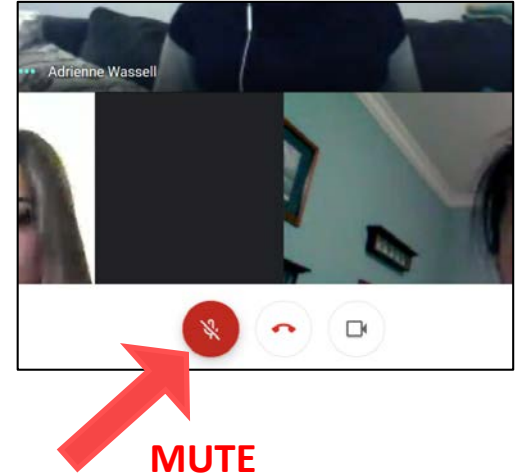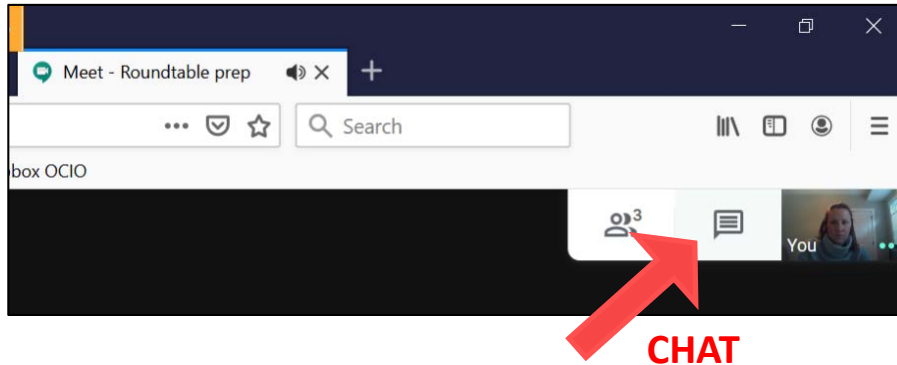ILLINOIS INSTITUTE OF TECHNOLOGY

Chart of Accounts Overview

PRESENTED BY ADRIENNE WASSELL AND KEN JOHNSTON

Housekeeping Items

- We will pause for questions periodically but feel free to jump in either verbally or in the chat

- Please **mute your devices when** when you are not speaking

CHAT

MUTE

Illinois Tech Chart of Accounts

Fund – Org – Account – Program (FOAP)

Fund – What program is this activity a part of?

Org – Who does this transaction belong to?

Account – What type of activity does this transaction represent?

Program – Which part of our operating (function) does this transaction impact?

Ledgers

Operating Ledger

Holds the detailed revenue and expense activity for the fiscal year

Each transaction has a Fund, Org, Account, Program

Contained within a year

General Ledger

Holds the cumulative assets and liabilities for the University

Only uses Fund and Account

ILLINOIS INSTITUTE OF TECHNOLOGY
CONSOLIDATED STATEMENT OF ACTIVITIES
Year ended May 31, 2020
(In thousands of dollars)

Fund →

Account ↓

	Without Donor Restrictions	With Donor Restrictions	Total
Operating revenue:			
Tuition and fees, net of scholarships of $122,722	$ 125,495	$ -	$ 125,495
Government grants and contracts	52,323	-	52,323
Private grants and contracts	13,874	-	13,874
Private gifts	37,958	23,605	61,563
Endowment spending distribution	12,105	-	12,105
Sales and services of auxiliary enterprises, net	14,502	-	14,502
Other sources	17,745	-	17,745
Net assets released from restrictions	4,243	(4,243)	-
Total operating revenue	278,245	19,362	297,607
Operating expenses:			
Faculty salaries	63,191	-	63,191
Administrative salaries	45,554	-	45,554
Part-time salaries	13,830	-	13,830
Employee benefits	26,206	-	26,206
Operations and maintenance	21,638	-	21,638
Supplies and services	40,449	-	40,449
Professional fees and advertising	13,382	-	13,382
IITRI research	19,574	-	19,574
Interest on indebtedness	7,894	-	7,894
Depreciation	16,335	-	16,335

