

# How to Read Overdraft-Fund Balance Reports

Note: In all reports, figures in parentheses represent a credit/deposit or remaining funds in the account and figures outside of parentheses represent a debit/expense or overdraft. ex: **(\$300)** represents \$300 deposited into the account or \$300 available for use. **\$300** represents a \$300 expense or \$300 in overdraft.

**BU:** Business Unit - Generally speaking, all student organization accounts are AGENC business units, with a few exceptions. All gift accounts (i.e. GT002464) are COLUM business units.

**Department:** Identifies which department owns the project. Student group-related departments range from 4560307 to 4560316, broken down as follows:

<b>4560307:</b> CCSC & their Class Councils	<b>4560308:</b> ESC & their Class Councils	<b>4560309-4560312:</b> Greek Life & their Councils
<b>4560313:</b> ABC groups	<b>4560314:</b> IGB groups	<b>4560315:</b> SGB groups
<b>4560316:</b> Shared responsibility accounts (ex: Facilities Fund, WKCR, Senior Week)		

**Dept Description:** Name of the owning department (reference chart above for descriptions).

**Project #:** There is a unique project number for each student organization. The project number is the main identifier for all student organizations and differentiates them from one another. (ex: AG001234)

**Project Description:** Name of the student organization tied to the project number. (ex: AG001234 = Columbia Reading Society)

**Beginning Fund Balance:** Balance at the beginning of the fiscal year (on July 1). The amount in this column is usually not indicative of the true starting balance for a group since reclamations occur after July 1. Remaining allocation funds that were not spent before June 30 are reclaimed by the group's governing board in July/August. The Beginning Fund Balance will reflect the remaining allocation from the prior fiscal year, but will also show that amount as a transfer out under **YTD Indirect Use**. Revenue funds will not be reclaimed.

**YTD Direct Revenue:** Year-to-date revenue brought in during the fiscal year. This includes, but is not limited to: check & cash deposits from fundraisers, sponsorships from outside organizations, tabling/bake sales on the Lerner Ramps. This also includes any funding that comes in from Barnard or Teacher's

# How to Read Overdraft-Fund Balance Reports

College. Barnard and TC have separate accounting systems and can not transfer to CU internally. A check must always be cut to/from these institutions.

**YTD Indirect Source:** Includes all funding *transferred in* to a group's account via an internal transfer (ITF). This includes, but is not limited to: allocations from governing boards, co-sponsorships from other groups, departments, or schools, grants, or other funding sources such as JCCC, CIF, or President & Provost Awards.

**YTD Direct Expense:** All expenditures/money spent since the beginning of the fiscal year. (Does not include internal transfers.)

**YTD Indirect Use:** Includes all funding *transferred out* from a group's account via an internal transfer (ITF). This includes, but is not limited to: co-sponsorships to other groups, departments, or schools, or a payment made to a campus department such as Dining, University Events Management (UEM), Facilities, etc.

**Ending Fund Balance:** Available funds for use. Indicates current balance as of the date the report was run. Please note: there may be expenses not yet reflected in the statement. Advisers and student leaders should request and review a separate Trial Balance report quarterly to determine whether there are pending charges that have not yet hit their account, or if there are mischarges that need to be corrected.

**Overdraft Fund Balance:** Amounts appearing in this column indicate that a group is in deficit/overdraft. Spending requests and programming will not be approved by the adviser if a group is in overdraft. Additionally, groups will lose access to the LionLink finance tab to submit Financial Transaction Forms (FTFs) until the overdraft is resolved.