

***Appropriations included in the financial statements and the activities within:***

***The following pages include:***

- Appropriations included in the Financial Statements
- A brief definition.
- Activity we would expect to see
- Object codes/categories we would expect to see
- Notes: These include items we've seen with some frequency that should not be in this appropriation.
- The MnSCU and GFS Fund Codes related to each appropriation.

These pages do not necessarily reflect the only acceptable activities and object codes but rather the most frequently used.

## **APPROPRIATION: CLR, GFS Clearing**

- **DEFINITION:** (GASB) Trust and Agency Funds - to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.
- This appropriation is used to simplify the processing of transactions between state and local funds. It should have a zero fund balance with revenue and expenses being cleared out on a bi-weekly basis. To record local funds that are being expended from the state treasury, i.e., employee auxiliary payroll.

## **CASH – State Treasury**

### ***EXPECTED ACTIVITY:***

- This is a clearing account and therefore should not reflect any activity.
- Exception is Capital Lease – DOF Loan agreements.

### ***ACCEPTABLE REVENUE SOURCE CODES:***

- Agency Fund Receipts, Payroll Clearing - Object Code 9851
- 9707 for Capital Lease – DOF Loan agreements

### ***ACCEPTABLE EXPENDITURE CODES***

- Employee Salary & Business Expenses
- 4000 for Capital Lease – DOF Loan agreements

### ***NOTES:***

See ACCOUNTING PROCEDURES, Acct. 2, PAYROLL CLEARING

MnSCU Fund – 950,999

GFS Fund - 616

**APPROPRIATION: CON, Conference Accounts (Central Office)**

***DEFINITION: not done***

***EXPECTED ACTIVITY***

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***ACCEPTABLE REVENUE SOURCE CODES***

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***ACCEPTABLE EXPENDITURE CODES***

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***NOTES***

- MnSCU funds 285
- GFS fund 209

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## **APPROPRIATION: END, Endowments**

### ***DEFINITION:***

- Endowment funds generally are established by donor-restricted gifts and bequests to provide a permanent endowment, which is to provide a permanent source of income, or a term endowment, which is to provide income for a specified period.
- MnSCU also uses END to account for private grants and donations to be used for scholarships.

### ***EXPECTED ACTIVITY:***

- If the institution makes the determination as to the recipient of the endowment or scholarship, it belongs in the Endowment Fund. If the institution does NOT determine the recipient, it belongs in the Local Agency Fund (940).

### ***CASH – Local except Hibbing***

### ***ACCEPTABLE REVENUE SOURCE CODES:***

- Private Grants - Object Codes 9403 - 9406
- Donations - 9404, 9405
- Investment Income - Object Codes 9501 - 9502

### ***ACCEPTABLE EXPENDITURE CODES***

- Grants & Scholarships - 7040

### ***NOTES:***

- NO Federal or State Grant Revenue
- MnSCU Fund – 520, 610, 611, 620
- GFS Fund – 851, 855

## **APPROPRIATION: ENT, Enterprise**

### ***DEFINITION (GASB):***

- Enterprise Funds - to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

### ***EXPECTED ACTIVITY:***

- Bookstore
- Computer Store
- Food Service (Non-Revenue Fund)
- Vending
- Parking Lots
- Perkins, Restricted and Unrestricted Loans  
(This is only a partial list. See Fund Code listing for full list.)