Fund Accounting

General Fund – 100000 – tracks the operations of the University

Numbered funds:

Separates activity that carries donor restrictions (gifts) or governmental restrictions (grants)

Tracks other activity separately for reporting/tracking purposes

Funds - FTMFUND

Funds

A fund is a 6 digit number

The first number tells you about the fund's <u>restriction</u>

The first two digits of the fund number represent the Fund Type

The third number often further designates the fund within that type

The last 3 numbers are usually just incrementing up from 001

Fund "1" Unrestricted operating fund types

1 – Unrestricted

10/11/12/13/14 – unrestricted operating funds

15 – Unrestricted program funds

16 – Revenue sharing funds**

17 – Faculty residuals and incentives

Fund "2" Restricted gift funds

A new gift fund is created when we receive a gift that must be spent either for a specific purposes or over a specific period of time.

Minimum threshold to create a new fund set by advancement and finance

21XXXX	Spendable: Quasi Endowment*
221XXX	Spendable : Instruction *
231XXX	Spendable: Academic Support*
241XXX	Spendable: Student Services*
251XXX	Spendable: Institutional Support*
261XXX-264XXX	Spendable: Research*
28XXXX	Spendable: Scholarships*
291XXX	Spendable: Investment in Plant*

225XXX	Gifts: Instruction
235XXX	Gifts: Academic Support
245XXX	Gifts: Student Services
255XXX	Gifts: Institutional Support
265XXX-266XXX	Gifts: Research
27XXXX	Gifts: Scholarships
295XXX	Gifts: Investment in Plant

Fund "3" Grant funds

A new grant fund is created for each part of a grant that needs to be tracked separately and reported to the government.

A grant number might have multiple fund numbers underneath it – the fund number holds the transactions.

3XXXXX	**Grants**		
32XXXX	**Grants: Education (Training)**	**For all grant types: 3rd digit**	
33XXXX	**Grants: Fellowships**	1 or 2	Federal
34XXXX	**Grants: Financial Aid**	3 or 4	State
35XXXX	**Grants: Research - NFCST**	5 or 6	Local
36XXXX	**Grants: Public Service Grants**	7 or 8	Industry
37XXXX	**Grants: Research - Off Campus**	9 or letter	Cost Share
38XXXX	**Grants: Research - On Campus**		

Other Funds

Fund 4 – Revolving student loan funds

Fund 5/6 – Endowment principal (the part that is invested, not the part that gets spent)

Fund 7 – Gifted annuities – invested, not to be spent

Fund 8 – "Agency" funds – mostly belong to student orgs, not part of our operations

Fund 9 – Capital funds – to track projects.

Questions about funds?

Accounts FTMACCT

Accounts

Accounts are 4 digit numbers

The can be alphanumeric

The first number tells you whether the transaction is going to the General Ledger (1-4) or the Operating Ledger (5-8)

Account Types

Operating Ledger

5 – Revenue

6 – Labor Expense

7 – Operating Expense

8 - Fund Transfers

General Ledger

1 – Assets (ie prepaid)

2 – Liabilities (ie payable)

Operating Ledger Accounts - Revenue

52 – Tuition charges (credits) and scholarships (debits) = Net Tuition

53 – Fees

54 – Unrestricted gifts

5T – Restricted expendable gifts

5P – Restricted endowment gifts

56 – Endowment Distribution

57/58 – Grants

59 – Auxiliary

5A – "Other" - rent, special programs, sales of goods etc

Operating Ledger Accounts – Labor Expense

61 – Faculty

62 – Full time staff

63 – Part time staff, graduate assistants, and student workers

65 – Benefit

Operating Ledger Accounts – Operating Expense

Accounts begin with "7"

Some accounts drive approvals (ie capital, furniture, software)

Account numbering beyond first digit is NOT always logical so use account name.

