

COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 2-20

1. **Procedure Title:** Recharge and General Operations
2. **Procedure Purpose and Effect:** The purpose is to ensure compliance with Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UG) as it relates to recharge centers and to outline procedures regarding Recharge (RECHAR) and General Operation (GENOP) accounts.
3. **Application of Procedure:** This procedure applies to all activity related to Recharge (21xxxxx) and General Operations (22xxxxx) accounts.
4. **Exemptions:** None.
5. **Definitions:**
 - A. **Account Supervisor** – The individual in the leadership role of the account that oversees the operations of the account but is not in an approval role.
 - B. **Billing Rates** – The amount charged to a user for a unit (of product or service). Billing rates are computed by dividing the total annual costs of service by the total number of billing units expected to be provided to users of the service for the year. Examples of billing rate computations are included in the [21 Account Users Guide](#) or the [22 Account User's Guide](#). Billing Rates related to Recharge accounts must be reviewed and approved a minimum of every two years (Per UG Subpart E §200.468). Billing Rates for General Operation accounts must be reviewed and approved at least every five years.
 - C. **Billing Unit** – The unit of service provided by self-funded activity. Examples of billing units include hours of service, animal care dates, test performed, machine time used, etc.
 - D. **Business Plan** – The Business Plan offers a means of communicating plans to others and provides the basis for cost recovery.
 - E. **Deficit** – The amount that the cost of providing a service exceeds the revenue generated by the service during a fiscal year.
 - F. **Direct Cost** – The direct costs are those costs that can be identified specifically with a particular final cost objective (UG 200.413). Only costs directly related to the work performed or supplies purchased may be charged as direct costs. These costs include salaries, wages, and fringe benefits of University faculty and staff directly involved in providing the service, travel expenses, materials and supplies, purchased services, equipment rental or depreciation, interest associated with equipment acquisitions, etc.
 - G. **Equipment** – An item of tangible property (excluding building and land) having a useful life exceeding one year and an acquisition cost of \$10,000 or more. Purchases under this amount are considered consumable supplies.

- H. **Fiscal Officer (FO)** – The individual in the day-to-day financial role of the account, who approves the KFS documents related to the account. The FO is the contact person for any questions regarding balances or billings on the account.
- I. **General Operation Account (GENOP)** – The GENOP accounts are for goods and services provided to students, faculty, staff and the external community which are created as a result of operations of a self-supporting nature and which are substantially related to the University's mission of instruction, research and public service. This account can never charge a sponsored programs (53) account. This account can have both direct and indirect cost, and it can earn a profit. The account will be charged for G&A. The account number begins with 22.
- J. **Indirect Cost** – The indirect costs are those costs that cannot be identified specifically with a particular cost objective. For example, salaries of administrative and clerical staff are indirect as they have no direct relationship to the work performed. (UG 200.414)
- K. **Kuali Financial System (KFS)** – Kuali is the general ledger system of record for financial transaction and reporting of the University, containing offsetting debit and credit entries.
- L. **Object Code** -- An object code refers to a specific classification of a transaction, such as revenue or expense, and asset or liability and that describes the nature of the transaction (e.g., goods or services purchased, type of revenue received, etc.). Object codes must be four numeric characters in length. A complete object code listing can be found on the Business and Financial Services website.
- M. **Recharge Account (RECHAR)** – The purpose of the RECHAR account is to accumulate and bill costs for goods or services provided to internal customers within the University. The account records the supply of goods and services at cost by one University department or unit and billed to other University departments, projects, or units. The charges can only be for direct costs, never indirect costs, and they are for internal use (within CSU). RECHAR accounts cannot earn a profit and must be break-even. RECHAR accounts are allowed to bill 53 Sponsored Program accounts using the most recently approved Billing Rates. The account number begins with 21.
- N. **Sponsored Program Accounts** – The Sponsored Program Accounts (SPONPR) are federal, state, and private contracts, grants and agreements and are defined by the signed funding document. The funds are to be expended for the purpose specified by the external sponsor and must be allowable according to the signed agreement under which funding is awarded and/or guidance provided by the funding entity.
- O. **Surplus** – The amount that the revenue generated by a service exceeds the costs of providing the service during the fiscal year.
- P. **Unallowable Costs** – Costs that cannot be charged directly or indirectly to federally sponsored programs through a recharge account (21). These costs are specified in OMB Uniform Guidance 200.420 and the Federal Unreimbursable Costs Procedure. Common examples of unallowable costs include alcoholic beverages, bad debts, charitable contributions, entertainment, fines and penalties, goods and services for personal use, and interest (except interest related to the purchase or construction of buildings and equipment). In addition to the costs listed above, contingency reserves are not permitted in recharge center accounts.

