

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

(Revised 8/9/17)

INCOME -- CHART OF ACCOUNTS

No.	Account Name	Definitions	Notes or Examples
501	<b>DONATIONS REVENUE</b>		
	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	<b>Dues Revenue</b>		
512	<b>Advertising Revenue</b>		
513	<b>Awards and Prizes Revenue</b>		
514	<b>Vendor Commissions Revenue</b>		
515	<b>Contractual Services Revenue</b>		
516	<b>Co-Sponsorships Revenue</b>		
520	<b>SALES REVENUE</b>		
	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	<b>Registration/Entry Fees Revenue</b>		
523	<b>Rental Revenue</b>		
524	<b>Travel Revenue</b>		
530	<b>Penalties and Fines Revenue</b>		
531	<b>Miscellaneous Revenue</b>		
532	<b>Prior Year Revenue</b>		
533	<b>Change Fund Returns</b>		
	<i>Tier III / University Only</i>		
540	<b>Business Taxes Revenue (Tier III/Univ.)</b>		
546	<b>Interest Revenue (Univ.)</b>		
547	<b>Student Fees Revenue (Tier III/Univ.)</b>		

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**EXPENSES -- CHART OF ACCOUNTS**

No.	Account Name		Definitions	Notes or Examples
601	<b>Donations</b>		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	<b>Dues</b>		Payment by your organization for membership	National Organization or refunding a member
603	<b>Gifts</b>		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	<b>Photocopying</b>		Payment for photocopying only of original material provided by the organization, <b>not</b> printing (see below)	Copies of a flyer your member made at Staples or Document Production
605	<b>Postage/Shipping</b>		Payment for outgoing postage or shipping, shipping from the organization to others	Stamps, UPS, FedEx, DHL for shipping <b>from</b> your organization <b>to</b> others
606	<b>Printing</b>		Payment for production of original printed material, <b>not</b> photocopying (see above)	Professional brochures, magazines, posters, business cards or letterhead
607	<b>Promotional Items</b>		Payment for general public giveaways of branded materials that are not for advertising or resale and includes tax and shipping <b>to</b> the organization	Branded t-shirts, water bottles, lanyards or stickers to give away to people outside the org
608	<b>REFRESHMENTS</b>			
	608.1	<b>Organization</b>	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	<b>Events/Programs</b>	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	<b>Subscriptions</b>		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	<b>SUPPLIES &amp; MATERIALS</b>			
	610.1	<b>Organization</b>	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	<b>Events/Programs</b>	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	<b>Telephone</b>		Payment for any kind of telecommunications	Telephone, cell phone, long distance and fax charges
612	<b>Advertising</b>		Payment for an advertising or marketing services	Newspaper, magazine, radio, bus, yearbook, table tents or program advertising
613	<b>Awards and Prizes</b>		Payment for an award or prize where a winner results from a drawing or selection process	Scholarships, door prizes, gift cards, trophies
615	<b>CONTRACTUAL SERVICES</b>			
	615.1	<b>Organization</b>	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	<b>Events</b>	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	<b>Co-Sponsorships</b>		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 <b>to</b> 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 <b>to</b> 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, leadership training & development
	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 <b>under</b> \$1,000 whose life expectancy exceeds a year, must include in <b>controllable</b> inventory	Physical software CD, electronics, banners
626	Equipment -- Capital		Payment for items each <b>over</b> \$1,000 whose life expectancy exceeds a year, must include in <b>reportable</b> 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 <b>only</b> 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 ( <b>not for Tier III</b> )	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 <b>only</b> for business tax	Performance tax, sales tax, unrelated business income tax
642	Wages -- Student (Tier III)		Student wages paid by Tier III Org <b>only</b>	Hourly wage paid to your student employees
643	Wages -- Non-Student (Tier III)		Non-student wages paid by Tier III Org <b>only</b>	Hourly wage or salary paid to your non-student employees
644	Wage Taxes -- Student (Tier III)		Student wage taxes paid by Tier III Org <b>only</b> (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 <b>only</b> (KFS Obj. Codes 5612, 5631 & 5725)	Fringe Benefits: Wage Taxes, Workers Comp and Benefits paid for your non-student employees