

# Depositing Process and Determining Fund & Account Codes



## 1. Determine the nature of the deposit:

- Revenues = any money received in exchange for a deliverable, whether or not a contract is in place.
- Gift-Donation = any monies received that has no expectation of a deliverable to be received in exchange for the funds.
- Expense reimbursement payment = any monies received as payment for expenses shared between one or more entities or a refund for expenses that were overpaid / over charged.

## 2. Depositing Gifts-Donations:

- Fund selection: is based on the donor intent on how the monies are to be used.
  - For questions on sourcing the correct gift fund, please contact Olivia Jensen at [liv\\_jensen@berkeley.edu](mailto:liv_jensen@berkeley.edu) or x4-4702.
- All gifts need to be accompanied by the envelope, donor's correspondence and any necessary disclosure forms (research gifts).
- Please include contact information for who to contact if questions regarding the donation or fund arise.
- Gift Fee = 2.5% for regular gifts, 10.5% for research gifts

## 3. Depositing Revenues:

- Business Contract revenues: Provide a copy of the contract and invoice to your Research Administrator (RA) or Financial Analyst (FA) so they can determine the correct account and fund code to deposit to. The full UC Berkeley chart of accounts (COA) can be found on the [bai.berkeley.edu](http://bai.berkeley.edu) website.
- Administrative Full Costing Fee (AFC) = 9% for FY16

# Depositing Process and Determining Fund & Account Codes (cont'd)

## 4. Depositing Revenues (cont'd):

- Some centers / divisions have their own revenue funds set up for their business activities. When a specific revenue fund has not been set-up for a particular group, it is best to use either of the following funds to deposit revenues:
  - Fund 66350 = Generic Revenue-Other Sources
  - Fund 60050 = Generic Revenue-Edu Activity
- Account code: is determined by the deliverable provided
- Contract & Grant revenues: Follow the process outlined by SPO for processing CG&A revenues.
- Other Revenues (ticket sales for events, conference registration fees, book sales etc.): Source the account & fund code by reviewing the COA options available against the purpose for the incoming revenues.

## 5. Depositing Expense Reimbursements:

- Provide a copy of any communication on the shared expense, or expense reimbursement and the BearBuy requisition number for the original expense, along with the payment(s).
- The chart-string used to pay for the original expense will be used to deposit the incoming reimbursement funds to.
  - Reimbursements to contract and grant funds that have since closed will be re-directed to the next best fund per the RA's direction.

## 6. Deliver all deposits (with the exception of C&G revenues) to SPH Finance at 429 University Hall c/o Olivia Jensen for final processing.