

FINANCIAL ACCOUNTING STRUCTURE MANUAL

Section: E.573.183

**Fund Name: State University Continuing
Education Revenue Fund**
CSU Fund Name: Construction

Fund Number: 573
CSU Fund Number: 183

General Ledger and Sub-Ledger

Budgets:

Campuses will not receive allocations from the Chancellor's Office for their annual budgetary requirements.

Budget will not be established by an allocation order in the State Controller's account. Instead, CERF fee revenues remitted (573.181) are automatically cross-posted by the SCO to the expenditure "D" account. The "D" account represents the total amount authorized for expenditures.

Contracting documents are posted as encumbrances when issued. Encumbrances will be accounted until liquidated or canceled.

Unliquidated encumbrances will be carried forward from fiscal year to fiscal year. The encumbrance documents and amounts carried forward include both the amount of encumbrances reported on the prior fiscal year end reports and the amounts included in accrued accounts payable.

Accounts Payable:

Accounts payable are accrued at the end of the fiscal year based upon goods and services received. Accounts payable accruals will be reversed in the new fiscal year. These reversing entries will increase the budget balance and, thereby, offset the effect of re-encumbering for these obligations on the budget balance available.

Fund Balance:

At the end of the fiscal year, the income and expense accounts are closed to Retained Earnings. This retained earnings balance is maintained in the campus books. Retained earnings balances accumulated in the revenue accounts General Ledger should be moved each July to the expense account General Ledger (Debit and credit Surplus Adjustments and Operating Clearing). A consolidated balance will be easier in monitoring the balance available for expenditures.

Account Controls and Sub-Codes:

Refer to FRS G/L and S/L account on-line (screen "036") for ranges of account control and sub-codes to be used in this fund. For additional account controls (Section "F") and sub-codes (Section "G") not included in the range, contact the CSU Chancellor's Office, Accounting Department, Standards and Reporting unit prior to processing.