Capital

7256 – capital equipment (over $2,500)

"Other" accounts – only use if there is no other choice

7481 – other expenses – only use if there is no other choice

7511 – other professional services

Chargebacks

7483 – internal allocation expense – only for cross-charging.

General Ledger Accounts – Assets and Liabilities

1xxx – Asset: Things the university <u>owns</u> or has a claim to

      Example - Prepaid invoices (if we pay something in advance we technically still have a claim to that money until it's due)

2xxx – Liabilities: Things the university owes to other parties

      Example – UPASS fees paid by students (the students pay the University and we put the money into a liability account, since it's money owed to the CTA)

Account Types

Operating Ledger

5 – Revenue

6 – Labor Expense

7 – Operating Expense

8 - Fund Transfers

3 – Revenue and expense summary

General Ledger

1 – Assets (ie prepaid)

2 – Liabilities (ie payable)

4 – Net Assets

FGITBSR

COA: 1 Illinois Institute of Technology   **Fiscal Year:** 21   **Fund:** 140003 Rental Properties Other   **OR Fund Type:**   **Account:**   **OR Acct Type:**   [Start Over]

▼ **CURRENT FUND BALANCE**   ＋ Insert   ▬ Delete   ▪ Copy   ▼ Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
11	1090	Cash Interfund	2,635,537.37	Credit	*	2,171,394.38	Credit	*
19	1923	Prepaid Expenses Other	0.00	Debit		0.00	Debit	
21	2100	Accounts Payable	6,270.00	Credit		0.00	Credit	
21	2101	Accounts Payable	0.00	Credit		0.00	Credit	
21	2111	Other Payable	0.00	Credit		0.00	Credit	
21	2152	Real Estate Tax Payable	99,693.78	Credit		103,882.27	Credit	
23	2360	Deferred Other	0.00	Credit		0.00	Credit	
24	2415	Tenant Security Deposits	0.00	Credit		0.00	Credit	
31	3011	Revenue Control	0.00	Credit		574,963.81	Credit	
31	3013	Budgeted Revenue Control	0.00	Debit		1,050,000.00	Debit	
31	3021	Expenditure Control	0.00	Debit		108,739.31	Debit	
31	3041	Encumbrance Control	0.00	Debit		3,135.00	Debit	
31	3043	Reserve for Encumbrance	0.00	Credit		3,135.00	Credit	
31	3051	Budgeted Change to Fund Balance	0.00	Debit		1,050,000.00	Credit	*
41	4111	Unrestricted Net Assets	2,741,501.15	Debit	*	2741501.15	Debit	*
	Total	ALL ACCOUNTS	0.00			0.00		
						Current Fund Balance 2,275,276.65	Debit	*

◀ ◀ ① of 1 ▶ ▶   20 ▾ Per Page   Record 15 of 15

* - denotes amount is opposite of Normal Balance

Questions about Accounts?

Organization FTMORGN

Organization Codes - Department

Org codes denote <u>who</u> a transaction relates to – can be a department, sub-department, or even a specific person

Org codes are 4 digits, alphanumeric

Org codes drive Banner and Cognos **security**, so transactions must be in correct org code to be visible.

Org codes also drive **approvals** in BuyIt, Banner etc

Org codes follow a 6 level **hierarchy**, and the security and approvals can be assigned at various levels of the hierarchy.

Org Hierarchy

Questions about Org Codes?

Program codes FTMPROG

Program Code – Report on activity by function

Used for external reporting (IPEDS, financial statements etc)

For specific funds, this is defaulted (ie an endowed chair fund will have a program code that denotes instruction)

2100 – Instruction (ex faculty salary)

2300 – Sponsored Research

2400 – Financial Aid Grants (SEOG, WS)

2600- Academic Support (ex colleges)

2900 – Student Services (ex registrar)

3100 – Institutional Support (ex advancement)

3800 – Operations and Maintenance (ex facilities)

3900 – Scholarships

4700 – Auxiliary (ex housing)

Questions about Program Codes?

Open discussion

Website with reference materials

https://web.iit.edu/controller/banner-account-charts-and-codes