

Deposit Guidance Examples

Type of Deposit	Definition & Guidance					Accounting Treatment			Examples				
	Definition	Payer	Additional Notes	Responsible Area (Contact for Questions)	Check made payable to (bank receiving deposit)	Deposit recorded in which system?	Revenue or Expense	Chartfields	Example 1	Example 2	Example 3	Example 4	Example 5
Sponsored Grants and Awards (Publicly Funded)	Money received from a third party sponsoring a particular scholarly or scientific activity where the source of the funds is a public entity (Federal or State government). The sponsor requires support for the spending of these funds and requires that any portion of the funds not used for this purpose to be returned.	Public or private entity sponsor paying with public funds		FSU Sponsored Research Administration	Florida State University	FSU OMNI Financials (AR Business Unit FSU01)	Revenue (Sponsored Project, Operating). Account codes vary by nature of activity.	Sponsored Project-related department, fund, and project established for the activity.	National Science Foundation (NSF) provides money to fund a faculty member's research efforts in a specific area of expertise. NSF requires support for the spending of these funds and requires that any portion of the funds not used for this purpose be returned.	National Institute of Health (NIH) provides money to fund a center or institute's work on a specific problem or issue such as treating chronic hypertension in early pregnancy. NIH requires support for the spending of these funds and requires that any portion of the funds not used for this purpose be returned.	The Florida Department of Transportation (FDOT) provides a fixed amount of money to fund a faculty member's research efforts in a specific area of expertise. FDOT requires deliverables to be completed, and if there are any remaining funds, they will be subjected to the Fixed Price Residual Funds Policy 7A-11.		
Sponsored Grants and Awards (Privately Funded)	Money received from a third party sponsoring a particular scholarly or scientific activity where the source of the funds is a private entity (e.g., a not-for-profit). This includes income derived from patents and copyrights. The sponsor requires support for the spending of these funds and may require that any portion of the funds not used for this purpose be returned.	Private entity sponsor paying with private funds		FSU Research Foundation (FSURF)	FSU Research Foundation (FSURF)	FSU Research Foundation	Revenue in the FSURF. Funds will be spendable in OMNI FSU Research Foundation department, fund and project related to the activity through automated processes between FSURF and FSU.	Funds will become spendable in the OMNI FSU Research Foundation department, fund and project related to the activity through automated processes between FSURF and FSU.	American Heart Association (AHA) provides money to fund a faculty member's research efforts in a specific area of expertise. AHA requires support for the spending of these funds and may require that any portion of the funds not used for this purpose be returned.	Corporate Public Broadcasting (CPB) provides money to fund a center or institute's work on a specific problem or issue. CPB requires support for the spending of these funds and may require that any portion of the funds not used for this purpose be returned.	Simons Foundation provides money to fund a faculty member's travel to a conference at which he/she will speak. Simons Foundation requires support for the spending of these funds and may require that any portion of the funds not used for this purpose be returned. See Miscellaneous Deposits section of this document if the activity does not fit this example.		