Q. Working Capital – Working Capital is an amount up to a maximum of 2 months of expenditures the 21 (RECHAR) account can retain to fund operations during fluctuations of revenue and expenditures. This is the maximum balance the recharge can retain in its operating budget at the end of each fiscal year. Working Capital is calculated by taking the past 12 months expenditures (on a rolling 12-month basis), divided by 12 months, and multiplying by 2 months. For example, if 12 months of expenditures equals \$150,000, then it would be $\$150,000 / 12 \text{ months} * 2 \text{ months}$ equals \$25,000. Therefore, the working capital would be \$25,000 in this example. Exceptions to the working capital of 2 months may be made only when approved by the Controller and Office of Sponsored Programs.

6. **Procedure Statement:**

A. Establishment Criteria: When deciding whether to create a new RECHAR or GENOP account the following items must be addressed before moving forward:

- a. Before RECHAR and GENOP accounts are established, the department must demonstrate a demand exists for the products and/or services to be provided.
- b. There must be reasonable assurance that the internal or external business venture will generate a minimum of \$5,000 in revenue each year.
- c. New account requests need to include a Business Plan, Billing Rate workbook with calculations, 3-Year Projection and a Fund Budget Request (FBR), with appropriate signatures.

B. Creating RECHAR and/or GENOP Accounts: Below are the steps to take when creating the account, further detail can be found in the [21 Account User's Guide](#) and [22 Account User's Guide](#).

- a. Write a Business Plan.
- b. Calculate Billing Rates on a Billing Rate workbook – Estimate the expenses and anticipated activity for each type of service or product (activity). Divide the estimated expenses by the anticipated activity to calculate the Billing Rate for activity. The Billing Rate workbook should have sub-totals of the internal and external revenue, total revenue, major expense categories, and total expenses. See the Fund Budget Request (FBR) form for the categories.
- c. Compile a 3-Year Projection using the revenue and expense totals from the Billing Rate workbook.
- d. Complete and Sign the Fund Budget Request (FBR) – Numbers on the FBR must tie to the Billing Rate workbook totals for the internal and external revenue and major expense categories.
- e. Send documents to Campus Services for review and approval.

C. Approval Process of RECHAR and GENOP Accounts

- a. New RECHAR account documents are first reviewed by Campus Services, then the Controller and Sponsored Programs review and approve.
- b. Updates to RECHAR accounts - Documents are reviewed by Campus Services. If Billing Rates are changed, an updated FBR is also required (does not have to be signed for updates) and if the Business Plan may also need to be updated.
 - i. If any issues are identified, Campus Services may send to the Controller and/or Sponsored Programs for review.

- ii. Per UG 200.468 (b) (2) "Rates must be adjusted at least biennially" which means the Division must review the rates every two years at a minimum and send the rates to Campus Services for review and approval.
- c. New GENOP account documents are first reviewed by Campus Services, then the Controller and Sponsored Programs review and approve. The Tax Manager reviews the Unrelated Business Income Tax (UBIT) Questionnaire.
- d. Updates to GENOP account documents are approved by Campus Services. If Billing Rates are changed, an updated FBR is also required (does not have to be signed for updates) and the Business Plan may also need to be updated.
 - i. If any issues are identified, Campus Services may send them to the Controller, Sponsored Programs, and/or the Tax Manager for review and approval.
- e. Campus Services will send an email approval to the department when the new account or updated account documents are approved.
 - i. Billings on new accounts cannot happen until the department receives the approval email.
 - ii. On existing accounts, updated billing rates cannot be used until the department receives the approval email from Campus Services.
- f. Once the new account request is approved, the Kualu Account document can be created. The business plan, billing rates, three-year projection, fund budget request form, and approval email need to be attached to the Kualu New Account Request document.

D. Billings

- a. RECHAR account billings are completed in Kualu using the Internal Order, Internal Billing, Distribution of Income and Expense or Service Billing documents.
 - i. Billed timely (i.e., project completion, per contract/agreements, monthly, etc.).
 - ii. Billings must have the invoice for the charges attached to the Kualu document that agree to the approved billing rates on file with Campus Services.
- b. GENOP accounts send invoices to external customers.
 - i. If CSU's central accounts receivable department is being utilized, the invoices are processed through Banner and placed on the customer's account.
 - ii. If Banner is not being utilized, when the invoices are sent to the customer, the Adjustment Voucher in Kualu should be completed with the attached invoice that agrees to the approved billing rates on file with Campus Services.
 - iii. Billed timely (i.e., project completion, per contract/agreements, monthly, etc.).
- c. For accounts that bill through Collector's Feeds, the invoices must be kept on file at the department to support charges.