### ***CASH - Local***

### ***ACCEPTABLE REVENUE SOURCE CODES***

- Sales & Commissions - Object Codes 9218, 9221, 93XX
- Loan interest collected (Perkins Loans)
- Parking Fees – Object Code 9392

### ***ACCEPTABLE EXPENDITURE CODES***

- Object Codes 31XX
- Salaries
- Operating Expenses

### ***BALANCE SHEET***

- Has inventory been adjusted, see ACCOUNTING PROCEDURES, Acct. 9, RESALE ACTIVITY
- Has Equipment been recorded on Balance Sheet, see ACCOUNTING PROCEDURES, Acct. 5, EQUIPMENT
- Have Perkins/other Loans Receivable been reconciled to subsidiary systems, see ACCOUNTING PROCEDURES, Acct. 3, STUDENT FINANCIAL AID

### ***NOTES:***

- Stafford and other bank loans should NOT be in this appropriation; they should be in LSO.
- GFS Fund – 800
- MnSCU Fund – 235, 236, 245, 255, 260, 270, 275, 280, 298, 710, 720, 730
- MnSCU Funds 260, 270, 275 were eliminated after FY 2000. (DO NOT USE)

**APPROPRIATION: FFA, Federal Financial Aid**

***DEFINITION:***

- To record federal student financial aid activity

***EXPECTED ACTIVITY***

- Federal Grants for students

***CASH - Local***

***ACCEPTABLE REVENUE SOURCE CODES***

- Federal Grants - Object Code 9401

***ACCEPTABLE EXPENDITURE CODES***

- Student Salaries & Fringes – 0910, 0924
- Aid to Individuals – 7040
- Indirect costs – 7501/7504 (to pay earned indirect or administrative costs to the general fund)

***NOTES:***

- The Grant/Project number, which is tied to the CFDA number, MUST be included on the Cost Center in the AC0104UG screen.  
CFDA – SEOG – 84.007  
CFDA – PELL – 84.063  
CFDA – CWS – 84.033
- NO Private or State Grant revenue in these accounts.
- NO Stafford or other Federal Bank Loans.
- NO Workstudy match in these accounts.
- Can have transfers between SEOG & Work Study
- MnSCU Fund – 350
- GFS Fund - 301

## **APPROPRIATION: FGR, Federal Grants**

### ***DEFINITION:***

- To record federal grant activity

### ***EXPECTED ACTIVITY***

- Federal funds granted to the institution where the institution is the recipient or subrecipient. A subrecipient receives financial assistance to carry out a program through a primary recipient. Characteristics of a subrecipient include responsibility for applicable program compliance requirements, performance measured against meeting the objectives of the program, responsibility of program decisions, and determining eligibility for assistance.

## **CASH – State Treasury**

### **ACCEPTABLE REVENUE SOURCE CODES**

- Federal Grants - Object Codes 9401

### ***ACCEPTABLE EXPENDITURE CODES***

- Salaries & Fringes
- Purchased Services
- Travel
- Supplies
- Indirect Cost

### ***NOTES:***

- The Grant/Project number, which is tied to the CFDA number, MUST be included on the Cost Center in the AC0104UG screen.
- NO Private or State Grant revenue in these accounts.
- NO Federal Financial Aid.
- If the institution does not have programmatic decision-making responsibility and/or eligibility determination, the activity should be recorded in SPR – Special Revenue.
- MnSCU 300
- GFS Fund - 305

**APPROPRIATION: FPK, Federal Carl Perkins Grant**

***DEFINITION:***

- Same as the FGR appropriation for the Federal Carl Perkins grant that is issued and managed through the MnSCU System Office.

***EXPECTED ACTIVITY***

- Federal Carl Perkins Grant activity

***CASH – State Treasury***

***ACCEPTABLE REVENUE SOURCE CODES***

- Federal Grants - Object Codes 9401

***ACCEPTABLE EXPENDITURE CODES***

- Salaries & Fringes
- Purchased Services
- Travel
- Supplies
- Equipment

***NOTES:***

- The Grant/Project number, which is tied to the CFDA number, MUST be included on the Cost Center in the AC0104UG screen.  
CFDA – Basic – 84.048  
CFDA – Tech Prep – 84.243
- NO Private or State Grant revenue in these accounts.
- MnSCU 300
- GFS Fund - 305

**APPROPRIATION: FRC, Fire Center**

***DEFINITION:***

- Used at the System Office to track the Fire Center Enterprise activity.

