

# COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 201</b>
	Section: 200 Departments
	Page 1 of 4
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Department and Fund Structures</b>	Effective date: 01/01/2000
	Revision date: 05/01/2020

## PURPOSE

To describe the NAU Department, Fund structures and account number structures.

## SOURCE

University Policy

## CMP 201: Department/Fund Structures

### Department Structure

Accounting transactions are charged or credited to expenditure and revenue centers. These expenditure and revenue centers are referred to as Departments. Each department:

1. is assigned to one fund, with each fund having its own purpose and funding sources, e.g., State General Operating Fund, Designated Fund, Plant Fund (see table below for a description of the accounting areas)
2. has a Department Manager who has overall responsibility for the Department (see [CMP 203](#), Department Manager Responsibilities), and
3. may contain (a) revenues only, (b) expenditures only, or (c) both revenues and expenditures and the corresponding fund balance.

All departments/funds must follow University policy and procedures when collecting revenue and making expenditures. University policy applies to all departments/funds. There are no “personal” funds. All funds are University funds.

**COMPTROLLER POLICY MANUAL**

	<b>POLICY: CMP 201</b>
	Section: 200 Departments
	Page 2 of 4
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Department and Fund Structures</b>	Effective date: 01/01/2000
	Revision date: 05/01/2020

**CMP 201: Department/Fund Structures**

**Funds Commonly Used by Departments**

Accounting Area	Funds	Number Sequence	Fund Description	Major Funding Sources	
General Operating NAU	State	First two digits of Fund are 11 and 15	State Funds held by the state treasurer distributed monthly to NAU	State appropriations, tuition and fees	See <a href="#">COM 401-03</a> "Prohibited Transactions" and <a href="#">COM 420-02</a> "Food and Refreshments"
General Operating NAU - Yuma	State	First two digits of Fund are 12	State Funds held by the state treasurer distributed monthly to NAU	State appropriations, tuition and fees	See <a href="#">COM 401-03</a> "Prohibited Transactions" and <a href="#">COM 420-02</a> "Food and Refreshments"
Designated Funds – Summer Session	Hybrid State/ Local	First two digits of Fund are 21	Self-supporting calendar year basis of accounting. Budgeting for Summer Sessions is handled through the local budgeting process	Summer Session registration fees	All Personal Services and all other operating expenditures must be directly related to Summer Session instruction
Indirect Cost Recovery Funds – Designated Funds	Local	First two digits of Fund are 24	Resources received and expended which are to support the research activities of the university and to engage in initiatives for research expansion, these are not personal funds	Indirect cost recovery	See <a href="#">COM 401-03</a> "Prohibited Transactions" <a href="#">COM 420-02</a> "Food and Refreshments" and <a href="#">Guidelines for expenses charged to indirect costs</a>

**COMPTROLLER POLICY MANUAL**

	<b>POLICY: CMP 201</b>	
	Section: 200 Departments	
	Page 3 of 4	
	Responsible office: Comptroller	
	Origination date: 01/01/2000	
<b>Subject: Department and Fund Structures</b>	Effective date: 01/01/2000	
	Revision date: 05/01/2020	

Accounting Area	Funds	Number Sequence	Fund Description	Major Funding Sources	Prohibited Transactions
Designated Funds – NAU	Local	First two digits of Fund range between 22 and 29, excluding 24 (see above)	Resources received and expended which have been designated for a specific purpose by the university	Gifts, registration fees retained at NAU, investment income, and departmental sales and services	See <a href="#">COM 401-03</a> “Prohibited Transactions” and <a href="#">COM 420-02</a> “Food and Refreshments”
Restricted Funds – Grants and Contracts	Grants	First digit of Fund starts with 3	Grants and contracts restricted by donors and outside agencies for a specific purpose, to be used as the grant or donor stipulate	Grants and contracts from governmental agencies and private industry	Transactions outside of donor’s restrictions
Auxiliary Funds – NAU	Local	First two digits of Fund range between 42 and 49	Substantially self-supporting activities such as residence halls, Parking Services, NAU Bookstore and Intercollegiate athletics	Residence hall charges, dining revenue, parking sales, bookstore sales, athletic events, etc.	See <a href="#">COM 401-03</a> “Prohibited Transactions” and <a href="#">COM 420-02</a> “Food and Refreshments”
Agency	Local	First two digits of Fund range from 71 to 79	Funds held by NAU as custodian for university-affiliated organizations		
Loan Funds- Financial Assistance	Local	First two digits of Fund range from 51 to 59	Financial assistance awarded to eligible students. These funds are maintained by Student Account Services	Grants from government agencies and gifts from private sources	All transactions except financial assistance payments
Endowment Funds	Local	First two digits of Fund start with 81	Funds where principal is non-expendable (held in perpetuity) use of Income is restricted by donor.	Gifts from donors or internal designations. Income from endowment	Principal (corpus) non-expendable

## COMPTROLLER POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY: CMP 201</b>
	Section: 200 Departments
	Page <b>4</b> of <b>4</b>
	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Department and Fund Structures</b>	Effective date: 01/01/2000
	Revision date: 05/01/2020

### Transaction Code Structure

Transactions within each Department are coded to account numbers. These account numbers classify:

1. revenues by source (e.g., state appropriations, private gifts, and auxiliary sales), and
2. expenditures by nature (e.g., student hourly pay, office supplies, maintenance and repair, professional services, and postage).

### CMP 201: Account Number Structures

Each department has its own set of account numbers, based on the revenues that should be credited and expenditures that should be charged to the department. The complete account number for a transaction consists of six digits.

The current revenue account numbers and expenditure account numbers are listed in [Enterprise Reporting](#), under General Accounting, PS Financials Code Descriptions.

To request a new revenue account number or expenditure account number, please contact the Comptroller's Office. All requests must be justified in terms of reporting and or budget purposes.

### CROSS-REFERENCES

For information on the establishment of new Departments, see [CMP 202](#), Establishment of Departments.