E. Business and Financial Services (BFS) Review of RECHAR and GENOP Accounts

- a. Monthly RECHAR Balance review:
 - i. This ensures the RECHAR account balances are within the 2 months working capital limit by year end and any deficits are covered or billing rates are updated to account for deficit.
- b. Monthly GENOP Balance review:
 - i. This ensures the GENOP balances are positive, and any deficits are covered prior to year end.
- c. 21 Billing 53 Account Review
 - i. At minimum of 5 years, any 21 RECHAR account that charges 53 SPONPR accounts will be reviewed by Campus Services to ensure the billing rates match the approved rates on file.

- ii. Per UG 200.468 (b) (2) "Rates must be adjusted at least biennially."

F. Account Balance Surplus or Deficits

- a. Surplus Balance:
 - i. If the RECHAR account is above the 2 months working capital limit, the department needs to decrease their rates to bring the balance to below working capital.
 - ii. Federal guidelines do not allow RECHAR accounts to build reserves for anticipated equipment purchases, replacements, or maintenance as this is not direct cost because they have not been incurred.
 - iii. GENOP accounts are allowed to have a surplus balance.
- b. Deficit Balance:
 - i. A deficit in a RECHAR account must either be accounted for in updated billing rates or be covered by Fiscal Year end unless there is prior approval from the Controller. A deficit in a GENOP account must be covered by year end unless there is prior approval from the Controller.
 - ii. A deficit can be subsidized by another account, but the subsidy must first be approved by the Controller.
 - iii. If the RECHAR account needs to purchase equipment that will put the account in deficit, the following items need to be addressed for approval. If under \$50K in deficit, inform Campus Services of the deficit but there is no need for Controller approval. If the deficit is \$50K or more, the following items need to be addressed for approval:
 - 1. Updated rates need to be submitted to include the new equipment. If department feels the current rate should not change, provide support for this to Campus Services.
 - 2. Support showing the deficit is being re-cooped no longer than the depreciable life of the equipment (i.e., projection).

G. Closing RECHAR Accounts

- a. RECHAR accounts with zero balances can be closed in KFS without prior approval.
- b. RECHAR accounts with balances must contact Campus Services for proper handling of the balances before moving any balances or closing the account.

H. Closing GENOP Accounts

- a. GENOP accounts with zero balances can be closed in KFS without prior approval.
- b. GENOP accounts with balances must move the balance before it can be closed.

7. Annual Rate Review and Reporting:

Each College and Division must complete an annual review of its established billing rates and related business plan assumptions on their RECHAR and GENOP accounts to ensure continued accuracy and compliance with this FPI. The RECHAR billing rates must be reviewed and submitted to Campus Services for approval at least every two years and the GENOP timing is at least every five years.

A. Annual RECHAR and GENOP Rate Report:

- a. As part of the annual attestation, every unit Division shall submit an Annual RECHAR and GENOP Rate Report to Camus Services. The report must:
 - i. List of all RECHAR and GENOP accounts (with Acct # and Acct Title) for the Division;
 - ii. For each account listed, confirm the following:

1. Rates were reviewed, no adjustments were required, and Campus Services was notified;
2. Rates were reviewed, adjustments were required, and Campus Services was provided with updates for review and approval;
3. Rates were not reviewed, but providing an explanation of the reasons it did not occur and dates for remediation.

B. Retention and Compliance:

- a. Campus Services will maintain a central record of the Annual RECHAR and GENOP Rate Report and track campus compliance. Units must retain supporting documentation for **three fiscal years** or until the next audit cycle, whichever is longer. Failure to submit the annual report may result in temporary suspension of RECHAR and GENOP billing privileges until compliance is achieved.
- 8. Reference and Cross-References:**
[21 Account User's Guide](#); [22 Account User's Guide](#); [FPI 2-2 Sales of Goods and Services \(Educational and Self-Funded\)](#); [2 CFR 200, Uniform Guidance](#)
- 9. Forms and Tools:**
[Campus Services - 21 & 22 Account Resources](#)