



Funding Sources & Uses

Account Types and Funding Information.



You will be able to...

- Define Types and Sources of Accounts
- Define Purpose and Use of Funds
- Give Examples of the Usage of Funds
- Explain State Appropriations



How Much Do You Know?

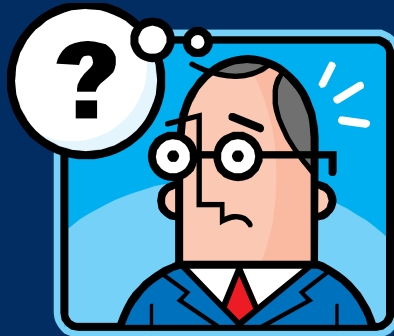


- *Do you Already Know Some Information about Funding Sources?*
- *What do you Need to Learn?*
- *What do you Want to Learn?*
- *How will you use this Information?*



Why is this Important?

- UCO Financial Statements Merge with the State and Our Expense Ratios Need to Reflect Correctly
- You Represent UCO
 - Make a Good Impression
- You Need to Follow State and University Guidelines
- Misuse of Funds could Lead to Discipline



Account Types

- Educational & General (E&G)
 - **01xxxx**
 - Tuition & Course Fees
 - State Appropriations
- Auxiliary Accounts
 - **02xxxx**
- Grant Funds
 - **02xxxx**
- Hospitality Accounts
 - **02xxxx**
- Development Accounts
 - **02xxxx**
- Agency Funds
 - **Axxxxx**
- Student Activity Accounts
 - **Sxxxxx**



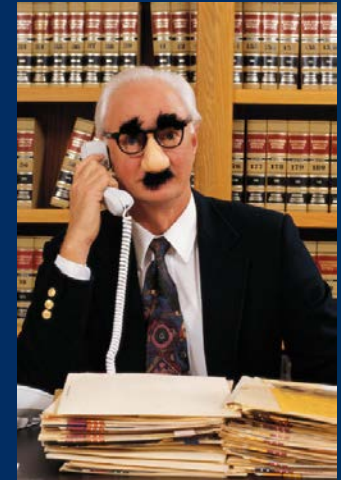
Course Fees – 01xxxx

- Funds Collected from the Students to Enhance their Classroom Experience.
- Purchases must meet Purpose of Course Fees
 - Facility/Equipment, Lab/Materials, Special Instruction
- Spending must Directly Benefit the Student



State Appropriations – 01xxxx

- State Revenue Allocated by the Legislature to the University
- Must be Spent in the Year they are Budgeted
- Cannot Pay for Future Year Items



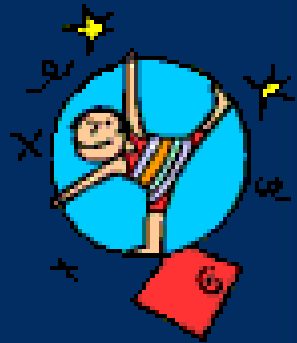
Cash Accounts

- The Following are Cash Accounts
 - Auxiliary Funds
 - Grant Funds
 - Hospitality Funds
 - Development Funds
 - Agency Funds
 - Student Activity Funds



Cash Accounts

- State Definition: Agency Special Accounts
- 702 Funds at the State
- Balances Roll Forward at Year End
- Org. Codes Typically Start with 02xxx



Grant Funds – 02xxxx

- Sources – Federal Money (430 Funds), State Money (702 Funds), Private Funds (702)
- Use of Grant Funds must Follow the Purpose of the Grant and State Purchasing Guidelines
- Verify the Ending Date of the Grant Before using ProCard to Pay for Items – Timing Delays can Cause Grant Funds to be Overspent



Hospitality Funds – 02xxxx

- Must have the word *Hospitality* in the org. title
- Source – Generated by Commission Revenues
- Amounts Designated by the President for the Vice Presidents use



Hospitality Funds

- Cannot be used for Personal Purchases
 - e.g. Flowers for Someone in the Hospital or a Funeral, Birthday Cake, or Gift Cards
 - During our Internal Audit the University was Reprimanded for Misuse of Hospitality Funds in the Area of Personal Purchases



Development Funds – 02xxxx

- Source is Usually Donated Funds
- Must Follow the Donor Purpose in Spending the Funds
- Cannot Violate State Purchasing Regulations



Agency Funds - Axxxxxx

- Source of Funds is usually Student Club Membership Dues or Club Fund Raisers
- These are Funds Held in Trust by the University
- The State Does not Guarantee Payment from these Funds – this is why ProCard Cannot be Used with Agency Funds
- Funds deposited as Agency Funds do not Qualify for UCO's Tax Deduction Benefit



Student Activity Funds - Sxxxxx

- Source of Revenue is Collections from the Students of the University
- The University Handles these Funds like Appropriations – Meaning UCO Assigns them through Budgets



State Regulations

- OSF Procedure Manual Chapter 100 - Section 155
 - Receipt of Monies by State Agencies
 - Monies received by a state agency, regardless of revenue source must be deposited in state treasury funds. No monies will be deposited in banks or other depositories unless such bank account is maintained by the State Treasurer.



State Regulations (Continued)

- OSF Procedure Manual Chapter 300 – Section 318
 - A.G. Opinion 82-71, This opinion further addresses that state funds must be used for public purposes.



State Prohibited Purchases

- OSF Procedure Manual Chapter 300 - Section 318
 - Items for Personal use or Consumption e.g. Coffee/Water for Employee Consumption in the Office. (Allowed for Business Purposes, Meeting Refreshments, Visitors Events etc.)
 - Flowers for Birthdays/Condolence, Birthday Cakes, Cards
 - Donations



What does this Mean to you?

- All Funds at the Treasures Office are Funds that Belong to the State
- The Payment will be Made from the University of Central Oklahoma Regardless of the Source
- All Purchases Must Meet the Public Purpose Criteria
- Agency Funds are Held in Trust by the State



Purpose of Different types of Accounts

- **Development Funds**
 - to be Spent on Developing the Department
 - Training for Faculty/Staff
 - Departmental Equipment/Supplies
 - Ask the Question: *Does this Purchase Further Develop the Department?*



Purpose of Accounts (Cont.)

- **Agency Funds**
 - State does not Administer Spending Guidelines
- **Course Fees**
 - *Does the Purchase Directly Benefit the Student?*



Purpose of Accounts (Cont.)

- **Hospitality Funds**

- Must Follow State and University Purchasing Policies
- Amounts Designated by the President for the Vice Presidents use
- Cannot be used for Personal Purchases
 - e.g. Flowers for Someone in the Hospital or a Funeral, Birthday Cake or Gift Cards



Student Activity Funds



- Student Activity Funds - Purchases for UCOSA approved activities
 - Flowers for Student Pageant Held Every Year is Allowable
 - Student Activity Budget Manager Must Approve Student Activity Fund Spending in Advance

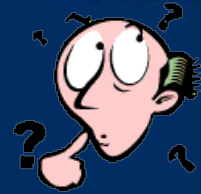


You are able to...

- Define Types and Sources of Accounts
- Define Purpose and Use of Funds
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Questions to Considered



- *Are you Depositing your Revenues using the Correct Detail Codes?*
- *Are donations being Recorded as Donations, are Sales of Items being Recorded as Sales Income?*



Summary

- Ask These Questions Before the Money is Spent
 - *Does the Purchase Meet the Criteria for the Source of Funds?*
 - *Can I Justify to the Donor/Student/State the Public use of the Purchase?*
 - *Does this Purchase follow the State and University Guidelines?*



References

Purchasing Website

[Link to OSF Procedure Manual chapter 300](#)



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