# University of Colorado Denver | Anschutz Medical Campus

**Campus Administrative Policy**

**Policy Title:**     **Establishing New Programs or Projects in the General Ledger**

**Policy Number:**     2006          **Functional Area:**          Finance
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Effective:                                    April 1, 2014
Date Last Amended/Reviewed:                    April 1, 2014
Date Scheduled for Review:                     July 1, 2021
Supersedes:                                    Establishing New Programs or Projects in the General
                                               Ledger (July 1, 2010)

Approved by:                                   Associate Vice Chancellor for Budget and Finance

Prepared by:                                   Finance Office
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Applies to:                                    University of Colorado Denver | Anschutz Medical
                                               Campus
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## A.     INTRODUCTION

The purpose of this policy is to provide guidelines for departments and administrative
units when requesting new programs or projects to be established in the general ledger.

It is the responsibility of the departmental administrator to provide sufficient
documentation to the Finance Office or the Office of Grants and Contracts, as applicable,
in order to substantiate the appropriate general ledger categorization when requesting that
a new program or project be created in the general ledger.

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## C.  DEFINITIONS

1.  **Chartfield** is a general ledger coding structure comprising ten blocks of information that can be joined together in various combinations to identify where the general ledger system will record a financial transaction. Chartfield includes fund, organization, program, project, and subclass. For a complete description see the Accounting Handbook at the System Controller's website.

2.  **Fund Groups** identify the type of the money being received and spent. For example, there are general funds, auxiliary funds, restricted funds, reserve funds, and agency funds.

3.  **General Ledger** is the accounting system that is used to record and identify financial transactions.

4.  **Programs** identify distinct activities that have an ongoing life. Their operating accounts (revenues, expenses and transfers) are tracked by fiscal year. A program is required to be used if a project is not used. The program Chartfield is used with the general, auxiliary, gift, and agency funds and some plant funds.

5.  **Projects** provide a means of tracking financial activity across multiple fiscal years for activities over a limited time span. They are used in sponsored project funding and construction accounting. Sponsored projects fund research, instructional, or public service activities that are related to the mission of CU Denver | Anschutz, as defined in the APS Sponsored Project Revenues. Sponsored projects require administration by the Office of Grants and Contracts and may include any one of the following:

    a.  The award is a grant or contract from a governmental entity;
    b.  Sponsor support is directed to satisfy specific programmatic objectives that are to be accomplished within a specific time and budget framework;
    c.  The sponsor is entitled to receive some deliverable, such as a detailed technical report of the research results;
    d.  There is a provision for audits by or on behalf of the sponsor;
    e.  The funding is for a project with compliance issues including but not limited to: human subjects, animal use, biohazards, and biosafety;
    f.  Publication restrictions, patent, or licensing rights are requested by the

grantor.

6. **Research Deliverables** are the intellectual products produced by faculty and staff as a result of a sponsored project contract awarded to CU Denver | Anschutz. For example, the evaluation of a new medical treatment normally produces a research deliverable (a report) to the sponsor.

7. **Revenue Contracts** are those agreements that are between CU Denver | Anschutz and an external entity whereby monies are paid to the University in exchange for some type of good or service. Examples include: revenue contracts whereby CU Denver | Anschutz is performing standardized testing, consulting services, or a sponsored agreement resulting in a research deliverable. Note, contracts that contain federal and federal flow through dollars or non-federal contracts having terms and conditions requiring CU Denver | Anschutz compliance are normally recorded as a sponsored project in the Restricted Fund.

8. **Standardized Tests** are routine tests that follow a specific methodology for conducting the test and do not require an analysis or evaluation of the test results. For example, running an assay to determine the level of oxygen in a blood sample would be considered a standardized test.

9. **Speedtypes** are also used in the Finance System. A speedtype is an 8-digit shortcut for the Chartfield combination noted previously. The first digit of a speedtype represents the campus, the second and third digits identify the fund group, and the remaining five digits of the speedtype are assigned by the Finance System when the speedtype is created.

