

Accounting Guidelines-Departmental Deposits

Chart Elements

- Fund Code (111111-unrestricted, RC & RG- restricted) (REQUIRED)
- Organization Code (6 digits) - This identifies your department. (REQUIRED)
- Account Code (5 digits) - Identifies the specific account the money is to be deposited to (REQUIRED).
 - Revenue Accounts begin with a 4
 - Expense Accounts begin with a 5
- Program Code- Optional
- Activity Code- Code tied to a specific activity. (Optional)
- Location Code- Code tied to a specific location. (Optional)

**You cannot deposit into an account number that begins with 7, 9, 49 or account #41510 (Advancement Only). **

Revenue Deposit

Money actually received from the following activities:

- Tuition and fees
- Sale of goods or services (ex: books, merchandise)
- Gifts from donors (Advancement
- Federal, state and private grants (FAS Post Award Grants Office)
- Sponsorships (underwriting and athletic related)
- Ticket Sales (Athletics, University performances)
- Rental income from university owned properties
- Rental of university facilities (hosting conferences, camps)

Reduction of Expense Deposit

Money actually received that reduces or repays an expense account due to the following:

- Refunds or rebates received from a supplier for goods and services purchased or returned from the university.
- Payments made by renters for utility usage that WFU is paying directly to the service provider. (power company)
- Payments made by a payer at a WFU sponsored event where the payer is contributing to the expenses associated with running the sponsored event.
- Payments received by WFU student groups that contribute to the expenses associated with holding the event that they are sponsoring. (club dues, sale of t-shirts)
- Reimbursements by faculty and staff for personal phone usage on WFU phones.
- Reimbursements by faculty, staff and students for lost or damaged university property.
- NCAA/Bowl Game receipts for travel that offsets the team travel costs.

The direct reduction of an expense account due to the above activities can only be done:

- If only one general ledger expense account is involved in the deposit.
- If it occurs in the current fiscal year.
 - If it crosses fiscal years, then the reimbursement of expense account #56520 needs to be utilized.