

UNIVERSITY OF

**South Carolina**

# University Budget Basics

# Budget/Accounting Structure

**Operating Unit** – Highlights campus and responsibility (e.g. Columbia/President's Office)

**Fund** – Highlights the location of funding (e.g. Educational and General funds)

**Department** – Highlights who is spending the funds (e.g. Special Events Office)

**Account** – Highlights what we are doing with our dollars – natural classification (e.g. Contractual Services)

**Class** – Highlights what we are doing with our dollars – functional classification (e.g. Instruction)

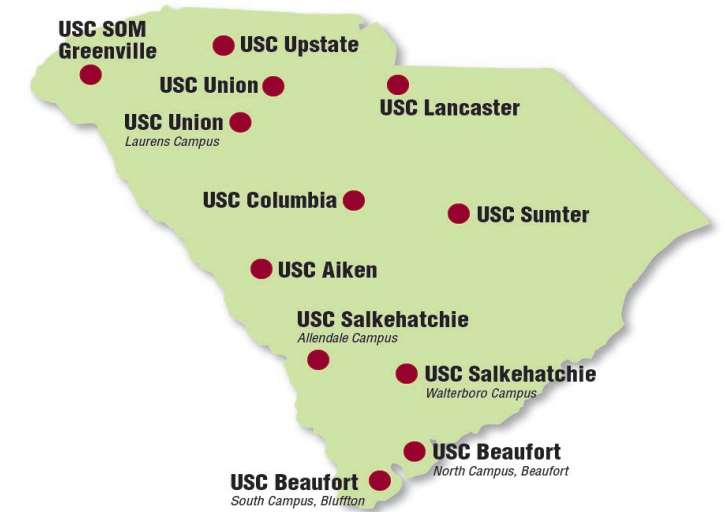
**Product\***– Highlights term of related transaction (e.g. fall)

**Project\***– Highlights costs related to a specific project

*\* Used only with certain transactions*

# Operating Units by System Institution

Unit	System Institution	System Institution Category
CLXXX	USC Columbia	Flagship/Research Institution
MC000	School of Medicine – Columbia	Medical School
MG000	School of Medicine – Greenville	Medical School
AK000	USC Aiken	Comprehensive University
BF000	USC Beaufort	Comprehensive University
UP000	USC Upstate	Comprehensive University
LA000	USC Lancaster	Regional Palmetto College
SA000	USC Salkehatchie	Regional Palmetto College
SM000	USC Sumter	Regional Palmetto College
UN000	USC Union	Regional Palmetto College



# Columbia Operating Units

<b>USC Columbia Academic Units</b>	
<b>Unit</b>	<b>Description</b>
CL031	Nursing
CL032	Pharmacy
CL034	Arnold School of Public Health
CL037	Hospitality Retail and Sports Management
CL038	Darla Moore School of Business
CL039	Education
CL040	Engineering & Computing
CL043	Law
CL044/ CL061	Social Work/Institute for Families In Society
CL059	Music
CL070	Information & Communications
CL071	Arts & Sciences

# Columbia Operating Units

<b>USC Columbia Auxiliary Units</b>	
<b>Unit</b>	<b>Description</b>
CL003	Athletics
CL008-BH	Student Health
CL008-BR	Housing and Residence Life
CL088	Parking Services

<b>USC Columbia Pass Through Unit</b>	
<b>Unit</b>	<b>Description</b>
CL028	Small Business Development Center

# Columbia Operating Units – Pooled Reporting

## USC Columbia Support Units (Based on New Budget Model)

Pool	Units Included in Pool/Description
Academic Affairs	Provost (CL002), Grad School (CL045), University Press (CL048), OIRAA (CL056), Faculty Senate (CL062), International Programs (CL072)
Honors College	Honor's College (CL025)
Academic Access & Degree Completion	On Your Time (CL020), Distributed Learning (CL057), Palmetto College Administration (CL089)
Enrollment & Scholarships	Enrollment Management Services (CL085), Scholarships (CL091)
Executive Affairs	President (CL001), Equal Opportunity Programs (CL005), Legal Affairs (CL006), Economic Engagement (CL007), Board of Trustees (CL009), Audit and Advisory Services (CL082)
Information Technology	Department of Information Technology (CL014), OneCarolina (CL083)
Library	Library (CL029)
Facilities	Facilities Planning (CL013), Facility Services (CL068), Utilities (CL081), Facilities Operating Projects (CL084)

# Columbia Operating Units – Pooled Reporting

## USC Columbia Support Units (Based on New Budget Model)

Pool	Units Included in Pool/Description
Research	Research (CL049)
Academic Support & Student Services	Student Affairs (CL008 – not including Auxiliary Portion), Residential Learning Centers (CL064), University 101 (CL067), Academic Support Service (CL086)
Central Services & Administration	General Fund (CL000), Administration & Finance (CL004), Finance (CL010), Law Enforcement & Safety (CL011), Business Affairs (CL012), Human Resources (CL016), University Development (CL018), Institutional Support (CL019), Koger Center (CL058), General Fund – Allocated (CL060 – not including Excellence and Efficiency portions), University Communications (CL078), University Advancement (CL079), Postal Services (CL080),
Excellence & Efficiency Initiatives	Portions of CL060 (see reference in Central Services & Administration Units included above.)

# Fund Classifications

Current Funds – Economic resources both unrestricted and restricted available to support the general operations of the University in carrying out its primary mission of instruction, research, and public service. Current funds fall into two major categories – Unrestricted and Restricted.

- Unrestricted Funds – Current fund resources received by an institution that have no limitations or stipulations placed on them by external agencies or donors, and that have not been set aside for loans, endowments, or plant. These resources are normally derived from state appropriations, student fees, institutional revenues, and auxiliary operations.
- Restricted Funds – Current fund resources received by an institution that have limitations or stipulations placed on their use by external agencies or donors. These resources are normally derived from gifts, grants, and contracts and used predominantly for research and student scholarship activities.

