

**ACCOUNT/BUDGET GENERAL OPERATING PRINCIPLES  
for IU SOUTHEAST  
ACCOUNT MANAGERS / ACCOUNT DELEGATES**

- The Fiscal Year runs from July 1 - June 30. Operating budgets are distributed in June/July.
- Accounts may not exceed their budgeted amounts within the fiscal year. Account managers will be required to develop a plan to bring the account in balance before the closing of the fiscal year or to carry forward the over-expenditures to the next fiscal year.
- Allocated funds do not carry forward to the next fiscal year. Unused funds are forfeited. Allocated funds should be spent to or close to zero.
- Every department has an organization code (contact Melissa Hill in Accounting Services, #2359). Examples: Student Affairs (SSER), Athletics (ATHL).
- A budget binder or file should be established for each account.
- All budget documents should be kept for the current fiscal year within the budget binder or file.
- Receipts/documentation must be kept for all expenditures.
- All budget documentation must be kept on file for seven years.
- Use of funds must conform to IU Financial Policies found on web site:  
<http://www.indiana.edu/%7Epolicies/>
- The Financial Information System (FIS) is used for account transactions and account monitoring. Passwords and access are needed (contact IT or Accounting Services). If FIS training is needed, contact Melissa Hill in Accounting Services (#2359).
- Monthly operating statements should be printed from FIS (available first of month—notification comes by email) and account transactions should be reconciled by the account manager or delegate on a monthly basis at minimum. Each expenditure must be accounted for with receipts or other appropriate documentation. Contact Accounting Services (#2359), or appropriate office or vendor, when discrepancies are found.
- Expenses should be charged to the correct object code when possible; this reflects the type of expenditure and helps with identifying the department's true needs and utilization of funds.
- Funds can be transferred (within a fiscal year) from "like" object codes, i.e. supplies & expense and travel. Salary/compensation funds cannot be used for supplies or travel and vice versa. Base fund adjustments (permanent reallocation) should be requested at budget hearing time.

[Exception: student activity fee funds must be spent as allocated. Changes to accounts can be requested at budget hearings held in the spring.]

- Corrections, as needed, can be made from one account to another (consult with Accounting Services #2359).
- Fiscal approval (VC/Fiscal Officer) is required to move salary funds out of appropriated object code, and it's very rare.
- Gift expenditures of any kind cannot be made out of University funds (exception could possibly be promotional items for recruitment and retention).
- If an office has more than one account, mailings need a note attached to designate the account for the postage charge.
- Copy machine cards and procurement cards need to have appropriate account affiliation.
- Time sheets or PTO report should be sent to Supervisor (VC or Director) for signature.
- Account manager signs travel forms which are faxed or forwarded to IU Travel; see the following site for travel assistance: <http://www.indiana.edu/~travel/>
- Safe and lock box combinations need to be changed when a change in office personnel occurs.
- Purchasing guidelines should be followed on use of Disbursement Vouchers, Procurement Cards, and Epic Purchase Requisitions. After-the-fact purchase orders are a violation of IU policy. For Purchasing assistance, contact Ed Kochert (#2338). Three bids must be obtained for items over \$5000. All purchases should be tax exempt (IUS sales tax exempt number: 0003123294018).
- Internal controls—segregation of duties should be maintained if possible when receiving revenue or expending university funds. Contact Accounting Services for evaluation of internal control procedures (ext. 2359).
- Hospitality/Special Expense/Food Purchases must comply with IU policy on Hospitality—see IU Financial Policies web site: <http://www.indiana.edu/~vpcfo/policies/accounting/i-50.html>  
Follow food purchase guidelines (Special Expense) (no food purchases unless prior approval by Budget Committee/Administrative Affairs). For assistance, contact Melissa Hill (#2359). Object Code 4028 must be used by 23- accounts for hospitality expenses.
- Follow IU Foundation guidelines for IUF expenditures. For assistance, contact Charla Stonecipher (#2464).

**All Account Managers and Delegates:**

- For Travel assistance, contact IU Travel Mgt. Services: SUVON 81-1 (812) 855-7864.
- For FIS assistance, contact Melissa Hill (#2359).
- For Student Activity Fee account assistance, contact SAF Fiscal Officer Ashley Troncin (#2075).
- For Human Resources E-doc assistance, contact Denise Jones (#2456).

### **Additional Requirements Specific to Student Activity Fee Accounts:**

- **Student Activity Fee Funded Activities:** Student activity and athletic programs are important aspects of the University's educational process. As a result, Student Activity Fee income may be used to provide financial support for student groups that meet the following criteria:
  - The group or activity is recognized by the University as providing the campus with those cultural, recreational, social and athletic programs essential to a well-rounded student life and,
  - The group or activity does not endorse a particular religious, political, or ideological point of view.Selective membership organizations which are not open to all students are not eligible for monetary support.
- The Student Life Committee requires that student activity fee funds be recognized as the source of funding for all events and programming paid for by those funds. This will help inform students on how their fees contribute to and benefit campus life. Efforts to do this consistently will help ensure continued funding.
- Student activity fee funds may not be transferred from one Student Activity Fee account to another.
- Accounts are budgeted for the entire fiscal year and account managers may spend budgeted allotments as appropriate. However, the campus receives student activity fee income in two major increments corresponding with the fall and spring semester tuition and fee payments. As a result, the student activity fee accounts receive funding in two installments within the fiscal year.
- The Supplemental funds line may include income from ads, other sales, fund raisers, and other income, and is to be kept separate from the student activity fee allocation using sub accounts.
- Supplemental funds (revenue) must be deposited in the Supplemental fund sub account and expenses paid for with these funds should be charged to the sub account to maintain a positive balance in the SAF funded account line.
- Supplemental funds from income, etc. do carry forward to the next fiscal year.
- Allocated funds from student activity fees do not carry forward to the next fiscal year. Unused funds are forfeited.
- Allocated funds should be spent to zero first; supplemental or income funds should be used next.