

The University of Georgia
Departmental Sales & Services (DSS) Account
Request To Carry Forward Excess Revenues Into Next Fiscal Year

1. School/College/Division: _____
2. Department: _____
3. Account Number: _____
4. Amount of DSS actual excess earned revenue requested for carry forward: _____
5. Percentage of earned revenue from external sources (cash/check/credit card receipts): _____
 Percentage of earned revenue from internal sources (tickets/JVs): _____

If carry forward funds **cannot be used within the first 90 days of the next fiscal year**, indicate below how the amount will be used and **attach a written justification as to the**

Indicate how the carry forward funds will be used **within the first 90 days of the next fiscal year:**

6. _____ **fiscal year:**
- Summer School Salaries: _____
 - Graduate Assistant Salaries: _____
 - Post Doc Salaries: _____
 - Student Worker Salaries: _____
 - Retire/Rehire Salaries: _____
 - Benefits: _____
 - Bridge Funding for Faculty: _____
 - Start Up Costs: _____
 - Travel: _____
 - Operating: _____
 - Equipment: _____
 - Other (List Expenditure): _____
 - _____
 - _____

- _____ **reason:**
- Summer School Salaries: _____
 - Graduate Assistant Salaries: _____
 - Post Doc Salaries: _____
 - Student Worker Salaries: _____
 - Retire/Rehire Salaries: _____
 - Benefits: _____
 - Bridge Funding for Faculty: _____
 - Start Up Costs: _____
 - Travel: _____
 - Operating: _____
 - Equipment: _____
 - Other (List Expenditure): _____
 - _____
 - _____

Submitted by: _____ Date: _____

Sr. Fiscal Officer of School/College/Division Approval: _____ Date: _____

The completed form should be sent to the Accounting Department (323 Business Services Building) by the due date specified in the Controller's year end letter. **No carry forward requests will be accepted after the published due date.** Only changes to timely filed requests will be accepted after the due date.

To qualify for carry forward, a departmental sales account must earn at least 50% of its revenue from external sources (sources outside the Univeristy). The carry forward request pertains to only those actual excess revenues earned in the current fiscal year. Actual excess revenue is earned income actually realized less actual incurred expenses (**not budgeted amounts or budget balances**). Revenue (income) is considered earned when the goods and/or services have been provided to the customer.

Departmental Sales and Service Account Carry Forward Request Form Guidelines and Instructions

Guidelines

To qualify for carry forward, a departmental sales account must earn at least 50% of its revenue from external sources (sources outside The University). The carry forward request pertains to only those actual excess revenues earned in the current fiscal year. Actual excess revenue is earned income actually realized less actual incurred expenses (**not budgeted amounts or budget balances**). Revenue (income) is considered earned when the goods and/or services have been provided to the customer.

The Board of Regents has indicated that institutions should limit the amount of carry forward and spend any carry forward funds within the first 90 days of the next fiscal year (end of September). While there are valid reasons for expenditures to occur later than 90 days, they should be supported by justification.

Carry forward funds should not be used for recurring expenditures such as faculty or staff salaries which should be paid with current year funds. Carry forward funds may be used for graduate assistants, post docs, student workers, retire/rehires, summer school, and bridge funding for faculty. In addition, carry forward funds may be used for start-up costs, travel, operating, and equipment expenditures.

Carry forward requests must be received by the deadline published in the Controller's year end letter. A copy of the year end letter is available on the Accounting department's web site <http://www.busfin.uga.edu/accounting/yearend.pdf>

New carry forward requests will not be accepted after the deadline. After the deadline date, only changes to timely filed requests will be accepted for review.

The form to request carry forward of excess revenues into the next fiscal year is available at <http://www.busfin.uga.edu/forms/dss.pdf>

All carry forward requests are reviewed by a committee made up of staff from the Controller's office and the office of the Sr. VP for Academic Affairs. The Sr. Vice Presidents will make the final decision to approve or deny carry forward requests. A memo will be issued to the major units advising which requests have been approved or denied. Memos will **not** be sent to the individual department. It is the responsibility of the major units to notify their departments individually.

After the fiscal year has been closed, each account that was approved for carry forward will be reviewed. A comparison will be made between the actual excess earned revenue in the account and the requested carry forward amount. Despite the requested carry forward amount, an account **cannot** carry forward more than its actual excess earned revenue. If actual excess earned revenues exceed the requested carry forward amount, the carry forward will be limited to the amount requested. A memo will be sent to each major unit to notify them of the exact carry forward amount for each account along with instructions for accessing the carry forward amount. Memos will **not** be sent to the individual department. It is the responsibility of the major units to notify their departments individually.

Departmental Sales and Service Account Carry Forward Request Form Guidelines and Instructions

Request Form Instructions

Line 1 – enter the name of the School/College/Division

Line 2 – enter the department name

Line 3 – enter the account number for which carry forward funds are being requested

Line 4 - enter the dollar amount of carry forward being requested

Line 5 – enter the percentage breakdown of earned revenue between external and internal sources. Revenue from external sources will generally be reflected on the status report as cash, check, and/or credit card receipts. Revenue from internal sources will generally be reflected on the status report as tickets and/or JVs. The percentages are calculated as follows:

- Total revenue from external sources ÷ total actual revenue earned thus far this fiscal year = percentage of external revenue in relation to total revenue
- Total revenue from internal sources ÷ total actual revenue earned thus far this fiscal year = percentage of internal revenue in relation to total revenue

These two percentages should total 100%.

Line 6 – indicate how the carry forward funds will be used within the first 90 days of the next fiscal year (end of September) by entering dollar amount(s) by expenditure category. **If carry forward funds cannot be used within the first 90 days of the next fiscal year, attach a written justification as to the reason** and enter the dollar amount(s) by expenditure category. The amounts entered in item 6 should total to the amount requested in item 4.