D. **POLICY STATEMENT**
The following types of financial activities are allowed in the fund groups below.

1. **General Fund (Fund 10).** Programs in this fund are supported by State payments for the College Opportunity Fund and Fee for Service contract revenue, tuition, facilities and administrative revenue, and educational fees. Expenses generally support the instructional mission of the campus. Research deliverables are not produced to an external sponsor.

2. **Auxiliary Fund (Funds 20, 26, 28 & 29).** Programs in these funds are self-supporting by nature in that they fund their own operations through internal or external sales of goods or services. Services provided do not produce any research deliverables. Consulting services performed by School of Medicine faculty members are processed directly through University Physicians Inc. (UPI).

   a. Fund 20 is used to record the financial activity of sales to students, faculty and staff or to entities outside of the University community. The auxiliary activity is considered a government owned business that qualifies as an enterprise under TABOR (Taxpayers' Bill of Rights). Currently the University of Colorado as a whole qualifies as a TABOR enterprise, but the University continues to maintain the TABOR fund structure in the event the University as

a whole ceases to qualify as a TABOR enterprise in the future. Typical activities include: Bookstore, Continuing Education, Graduate Medical Education, and laboratories providing standardized tests. Sales of goods and services are normally paid by cash, check or credit card.

   b. Fund 26 is used to record the receipt of royalty payments from patents and licensing fees and residual monies transferred from the Restricted Fund from closed clinical trials or contracts that no longer have any funding restrictions.

   c. Fund 28 is used to record financial activities of internal service centers. Service centers provide goods and services internally to various campus departments and sponsored projects. Printing Services is an example of a service center. See CU Denver | Anschutz Fiscal Policy titled "Internal Service Centers & Core Laboratories" for more detail.

   d. Fund 29 is used to record self-supporting activity that does not fit into Funds 20, 26, and 28. Examples include non-continuing-education conferences or honoraria payments. When an employee performs the service as a representative of the CU Denver | Anschutz, the honoraria check must be made payable to the University and not the individual.

3. **Restricted Funds (Funds 30, 31, 34, 35, and 36).** These funds are restricted by a sponsored project award or a gift to the University. See APS 1005, *Sponsored Project Revenues*.

   a. Fund 30 projects are used to record the financial activity resulting from grants or contracts from a federal agency, federal flow through entity, or a private sponsor.

   b. Fund 31 projects in this fund are used to record the financial activity resulting from grants or contracts from a State of Colorado agency or a local government in Colorado (such as a city or county). This fund does not include any federal flow through funding.

   c. Fund 34 programs are used to record gifts given to the University by a donor whereby the donor neither expects nor receives anything of economic value in return, except as provided for in fundraising events. The University provides the donor with a gift receipt and utilizes the gift in accordance with the donor's wishes. There can be no expectation of economic benefit on the part of the donor; i.e., no research deliverable.

   d. Fund 35 projects are used to record the School of Medicine's academic and departmental enrichment funding. UPI clinical earnings are the source of these funds. This fund also records monies received from the Children's Hospital Colorado Research Foundation that have been awarded to a faculty member in one of the schools/colleges on CU Anschutz Medical Campus.

   e. Fund 36 programs are used exclusively by Development Office on the CU Denver | Anschutz Medical campuses to record activity related to personnel costs and the related administrative expenses associated with the campuses' fundraising operations.

4. **Reserves Fund (Fund 72).** Formerly Plant Fund may be used to establish cash

reserves for future debt payments, campus/departmental initiatives and capital expenses. Examples include, but are not limited to: debt service reserves as required by a bond covenant, new building construction, building renovations, capital equipment purchases, student fee reserves, faculty start-up funding, reserve contingencies, and general programmatic needs for campus support that may include health, life, and safety issues. Prior authorization from the Budget Office and/or the Finance Office is required in order to transfer cash to or from a Reserve Fund speedtype. Separate speedtypes are required for reserves for different purposes.

5.  **Agency Fund (Fund 80)** is used for funds on deposit with the University whereby the University is acting as the custodian for the owner of the funds. A common type of activity recorded in the Agency Fund is related to UPI programs. UPI funds expended through Fund 80 are subject to CU Denver | Anschutz and University fiscal rules.

