

Budgeting Internal Funding Sources-Overview

Beginning in FY 18, the campus will restructure its budgeting practice for recording internal revenue allocations. In prior years, allocations were budgeted using non-mandatory transfer object codes. General purpose allocations of internal revenue should be budgeted using revenue object codes (**Table 1**). Specific purpose allocations should be budgeted using non-mandatory transfer object codes (**Table 2**). Some object codes have been eliminated (**Table 3**). Collectively, these changes will make budgeting more informative and easier to manage.

TABLE 1-To record funding for general purposes from the unit receiving the revenue to the unit budgeting the expenses and spending the money.

<u>REVENUE CODE</u>	<u>DESCRIPTION</u>	<u>REPLACES TRANSFER CODE</u>	<u>DESCRIPTION</u>
0416	Indirect F&A Cost Internal	0416	Indirect F&A Cost Internal - records DRIF allocation to divisions
0417	DRIF Allocation	9928	DRIF Funds - records DRIF allocation from divisions to units
0106	UGRAD Diff Price Allocation	9932	UGRAD Diff Pricing
0123	Summer Term Revenue Allocation	9939	Summer Term Revenue Allocation
0124	Winter Term Revenue Allocation	9940	Winter Term Revenue Allocation
0128	Freshmen Connect Term Revenue Alloc.	9941	Freshmen Connection Term Revenue Allocation
0225	State Funding Allocation (Central Admin Use Only)	9925	State Funding Allocation
Budgeting Guidance	During working budget, each Division's tracking sheet will include revenue amounts for these items (with the exception of 0225-State Funding Allocation). The unit receiving the funding will input expenses in the account to match the funding and the account should net to zero.		
KFS Guidance	In order move funds between accounts after the working budget cycle, units must prepare a budget amendment and transfer of funds form.		

TABLE 2-To record funding for a specific purpose from a unit with available cash to the unit that will spend the money.

Example: Dean's office providing funding to support a conference being coordinated by a department.

<u>OBJECT CODE</u>	<u>Description</u>	<u>Rules</u>
9912	Transfer across fund groups	Only for use to move funds between Unrestricted and Restricted Funds (L4 and L5)
9920	NM Transfer Provost Support	these transfers must remain within unrestricted funds (ledger 1, 2, and 3)
9924	NM Transfer between Div/College	these transfers must remain within unrestricted funds (ledger 1, 2, and 3)
9926	NM Transfer within Div/College	these transfers must remain within unrestricted funds (ledger 1, 2, and 3)
9931	NM Transfer within Department	these transfers must remain within unrestricted funds (ledger 1, 2, and 3)
9952	NM Transfer Plant Projects	move funds between Unrestricted and Plant Funds for specific campus/capital projects
9956	NM Transfer to SFLP	move funds from Unrestricted to Plant for System Funded Loan payments
9958	NM Transfer to Plant Reserves	move funds from Unrestricted to Plant for general plant reserves in ledger 7
Budgeting Guidance	During working budget, each Division includes account level movement forecasts in BPM. The unit receiving the funding will input expenses in the account receiving the funding and their use should not increase base budget total. See Non-Mandatory Transfer Definition and Rules Description for additional information	
KFS Guidance	Non-mandatory transfers must use the same object code on both sides of the transaction. Transfers across fund group must route to Division CBO and BFA for approval.	

TABLE 3-Object Codes No Longer Used

<u>OBJECT CODE</u>	<u>Description</u>	<u>Guidelines</u>
9922	NM Transfer Grad School Support	Use 9924 NM Transfer between Div/College
9953	NM Transfer Operating Equipment	Use 9952 NM Transfer Plant Projects
9954	NM Transfer IDC FAC Renewal	Use 9952 NM Transfer Plant Projects
9955	NM Transfer F/C to Plant	Use 9952 NM Transfer Plant Projects
9957	NM Transfer Category 2 Fees	Use 9952 NM Transfer Plant Projects
9959	NM Transfer Sustain Award	Use 9952 -NM TRF Plant Projects
9960	NM Transfer Capital Set Aside	Use 9958 NM Transfer to Plant Reserves
9962	NM Transfer SFLP Funds	Use 9956 NM Transfer to SFLP