

## Categories of Levels of Restriction for Reserve, Gift, and Endowment Codes

### Summary & Definitions

Here is a summary of the agreed upon outcomes of the discussion that occurred in the meeting on 2/6/2015 where the college Business Officers along with representatives from the Provost Office, Budget Office and Finance Unit attempted to lay out parameters for categorizing level of restrictions for reserve, gift, and endowment purpose codes.

The “bookends” of these categories are Unrestricted and Restricted. Here were my takeaways of the bookends and everything that falls in between:

Categories	Category Definition
Unrestricted	This is an unrestricted reserve, gift or endowment at the university-wide level with no strings attached. Can be used for any purpose <b>(Not for use by colleges)</b>
Discretionary - Dean	Funds that can be used at the complete discretion of the Dean
Discretionary - Department	Funds that can be used at the complete discretion of an Academic Department or Center
Discretionary - Faculty	Funds that can be used at the complete discretion of a Faculty Member
Designated / Committed	Funds that do not have restrictions placed on them but have been designated or committed for a known forecasted liability in the future.
Internally Restricted	Funds that are restricted internally by a contractually enforceable obligation
Externally Restricted	Funds that have external restrictions placed on how the funds are to be spent
Restricted Capital	Active capital projects or capital reserves committed to upcoming capital projects <b>(Not for use by colleges)</b> – rev’d 10/3/17

The group agreed that there may be some instances where funding in a reserve, gift, or endowment purpose code could technically be partially by definition representative of 2 or more of these categories so that we would use the category that represents the preponderance of the funds.

### Examples of How to Categorize Purpose Codes

Code Description	Appropriate Category	Comments
2 BK Sweep	Discretionary - _____	
Capital Maintenance/Renovation Reserve for a known future expense	Designated / Committed	

Capital Maintenance/Renovation with no tangible plan to spend	Discretionary - Dean	
Dean's Strategic Initiative Reserve	Discretionary - Dean	
Faculty Supplemental Fund	Discretionary - Faculty	
Department Supplemental Fund	Discretionary - Department	
Faculty Startup	Internally Restricted	
Faculty Retention Account	Discretionary - Faculty	
CORE1 Pilot Awards	Internally Restricted (rev'd 10/16/17)	Funds from Deputy Provost (Ctr for Tchg Effectiveness)
General University Research (GUR)	Internally Restricted (rev'd 10/3/17)	Funds from Research Office
Grant Match (includes UDRF)	Internally Restricted (rev'd 10/3/17)	These purposes can be identified as they are tagged with a Project ID
Faculty Research Gift (41s)	Discretionary - Faculty	
Vehicle Replacement Reserve	Designated / Committed	
Equipment/Computer Replacement	Discretionary - _____	This type of code would be discretionary at whatever level it is owned.
FA__ Program Code (17)	Designated / Committed	Financial Aid program codes
FA__ Program Code (41, 46, 45 & 47)	Externally Restricted	Financial Aid program codes
UDRF (Non-match)	Externally Restricted	
Retirement Reserve for known signed obligated payouts	Internally Restricted	
Retirement Reserve for unknown faculty retirements	Discretionary - Dean	
Cost Center Code	Externally Restricted	Service centers carry a UNIV31__ project ID
Service Agreement Codes	Discretionary – Faculty or Department	
Department Endowment	Discretionary - Department	Restriction only limits the use to specified department
Named Professor S&E Account	Discretionary - Faculty	
Named Professor Account	Externally Restricted	
Faculty Research Support	Discretionary - Faculty	
UNIDEL	Externally Restricted	
Clearing Accounts	Designated / Committed	These are holding accounts that eventually have balances moved to the appropriate place (ex. Pcards, 17Es, etc.)
Student Group Accounts	Discretionary - Department	