***EXPECTED ACTIVITY:***

- Fire Training Center Auxiliary Enterprise Activity/

***ACCEPTABLE REVENUE SOURCE CODES:***

- Sales & Service – 93xx
- Other Auxiliary Revenue - 9399

***ACCEPTABLE EXPENDITURE CODES***

- Supplies – 31xx

***NOTES:***

- MnSCU Fund - 297
- GFS Fund - 800

**APPROPRIATION: FRM, Regional Farm Business Management**

***DEFINITION:***

- Special Appropriation from the Legislature in FY1997.

***EXPECTED ACTIVITY:***

- Regional Farm Business Management Activity

***CASH – State Treasury***

***ACCEPTABLE REVENUE SOURCE CODES:***

- State Appropriation in 1997 – Object Code 9000
- No revenue in following years.

***ACCEPTABLE EXPENDITURE CODES***

- Any codes

***NOTES:***

- MnSCU Fund - 110
- GFS Fund – 105
- Encouraged to spend out appropriation

## **APPROPRIATION: GEN, General Appropriation**

### ***DEFINITION:***

- This appropriation includes expenditures for general operations, customized training, equipment, and repair and betterment to state owned buildings. These are the state general funds that do not have to be accounted for in another fund. Revenues include state appropriations, tuition and fees, instructional resale, rental of space or equipment.

### ***EXPECTED ACTIVITY:***

- General Operations, Customized Training, Equipment, Repair and Betterment

### ***CASH – State Treasury***

### ***ACCEPTABLE REVENUE SOURCE CODES:***

- State Appropriation – 9000
- Tuition and Fees – 91xx
- Instructional Resale
- Rental of Space or Equipment

### ***ACCEPTABLE EXPENDITURE CODES***

- Salary
- Purchased Services
- Travel
- Supplies
- Equipment

### ***NOTES:***

- Should not have activities associated with Federal, State, or Private Grants.
- Question Investment Income, Student Loan Income
- MnSCU Fund – 110,120,150,830
- MnSCU fund 150 was eliminated after FY 2000. (DO NOT USE)
- GFS Fund - 105

***APPROPRIATION: GFT, GIFTS (SEE FINANCE OPERATIONS POLICY NUMBER 0602-13 – GIFT REVENUE)***

***DEFINITION:***

- To record gifts, donations, and endowments that do not have a grant agreement. Endowment Fund should be used if the principal portion of the gift is required to be maintained. Use MnSCU fund 520 – Private Scholarships to record revenue and expenditures for private scholarships received from non-governmental or individual sources such as Elks, Eagles, Dollars for Scholar, etc.

***EXPECTED ACTIVITY***

- Gifts and donations

**CASH – State Treasury**

**ACCEPTABLE REVENUE SOURCE CODES**

- Donations – 9405, 9406
- Investment Income – 9501

***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies
- Travel

***NOTES***

MnSCU fund - 515    GFS fund – 695

***APPROPRIATION: GRT, GRANTS – NON-INTEREST BEARING (Agreement does not state that the institution is to earn interest)***

***DEFINITION:***

- To record revenue and expenditures from non-governmental or individual sources that are restricted by a grant agreement. The agreement defines specific terms in which the money will be spent and responsibilities of the institution (such as reporting requirements, matching contributions, etc.) The institution must perform according to the grant agreement in order to be entitled to the funds.

***EXPECTED ACTIVITY***

- Private Grants

**CASH – State Treasury**

**ACCEPTABLE REVENUE SOURCE CODES**

- Private Grants – 9403, 9404
- Donations – 9405, 9406

***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies
- Travel

***NOTES***

MnSCU fund - 525 GFS fund – 209

***APPROPRIATION: GRI, GRANTS – INTEREST BEARING (Agreement states that the institution is to earn interest)***

***DEFINITION:***

- To record revenue and expenditures from non-governmental or individual sources that are restricted by a grant agreement. The agreement defines specific terms in which the money will be spent and responsibilities of the institution (such as reporting requirements, matching contributions, etc.) and it specifies interest to be earned in the grant agreement. The institution must perform according to the grant agreement in order to be entitled to the funds.