6.  **Exhibit A** – (attached) Examples of Activities by Fund contains examples of activities by fund groups and is intended to serve as a guide for requesting a new program or project in the general ledger. If you are unable to find an example that is similar to your activity, contact the Finance Office or the Office of Grants and Contracts for assistance.

## E. PROCEDURES

| Performed by: | Action: |
|---|---|
| Requestor/ Department | **1.** To request a new program for **General, Auxiliary, Reserve, or non-UPI Agency Funds** (Funds 10, 2X, 72, 80).<br><br>  a. Access website at: https://www.cusys.edu/System_Controller/forms/ and select Chartfield Request (CFR) - Speedtype, Program, Subclass.<br>  b. Complete the required sections of the Chartfield Request Form, including the organization code in the designated field.<br>  c. If the request is for a new program to be established in Funds 20 to 29 of the Auxiliary Fund, the following additional forms should be completed:<br>  - Cost Allocation Survey (exception Denver Campus).<br>  - UBIT Questionnaire (exception fund 26 for residuals from closed fund 30s).<br>  These forms can be found on the following website:<br>  http://www.ucdenver.edu/about/departments/finance/Pages/Forms.aspx<br>  d. All chartfield requests should be approved by the school or unit administrator/ fiscal manager. General and Auxiliary Fund budgets must be coordinated directly with the CU Denver Budget Office via your school or unit administrator<br>  e. Send completed forms to the Finance Office at Finance.Chartfields@ucdenver.edu.<br><br>2. To request a new project in **Restricted Funds 30 and 31**, contact the Grants and Contracts Office at 303-724-0090. Also see OGC website "Award Administration".<br><br>3. To request a new **Gift** program in fund 34, contact the Office of Grants and Contracts at 303-724-0260 or Campus Box F428. Also see OGC website "Gift Fund".<br><br>  a. The Gift Fund Setup form is located at:<br>  https://www.cusys.edu/System_Controller/forms/downloads/Gift-Setup.xls<br>  b. To request a fundraising event speedtype, complete the Fundraising Authorization form located at:<br>  https://www.cusys.edu/System_Controller/forms/downloads/Fundraising_Authorizatio n.xls<br><br>4. To request a new Fund 35 project for:<br><br>  a. UPI – AEF/DEF funding send an email to the School of Medicine's Dean's Office at SOM.AEFDEF@ucdenver.edu<br>  b. Children Research Foundation Funding – Contact the Office of Grants and Contracts at 303-724-0260 or Campus Box F428.<br><br>5. To request a new program for **Fund 36 Development Funds,** contact the campus Finance Office at Finance.Chartfields@ucdenver.edu for instructions<br><br>6. To request a new **UPI** program (Fund 80) for the School of Medicine – Contact UPI to establish a new cost center for clinical activities. Upon approval, UPI will contact the Finance Office to establish the new program in Fund 80. |
| Finance / Grants and Contracts | 7. Review new program or project request and if approved, establish in the general ledger. If denied, contact Requestor/Department with reasons for denial. |

**Notes**

1.      Dates of official enactment and amendments:
        April 1, 2014: Adopted by Associate Vice Chancellor for Budget and Finance
        September 27, 2019: Modified

2.      History:
        September 27, 2019: Modified to reflect a Campus-wide effort to recast and revitalize
        Campus policy sites into a standardized and more coherent set of chaptered policy
        statement organized around the several operational divisions of the university. Article
        links, University branding, and formatting updated by the Provost's office.

3.      Initial Policy Effective Date: April 1, 2014

4.      Cross References/Appendix:
        - Campus Policy 2001, *Internal Service Centers*
        - Campus Policy 2009, *Clinical Trials*
        - Campus Policy 2015, *Application and Proposal Approval Process for Sponsored Programs*
        - Administrative Policy Statement 1005, *Sponsored Project Revenues*
        - Office of University Controller – Accounting Handbook
        - Exhibit A: Examples of Financial Activity by Fund Group