

▶	Adopted Date	<u>02/19/04</u>
▶	Amended Date	_____
▶	Review Cycle	_____

Attachments:
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BUDGET DEPARTMENT

ESTABLISHMENT OF "TEMPORARY" ACCOUNTS (FUND 10100)

FOR S.F.P.s

PURPOSE:

This process will allow Specially Funded Programs (S.F.P.) to establish temporary salary and benefit accounts in Fund 10100 until their funding sources are in place.

INITIATOR

- The initiator of an approved grant requests temporary 10100 salary and employee benefit accounts to be set up using the "*SFP Temporary Loan Accounts Request Form*."
- The initiator forwards the form to his/her Divisional Dean.

AUTHORIZATION

- The Dean signs the "*SFP Temporary Loan Accounts Request Form*." Approving the request.
- The initiator forwards the approved form to the Vice President of Administrative Services for signature approval.

RESPONSIBILITY

- The Vice President of Administrative Services staff will provide a copy to the initiator and to the Administrative Analyst/Accountant. The original approved form will be maintained in a folder in the Administrative Services Office.
- The Analyst/Accountant will prepare a *Budget Transfer Authorization (BTA)* to establish the requested accounts and will assign a cost center to the S.F.P. The Analyst/Accountant will maintain a spreadsheet containing the assignment of the loan cost centers and the corresponding S.F.P. The Analyst/Accountant will forward a copy of the processed BTA to the initiator and the Specific Point of Contact (SPOC) to create the appropriate positions. The Administrative Services Office will maintain the original document in the corresponding fiscal year binder for BTA's.
- The initiator will follow the procedures for establishing a new S.F.P. as outlined by the SAP Go-Live Bulletin entitled "Accounting #2 Specially Funded Programs – Setup (08/02)."
- Once the District Budget Office has processed the BTA, the initiator **will** prepare all necessary forms (i.e., salary transfers, salary distribution detail changes, and journal vouchers) to transfer salary expenses from the "loan accounts" back to his/her appropriate fund. The initiator will forward these forms with the required approval signatures to the Administrative Services Office. These expense transfers should be done no later than two weeks after receipt of the approved and processed BTA from the District. Failure to comply with this procedure may result in the College not being able to provide such "temporary account" assistance in the future.

APPROVED: \_\_\_\_\_  
 DATE \_\_\_\_\_