



Business Matters At Sac State

Topic: *Get to Know the Fund You're Using!*

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To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

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University monies fall into two major categories: day-to-day operating funds, and capital cost funds, which are used for major projects such as construction and infrastructure improvements. Operating funds cannot be used for capital construction projects and capital cost funds cannot be used for operating expenditures; these funds cannot be co-mingled or transferred into the other fund category.

OPERATING FUNDS

State General Fund (Government Fund)

The State General Fund is an appropriation from the State of California, approved each year by the Legislature and Governor, and allocated to the campus through the California State University Board of Trustees. It is the main source of money that supports the campus' day-to-day operations. The use of State General Fund monies is governed by state law, administrative code and Trustee policy. The State Constitution prohibits the making of a gift of any "public money or thing of value" (Article 16, Section 6, Public Finance). Sac State General Fund codes begin with GXXXX.

Lottery Fund (Fiduciary Trust Fund)

The sale of state lottery tickets provides supplemental funding for CSU campuses. Lottery funds must be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing of research or any other non-instructional purpose. The Lottery program is administered by Academic Affairs. The CSU Board of Trustees allocates funds annually to campuses. Sac State Lottery Fund codes begin with CLXXX.

Continuing Education (Fiduciary Trust Fund)

Student fees for Continuing Education courses or other miscellaneous revenue (e.g. conferences training services) provide the resources for this self supporting program. Funds are to be used to finance Continuing Education. Sac State Continuing Education Fund codes begin with TEXXX.

Dormitory Revenue Fund – Housing, Parking, and Student Union (Proprietary Enterprise Funds)

These are self-supported programs that generate their own revenue from fees and services. Their funds must be used for the sole purpose of supporting their individual programs and facilities. Sac State Fund codes are:

- o *Housing* codes begin with DRHXX,
- o *Parking* Fund codes begin with DRPXX,
- o *Student Union* Fund codes begin with DRUXX.

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Parking Fines and Forfeitures (Fiduciary Trust Fund)

Revenue is received from citation fines (e.g. parking citations) and can only be used to support the administration of the citation program and for alternative transportation projects such as the Hornet Shuttle and the ride-share program. Sac State Parking Fines/Forfeitures Fund codes begin with TPXXX.

Student Health Facilities (Fiduciary Trust Fund)

A mandatory fee is paid by students each term to support the maintenance of the Student Health Services facilities. The funds were used to build the CSUS Health Center, and will offset costs for the Health Services relocation to the Recreation and Wellness Center. Sac State Health Facilities Fee Fund codes begin with THFXX.

Student Health Services (Fiduciary Trust Fund)

A mandatory Health Services program fee is paid by students each term. The Health Services program and use of these fee funds is governed by CSU Executive Order 943. These funds cannot be used for other University operating costs. Sac State Health Services Fund codes begin with THSXX.

Student Fees and Other Miscellaneous Trust Funds (Fiduciary Trust Fund)

Other mandatory registration fees such as the associated students, and instructionally related activities, and other University activities designated under Executive Order 919, such as program center services to on- and off-campus entities, are deposited into individual trust fund accounts. Each fund can only be used for the specific purpose for which the fee was established. Sac State Other Fee Fund codes begin with TXXXX.

CAPITAL COST FUNDS

State Capital Outlay (Governmental Fund)

Funding for this program is supplied by allocations from the State Legislature via revenue received from state taxes and bond sale proceeds (e.g. education bond issue). State Capital Outlay funds are used to build and renovate campus academic and administrative facilities, most recently the AIRC building. Expenditures for capital outlay fall into two groups:

- Major Capital Outlay – capital projects that cost over \$400,000 or state site acquisition projects.
- Minor Capital Outlay – construction projects whose estimated cost is \$400,000 or less.

Sac State Capital Outlay Fund codes begin with BXXXX.

Non-State Capital Outlay Funds – Dorm Construction Fund (Proprietary Enterprise Funds)

Funding is generated by the CSU sale of bonds on behalf of a recognized University enterprise (Parking, Housing, Health Services, Continuing Education) or auxiliary (University Union, University Enterprises, Inc., Capital Public Radio, Associated Students, Inc., etc.). Non-state capital projects must be approved by the CSU Board of Trustees as described in Executive Order 876. The enterprise or auxiliary is responsible for retiring the debt for its non-state capital project. Recent non-state capital outlay projects include Parking Structure III, the new Bookstore, the proposed Recreation and Wellness Center and the new on-campus student housing projects. Sac State Non-State Capital Outlay Fund codes begin with DXXXX.

If you have any questions about types of funds and what they can be used for, please contact the University Budget Officer at x83909, or visit the Budget Planning and Administration office website at <http://www.csus.edu/admbus/budget/>.

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