

**University of Connecticut -- Student Activities Business Services
Student Organizations Fund**

(Revised 8/9/17)

EXPENSES -- CHART OF ACCOUNTS

No.	Account Name		Definitions	Notes or Examples
601	Donations		Disbursement of funds raised by your org for the benefit of others, charity or philanthropic cause	Payment to Red Cross for monies raised for their benefit
602	Dues		Payment by your organization for membership	National Organization or refunding a member
603	Gifts		Payment to purchase something for a member where the member was not charged and there was no winner	Flowers, gift card, apparel or graduation stoles
604	Photocopying		Payment for photocopying only of original material provided by the organization, not printing (see below)	Copies of a flyer your member made at Staples or Document Production
605	Postage/Shipping		Payment for outgoing postage or shipping, shipping from the organization to others	Stamps, UPS, FedEx, DHL for shipping from your organization to others
606	Printing		Payment for production of original printed material, not photocopying (see above)	Professional brochures, magazines, posters, business cards or letterhead
607	Promotional Items		Payment for general public giveaways of branded materials that are not for advertising or resale and includes tax and shipping to the organization	Branded t-shirts, water bottles, lanyards or stickers to give away to people outside the org
608	REFRESHMENTS			
	608.1	Organization	Payment for refreshments restricted to members of an org for a regular org meeting or workshop	Food, beverages, candy, meals, ice cream, soda, water, pizza, catering for an org meeting
	608.2	Events/Programs	Payment for refreshments specifically for an org event or program often including people outside of the org	Food, beverages, candy, meals, ice cream, soda, water, pizza, catering for an event
609	Subscriptions		Payment for material received, or access to material for a specific amount of time	Magazines, periodicals, newspapers, online accounts which includes access to software for a specific term
610	SUPPLIES & MATERIALS			
	610.1	Organization	Payment for supplies/materials, including tax/shipping for general use; anticipated to be used up within a year, not appropriate for inventory	Paper, pens, folders, cleaning supplies, custodial items, paper goods, plastic cutlery
	610.2	Events/Programs	Payment for supplies/materials, including tax/shipping for a specific event or program; anticipated to be used up within a year, not appropriate for inventory	Decorations, paper plates and cups, plastic cutlery for a special event or program
611	Telephone		Payment for any kind of telecommunications	Telephone, cell phone, long distance and fax charges
612	Advertising		Payment for an advertising service	Newspaper, magazine, radio, bus, yearbook, table tents or program advertising
613	Awards and Prizes		Payment for an award or prize where a winner results from a drawing or selection process	Scholarships, door prizes, gift cards, trophies
615	CONTRACTUAL SERVICES			
	615.1	Organization	Payment for a service provided to the organization in general, by a person or vendor by agreement	Custodial services, web hosting, equipment maintenance for the organization in general
	615.2	Events/Programs	Payment for a service provided for an organization event/program, by a person or vendor by agreement	DJ, band, referees, police, security, honorariums, speaker, service contracts for an event or program
616	Co-Sponsorships		Payment to another org for an event or program you do together	Your org and another org agree to split the cost of an event and your org pays your share to the other org

617	SALES EXPENSE			
	617.1	Cost of Food Sold	Payment for refreshments sold including tax and shipping to the org	Bottled water, candy, donuts, cookies, brownies, cupcakes
	617.2	Cost of Merchandise Sold	Payment for items or merchandise sold including tax and shipping to the org	Clothes, t-shirts, buttons, stickers, flowers, CDs, jewelry, posters
	617.3	Cost of Participation	Expense for participation for which the group is charging	Non-contractual program expenses: bowling, movie tickets
	617.4	Cost of Services Sold	Expense for services rendered for which the group is charging	Car wash, dog wash, service auction, henna, clean-up and set-up
622	REGISTRATION/ENTRY FEES			
	622.1	Registration Fees	Payment to register the group or individual members	Conference, sporting event, convention, competition, clinic
	622.2	Entry Fees	Payment for group or individual entry fee where no payment was collected from org member	Admission to a museum, movie theater, bowling alley
623	Rental		Payment for rental for org	Equipment, facilities, halls
624	Travel		Payment for travel of group or members	Airfare, taxi, parking, gas, tolls, mileage, hotels, trip meal reimbursements, bus rentals, internet expense while travelling
625	Equipment/Durable Goods		Payment for items each <i>under</i> \$1,000 whose life expectancy exceeds a year, must include in <i>controllable</i> inventory	Physical software CD, electronics, banners
626	Equipment -- Capital		Payment for items each <i>over</i> \$1,000 whose life expectancy exceeds a year, must include in <i>reportable</i> inventory	Physical software CD, electronics, furniture
627	Insurance		Payment for insurance coverage	Coverage for building, tower, vehicle, events liability
628	Repairs and Maintenance		Payment for repairs and maintenance <i>only</i> for fixed assets	Building roof, plumbing, electrical
629	Utilities		Payment for standard building utilities	Natural gas, electricity, cable, satellite
630	Penalties and Fines		Payment for a penalty or fine	Late charge, penalty, fine, interest
631	Miscellaneous		Payment made in the rare occasion that it can't be categorized elsewhere	
632	Prior Year Expenses		Expenses paid for a different fiscal year (<i>not for Tier III</i>)	Your group pays in advance for a conference early in the next year or pays an invoice from a previous year's event
633	Change Funds		Expense to your account in order to have start-up funds in an event cash box	Cash for change for any kind of sales
	<i>Tier III/University Only</i>			
640	Business Taxes (Tier III/Univ.)		Payment made by the University or Tier III Org <i>only</i> for business tax	Performance tax, sales tax, unrelated business income tax
642	Wages -- Student (Tier III)		Student wages paid by Tier III Org <i>only</i>	Hourly wage paid to your student employees
643	Wages -- Non-Student (Tier III)		Non-student wages paid by Tier III Org <i>only</i>	Hourly wage or salary paid to your non-student employees
644	Wage Taxes -- Student (Tier III)		Student wage taxes paid by Tier III Org <i>only</i> (KFS Obj. Codes 5640 & 5675)	Fringe Benefits: Wage taxes and Workers Comp paid for your student employees
645	Wage Taxes -- Non-Student (Tier III)		Non-student wage taxes paid by Tier III Org <i>only</i> (KFS Obj. Codes 5612, 5631 & 5725)	Fringe Benefits: Wage Taxes, Workers Comp and Benefits paid for your non-student employees

