

# Glossary of Terms

1. **Account** – Detail classification of expenditure type.
2. **Accrual** – An accounting measurement method that ignores whether cash has been received or paid. This method considers revenues earned, but not collected in cash, and expenses incurred, whether paid in cash or due to be paid.
3. **Appropriations Act** – Contains the fiscal authorization by the Legislature, based upon legislative budgets or based upon legislative findings of the necessity for an authorization when no legislative budget is filed, for the expenditure of amounts of money by an agency, the judicial branch, and the legislative branch for stated purposes in the performance of the functions it is authorized by law to perform.
4. **Auxiliary Enterprises** – Revenues and costs of self-supporting enterprises that furnish services to students, faculty and staff on campus. Examples include student housing, campus transit, bookstores. See Revenue Unit.
5. **Budget Cycle** – The series of scheduled events that must occur to develop a budget for a single fiscal year.
6. **Capital Assets** – Physical resources with a cost (or fair market value, if donated) exceeding the established \$5,000 threshold that are expected to provide service for more than a single year. Unless the resources are expected to maintain or increase their value over time, the cost of the assets is allocated to the benefiting periods through amortization or depreciations..
7. **Capital Budgeting** – The process used to develop and monitor resources and investments related to large-dollar projects undertaken either to acquire or to construct capital assets such as buildings.
8. **Current funds** – Resources of the institution expended for primary and supporting missions of the institution used for generally operating purposes and expended in the near term.
9. **Deferred Maintenance** – The cumulative value of scheduled or routine maintenance and repairs for facilities that an organization chooses not to undertake when originally scheduled (typically due to financial considerations).
10. **Direct costs** – Costs that can be identified specifically with a particular project or activity.
11. **Educational and General (E&G)** – Unrestricted current funds used for the educational mission of the University and general operations
12. **Fiscal Year** – the period of time beginning October 1 and ending on the following September 30, both dates inclusive
13. **FOAP** – the naming convention for accounts in the new Banner financial system (F-fund, O- organization, A-account, P-program) See *organization*.
14. **Fringe Benefits** – Expenses directly associated with employment such as health insurance, social security and retirement benefits. When projecting these costs it is generally most appropriate to apply a combined rate for fringe benefits and other costs related to compensation. See *Fringe Pool and Fringe Rate*
15. **Fringe Pool** - A type of indirect cost pool that commonly is established for the purpose of accumulating employee fringe benefit costs. Common costs accumulated in such pools include those for compensated absences, health insurance, bonuses, retirement plans, and payroll taxes. See *Fringe Benefits and Fringe Rate*.
16. **Fringe Rate** - An indirect cost rate which expresses the relationship between costs accumulated in a fringe pool and the related base for allocating such costs, for a given period of time. See *Fringe Benefits and Fringe Pool*.
17. **Institutional Support** – Costs of financial operations, executive management, and personnel services
18. **Instruction** – Expenses for academic, occupational and vocational instruction for all semesters, and continuing education.
19. **Operating Budget** – The quantitative manifestation of an organization's (or one of its subunits') planned revenues, expenses, and contributions and withdrawals from reserves. Operating budgets usually are supported by narrative documents identifying goals, objectives, and priorities and, in some cases, performance

- 20. Organization (Org)** – An element of the naming convention for accounts. The org represents an academic or administrative department. See *FOAP*
- 21. Public Service** – Costs associated with non-instructional services beneficial to individuals and groups external to the institution.
- 22. Reallocation** – A process in which managers of programs and activities must identify a small portion of existing resources that will be redistributed in accordance with established priorities.
- 23. Research** – Costs associated with activities specifically organized to produce research outcomes.
- 24. Restricted Funds** – Funds primarily from gifts, grants and contracts that are designated for restricted uses, predominantly research and student scholarship aid; also includes some University generated funds restricted to specific areas. Received from local, state, federal, and private sources and used only as specified by the donor.
- 25. Scholarships and Fellowships** – Expenditures for scholarships and fellowships in the form of outright grants to students selected by the institution and financed in the form of current funds, restricted and unrestricted
- 26. Sponsored program** – An agreement between an institution and an external entity (such as a federal agency, corporation, or foundation) under which the institution undertakes an activity with financial support from the external entity. The agreement specifies what will be accomplished and identifies the amounts and types of costs that will be reimbursed.
- 27. State Appropriations** – Annual legislative allotment from the state's general revenue fund. The operating budget portion must be spent during the fiscal year for which it is appropriated while the capital budget portion may be spent over several years.
- 28. Unrestricted Funds** – Current funds derived from state appropriations, student fees, institutional revenue and auxiliary operations. Monetary resources that are not subject to specific external guidelines or regulations and are expendable for any activities that promote the instruction, research, and extension missions of the University.