

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	July 2000
Section 6.1	Accounting	Revised:	September 2008
Policy 6.1.3	Fund Groups	Responsibility:	Assistant Vice President for Business Affairs

FUND GROUPS

Classification

The project ID's maintained in the financial records of the institution are classified into different fund groups. This classification is based on two general criteria: (1) the type or source of funds and (2) the purpose or type of activity for which the funds are to be expended. Each fund group is an independent accounting entity with a self-balancing set of project ID's consisting of assets, liabilities, and a fund balance. Each fund group is governed by its own set of regulations, restrictions, and limitations imposed by authoritative sources.

General Revenue Funds - State (14000 – 14xxx, 23055, 23056, 23065, 23066, 23070)

The source of funding consists of funds appropriated by the State Legislature. These appropriations are made up of general revenue (administered by the State Comptroller's Office) and locally generated income administered internally by the institution. Expenditures and obligations of general funds can only be made during the fiscal year for which they have been appropriated or budgeted; any excess funds are either returned to the State Comptroller's Office or internally reallocated to be included in the funding for the next fiscal year's budget. The purpose of general funds is to support the educational functions of the various Schools of the institution. The Board of Regents approves the annual budget.

Other General Revenue Funds - Special Appropriations (15000 – 15xxx)

The source of funding consists of funds appropriated by the State Legislature for specific purposes as defined by the Legislature. The Legislature and the State Comptroller's Office determine the purpose, activity, and period of use, as well as the rules and regulations that the institution must follow.

Service Department Funds (21001)

The source of funding consists of cost reimbursement for supplies and services provided to other departments in the institution and to certain limited outside entities directly associated with the Health Science Center.

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**Grant and Contract Funds
(41002 – 44xxx)**

The source of funding consists of funds received from federal, state, and local government agencies and non-government entities and individuals pursuant to a formal grant or contract. The funds are restricted for use for a particular purpose specified by the grant or contract. The period of use is usually designated in the agreement and does not necessarily coincide with the institution's fiscal year. The funds are administered by the institution under the restrictions and regulations of the agreement and institutional policies and procedures. And, are limited to expend the budgeted amount regardless of the timing of cash receipts or revenue.

**Auxiliary Enterprise Funds
(35001)**

The source of funding consists of revenue generated from services provided to students, faculty, or staff. Auxiliary services must be related to the functions of the institution.

**Designated – Practice Plan Funds
(22xxx)**

The source of funding consists of revenues collected related to patient care by the institution's Medical Services Research and Development Plan (MSRDP) and the Dental Services Research and Development Plan (DSRDP). The operations of MSRDP and DSRDP are governed by the Bylaws of the plans, as well as additional policies and procedures established by The University of Texas Board of Regents.

**Designated Funds General
(23001 – 23xxx, except 23055, 23056, 23065, 23066, and 23070, 23100)**

The source of funding consists of funds designated by the Board of Regents for special activities. Revenue of this fund is generated mainly from the operation of the continuing education programs of the various Schools of the institution. Additional revenue includes interest income and certain other special services provided by the individual departments. Guidelines for expenditure of these funds are established by institutional policy and fall under the regulations administered by the Board of Regents.

**Current Restricted Funds
(48000 – 48xxx)**

The sources of funding include funds received from individuals, foundations, and corporations and are restricted as to their use by the donor. Guidelines for expenditures are stated in the Regents' *Rules and Regulations*. Specific restrictions are maintained by the Office of Sponsored Programs. Adherence to restrictions placed by the donors is the responsibility of the Principal Investigator (PI) of the project or by

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department head if no PI is assigned. Funds remaining after completion of the requirements stipulated by the donor may be expended for any purpose which benefits the institution under appropriate provisions of the Regents' *Rules and Regulations*.

**Loan Funds
(60101 – 608xx)**

The source of funding consists of awards from federal agencies, individuals, and organizations for loan to students enrolled at the institution. The loans are awarded under policies dictated by the agency or donor and the institutional Scholarship and Loan Committee.

**Endowment Funds
(61001 – 62xxx)**

The source of funding consists of funds received from public and private donations. The principal must remain inviolate and in perpetuity with only the income from the investment being available for expenditure. Funds are invested by The University of Texas System and the income generated is deposited into the current restricted fund group primarily for instruction, research, and scholarship purposes as determined by the donor.

**Plant Funds
(63000 – 63xxx)**

These funds are divided into two separate categories:

1. Unexpended Plant Funds – are funds specified by the Board of Regents or by external sources for the acquisition, construction, or improvement of physical properties to be used for institutional purposes.
2. Renewal and Replacement Funds – are funds specified by the Board of Regents or by external sources to be used for the renewal and replacement of plant fund assets. A regular source for such funds shall be the portion of indirect cost allowances represented by use charges on buildings, other improvements, and equipment allocated to sponsored programs.

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**Agency Funds
(67001)**

The source of funding consists of funds received from individual students, student organizations, faculty committees, other groups of the institution, or groups which have an association with the institution. These funds are held in custody by the institution. Receipts and disbursements are not included as revenues and expenditures of the institution.
