



ABC 2016 Fall Summit

**University Campus
Programs Fundamentals**

September 7 & 8, 2016

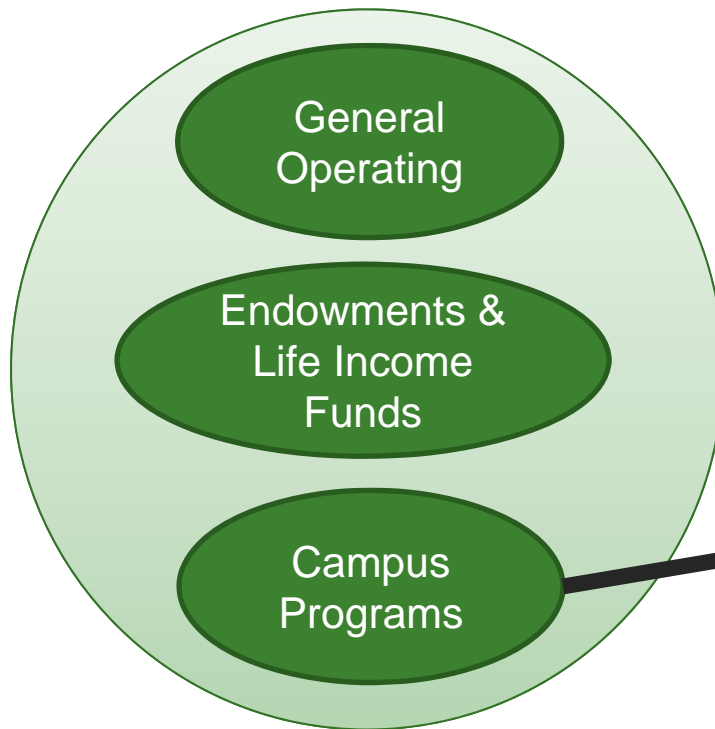
abc.afd.calpoly.edu

- Campus Program Funds include:
 - Cal Poly Corporation Campus Program Funds
 - Includes gift and business activity revenue
 - University Campus Program Funds (Formerly known as Foundation Campus Program funds)
 - Funded by gift revenue

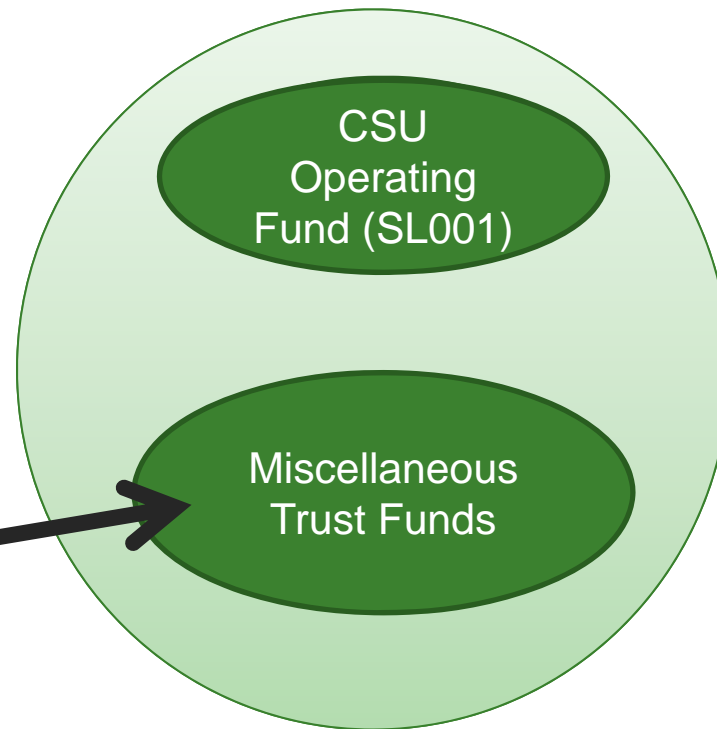
- What is a University Campus Program fund?
 - A fund that holds monies that can be used for bonafide University business purposes and may be subject to specific restrictions
 - University Campus Program funds fall into the Miscellaneous Trust Fund category of State funds

