



SBCTC Memorandum

FIN-2000108

June 24, 2019

TO: Business Officers, Controllers
FROM: John Ginther, Director
 Accounting and Business Services
 State Board for Community & Technical Colleges
SUBJECT: Revolving Funds and System IT Distribution

Revolving Funds and System IT Distribution Procedures

According to our system accounting manual revolving funds are:

Funds for services provided by other state agencies that are paid throughout the fiscal year by the State Board on behalf of the colleges. These funds and their respective charges are transferred from the State Board's records to the colleges' just prior to the close of the fiscal year. Examples: Attorney General fees, Risk Management.

Similarly, some of the costs for System IT support paid by the State are distributed to the colleges.

1. Entry #1. Since these are expenditures already paid for by the State Board, ctcLink colleges should record the expenditure as directed in the Allocation Memo using the following procedures.

- Create a Journal Entry using a [Journal Source RVL](#) – Revolving & System IT Alloc

The screenshot shows a web-based form for creating a journal entry. On the left, there is a search bar with 'SetID' set to 'WACTC' and 'Source' set to 'RVL'. Below the search bar are buttons for 'Look Up', 'Clear', and 'Cancel', along with a 'Basic Lookup' link. A 'Search Results' section shows a table with one entry: 'RVL' with the description 'Revolving & System IT Alloc'. On the right, there is a form with various dropdown menus and input fields, including 'Business Unit' (WA000), 'Journal ID', 'Journal Date', 'Document Sequence Number', 'Line Business Unit', 'Journal Header Status', 'Budget Checking Header Status', 'Source' (RVL), 'Entered By', 'Attachment Exist', and 'Journal Class'.

- Debit expenditures as noted on the Allocation Memos sent out by Operating Budget staff and credit internal cash (1000199). Colleges may record the expenditure in any department less than 98000.
- The use of Journal Source RVL will exclude these expenditures from the State Reimbursement Request report.

2. Entry #2. In the general ledger using [Journal Source ONL](#) you should also record a debit to cash internal cash (1000199) and a credit to State Allocation Revenue (4100010) in 841-285-98499 for the total amount of System IT and Revolving Funds distribution based on the allocation schedule.

Do not request these funds from the Treasurer!