



The University of Georgia®

University Budget Office

GLOSSARY

This glossary is intended to be used as a reference only and is in no way meant to replace or be substituted for actual policy. Please refer to www.policies.uga.edu/FA/ for official policy information.

Account – The University of Georgia uses a uniform coding scheme for the Chart of Accounts. Accounts are 12 characters in length, broken in to 6 segments. The segments are Fund, Function, Operation, Activity, Department and Project. For example, account 10-11-GH900-001 would be broken down as:

FUND	FUNCTION	OPERATION	ACTIVITY	DEPARTMENT	PROJECT
10	11	G	H	900	001

The official account code structure can be found at <http://www.busfin.uga.edu/accounting/chartcode.pdf>.

Auxiliary Enterprises/Services – Auxiliary enterprises/services units fulfill a variety of nonacademic needs of students, faculty and staff, and must be operated in a financially self-supporting manner. An example of an auxiliary service is food services or housing.

Budget – The budget is the spending authority for the accounts used by UGA’s schools, colleges and other units. Most accounts at UGA are expense only accounts since the revenue is collected centrally through a variety of funding sources. Exceptions to this would be Auxiliary Units, Departmental Sales and Service accounts, Continuing Education and Agency accounts which generate their own revenue.

Budget Development – Planning for an upcoming fiscal year has many components which are done throughout the current fiscal year. Once the University Budget Office (UBO) completes the preliminary planning information and receives direction from the Board of Regents, it establishes a 2-4 week period in the spring of each calendar year for units to budget in to their accounts the allocations decided upon by the Senior Administration. At the end of this period, the UBO compiles and submits the information to be approved by the Board of Regents at their next meeting.

B Unit – Programs managed by a UGA unit that are funded directly by the legislature of the state. The current fund group and corresponding “B” unit are:

20-Forestry Research	27-Marine Extension Service	33-Athens & Tifton Vet Lab
21-Forestry Cooperative Extension	28-Marine Institute	34-Vet Med Agric. Research
23-Skidaway Institute of Oceanography	29-Vet Med Experiment Station	
25-Agricultural Experiment Station	30-Vet Med Teaching Hospital	

Capital Budget – A budget established to account for funds used in the acquisition, construction, renewal or replacement of new or existing physical properties or land. Each capital outlay project is budgeted as a line item and must be accounted for separately.

Carry-forward – Carry-forward refers to the process of utilizing certain fund sources allocated or earned in one fiscal year to be used in the next fiscal year. IDC and Departmental Sales and Service accounts that have excess revenue over expenditures at the end of a fiscal year will have access to those unspent funds in the following fiscal year. Unspent Student Technology Fee funds may be requested to be carried forward to the next fiscal year upon approval from the VP for Information Technology. Carry-forward funds are expected to be spent in the first 90 days of the fiscal year in which they are carried forward.

Contingency Account – Every account with G and C operations has a contingency account that is used as a budget offset when transferring funds between units, transferring between personal and non-personal services object codes, or budgeting funds from central sources. The contingency account will have the same fund as the operating account and the function will always be “99”.

Continuing Education Fees – Registration fees for professional development courses are termed Continuing Education Fees. These courses are currently offered by the Georgia Center for Continuing Education, Terry College of Business, College of Journalism, College of Education, College of Veterinary Medicine and The Division of Academic Enhancement. These fees are designated to accounts with an “E” operation.

Cost Sharing – Many research grants require the awarded institution to share part of the costs of the program. The policy of the University of Georgia is to limit its cost sharing on externally funded projects to the amount specifically mandated in the application guidelines of the sponsor. Upon award, cost share funds will be budgeted in an operation “C” account and monitored separately from grant funds.

Departmental Sales and Services – Departments that provide a service to other UGA units and/or external clients may charge a fee for those services. Departmental sales accounts are considered institutional (state) funds and should only recover costs for providing the sales or service. Revenue from external, non-exempt clients will be assessed Georgia sales and use tax. Depending on the nature of the service, the revenue may also be subject to Unrelated Business Income Taxes. Further details regarding these types of accounts can be found at <http://policies.uga.edu/FA/nodes/view/919/Departmental-Sales-and-Services-Accounts>

Professional Program Tuition Differential – Some professional programs have higher operating costs and therefore assess a professional program tuition rate approved by the Board of Regents which differs from the standard non-professional program tuition rate assessed by the institution. The program receives any amount charged over standard tuition rates.

General Funds – General funds are identified as operations G, C, A and B. Operations G and C are funded from state appropriation, tuition dollars or other general funds. Operations A and B are funded through indirect cost recovery dollars.

Holdback – Holdback refers to the process of carrying forward research dollars in restricted accounts (“R” operation) to the next fiscal year. When the life of a grant either crosses a fiscal year or spans several fiscal

years, the balance in the account at the end of a fiscal year is moved in to a holdback object code (91000) and is used to fund operating accounts during the next fiscal year.

Indirect Cost Recovery – Indirect costs (IDC), or facilities and administrative costs are institutional costs which are not readily identifiable with a particular project or activity but which are necessary to the general operation of the institution and to the conduct of each of the activities performed. A formula is used to recover costs from sponsored programs for their portion of its use.

Indirect Cost Return – Finance and Administration returns a portion of the funds recovered from sponsored programs to the units to cover some of the indirect costs they may have incurred.

Joint Funded – This term is generally used to refer to a position where the salary is funded by multiple schools/colleges within UGA or the salary is split between Resident Instruction funds and B Unit funds.

Personnel Activity Report (PAR) – Personnel Activity Reports will reflect the distribution of activity expended by each employee and will total 100% effort. These are mainly used for faculty to correctly report the percentage of their effort spent on sponsored programs or to report effort based on major functions of the university (Instruction, Research and Public Service).

Public Private Partnership (P3) – Refers to a government service or private business venture which is funded and operated through a partnership of government and one or more private sector companies. These relationships are sometimes referred to as PPP, P3 or P³.

Public Private Venture (PPV) – Projects resulting from a Public Private Partnership are referred to as Public Private Ventures.

Public Service Institutes – One of UGA's key missions is to make an impact on communities through public service and outreach. UGA has eight units whose focus is specifically on this mission. These units cannot be funded through tuition dollars since students are not directly served. They are funded through state appropriations or other general funds.

Resident Instruction – UGA refers to its core area as Resident Instruction which consists of fund groups 10-Athens campus, 16-Gwinnett campus, 17-Griffin campus, 18-Tifton campus and 19-GRU/UGA Partnership. This is also referred to as the "A" budget.

Soft Money – Any fund source other than general funds.

Sponsored Programs/Operations – External funding awarded to UGA for faculty to conduct research is considered a sponsored program/operation. These funds are set up in an "R" operation account and are available for use for the life of the grant or program.

State Appropriations – Funding received from the State of Georgia's general budget and appropriated by the Board of Regents of the University System of Georgia. State funds may not be carried forward to the next fiscal year.

Student Activity Fee – A mandatory fee that provides free or reduced price admission to programs provided by the Department of Student Activities such as concerts, lectures, movies and participation in intramural and other academically related student clubs and organizations. These are budgeted in fund “95” accounts and can roll forward funds from year to year.

Student Technology Fee – A mandatory fee that helps to fund new computer labs, replacement of machines in existing labs, classroom upgrades and classroom AV equipment, advanced hardware and software for instruction, technology-based course development, student technical support and training, etc. Student Technology Fees are budgeted in operation “T” accounts and are distributed by the Office of the VP for Information Technology.

Tuition and Fees – Tuition and fees refers to the student’s financial cost to attend UGA.