

II-10 End-of-Year Deferral of Cash Receipts/Revenues and
Expenditures for Camps, Clinics or Non-SCH Activities

NORTHWESTERN STATE UNIVERSITY
End-of-Year Deferral of Cash Receipts/Revenues and Expenditures
for Camps, Clinics or NON-SCH Activities

I. Purpose and Scope: To outline the handling and accounting for end-of-year cash receipts/revenues for camps, clinics, or non-SCH activities to ensure proper accounting of revenues/deferred revenues, expenses and deferred charges and prepaid expenses.

II. Reference: None

***NOTE:** All links for **supporting documents** are found at the end of this policy. See Supporting Documents used to process End-of-Year Deferral of Cash Receipts/Revenues and Expenditures for Camps, Clinics or NON-SCH Activities.*

III. Source: NSU Fiscal Policy & Procedure Manual - Departmental Cash Receipts

IV. Procedure:

REVENUES

***NOTE:** Deposits of Revenue/receipts must be made in accordance with the Department Cash Receipts – Cashnet Cashiering System in the Fiscal Policy and Procedure User’s Guide.*

Budget Unit Head/Designee

1. Fees should be structured according to what the participant is going to have to pay for, e.g., housing, food service, etc. and deposits of revenue/receipts should be made accordingly directly to the FOP providing the service avoid duplicate accounting of revenues.

If deposits of revenue/receipts cannot be recorded directly to the appropriate FOP, an Interdepartmental Invoice must be processed when appropriate fees are known, transferring revenue from the camp, clinic, or Non-SCH Activity to the appropriate FOP of the department providing the service. See for a sample Interdepartmental Invoice.

2. Identify FOP to be credited on the Departmental Cash Receipt or Departmental Mail Receipt
 - a. Revenue/receipts collected prior to June 30 for a camp, clinic or NON-SCH activity which ends on or before June 30 shall be recorded as revenue in the current fiscal year ending June 30.
 - b. Revenue/receipts collected prior to June 30, for a camp, clinic or NON-SCH activity which begins prior to but extends beyond June 30, shall be recorded as deferred revenue as of June 30.
 - c. Revenue/receipts collected prior to June 30 for a camp, clinic or NON-SCH activity which begins July 1 or after shall be recorded as deferred revenue as of June 30.

***NOTE:** The accounting for revenue/receipts should be segregated by session(s). The decision to defer revenue/receipts will be based on the university’s June 30 fiscal year end and when the camp, clinic or NON-SCH activity session ends.*

To avoid the deferral issue activities should not be scheduled to cross fiscal years. When activities are composed of several sessions, the activity can cross fiscal years as long as a session does not cross the fiscal year.

3. Maintain roster of all participants for each camp, clinic or NON-SCH activities to include the following:
 - Name of activity
 - FOP title
 - FOP number
 - Dates of activities
 - Participant's name
 - Social security number
 - Amount collected
 - Receipt number
 - Receipt date
 - Total number of participant
 - Total charges for each participant
 - Calculate total to be collected
 - Actual collections
 - Difference (explain any variance)
4. Reconcile roster to departmental collections and deposits of revenue/receipts for the camp.
5. Reconcile deposits of revenue/receipts to monthly Report of Transactions from Banner Finance.

Individual Responsible For Activity

6. Sign and date roster to indicate approval.

Departmental Cashier

7. Sign and date roster to indicate approval.

Budget Unit Head

8. Sign and date roster to indicate approval

***NOTE:** For camps, clinics, or NON-SCH activities, the Budget Unit Head or his/her designee must maintain a roster of all participants for each of their camps, clinics or NON-SCH activities. In addition, they must perform the following:*

- *The roster must be completed by a person different from the person who collects receipts for the activity.*
- *Rosters must be reconciled to departmental collections and deposits.*
- *Revenue/receipts must be reconciled to monthly Report of Transactions from Banner Finance.*
- *No one should be allowed to attend without making full payment. Article 7, Section 14 of the Louisiana Constitution of 1974 states that the funds, credit, property or things of value of the state shall not be loaned, pledged or donated to or for any person, association, or corporation, public or private. There can be no reciprocal agreements between directors of camps allowing a person(s) to attend an activity free in exchange for another person(s) attending another activity free.*
- *Article 7, Section 14 of the 1974 Louisiana Constitution prohibits the donation of funds, credit, property, or things of value of the state or any political subdivision; therefore,*

scholarships and fee waivers cannot be awarded for non-credit activities.

Business Affairs - Accounting & Reporting Section must be notified immediately in writing of any discrepancies disclosed by the reconciliation process. A roster recommended for use is included for your convenience.. Rosters and supporting departmental receipts and other documentation should remain on file for audits. They shall be preserved and maintained for a period of at least three years from the date on which the public record was made.

EXPENDITURES

It is the responsibility of each Budget Unit Head to monitor year-end expenditures for camps, clinics and NON-SCH activities. For those activities that are administered through Continuing Education, the Director of Continuing Education as well as the Budget Unit Head will be responsible for ensuring that expenditures are allocated to the appropriate fiscal year. For those activities not sponsored by Continuing Education, it is the responsibility of the Budget Unit Head and the sponsoring department's approving agent to ensure that year end expenditures will be monitored. The Grants & Contracts Section of Business Affairs will also review expenditures to ensure that program specific expenditures are properly identified and charged to the appropriate year for which the expense is actually incurred.

Expenditures that are made throughout the year in preparation of an annual event that cannot be allocated to a specific program or session of an activity will be expensed when incurred. This includes, but is not limited to, the following types of expenditures:

- Salaries and related benefits for personnel that are hired on an annual basis; usually support personnel.
- Travel incurred throughout the year for recruitment or promotional purposes.
- Operating services to support the purpose; such as copier leases, etc.
- Consumable supplies and materials.
- Capital outlay

Expenditures that are program/session specific should be identified by the Budget Unit Head at the time the expenditure is requested. The appropriate fiscal year of the charge should be indicated on the face of the business document used to request the expenditure. The expenditure should include the specific session or program by date of offering. This will enable Business Affairs to identify those expenditures that should be deferred (prepaid). This includes, but is not limited to, the following types of expenditures:

- Personal services for a specific session, or to provide a specific workshop.
- Operating services, such as advertising for a specific to a particular session of a program.
- Meals, lodging and rentals specific to a particular session of a program.
- Professional services for non-credit presenters to provide instruction for a specific session.
- Camp insurance billed on a per participant basis.

Supporting Documents used to process End-of-Year Deferral of Cash Receipts/Revenues and Expenditures for Camps, Clinics or NON-SCH Activities.

[Interdepartmental Invoice](#)

[Roster of Participants in Camps, Clinics, Non-SCH Activities, ETC.](#)