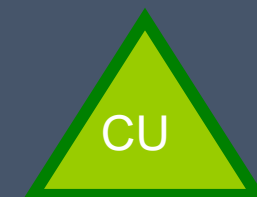


The funding source for the Faculty Practice Plans (FPP) are the fees charged for services delivered by Health Science Center clinics in the:

- College of Medicine
- College of Dentistry
- College of Public Health and Health Professions
- College of Nursing
- College of Pharmacy
- College of Veterinary Medicine

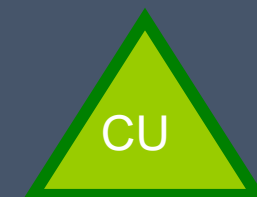


FPP - Apply only to the Health Science Center





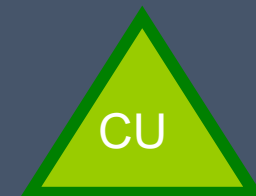
- FPP funds can only be expended for purposes consistent with and supportive of the objectives of the respective College, the Health Science Center, and UF, and in accordance with approved faculty practice plans
- “Source of Funds” is a required ChartField
 - For example, HSCJXPH is the “Source of Funds” code to indicate funds came from UF Jacksonville Physicians





Expenditures may be made, subject to appropriate approval, for items such as:

- Enrichment of a dept.'s academic activities
- Provision of appropriate salary and certain fringe benefits to designated faculty
- Food and beverages for meeting, entertaining, or recruitment purposes if supported by a statement of business purpose and list of attendees (including alcohol)
- Coffee and water services for departments



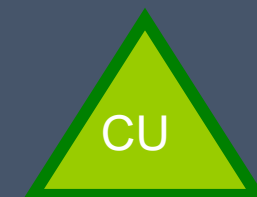


Permitted gifts must be:

- Nonmonetary and infrequent
- Have a value of \$75 or less

Or for:

- Employee length-of-service awards, such as retirement gifts
- May have a value of up to \$400, subject to IRS requirements



Exceptions



Items Exceptions	101, 102, 103	201, 209, 211, 212	171, 213	
Alcoholic Beverages	NONE	Only if part of the research project	Allowable	
Food Items	Recruitment	Only if included in the scope of the grant or Fund 211 if related to the research project	Allowable	
Gifts or Gift Cards	Retiring or Merit up to \$100	Only if they are used to support the research	Retirement/Merit CU up to \$75 FPP up to \$75	
Party Items	NONE	NONE	Allowable	
Fines and Penalties	NONE	NONE	NONE	
Member Dues	Allowable - if separate from PAC	NONE	Allowable - if separate from PAC	
Political Action (PAC)	NONE	NONE	NONE	





Auxiliaries

Fund Codes 14x, 15x, and 16x

Auxiliary funds



Auxiliary funds are:

- Generally governed by state appropriations guidelines with some exceptions
 - Example: Gifts for retirement or merit are allowed up to \$100 like state appropriations funds
- Expended for any goods and services necessary to fulfill the mission and programmatic needs for the auxiliary



Auxiliary funds



Example:

- Housing and Residence Education is an “auxiliary”
- It has customers (student residents) who pay a fee to live in the residence halls
- These funds are used, in turn, to support the Housing “enterprise”



Exceptions



Items Exceptions	101, 102, 103	201, 209, 211, 212	171, 213	14x, 15x, 16x
Alcoholic Beverages	NONE	Only if part of the research project	Allowable	Fee collection events only
Food Items	Recruitment	Only if included in the scope of the grant or Fund 211 if related to the research project	Allowable	If support the mission of unit
Gifts or Gift Cards	Retiring or Merit up to \$100	Only if they are used to support the research	Retirement/Merit CU up to \$75 FPP up to \$75	Retiring or Merit up to \$100
Party Items	NONE	NONE	Allowable	If support the mission of unit
Fines and Penalties	NONE	NONE	NONE	NONE
Member Dues	Allowable - if separate from PAC	NONE	Allowable - if separate from PAC	Allowable - if separate from PAC
Political Action (PAC)	NONE	NONE	NONE	NONE





FYI Other Funding Sources

FYI: Other UF Funding Sources



There are other funding sources at UF that you should be aware of:

- Student Activity and Service Fees
- Financial Aid
- Concession Funds
- Capital Projects





UF gets moneys from ...