Non-Sponsored Gifts/Donations/Awards	Money received from a private, non-governmental third party for which there are no contractual requirements (other than reporting) or direct benefits to the donor, no control of the funds are maintained by the donor, and for which there is no expectation that unexpended funds would be returned to the donor.	Donor	Activity that is a mix of gift & non-gift revenue should be handled as outlined in the example.	FSU Foundation (FSUF)	FSU Foundation (FSUF)	FSU Foundation	Revenue in the FSUF. Funds will be spendable in OMNI FSU Foundation department, fund, and project related to the activity through automated processes between FSUF and FSU.	Funds will become spendable in the OMNI FSU Foundation department, fund (599), and project (Fxxxx) related to the activity through automated processes between FSUF and FSU.	FSU alumnus, Jonathan Adams, provides a monetary gift, solicited or unsolicited, to the College of Business Accounting Department to be used for student scholarships. The donor, Mr. Adams, does not require any specific deliverables to be carried out or terms/conditions to be met in exchange for the gift, and there is no expectation that any portion of the funds will be returned if they are not spent.	The English department wins a best practice award from a higher education-related not-for-profit organization. There are no specific deliverables to be carried out or terms/conditions to be met in exchange for the award, and there is no expectation that any portion of the funds will be returned if they are not spent.	Hayes Consulting Group (HCG) provides \$2,500 to sponsor a fundraising event hosted by the FSU Police department. As part of the sponsorship, HCG receives 2 tickets to the event worth \$50 each. The value of the tickets (\$100) will be considered non-gift-revenue, and the Foundation non-gift revenue assessment will apply. The remaining amount (\$2,400) will be recorded as donation/gift revenue. If there was no charitable component to the sponsorship (the payment was received solely in exchange for a good/service), the FSU Police department would deposit the payments directly into their approved auxiliary account or consult with the Budget Office on establishing one.	Global Consulting Group (GCG) provides funds to help cover the costs for employees attending conferences in the Law department. As the donor, GCG does not specify which employees may attend the conference(s) nor do they require an accounting for the spending of these funds, and there is no expectation that any portion of the funds will be returned if they are not spent.	FSU alumnus, Jane Smith, purchases a \$100 ticket to fundraising event hosted by the College of Communication and Information. As part of the ticket Jane receives a dinner worth \$35. The value of the dinner (\$35) will be considered non-gift-revenue, and the Foundation non-gift assessment will apply. The remaining amount (\$65) will be recorded as donation/gift revenue.
Auxiliary Sales Revenue	Money received by an auxiliary department from a customer in exchange for goods/services provided to that customer as a part of the auxiliary's approved mission.	Customer	All activity must fit within the pre-approved mission of the auxiliary. Activity must not be a grant, a gift, or an award.	FSU Budget Office & FSU Controller's Office (Auxiliary Accounting)	Florida State University	FSU OMNI Financials (AR Business Unit AUX01)	Auxiliary Revenue (Operating); account codes vary by nature of activity.	Auxiliary department and fund established for this activity (no project).	The Fine Arts Ticket Office sells tickets to a performance, and the activity is within the auxiliary's approved mission.	Florida Institute of Government hosts an annual conference and sells tickets to the event, which is within the auxiliary's approved mission. There is no charitable component to the ticket sales (i.e. no sponsorship component).	Information Technology Services (ITS) offers network and infrastructure services, and the activity is within the auxiliary's approved mission.	Northwest Regional Data Center (NWRDC) offers information technology and storage services with another university, and the activity is within the auxiliary's approved mission.	Challenger Learning Center offers camps for children and charges registration fees, and the activity is within the auxiliary's approved mission.
Expense Refund	Money received from a vendor to refund a department for all or a portion of a payment previously made to that vendor.	Same vendor who originally received payment	The payer must be the vendor who originally was paid by FSU, and supporting documentation of expense must be provided. The defining characteristic here is that the department had previously paid the vendor and recorded an expense for this item.	FSU Controller's Office (Deposit Accounting)	Florida State University	FSU OMNI Financials (AR Business Unit AUX01)	Expense (same account code originally used)	The same, department, fund*, project, and optional chartfields where the original expense was incurred. *Note: If expense was in prior year and on E&G fund, will need to be booked to corresponding CF fund, e.g., 110--> 140, 120->121, etc.	Information Technology Services returns a piece of equipment previously purchased, and receives a refund from the vendor for the amount originally paid.	The School of Information purchases three iPad's from a vendor but were erroneously charged for four, and receives a refund from the vendor for the erroneous charge.	The Biology department forgets to apply outstanding credits to an invoice before submitting payment, and receives a refund from the vendor for the amount they overpaid.	The Chemistry department purchases lab supplies (account code 741191) from a vendor on a Sponsored Research project funded by National Institute of Health (NIH) and receives a refund from the vendor for the amount originally paid. SRA is required to return the funds to NIH even if the Sponsored project has closed. The expense refund should be processed as a credit to the same account code as the purchase (741191). If the Sponsored project has closed, please contact SRA to reopen the project so the expense refund can post.	