***EXPECTED ACTIVITY***

- Private Grants

**CASH – State Treasury**

**ACCEPTABLE REVENUE SOURCE CODES**

- Private Grants – 9403, 9404
- Donations – 9405, 9406
- Investment Income - 9501

***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies
- Travel

***NOTES***

MnSCU fund - 530 GFS fund 209

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**APPROPRIATION: IMP, Imprest Cash**

***DEFINITION:***

- To record Imprest Cash activity

***EXPECTED ACTIVITY***

- Payment from and reimbursement to this account. This is a clearing account and therefore should not reflect fund balance building activity. The balance in this account should be your authorized Imprest Cash Amount.

***CASH - Local***

***NOTES:***

- See ACCOUNTING PROCEDURES, Acct.1, CLEARING FUNDS/IMPREST CASH FUND
- May need to use revenue and expense codes to ensure proper 1099 reporting, being researched
- MnSCU Fund – 190 GFS Fund – 613

**APPROPRIATION: LRN, Distance Learning Project**

***DEFINITION:***

- Special Appropriation from the Legislature in FY1997.

***EXPECTED ACTIVITY:***

- Distance Learning Project Activity

***CASH – State Treasury***

***ACCEPTABLE REVENUE SOURCE CODES:***

- State Appropriation in 1997, 1998, & 1999 – 9000

***ACCEPTABLE EXPENDITURE CODES***

- Salary
- Purchased Services
- Travel
- Supplies

***NOTES:***

- Encouraged to spend out appropriation
- MnSCU Fund - 110
- GFS Fund - 105

## **APPROPRIATION: LSO, Agency and Clearing Accounts**

### ***DEFINITION: (GASB)***

- Trust and Agency Funds - to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

### ***EXPECTED ACTIVITY***

- Student Clubs – If funded entirely from club funds. (If accounts are subsidized, account for them in LSR fund 225.
- Stafford and other bank loans - Because the institution is not responsible for the collection of these loans and they are not considered an asset of the institution, it must be recorded in the Local Agency Fund.

### ***CASH - Local***

### ***NOTES:***

Clearing Accounts *within* LSO must not build a fund balance. Revenue and expenditures must wash each other out by the end of the year. See ACCOUNTING PROCEDURES, Acct.1, CLEARING FUNDS/IMPREST CASH.

MnSCU Fund – 940, 990, 998

GFS Fund – 613

**APPROPRIATION: LSR, Local Special Revenue**

***DEFINITION: (GASB)***

- Special Revenue Funds - to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

***EXPECTED ACTIVITY***

- Child Care
- Student Activities (Ticket sales, concession sales, etc.)
- Health Services
- Rec Sports
- Student Club accounts if subsidized. (If funded entirely from club funds, account for them in LSO fund 240)

***CASH - Local***

***ACCEPTABLE REVENUE SOURCE CODES***

- Student Fees - Object Codes 91XX, 92XX (except 9218, 9221), 96XX
- Sales & Commissions - Object Codes 9218, 9221, 93XX

***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies

***NOTES:***

- GFS Fund – 207
- MnSCU Fund – 220, 225, 230, 240, 250, 265, 290
- MnSCU Fund 220, 265, 290 were eliminated after FY2000 (DO NOT USE)

**APPROPRIATION: PAY, Payroll Default from SEMA4**

***DEFINITION:***

System Office Appropriation used to record Payroll Default activity for all colleges.

***EXPECTED ACTIVITY***

- Payroll Default Clearing Account, all activity should be moved out of this appropriation.