Student Activity and Service fees (A&S fees), which are collected by University Bursar as a component of tuition

- Administered by the Division of Student Affairs, these fees are allocated by the Student Senate to meet the needs of student groups
- Fund Code 191—Student Govt Funds





UF gets moneys from ...

Various sources to provide financial aid to UF students. With financial aid, UF acts as the custodian for funds until the moneys are disbursed to the students or credited toward the students' debts

There are a range of Fund Codes used to support financial aid-related efforts





Commissions from vending contracts for beverages, food, and games

- Fund Code 192
- Known as the President's "concession funds"
- Used for discretionary purchases that support business purposes that are generally not made with state or grant funds





State, private, and university sources to be used for capital projects, new construction and major renovations of buildings

- Fund Codes 5XX
- Terms that you will hear these funds called:
 - State Approp - Non-operating
 - Capital Improvement Trust Fund (CITF)
 - PECO - Public Education Capital Outlay





- Fund Code 179—Other Miscellaneous Donations
 - This cash-based fund does not have a standard funding source
 - It is primarily used for non-research miscellaneous revenues
 - Typically, use of these moneys should follow the same guidelines as Auxiliary funds





- Dollars are derived from interest earnings
- Dollars are allocated by the President or Provost and the Vice President for Research for strategic purposes across the university





- Investment earnings on Non-Research Funds
- Fund 175 – Non-Research, requires SOF:
 - APPROPN – carries restrictions of appropriated funds
 - UNRESTN – unrestricted (except to use for which the funds were granted)
 - SOF follows the allocation and use of funds and cannot change (can't move from one fund/SOF to another)





- Investment earnings on research-related funds
- Fund 275 is research-related, requires SOF & Project:
 - DSPSTRG – From DSP contributions
 - INTSTRG – From research-related interest earnings
 - SOF follows the allocation and use of funds and cannot change (can't move from one Fund/SOF to another)
 - Allowable use is the same as returned overhead funds



IFAS Incidental Funds: 181 and 182



- Used for revenues made from the sale of certain goods and services
- Fund Code 181 – research related
- Fund Code 182 – extension related
 - Dept. of Soil & Water Sciences does soil testing for the public and charges a small fee IFAS
 - Not all IFAS depts have these types of funds
- Cash-based
- Auxiliary spending rules apply



HSC Trust Funds: 185 and 186



- Used for revenues made from the sale of certain goods and services
- Fund Code 185 is used by all six colleges in the HSC
- Fund Code 186 is for the Vet Med Teaching Hospital's use
- HSC only
- Cash-based
- Auxiliary spending rules apply



M&S Fee/Equip Usage Fee: 162 and 163



- Classroom fees “directly used” and approved through the Provost
- Materials and Supply Fee
 - For classroom materials and supplies consumed within a semester
 - Limited amount can remain at the end of each semester



M&S Fee/Equip Usage Fee: 162 and 163



- Equipment Usage Fee
 - For the replacement cost of equipment collected over time
 - Has to be “directly used” for instruction per UF regulations



Today, we learned:



- Define the importance of Fund Accounting at UF
- Connect UF's fund sources to "Fund Codes"
- Clarify budget-based vs. cash-based funds
- Describe how moneys can and cannot be used
- Apply spending rules to examples
- Explore the rules for categories with exceptions
- Review special funds
 - **Clarity + Compliance = Good Stewardship**





Any Questions?

Financial Inventory



- In your handout—see page 15—you'll find a financial inventory
- Please take this back and complete the answers, working with the appropriate business manager of your work unit, department or college
- We will discuss the answers when we meet in March

