Rozzie Gerstman
May 21, 2008
“Our company lost 900 million dollars last quarter. Your job is to make this look like the best thing that ever happened to us.”
The Fiscal Officer

A person trained and hired for the purpose of providing fiscal policy and internal control management of all funds in a unit
Responsibilities of Fiscal Officer

- Provide daily oversight on how funds are spent and managed
  - Ensure that funds are spent according to fiscal policy
  - Ensure funds are spent in alignment with account purpose
  - Ensure processes and controls are in place
FO Responsibilities (continued)

- Ensure account is reconciled monthly
- Ensure that either expenditures are in conformity with the budget OR
- Ensure that appropriate changes have been made to reflect changes in original budget
FO and Signature Authority

- Signature authority on ALL financial transactions rests with the FO
- FO is the only person who can delegate signature authority
- FO are required to utilize IU’s Financial Information System (FIS)
Account Manager

A person who through their actions, position or the budgeting process of the Dean or Vice President has direct responsibility for how funds are spent and managed.
Examples of Account Managers

- Principal Investigator receiving a grant or contract
- Academic person receiving internal research funds from the Dean
- Director of a non-academic department
Responsibilities of Account Manager

- Ensure that funds are being spent according to budgeted plan
- Ensure that the allocation of expenditures is appropriate to the function identified for the account
Account Supervisor

A person who serves as the “leader” of the organization in which the account resides.
Examples of Account Supervisors

- Academic unit
  - The Dean

- Administrative unit
  - The Vice President
Responsibilities of Account Supervisors

- Ensures the fiscal integrity of the organization
- Provides leadership, oversight, and management philosophy to ensure that all funds are spent and managed according to goals, objectives and missions of the organization
Responsibilities of AS (continued)

- Ensure that the fiscal officer has the education and training required to perform their assigned functions
Account Fund Group (Title Page)

- Rozzie Gerstman
- May 15, 2003
“If they don’t respond to our ‘final demand for payment’, send them our ‘absolute final demand for payment’. If they don’t respond to that, send them our ‘final absolute final demand for payment’.”
Fund Types and Account Numbers

- Unrestricted Current Funds (10-24)
- Restricted Funds (25-29)
- Restricted Other Funds (40-59)
- Auxiliary Enterprises (60)
- Service (63, 66)
Fund Types (continued)

- Clearing (68)
- Loan Funds (70)
- Endowment & Similar Funds (80, 81, & 82)
- Plant Funds (90-95)
- Agency Funds (96-98)
Unrestricted Current Funds

Resources of the institution which are expendable for a defined purpose in performing the primary objectives of the institution
Unrestricted Funds (continued)

- Are appropriated by the State of Indiana
- Are based on funds from:
  - Student tuition/fees
  - Contributed or earned funds by the University, free from restrictions imposed by payers or donors
Unrestricted Current Fund (10 to 24)

- 10
  - Identifies the general funds
  - Are used to support normal daily operations of the institution
Unrestricted Current Fund Codes

- 20-24 represent designated funds
  - 20
    - Self-supporting from user fees
    - Continuing education
  - 21
    - Funds provided by the public sector
    - Public Service
Unrestricted Current Fund Codes

- 22
  - Faculty who received monetary award
  - Faculty Research
- 23
  - Special Academic Activities & Programs
  - Other Designated funds
- 24
  - Provided by campus general funds
  - Scholarships and Fellowships
Restricted Funds (25 to 29)

Funds expendable for purposes restricted by donors or other outside agencies and which are restricted to the specific purpose of which they may be expended.
Restricted Fund Codes

- **25**
  - Restricted for undergraduate aid
  - Restricted Scholarships

- **26**
  - Restricted for graduate and professional students
  - Restricted Fellowships
Restricted Fund Codes

- 27
  - Special State Appropriations

- 29
  - Funds provided by donors that do not fit into other restricted categories
  - Restricted other funds
Restricted Other Funds (40 to 59)
Auxiliary Enterprises (60)

- Activities conducted for the benefit of students, faculty, staff and general public
- Funding generated by services provided
- Examples: Halls of Residence, Parking Operations, Health Center
Service (63, 66)

- Goods and services provided to departments of the University
- Income provided by intra-university billing
- Example: Physical Plant
Clearing Funds (68)

- This group of accounts incur activities which subsequently will be “cleared” to other accounts.
Loan Accounts (70)

- Records loan activity to students, faculty, and staff
- Provides a record of resources available for such purposes
- Funds operate on a revolving basis
- All or part of the loan may be forgiving under certain circumstances
Endowment & Similar Funds (80, 81, 82)

- 80
  - Endowments
- 81
  - Funds Functioning as Endowments
- 82
  - Life Estate Endowments
Plant Funds (90 to 95)

This group consists of:

- Funds to be used for acquisition of physical properties
- Funds set aside for renewal and replacement
- Funds set aside for debt service charges for indebtedness
- Funds expended for and thus invested in institutional properties
Plant Funds Codes

- 90 Construction and Major Remodeling
- 91 Retirement of Indebtedness
- 92 Renewal and Replacement
- 95 Investment in Plant
Agency Funds (96 to 98)

- These accounts represent processes for major payments that take place by Central Administration, such as payroll deductions, medical insurance payments, etc.
Agency Fund Codes

- 96   Internal Agency Funds
- 97   External Agency Funds
- 98   Work Study Agency Funds