WEST CHESTER UNIVERSITY
UNSPENT BUDGET BALANCE POLICY

This policy aims to clarify the handling of unspent balances once the Accounting department closes the fiscal year.

- Unspent dollars in the 7511xx cost center group, both Personnel and Operating, will be transferred to the University reserves in support of the Campus Master Plan or other initiatives endorsed by Cabinet and/or approved by the President. There will no longer be carry forward balances returned to the departments.

The following cost center groups will not have their balances transferred to University reserves at year-end and instead roll forward to the next fiscal year as carry forward:

- New Faculty Development 751387/88xx
- All HR Staff Development 7514xx
- All Multi-Year Approved Campus Initiatives 7515xx
- All Tech Fees 7516xx
- All Self-Supports 7517xx *
- All Workshops 7518xx
- All Unrestricted Grants 7519xx

In recognition of the occasional need to earmark dollars in the reserves for a specific purpose other than the Campus Master Plan or other previously identified initiatives endorsed by Cabinet and/or the President, the following criteria and process outlined below.

CRITERIA FOR ALLOCATING UNSPENT BALANCES TO RESERVES OR PROJECTS

1. Funding for a major discrete activity or initiative where the project or activity was not completed by the end of the fiscal year (e.g., purchase of large-scale software package or equipment that does not fall under plant fund criteria).
2. Funding dedicated to meeting unanticipated statutory obligations and/or known contractual obligations.
3. Items in direct support of the Campus Master Plan or other initiatives endorsed by Cabinet and/or approved by the President.
4. Institutional financial aid.

PROCESS FOR ALLOCATING UNSPENT BALANCES TO RESERVES OR PROJECTS

1. Identify the cost center and provide a written justification for earmarking funds in the reserves or for a specific project (see attached request form).
2. Submit completed request forms to the Executive Vice President.
3. Once the President approves the requests, the request forms will be routed to the Budget Office.
4. Requests to reserve funds for either a true reserve need or a specific project at year-end are to be routed to the Budget Office no later than June 30th of each fiscal year.

* Self-support operations (7517xx) include those University departments that provide a service to other University departments and receive reimbursement for those services (e.g., motor pool, student fee-based rollovers). Anticipate for FY 2019, administrative overhead rate will be assessed to the remaining self-support activities.