- Effective November 1, 2014 Foundation Campus Program funds were migrated to the State and are now called University Campus Program Funds
- University Campus Program funds are managed by the Fiscal Services Department in Administration and Finance
- Questions regarding University Campus Program should be directed to ucp@calpoly.edu

Cal Poly Foundation (CPF)

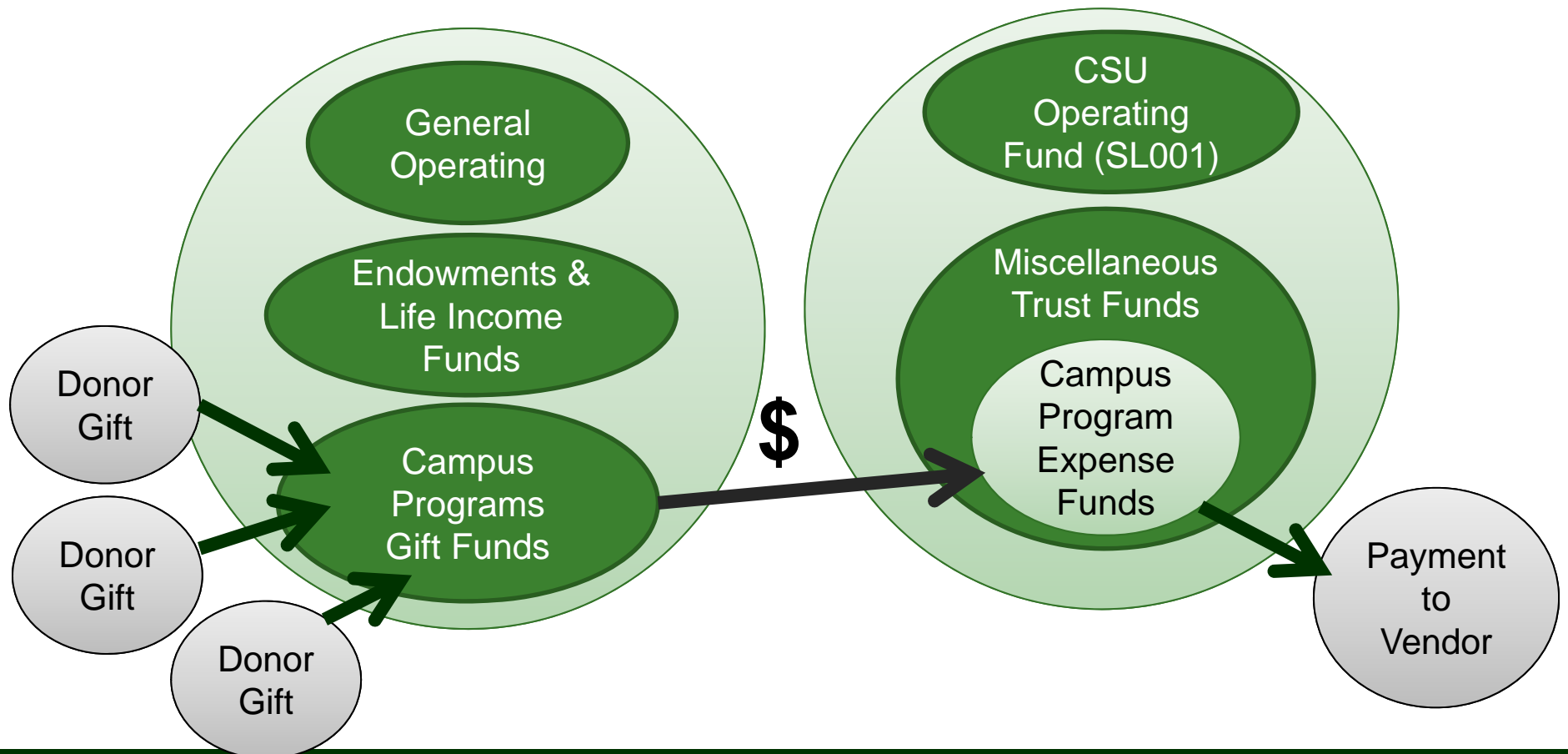


Cal Poly State University (CPSU)



