Policy on Miscellaneous Fund Carryforward

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<th>Policy Number</th>
<th>ACA-041; BUS-023</th>
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<td>Effective Date</td>
<td>When Signed</td>
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<td>Responsible Office/Person</td>
<td>Academic Affairs: Provost/COO; Vice Chancellor Admin.&amp; Finance: Vice Chancellor/CFO</td>
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<td>Related Policies</td>
<td>Policy on Carry Forward of Year End Funds, ACA-031</td>
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University of Massachusetts Dartmouth
Division of Academic Affairs; Division of Administration & Finance

Policy on Carryforward of Miscellaneous Funds

Purpose
To establish a campus policy for managing carryforward balances in miscellaneous accounts.

Scope
This policy applies to business managers with Signature Authority for miscellaneous accounts.

Definitions
Carryforward balances (or carryforward funds) are unexpended balances at the end of the fiscal year as described in ACA-031. For miscellaneous accounts the balance consists of income less expenditures.

Miscellaneous Funds derive from revenue generated through departmental activity such as consulting, conducting laboratory/field testing or surveys, internal service centers, and grant closeouts.

Policy
Miscellaneous funds may originate from a variety of sources including service centers, grant closeout balances, fees, etc. and may be linked to units, programs or individuals. Uses range from general operating expenses to research support. These funds automatically carryforward but amounts exceeding a 10% margin for annual revenue or budget must have an approved spending plan. Total carryforward amounts exceeding $100,000 and/or unspent after two years may be subject to strategic reallocation by the Provost/CFO/Chancellor.

Policy Changes
The Division of Academic Affairs and the Division of Administration & Finance will review this policy every five years or sooner.
Miscellaneous Fund Carryforward Policy

Approvals:

Mohammad A. Karim
Provost; Executive Vice Chancellor for Academic Affairs; Chief Operating Officer

Robert E. Johnson
Chancellor

Michael J. Barone
Interim Vice Chancellor for Administration & Finance; Chief Financial Officer

Date 1/25/15