

Commitment Transfer Process for Operating Budget Module

Academic Initiatives & Student Success (AISS) Commitments for Arizona Online and Distance Campus

AISS Budget commitments (academic program / course development guaranteed up to a certain amount): AISS Budget commitment transfers are processed at fiscal year-end, after determining the program revenue offset. Because the transfer amount is not known until fiscal year end, and the commitments may or may not be for multiple years, these commitments will not be entered in the Operating Budget module. The estimated amount will be reflected in the AISS fund balance narrative.

AISS Direct Investment commitments (planned transfers for specific amounts):

For the Operating Budget module, transfers will be allocated to department orgs based on historical activity, so funding for FY21, and future years, will remain the same as FY20 transfers if the commitment is ongoing. Org codes 9932 and 9947 will enter transfers in the Operating Budget module by March 2, 2020.

Office of Research, Innovation, and Impact (RII)

RII will process FY20 commitment transfers in the Operating Budget module for commitments approved by RII leadership by March 2, 2020. Transfers will be done at the organization/department level. The funds for FY20 fulfilled commitments should be reflected in the departmental accounts. Commitments for FY21, FY22, and FY23 will be included in the Operating Budget module as transfers done to the administrative department in the college/division.

Office of Strategic Initiatives

The Office of Strategic Initiatives will process commitment transfers in the Operating Budget module for FY20 approved unfulfilled commitments and commitments for FY21, FY22, and FY23 by March 2, 2020. Transfers will be done at the organization/department and strategic initiative level. The funds for FY20 fulfilled commitments should be reflected in departmental accounts.

Office of the Provost

The Office of the Provost will process commitment transfers in the Operating Budget module for FY20 approved unfulfilled commitments and commitments for FY21, FY22, and FY23 by March 2, 2020. Transfers will be done to the administrative department in the college/division. The funds for FY20 fulfilled commitments should be reflected in the departmental accounts.

Student Services Fee Transfers

Student Services Fee is an annual \$75 fee (prorated for students taking less than 9 hours) paid by Main Campus students each semester. This fee generates revenue of approximately \$5M annually. The majority of the fee is allocated to departments on campus that have a strong student focus.

For the Operating Budget module, transfers will be allocated to departments based on historical activity, so funding for FY21, and future years, will remain the same as FY20 transfers. Org code 9909 will record transfers on budget objects 0930/7930. Departments can use historical expense data to reflect the planned use of funds for future years. These transfers will be entered in the Operating Budget module by March 2, 2020.

UA Global Commitments for Microcampus

Transfers for microcampus course development will be transferred in accordance with the timeline as agreed upon with the college/department and will not be entered in the Operating Budget module. The estimated amount will be reflected in the UA Global fund balance narrative. For microcampus start up commitments (non-course development), the amount is not known until fiscal year end. These commitments will not be entered in the Operating Budget module. The estimated amount will be reflected in the UA Global fund balance narrative. For other ongoing commitments, UA Global will process FY20 commitment transfers in the Operating Budget module. These transfers will be done to the administrative department in the college. Commitments for FY21, FY22, and FY23 will be included in the Operating Budget module as transfers to the administrative department in the college.

As a reminder, these transfers are for planning purposes only and should not be regarded as actual transfer-in amounts. Actual amounts shall be determined following individual commitment agreements. For more information, please contact:

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Debt Service, Internal Loan & Capital Commitments

Departments should enter all planned debt service, internal loan, and capital transfers for FY20, FY21, FY22, and FY23. As a general recommendation, the organization that owes the funds should be responsible for entering the planned transfer.