Expense Reimbursement	Money received from a third party to reimburse FSU dollar for dollar on an expense that FSU paid for in advance on behalf of the same third party.	Varies	Ensure purchases are compliant with FSU Procurement Policy in advance of purchasing goods/services that benefit third parties. For reimbursements between FSU departments, use an Expense Transfer DOL. This includes reimbursements billed via OMNI Auxiliary AR/ Billing	FSU Controller's Office (Deposit Accounting)	Florida State University	FSU OMNI Financials (AR Business Unit AUX01)	Expense (same account code originally used)	The same, department, fund*, project, and optional chartfields where the original expense was incurred. *Note: If expense was in prior year and on E&G fund, will need to be booked to corresponding CF fund, e.g., 110--> 140, 120->121, etc.	The College of Medicine REACH program hosts a conference with the Florida Geriatrics Society (FGS) each year and pays for expenses (food, space, printing materials, etc.) up front. FGS reimburses the College of Medicine REACH program for their portion of the costs.	Athletics buys IT equipment for staff to include some Boosters' employees. The Boosters reimburse Athletics for the IT equipment used by their staff.			
Unallowable Expense/ Cash Advance Reimbursement	Money received from an FSU employee to repay the university for unallowable charges paid on an FSU travel card or to repay FSU for cash advances provided to the employee (including petty cash funds).	FSU Employee	Accounting treatment varies by nature of transaction. See examples for more information.	FSU Controller's Office (Accounts Payable & Deposit Accounting)	Florida State University	FSU OMNI Financials (AR Business Unit AUX01)	Varies by transaction type. See examples for further instruction.	Department, fund, project, and optional chartfields associated with the activity, as applicable.	An employee pays for an unallowable charge on their FSU travel card and needs to refund FSU for the amount owed back to the university. The Concur expense type was recorded as Personal (non-reimbursable) which records the receivable to the employee's home department ID, fund 499 and account code 151005.	An employee repays FSU for the unused portion of a travel cash advance issued to them previously. The transaction is recorded to the employee's home department on fund 499 where the original travel cash advance was issued, and the account code used is 151005.	An employee repays FSU for the unused portion of a non-travel cash advance issued to them previously which could include petty cash and change drawers. The transaction is recorded to the department and fund where the original advance was issued, and the account code used is 168300-Permanent or 168400-Temporary. The deposit should also include the Open Key # which is the individual 9-digit employee ID#.		
Miscellaneous Deposits	Money received to pay FSU for activity not defined within other sections of this guidance.	Varies	The deposit should not meet any of the other definitions outlined in this document. Contact Deposit Accounting (cti-Deposits@fsu.edu) with questions.	FSU Controller's Office (Deposit Accounting), FSU Environmental Health & Safety & FSU Sponsored Research Administration	Florida State University	FSU OMNI Financials (AR Business Unit AUX01)	Varies by transaction type. See examples for further instruction.	The department, fund*, project, and optional chartfields associated with the activity. *Note: If expense was in prior year and on E&G fund, will need to be booked to corresponding CF fund, e.g., 110-->140, 120->121, etc.	Southern Association of College and University Business Officers (SACUBO) provides funds for a specific employee to travel to their annual conference and present. No accounting for the spending of the funds is required nor is there any expectation that a portion of the funds will be returned if they are not spent. The funds could be paid by the third party before or after the conference takes place. The distinguishing characteristic here is that the third party named a specific person to benefit from the funds. This deposit should be recorded to Expense Account 749500 - Miscellaneous Deposit. This is the only expense account code authorized for this activity.	Christian Jordan issues a scholarship to a student they have selected to help with their educational expenses. Because the donor selected the recipient of the scholarship, the funds should be directed to Student Business Services at the University for processing as a private scholarship. This deposits should be recorded to Department 258200, Fund 670 and Revenue Account 661005 - Financial Aid Clearing.	Progressive Property Insurance Company reimburses a department for losses incurred during an extreme weather event. This activity is considered non-operating revenue and recorded to revenue account code 661103. Please note: All recoveries for casualty losses are administered by FSU's Employee Health & Safety (EH&S). Departments should contact EH&S for further assistance.	The Mag Lab organizes a conference which is funded by the National Science Foundation (NSF) and charges a registration fee of \$100 per attendee. This fee is considered Program Income and must be used for conference costs. A Program Income project will be setup by SRA for revenue to be deposited and expenses tracked.	