Cal Poly Foundation (CPF)

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- How are University Campus Program funds funded?
 - University Campus Program funds are funded by donations, which can come from private parties, institutions, foundations, etc.
 - All donations received are deposited with the Cal Poly Foundation gift or “Parent” funds
 - As University Campus Program funds are spent, an allocation is done to reimburse the University Campus Program fund (the State) for the spend

- How do I account for a gift and begin spending?
 - Gifts should always be routed through your college's University Development officer to ensure proper handling
 - University Campus Program Spending Agreement is prepared by the college and documents authorized signers and allowable types of spend

- Who is authorized to spend University Campus Program funds?
 - The University Campus Program Spending Agreement documents the authorized signers
 - College Dean or divisional Vice President should always be listed as an authorized signer in addition to the fund director, which could be a faculty member, department chair or department head

- How do I request payment from a University Campus Program fund?
 - The same forms and processes used to access State funding sources are also used for University Campus Program funds
 - University Procurement Credit Card
 - Purchase Requisitions
 - Direct Buy Forms
 - Guest Lecturer Forms
 - Travel Claim Forms

- How do I know what types of spend I can pay for with University Campus Program funds?
 - Each UCP fund has donor documentation that documents the types of expenses that can be incurred, or if the fund has a wider purpose that doesn't require specific restrictions
 - For example a discretionary fund vs. restricted fund
 - Questions regarding allowable University Campus Program expenditures should be directed to ucp@calpoly.edu

- All University Campus Program Funds are restricted. In practice, we categorize them as follows:
 - Discretionary fund - can be used “in support of the electrical engineering department”. i.e. any bonafide University business expense that the department deems necessary
 - Restricted fund - a fund that only allows the monies to be spent on equipment

- Can I transfer University Campus Program funds to the CSU Operating Fund (i.e. my Department ID under SL001)?
 - No, because the CSU Operating Fund restricts the type of revenue that can be deposited and only allows state appropriations, student tuition and fees
 - Donor monies cannot be deposited with the CSU Operating Fund

- How do I submit expenses that are for a center or institute (e.g. CIE, Strawberry Center)
 - Centers and Institute expenses are managed by Cal Poly Corporation's Sponsored Programs group
 - All Centers and Institute expenses should be submitted to the Cal Poly Corporation and paid by Sponsored Programs

- How does my college provide financial support to a Center or Institute?
 - Disbursement Request Form is prepared to move funds from a Cal Poly Foundation gift or “Parent” fund to CPC where Sponsored Programs oversees the Center’s spending. Same process is used to fund Centers and Institute quarterly budgets

■ Managing deficits

- If a University Campus Program fund is overspent and ends up in a deficit position the appropriate individual in the college or division should do a review of dashboards to understand what caused the deficit
- The fund custodian will be required to complete an expenditure transfer to fund the deficit with the fund documented on the new fund setup form
- Netherly Martinek can provide dashboard training for University Campus program funds

- Covering salaries, wages or benefits from a University Campus Program fund
 - Unless being done as a one time payroll expenditure reclassification, the department should process a position funding form to properly fund ongoing payroll expenditures and avoid multiple payroll expenditure transfers

- ❑ University Campus Programs Webpage
 - <http://afd.calpoly.edu/fiscalservices/forms.asp>
- ❑ AFD-Fiscal Services forms and procedures
 - <http://afd.calpoly.edu/fiscalservices/forms.asp>
- ❑ University Campus Program fund setup and spending and transfer related questions?
 - UCP@calpoly.edu
- ❑ Gift deposit questions?
 - Contact University Development Support Services (Craig Nelson's group)

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