

FINANCIAL ACCOUNTING STRUCTURE MANUAL

Section: E.583.304

**Fund Name: California State University
Parking Revenue Fund**
**CSU Fund Name: Maintenance and
Equipment**

Fund Number: 583
CSU Fund Number: 304

General Ledger and Sub-Ledger

Fund Type: Proprietary - Enterprise

Authorization and Use References:

Education Code Sections 89700, 89701 and 90010 - 90080

Highlights:

Effective 1995/96, maintenance, repairs and equipment expenditures of parking facilities should be accounted in this CSU fund. Operating expenditures of parking facilities will be accounted for in the Parking Revenue Fund, Parking Fee (583.302) and parking construction will be accounted for in Parking Revenue Fund, Construction (583.303). Prior to 1995/96, maintenance, repairs and equipment expenditures were accounted for in the Dormitory Building Maintenance and Equipment Reserve Fund-Parking (575.202) while operating expenditures were accounted in the CSU Dormitory Revenue Fund.

In 1994/95, the parking revenue bonds were fully liquidated. Consequently, the parking system was decentralized and the remaining fund balance computed for distribution to the campuses.

Parking fee revenues will be the primary source of funds used to finance the maintenance, repairs and equipment of campus parking facilities. Revenues shall be transferred from the CSU Parking Revenue Fund, parking fees (583.302) to this CSU fund.

Fines and forfeitures shall not be used for construction, maintenance and repairs and equipment of campus parking facilities. Thus, there will be no transfers of revenues from fund 583.301 to this CSU fund for the purpose indicated. Per Education Code 89701.5 fines and forfeitures (583.301) shall be used exclusively for the development, enhancement and operation of alternate methods of transportation programs for students and employees, for the mitigation of the impact of off-campus student and employee parking in university communities, and for the administration of the parking fines and forfeitures.

Attached are the general and subsidiary ledger accounts for this CSU fund. Global accounts will be established based upon the detail maintained in the State Controller's account balance reports and as need arises for additional cost centers. Using the campus ranges, additional ledgers can be established for each situation where a separate ledger is needed.

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Chart of Accounts:

Use the appropriate Account Controls and Sub codes related to the maintenance, repairs and equipment of the parking facilities. Refer to Sections F and G for details.

Budgets:

Campuses will not receive budget allocation from the Chancellor's Office for this CSU fund each year. Budget will not be established by an allocation order in the State Controller's Account. Instead, CSU parking fee revenues remitted to the Parking Revenue Fund (583.000) are automatically cross-posted by the SCO to the expenditure "D" account. The "D" account represents total amount authorized for expenditures.

Encumbrances:

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

The year-end roll programs in the Financial Records System (FRS) will carry forward the unliquidated encumbrances from fiscal year to fiscal year.

The encumbrance documents and amounts carried forward will be for all outstanding documents. Year-end liquidation for accrual of accounts payable will not be considered in re-establishing the encumbrances.

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.

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.

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Summary List of G/L and S/L Accounts

| <u>Description</u> | <u>G/L Global</u> | <u>S/L Global</u> | <u>G/L Campus Range From</u> | <u>To</u> | <u>S/L Campus Range From</u> | <u>To</u> |
|--------------------|-----------------------|-----------------------|----------------------------------|-----------|----------------------------------|-----------|
| Expenditures | 0-67200 | 6-72000 | 0-67220 | 0-67299 | 6-72100 | 6-72999 |
| Revenue | 0-67210 | 6-72010 | 0-67220 | 0-67299 | 6-72100 | 6-72999 |