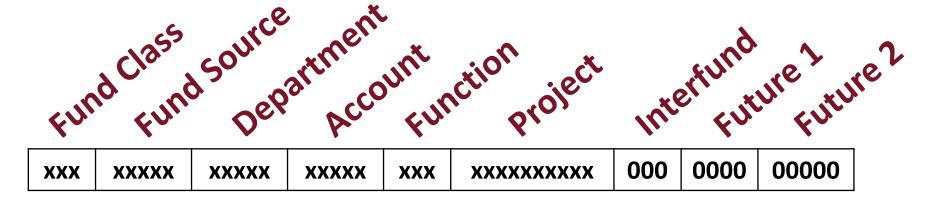


## **Common Chart of Account (COA) Strings**

**Budget & Financial Planning** 

# **Chart of Account (COA)**

(Referred to as a COA string, or "Chart string")



For more info, see the Chart of Account

**Handout** or **Training Slides** 



# **State Appropriations**

- Funded on a biennial basis by the State
  - 110.11000 used primarily to fund salaries and fringe benefits
  - 110.xxxxxx used to fund special items
    - JNIWL, Debt Service, Online Nursing Program, Women's Health Research Center, Comprehensive Research Development funds
  - Carryforward? NO
    - Except JNIWL and Comprehensive Research Development funds

## **Local Funds**

- 111.44000, 112.44000, 114.44000
  - Supports unit from generated revenue
  - Examples: Camps, athletics, space rental
  - Carryforward?
    - 111.44000: YES, surplus and deficit
    - 112.44000, 114.44000: NO



# **Designated Operating**

- 111.44100
  - Designated Tuition rate is set by the TWU Board of Regents
  - Used to fund departmental operations, salaries, wages, benefits, and travel
  - Carryforward? NO
  - Designated Operating Spending Guidelines



## **Differential Tuition**

- 111.44110
  - Also known as Designated Surcharge
  - Supports academic programs with salaries, benefits, and other operational costs
  - Carryforward? YES, surplus and deficit
  - See Differential Tuition for more information



# **Program Fees**

- 111.44250
  - Supports the provision of educational programs to students
  - Rate increases must be approved by the TWU Board of Regents
  - Carryforward? YES, surplus and deficit



# **Program Fees**

### Funding Process

- Revenues post to a university-wide program fee account when students register for courses.
- Each semester program fees will be allocated based on course enrollment. If fees are collected, revenues are recorded regularly throughout the term.
  - Lower-level Undergraduate (1000 & 2000 level courses): \$8/SCH
  - Upper-level Undergraduate (3000 & 4000 level courses): \$15/SCH
  - Graduate (5000 & 6000 level courses): \$25/SCH



# **Program Fee Spending Guidelines**

#### **Allowed**

- Accreditation Expenses
- Computer Equipment
- Contracted Services
- Copiers
- Memberships & Dues
- Equipment
- Fees
- Printing
- Professional Services
- Salaries/Wages (see limits)
- Supplies
- Training/Registration Fees
- Travel (see limits)

#### **Not Allowed**

- Advertising
- Alcohol
- Awards
- Building Maintenance/ Repairs
- Contributions/donations
- Faculty Reference Materials
- Flowers (Congratulations/ Condolence)
- Food & Refreshments
- Furniture
- Gifts

- Gratuities
- Promotional Items
- Telecommunications
- Tuition
- Uniforms



## Lab Fees

- 110.11260.xxxxxx.100.000000000
  - Texas Education Code, Section 54.501
  - Fees vary by department and are charged by laboratory course per semester for each student
    - "not less than \$2 nor more than \$30 for any one semester or summer term for a student in any one lab course"
  - Carryforward? YES, surplus and deficit



## Lab Fees

- Funding Process
  - Revenues post to accounts as students register for courses (which means they will be deducted from the account if the student changes their schedule.)



## Gifts, Grants, & Endowments

- 119.xxxxx
  - External funding provided to support TWU's mission.
  - Expenditures must fall within the guidelines of the gift/grant/endowment agreement.
  - Carryforward? Possibly
    - Dependent on the terms of the agreement.



# **Carryforward - recap**

- Does the chart string funding carryforward?
- Check the Budgetary Control Dashboard
  - Run an Annual Report for the chart string.
  - If Account RESTE is present, the chart string funding will carryforward.
  - See <u>Carryforwards</u> (<u>RESTE</u>) in <u>Oracle Cloud</u> for more information.



# **Other Common Chart Strings**

- 111.44100: <u>Designated Operating</u>
- 111.44110: <u>Differential Tuition</u>
- 111.88900: <u>Discretionary</u>
- 112.44340: Student Services
- 114.44800: Residence Hall Revenues
- 119.33010: State Grants
- 119,33300: Federal Grants
- 119.33500 or 119.66000: <u>Discretionary Gift</u>



## **Additional Resources**

- Budget & Financial Planning Website
  - Budget Books and LARs
  - References and Forms

- When in doubt, reach out. All questions are welcomed.
  - <u>finadmin@twu.edu</u>
  - -(940)898-3505

