

PROCEDURES for DELEGATED FISCAL AUTHORITY AND RESPONSIBILITY POLICY ADM-0162

California State University, Sacramento

University Funds Overview Updated July 2013

California State University, Sacramento (University) funds come from a variety of sources and are accounted for separately. Among the major sources are: state funds, student fees, trust and self-supporting funds (Continuing Education, Parking Services, Student Housing, Student Health Center etc.), gifts, grants and contracts, commercial operations, and state and non-state capital outlay funds.

Funds from gifts, commercial operations, and most grants and contracts are deposited with the University Foundation at Sacramento State (Foundation), University Enterprises, Inc., Associated Students, Inc., Capital Public Radio, and the University Union and are managed there per operating agreements with the University. As official Auxiliary Organizations they each have their own financial and business operations, with policies and procedures that control the expenditure of funds for which they are responsible.

To be responsible fiscal stewards of these public funds, care must be taken to ensure that they can be fully accounted for under any inquiry. Departments may be asked to document the purpose of a particular purchase or expense for approval, public records requests and/or audit purposes. Departments are also responsible for following Federal, State, CSU and University policy (e.g. Hospitality Expense) when spending public funds. Inappropriate expenses will be disallowed and the department will have to identify other appropriate funding.

University monies fall into three major categories: operating funds, financial aid funds and construction, maintenance and repair funds. Operating funds are used for the day-to-day expenditures of the university. Financial aid funds are used to help the financial needs of students. Lastly, construction and maintenance and repair funds are used for major projects such as construction and infrastructure improvements and minor projects involving maintenance and repairs.

Although the following fund classifications and guidelines include current University fund coding, these codes are subject to change due to updates in laws, policies and instructions from the Chancellor's Office. For the most updated listing of our university fund codes contact Accounting Services. Listed below are the primary funds that most departmental users will come in contact with while conducting University business.

OPERATING FUNDS

General Operating Fund

This fund is a combination of State General Fund appropriations and student fees (Category I). The State General Fund is an appropriation from the State of California which is allocated to the campus through the California State University (CSU) Board of Trustees. The student fees are payments from students for mandatory tuition and campus fees, non-resident tuition, application fees, etc. The General Operating Fund acts like a State General Fund where an annual budget is allocated and serves as the main source of funds that supports the campus' day-to-day operations. The use of this fund is governed by state law, administrative code, Trustee and campus policy. CSU Fund Code 485

The University's General Operating Fund code is **MDS01**

Lottery Fund

The sale of state lottery tickets provides supplemental funding for California Public Education, which includes CSU campuses. Lottery funds must be used exclusively for the education of 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 CSU Board of Trustees allocates funds annually to the campuses. The Lottery allocations to our campus are administered by Academic Affairs.

CSU Fund Code 481

University State Lottery fund codes generally begin with **CL**

OPERATING FUNDS (continued)

Miscellaneous Course Fees

Fees charged to students that are associated with state-supported courses. Funds are used to provide exceptional instructional materials, services, or use of an off-campus facility.

Category III Fees

CSU Fund Codes 485

University Miscellaneous Course Fee fund codes generally begin with **MS** or **TS**

Continuing Education

Fees for continuing education courses or other miscellaneous revenues (e.g. conferences and training services) provide the resources for this self-supporting program. Funds are to be used to support Continuing Education.

Category V Fees

CSU Fund Codes 441 & 444

University Continuing Education fund codes generally begin with **TE**

Housing and Parking

These are self-support programs that generate their revenue from non-mandatory fees and services. Their funds must be used for the sole purpose of supporting their individual programs and facilities.

Category V Fees

CSU Fund Codes 472 and 531

University Housing and Parking fund codes generally begin **TDH** & **TPR**

Parking Fines and Forfeitures

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.

Category V Fees

CSU Fund code 471

University Parking Fines and Forfeiture fund codes generally begin with **TPF**.

Student Health Services and Student Health Facilities

Mandatory fees are paid by students each term to support the Health Services program and to maintain the Student Health Services facilities within the Wellness Center (WELL). These funds cannot be used for other University operating costs. The Health Services program and use of these fee funds is governed by CSU Executive Order 943.