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INCOME -- CHART OF ACCOUNTS

No.	Account Name		Definitions	Notes or Examples
501	DONATIONS REVENUE			
	501.1	General Donations Revenue	Donations made directly to your org and for the benefit of your org where donor does not need tax receipt	Your org receives a general donation
	501.2	Foundation Donations Revenue	Donations made to the Foundation for the benefit of your org where donor is eligible to receive tax receipt	A check to your org from the Foundation
	501.3	Benefit Fundraiser Donations Revenue	Funds are raised by your org for the benefit of others which will be dispersed to a charitable organization	
502	Dues Revenue		Dues received by your org from your members or an allocation from your national	Membership/initiation fees or membership cards or national allocations
512	Advertising Revenue		Funds received by your organization in exchange for an advertising service	Advertising in a newspaper, magazine, radio, yearbook or program
513	Awards and Prizes Revenue		Recognition for achievement	Your org wins a contest with a monetary prize
514	Vendor Commissions Revenue		Revenue received from a vendor for a commission of their sales for the benefit of your org	Fundraising activity with Mooyah's, Moe's or Panda Express
515	Contractual Services Revenue		Revenue received by your org for services other than vendor commissions	Org helps with chair set-up, field clean-up or does a performance
516	Co-Sponsorships Revenue		Revenue received from another org or entity for an event or program	
520	SALES REVENUE			
	520.1	Admissions Revenue	Revenue for entry into program or event	Ticket sales
	520.2	Food Revenue	Revenue for refreshments sold	Your org sells candy grams, baked goods, donuts, bottled water, etc.
	520.3	Merchandise Revenue	Revenue for items or merchandise sold	Your org sells apparel, posters, jewelry, CDs, flowers, reusable water bottles, discount cards, etc.
	520.4	Participation Revenue	Revenue for participation in an activity	Your org charges a fee to participate in a bowling event (not admission)
	520.5	Services Revenue	Revenue for services rendered	Your org charges for dog washes, henna application, service auctions, etc.
522	Registration/Entry Fees Revenue		Revenue received for the purposes of registration	Your org accepts payment for registration to a conference, business meeting or job fair
523	Rental Revenue		Revenue received for rental	Your org rents a piece of equipment to another
524	Travel Revenue		Revenue received to offset the cost of travel	Your org accepts payment toward airfare, gas/tolls, bus, taxi, hotel
530	Penalties and Fines Revenue		Revenue received due to a penalty or fine	Your org charges or penalizes a member for paying late
531	Miscellaneous Revenue		Revenue received in the rare occasion that it can't be categorized elsewhere	
532	Prior Year Revenue		Revenue received from a previous fiscal year (Not for Tier III)	A vendor commission was lost in the mail and received after July 1
533	Change Fund Returns		Revenue returned from previously created change fund disbursement	Your org generated sales or held an event, program or fundraiser
	Tier III/University Only			
540	Business Taxes Revenue (Tier III/Univ.)		Revenue received by the University or Tier III Org only for business tax collection	Sales tax
546	Interest Revenue (Univ.)		Revenue received by the University only for interest on investment	Interest allocated on account balance
547	Student Fees Revenue (Tier III/Univ.)		Revenue received by the University or Tier III Org only for Student Fees	Student fees allocated