***ACCEPTABLE REVENUE SOURCE CODES***

- 

***ACCEPTABLE EXPENDITURE CODES***

- 

***NOTES***

If there is activity in this account, need to find out whose org it is, then notify school to do an ET.  
MnSCU Fund – 997      GFS Fund - 991

# **ELIMINATE – DO USE AFTER FISCAL YEAR 2001.**

## **APPROPRIATION: PGR, Private Grants**

### ***DEFINITION:***

Gifts and grants and the related activity from non-governmental entities. A gift is a voluntary donation or contribution of assets, services, or cash. Some gifts may have restrictions as to use. All gifts should be reported at the fair value at the time the gift is received. A grant is a contribution of cash or other assets to be used for a specified purpose, activity, or facility. This is a transaction in which the donor gives value without directly receiving equal value in return. Often the services provided as a condition of receiving the grant are provided to a third party. These transactions may result from legislative or contractual agreements entered into willingly by the parties. Department of Finance does not allow Cash Flow Assistance in this appropriation. This appropriation will have investment income.

### ***EXPECTED ACTIVITY***

- Private Grant

### ***CASH – State Treasury***

### ***ACCEPTABLE REVENUE SOURCE CODES***

- Private Grants – 9403, 9404
- Donations – 9405, 9406
- Investment Income - 9501

### ***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies

### ***NOTES***

If the institution does not have programmatic decision-making responsibility and/or eligibility determination, the grant should be recorded in SPR – State Special Revenue.

Question – Tuition and Fees, State or Federal Grants

MnSCU Fund – 510      GFS Fund - 695

**APPROPRIATION: PKL, Perkins Loans**

***DEFINITION:***

To record the collection of Perkins Loans from students.

***EXPECTED ACTIVITY***

- Perkins Loans Collection

***CASH – State Treasury***

***ACCEPTABLE REVENUE SOURCE CODES***

- Agency Fund Receipts - 9851

***ACCEPTABLE EXPENDITURE CODES***

- Fees, Collection Agency - 2892

***NOTES***

- System Office use only
- MnSCU Fund – 710, 730
- GFS Fund – 800

**APPROPRIATION: RAF, Retirement Admin Fund**

***DEFINITION:***

To record the administrative costs of the Retirement Fund.

***EXPECTED ACTIVITY***

- Retirement Fund Admin Costs

***ACCEPTABLE REVENUE SOURCE CODES***

- Agency Indirect Cost - 9840

***ACCEPTABLE EXPENDITURE CODES***

- Salary
- Purchased Services
- Travel
- Indirect Cost

***NOTES***

- System Office use only
- MnSCU Fund – 985
- GFS Fund - 780

**APPROPRIATION: REV, Revenue Fund – State Treasury**

***DEFINITION: not done***

***EXPECTED ACTIVITY***

- 

***ACCEPTABLE REVENUE SOURCE CODES***

- 

***ACCEPTABLE EXPENDITURE CODES***

- 

***NOTES***

- MnSCU funds 210, 215, 811, 812
- GFS fund 090

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**APPROPRIATION: RBD, Revenue Fund - Bonds**

*DEFINITION: not done*

***EXPECTED ACTIVITY***

- 

***ACCEPTABLE REVENUE SOURCE CODES***

- 

***ACCEPTABLE EXPENDITURE CODES***

- 

***NOTES***

- MnSCU funds 210, 215, 810, 811, 812
- GFS fund 090

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**APPROPRIATION: RBF, Revenue Fund Bond Proceeds**

*DEFINITION: not done*

*EXPECTED ACTIVITY*

- 

*ACCEPTABLE REVENUE SOURCE CODES*

- 

*ACCEPTABLE EXPENDITURE CODES*

- 

*NOTES*

- MnSCU fund 810
- GFS fund 090

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**APPROPRIATION: RDS, Revenue Fund – Debt Service**