Category II Fees

CSU Fund Codes 452 & 485

University Health Services and Facilities fund codes generally begin with **THS** and **THF**

Other Mandatory Campus Fees

Other mandatory registration fees such as the university union, associated students, instructionally related activities, and other University activities such as program center services to off-campus entities, are deposited into individual trust fund accounts. Each fund can only be used for the specific purpose for which the fund was established via the fee policy process and the Trust Fund Specification Sheet.

Category II Fees

CSU Fund Codes 461,463, 485, and 534

Other Mandatory Campus Fee Trust fund codes generally begin with **MA**, **TAS**, **TDU**, or **TNR**

OPERATING FUNDS (continued)

Other Miscellaneous Campus Fees

Other campus fees for non-course work materials, services or penalties. Examples include transcript copies, transcript evaluations and Public Safety service fees. Each fund is held separately and can only be used for the specific purpose for which the fund was established via the fee policy process and the Trust Fund Specification Sheet.

Category IV Fees

CSU Fund Code 485

Other Miscellaneous Campus Fee Trust fund codes generally begin with **MC** or **TS**

Miscellaneous Trust Funds

Other miscellaneous trust funds are used to conduct the business of the University and include internal and external funds to provide services to the Campus Community and its neighbors. These funds are deposited into individual self-supporting Trust Funds and are for the specific purpose for which the fund was established. These funds should hold only minimal reserves for future large purchases (e.g. inventory or equipment).

CSU Fund Codes 465, 496, 499, 537, 541, 543 and 544

Miscellaneous Trust fund codes generally begin with **MDR01, PN, PX, RF, TC, TM, TX** or **TZC**

FINANCIAL AID FUNDS

Scholarship Funds

Scholarships are funded primarily from outside donations, interest and transfers from the Foundation. These funds can only be used for scholarship awards per the Trust Scholarship Specification Sheet.

CSU Fund Codes 431 and 435

Scholarship fund codes generally begin with **S**

Endowment Funds

Endowments are funded primarily from outside donations and interest. Endowment funds cannot be spent. Their purpose is to generate interest earnings to be transferred to other funds (e.g. Scholarships) per the Trust Endowment Specification Sheet. New endowments are set-up with the Foundation.

CSU Fund Code 466

Endowment fund codes generally begin with **E**

Student Grant, Loan and Work Study Funds

Grants, loans and Work Study are funded by local, state and federal governments. Their purpose is to provide financial support to students based on the specific grant or loan requirement.

CSU Fund Codes are established for each specific grant or loan

Student Grant and Loan and Work Study fund codes generally begin with **TF, TGA, TGD, TGP, TGS, TGT, TL & TWS**

Miscellaneous Financial Aid Funds

Funding for these funds is from Budget Allocations or fee set aside. Their purpose is to provide financial support to students based on financial need criteria.

CSU Fund Code 485

Miscellaneous Financial Aid fund codes generally begin with **MG, TGE** or **TGU**

CONSTRUCTION AND MAINTENANCE AND REPAIR FUNDS

State Capital Outlay

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, such as the Academic Information Resource Center. Expenditures for capital outlay fall into two groups:

- Major Capital Outlay – capital projects that cost over \$600,000 or state site acquisition projects.
- Minor Capital Outlay – construction projects whose estimated cost is \$600,000 or less

CSU Fund Codes are established for each project
University State Capital Outlay fund codes generally begin with **B**

Non-State Capital Outlay Funds - Dorm Construction Fund

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 Enterprise, Inc., Associated Students, Inc., Capital Public Radio, and the University Union). Non-state capital projects must be approved by the CSU Board of Trustees as described in Executive Order 994. The enterprise or auxiliary is responsible for retiring the debt for its non-state capital project. The most recent non-state capital outlay projects include The WELL and the American River Courtyard.

CSU Fund Codes 204, 221, 223,224,225 & 228
University Non-State Capital Outlay fund codes generally begin with **D**

Special Project Construction Funds

Funding is generated from General Operating Fund investment income and other outside sources for the purpose of funding capital projects.

CSU Fund Code 491, 542 or 550
University Special Project Construction fund codes generally begin with **TZ** or **TK**

Maintenance and Repair Funds

Transfers from affiliated Parking, Union and Housing funds provides funding for maintenance and repairs of their buildings and other fixed assets.

CSU Fund Codes 474, 532 & 535
University Maintenance and Repair fund codes generally begin with **TB**