Noncurrent Funds – Due to underlying obligations, these funds are specified in purpose and are not available to support the general obligations of the University. These resources include student loan, institutional loan, endowment, unexpended plant, debt service and fixed asset funds.

***Current Funds = “Operating” = Typical Budget Reporting***

***Current Funds + Noncurrent Funds = Typical Financial Statement Reporting***



# Fund Types

Fund Type	Definition	Current		Noncurrent
		Unrestricted	Restricted	
A	Education and General	X		
B	Auxiliaries - Student Health, Housing and Food Service	X		
C	Auxiliaries – Bookstores, Vending and Concessions, Athletics and Parking	X		
D	Student Activity Fees	X		
E	Department Generated Self-Supporting Activities	X		
F	Federal Grants & Contracts		X	
G	State Government Grants & Contracts		X	
H	Local Government Grants & Contracts		X	
J	Commercial Grants & Contracts		X	
K	Philanthropic Grants & Contracts		X	
L	Other Restricted Activity		X	
N	Internal Projects (Generally funded by “A” or “E” funds)	X		

# Fund Types - Continued

Fund Type	Definition	Current		Noncurrent
		Unrestricted	Restricted	
R	Designated Funds (Funded by Auxiliaries)/ Unrestricted Gifts	X		
SR	Scholarships – Restricted		X	
SU	Auxiliaries – Bookstores, Vending and Concessions, Athletics and Parking	X		
T	Loan Funds			X
V	Endowment Funds			X
W	Capital Project Funds/Unexpended Plant (Construction)			X
X	Debt Service Funds			X
Y	Fixed Asset Funds			X
Z	Agency Funds	<b><i>Not University Funds – Custodial Activity Only</i></b>		
1	Financial Statement Activity Funds			X

# Revenue Classifications

Tuition and Fees – Revenues collected from students for regular courses provided in the fall, spring, and summer sessions.

State Appropriations – Legislative appropriations received from the State of South Carolina General Fund for the current operations of the University. All State appropriations are assumed to be recurring unless directly linked to a proviso designating them as non-recurring.

Grants, Contracts, and Gifts – Revenues awarded by federal, state, local, non-governmental, and private organizations intended for the current operations of the University.

Sales & Services of Education and Other Sources – Revenues generated primarily from department specific charges for enrichment fees, laboratory fees, sales and services, and other miscellaneous items.

Sales & Services Auxiliary Enterprises – Auxiliary enterprise revenues generated by charges for sales and services and other miscellaneous items.

Contras & Recoveries – Revenues received from another unit for an expense incurred directly by the receiving unit.

Non-Mandatory Transfers – Voluntary transfers not required by a legal covenant between fund groups.

Mandatory Transfers – Transfers required by a legal covenant for the payment of principal and interest on bonded debt and loan fund matching.

# Expenditure Classifications

Education and General – Activities that directly support the primary mission of the University to educate the state’s diverse citizens through teaching, research and creative activity, and service. These activities include both unrestricted and restricted expenses normally categorized as:

Instruction – Credit and non-credit courses for academic, occupational, technical and vocational instruction, and for continuing education.

Research – Costs associated with activities specifically organized to produce research outcomes, commissioned either by external entities or through a separate budget process of an organizational unit within the institution.

Public Service – Funds expended for activities that are primarily established to provide non-instructional services beneficial to individuals and groups external to the institution.

Academic Support – Supports the areas of the University that are primarily responsible for instruction, research and public service, to include libraries, computing support, and academic administration.

Student Services – Funds expended for the admissions office, registrar, student-aid administration, counseling, and other services for the benefit of students.

# **Expenditure Classifications (cont')**

**Institutional Support** – Costs associated with fiscal operations, executive management, personnel services, administrative computing, public relations, development, and campus security.

**Operational and Maintenance of Plant** – Funds expended for physical plant administration, building and grounds maintenance, utilities, landscape and grounds maintenance, and major repairs and renovations.

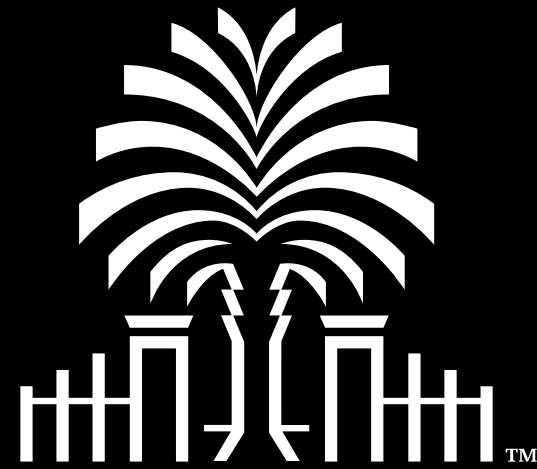
**Scholarships and Fellowships** – Expenditures for scholarships and fellowships in the form of outright grants to students selected by the institution and financed in the form of current funds, both restricted and unrestricted.

**Auxiliary Enterprises** – Self-supporting activities that exist to furnish goods and services to students, faculty, or staff, and charge a fee directly related to, although not necessarily equal to, the cost of the goods or services. These activities include both unrestricted and restricted expenses normally categorized as student health, student housing, food service, bookstore, vending and concessions, athletics, parking, and other services.

## **FUND BALANCE & UNIT MARGIN**

**Fund Balance** – The unexpended resources at the end of any given fiscal year available to support non-recurring activities in the new year.

**Unit Margin** – The net impact of revenues, expenses, contras, and transfers for a particular unit. The increase or decrease in fund balance.



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