



College of Arts and Sciences Guidelines and Procedures

Operating Cash Savings

Effective for FY15

Scope

ASC has historically swept unused operating cash funds from departments at year end. This has not allowed departments/centers to strategically utilize their budget on a multi-year basis to evaluate plans for larger expenses, engage in needed renovations and upkeep, or manage unplanned expenses. A savings plan is being implemented to assist departments/centers in dealing with these concerns.

Guidelines and Procedures

- At year end, departments and centers will be allowed to retain unused cash remaining in their operating funds (011000/011200/014000) from their annual PBA allocation in the following manner –100% of the first \$100,000, 75% of the next \$50,000 (up to \$150,000), and 50% of the remaining, up to \$250,000. The total retained cash balance may not exceed \$250,000 at any time. This is effectively a phased 75/25 savings opportunity for departments and centers.
- All cash in these funds will be rolled up to be tabulated for those units that distribute PBA and cash across multiple operating programs or projects.
- Unspent cash that exceeds these limits will be shared with ASC to continue to support the strategic academic mission of the college.
- Departments/centers running operating deficits should clear all deficits using existing chartfields (i.e. release time, IDC, course fees, etc.) PRIOR to retaining any operating funds.
- At year end, the college finance team will move these funds in to program 99988 (GFSA Carry Forward).
- Departments may use these funds in a variety of ways that strategically impact the department/center, such as:
 - Support costs of faculty recruitment
 - Renovate space
 - Purchase shared equipment
 - Technology upgrades
 - Cost share in grant proposals
 - Support faculty development (travel, conferences)
 - Re-invest in student programs, such as study abroad
 - Support new course or program development costs
 - Share in counter offer costs (not including salary/benefits covered by ASC)