



NEW FUNDING SOURCE RANGE – OTHER ACTIVITIES
July 1, 2007

Background

We have encountered several activities that are conducted throughout the Institute that do not fit the general criteria for inclusion in any of the current general ledger funding segments (i.e. general budget, endowment, gifts...). As a result, they have been accounted for inconsistently and primarily in the Gift funding source which has become the “catch-all” by default. We have therefore begun to segregate these activities into logical groupings in a separate funding source range. The general ledger “grandparent” funding source for these activities is 32000000. A description of the activities being segregated and their related structure are outlined below.

Descriptions

Conferences – 32020000

Any conferences that are not 100% funded by another source (i.e. sponsored award, gift, GB) should be set up under this funding source. Primarily these would be conferences that are supported by registration fees. This would also apply if a conference will be funded by a combination of sources and none of them are sponsored projects. Registration fees would be recorded directly to the PTA’s as revenue (negative expense) and will not be budgeted. If donations are received they will be recorded as gifts in this account. Any remaining transfer of funding required from a general budget account or discretionary gift account will be accomplished with a manual usage in OGM.

Miscellaneous Sales & Services – 32030000

These types of accounts should be rare and will be used to track miscellaneous income associated with immaterial ancillary sales of product or services that are not related to a sponsored award. An example of this would be the sale of photographs. The department will be responsible for monitoring and billing for the account as needed. As external funds are received, they will be coded to revenue (negative expense), reimbursement or credit expenditure, but they will not be budgeted. Many of these sales will be subject to taxes. Before any sales are made, please contact the tax office in Finance.

Recharge Centers – 32040000

This funding source range will be utilized to account for recharge centers on campus. We will be working with the Divisions to organize the accounting and monitoring of recharge center operations, which are currently handled across general budget and gift accounts, as needed.

Commercial Receivables – 32050000

Commercial receivables are used to accumulate reimbursable costs incurred by third parties’ use of Institute facilities, lab space, recharge centers, or dining facilities, among others, in support of

the Sponsor's activities. Commercial Accounts are not gifts and should not be Government funded. The accounting for commercial receivables is similar to non-federal accounts whereby expenses are incurred and billed to recoup the cash using the accounts receivable process. Before any commercial agreements are made, please contact the Business and Accounting Office in Finance.

Internal Collaborations – 32060000

This funding source range will be utilized to account for activities on campus that are being hosted and funded by various Divisions/Departments. One PTA will be established and funding will be transferred to this account from the various participants via manual usages in OGM thus producing revenue (negative expense) and increasing the balance available.

Internally Designated Funds – 32070000

This funding source range will be utilized to account for funds designated for special purposes by Caltech as opposed to an outside donor. These funds will act like a gift account in that the funds will carry forward from year to year, however, their purposes have been internally designated. The source of these funds is most often unrestricted revenue allocated from the general budget or other Institute discretionary funding. An example of this is the Provost R&E funds. These accounts will most likely be funded via a budget adjustment based on the general ledger journal entry showing the transfer (7xxx) of funding from the general budget or other source.

Structure

OTHER ACTIVITIES -- 32000000				
Finance Oversight Responsibility	Funding Source		PTA Naming Conventions	
	Number	Name	Award	Project
Gift & Endowment Accounting	32020000	Conferences	OACONF.xxxxxx	PI/DIV
Business & Accounting Services	32030000	Miscellaneous Sales and Services	OASALE.xxxxxx	PI/DIV
Gift & Endowment Accounting	32040000	Recharge Centers	OARCHG.xxxxxx	DIV/Option
Business & Accounting Services	32050000	Commercial Receivables	OACR.xxxxxx	PI/DIV
Business & Accounting Services	32060000	Internal Collaborations	OAIC.xxxxxx	PI/DIV
Gift & Endowment Accounting	32070000	Internally Designated Funds	OAID.xxxxxx	PI/DIV

Notes:

- Awards:** The current convention is for 6 alphanumeric characters after the decimal. If needed, the system can accommodate a total of 15 characters including the decimal. Therefore, there is flexibility for the part subsequent to the decimal providing the total does not exceed 15. **The convention prior to the decimal must always be followed.**
- Projects:** The convention noted is for the first 3 digits of the project to be the PI, Division or Option initials and to have 5 alphanumeric characters after the decimal. However, the system does allow for a total of 15 characters including the decimal thus providing flexibility. **The PI/DIV/OPTION initials convention should continue to be followed.**

Set-up Procedure

The PTA set-up assistance form will be modified in the future to accommodate these new accounts. In the interim, please use the current form and write in the type of award you are requesting instead of checking one of the selection boxes at the top of the form. Use the above naming conventions and contact your Finance representative if you have any questions or need assistance.

Fiscal Year-End Review

Since all of these types of accounts (excluding Commercial Receivables) are intended to breakeven or operate at a small surplus, reports will be presented to the appropriate Division/Department managers before fiscal year-end for review and appropriate funding actions. After analysis, accounts with deficit balances may need to be transferred to another funding source and/or accounts may be placed on Hold status.