*DEFINITION: not done*

*EXPECTED ACTIVITY*

- 

*ACCEPTABLE REVENUE SOURCE CODES*

- 

*ACCEPTABLE EXPENDITURE CODES*

- 
- 

*NOTES*

- MnSCU fund 810
- GFS fund 090

**APPROPRIATION: SBF, State Bond Fund**

***DEFINITION:***

Used by MSU, Mankato for Fixed Assets

***EXPECTED ACTIVITY***

- 

***ACCEPTABLE REVENUE SOURCE CODES***

- 

***ACCEPTABLE EXPENDITURE CODES***

- 
- 

***NOTES***

- MnSCU fund 820
- GFS fund 505

**APPROPRIATION: SFA, State Financial Aid**

***DEFINITION:***

To record state student financial aid activity

***EXPECTED ACTIVITY***

- State Financial Aid
- State Work Study
- Mn State Grants
- State Child Care
- Indian Scholarship

***CASH - Local***

***ACCEPTABLE REVENUE SOURCE CODES***

- State Grants, 9402

***ACCEPTABLE EXPENDITURE CODES***

- Student Salaries & Fringes, 0910, 0924
- Aid to Individuals, 7040

***NOTES:***

- Should not have transfers
- MnSCU Fund – 450
- GFS Fund – 613

## **APPROPRIATION: SGR, State Grants**

### ***DEFINITION:***

- This appropriation includes state funds, from state agencies other than MnSCU, granted to the institution where the institution is the recipient or subrecipient. A subrecipient receives financial assistance to carry out a program through a primary recipient. Characteristics of a subrecipient include responsibility for applicable program compliance requirements, performance measured against meeting the objectives of the program, responsibility of program decisions, and determining eligibility for assistance.

### ***EXPECTED ACTIVITY***

- State Grants

### ***CASH – State Treasury***

### ***ACCEPTABLE REVENUE SOURCE CODES***

- State Grants - 9402

### ***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies
- Travel

### ***NOTES***

- Question – Private & Federal Grants, Sales & Service, State Appropriation
- These are restricted funds received from other state agencies, for example, Job Skills Grants, contracts for services do not belong here.
- MnSCU Fund – 400
- GFS Fund – 105

## **APPROPRIATION: SPR, State Special Revenue**

### ***DEFINITION:***

This appropriation includes funds received from federal, state or other sources, to provide goods or services related to a contract or the administrative support of a grant agreement. A contract differs from a grant. In a contract the agreement provides for the exchange of specified services for cash or assets of approximately equal value. The goods or services usually benefit the recipient, subrecipient, or beneficiary of the program. The college or university's responsibility is to satisfy the terms of this contract and does not have reporting responsibility. Compliance requirements normally do not pass through to a vendor. Cash Flow Assistance is allowed in the SPR appropriation.

### ***EXPECTED ACTIVITY***

- State Special Revenue

### ***CASH - State Treasury***

### ***ACCEPTABLE REVENUE SOURCE CODES***

- Federal Grants – 9401
- State Grants – 9402
- Private Grants - 9403

### ***ACCEPTABLE EXPENDITURE CODES***

- Salaries
- Purchased Services
- Supplies
- Travel

### ***NOTES***

- MnSCU Fund – 299
- GFS Fund – 209

**APPROPRIATION: TEC, Instructional Technology**

***DEFINITION:***

Special Appropriation from the legislature in FY1997.

***EXPECTED ACTIVITY***

- Instructional Technology activity

***ACCEPTABLE REVENUE SOURCE CODES***

- State Appropriation in FY1997, 1998, 1999 - 9000

***ACCEPTABLE EXPENDITURE CODES***

- Any code

***NOTES***

- MnSCU Fund – 110
- GFS Fund – 105

**APPROPRIATION: TOX, Toxic Emissions, Fire Training**

***DEFINITION:***

To record Toxic Emissions Fire Training activity.

***EXPECTED ACTIVITY***

- Toxic Emissions Fire Training

***ACCEPTABLE REVENUE SOURCE CODES***

- State Appropriation - 9000

***ACCEPTABLE EXPENDITURE CODES***

- Any code

***NOTES***

- System Office use only
- MnSCU Fund - 410
- GFS Fund – 030