University Chartfield Information

ORG = Who owns the fund

ORGs  41XXX CFAES Administration, 11XXX CFAES Academic, 55XXX Extension state, regional, and Academic, 56xxx OARDC , 57XXX Extension County

FUND = Where the money lives

**01XXXX General Funds** – These are funds used by the University for primary budget dollars. Also used by OSP for transferring budgets, project overruns and project disallowed costs. This is also used for work-study students.

**06XXXX General Unrestricted Funds (Designated Fund)** For County Offices, this fund series should be used to deposit Local Checking Account funds that are deposited into the University to maintain appropriate balances in the local checking account. You may deposit registration fees, publication sales and speaking fees into this fund. For other offices, this fund series can be used for specialized funding sources.

**1XXXXX Earnings and Conference Funds** This fund series is to be used for conferences, large workshops or tax schools where the goal is to produce earnings. The fund is charged an overhead fee on deposits; this fee should be built into all registration fees. Primarily earnings from sales and registration fees from conferences will be deposited here. University overhead is charged at approximately 6%

**2XXXXX Endowment Income Fund** This fund series tracks revenue from a corresponding endowment fund 6XXXXX. The money in this fund can be spent according to the purpose of the endowment. There will not usually be deposits put in this fund.

**2913xx 4-H Foundation Sub Funds** – Units that receive a 4-H Foundation Grant will usually use a fund in this series. The money comes from the State 4-H Endowment and is transferred to this fund series after the expenses have been incurred.

**3XXXXX and 4XXXXX Development** Monetary gifts, separated for tax reporting purposes. Only gifts and gift-grants should be deposited in these funds. Doesn’t show on the eReports for 180 Days.

**50XXXX Private Grants and Contracts** This series tracks revenue and expenses for money received on privately funded grants and contracts and cost recovery. You may deposit registration fees, publication sales, grants, contracts and speaking fees in this fund type.

**5003XX and some 5004xxx Commissioner Funds** This is a sub series of the private grants and contracts funds. This series of funds is used to track revenue and expenses for Ohio County Commissioners funds. Only checks from the County Commissioners should be deposited here.

**53XXXX and 55XXXX State Grants and Contracts** This fund series tracks revenue and expenses for money received on state funded grants and contracts. Only checks from the State of Ohio should be deposited here.

**56XXXX Federal Grants and Contracts** This fund series tracks revenue and expenses for money received on federally funded grants and contracts. Only checks from the Federal Government should be deposited here.

**59XXXX Office of Sponsored Programs Grants and Contracts** This fund series is used with OSP Project numbers.

**6XXXXX – Endowment Principal** – This fund series is used to deposit money donated for the purpose of an endowment. This fund earns interest which is deposited yearly into the corresponding endowment income fund (2XXXXX). Endowment principal must have a minimum of $50,000. Only gifts should go in this fund series.

ACCOUNT = What the transaction is

ACCTs  4xxxx – Revenue  6xxxx – Expense  2xxxx - Liabilities