

FISCAL MEMORANDUM FAS 18-02

October 17, 2017

TO: Jack Kahn, Assistant Superintendent/Vice President, Instructional Services, and all Deans

FROM: Carmen Coniglio, Director, Fiscal Services

CC: Diane Cummins, Creative Services
Brandi Taveuveu, Budget and Payroll Manager, Fiscal Services
Pai Wang-Smith, Accountant, Fiscal Services
Sheri Wenzel, Accounting Manager, Fiscal Services
Ron Perez, Assistant Superintendent/Vice President, Finance & Administrative Services

SUBJECT: Instructional Printing

Synopsis: A recent review of Proposition 20 Lottery Funding regulations for the purchase of instructional materials revealed that the account previously used by the District for instructional printing is incorrect. For several years, the District has been recording instructional printing in account code 585750. In order to be considered allowable for Lottery funding, all instructional printing must be recorded in Object 4000, Supplies and Materials. Also, according to the Budget and Accounting Manual, instructional materials (i.e. books, handouts, disks, etc.) **to be used by students or faculty in connection with an instructional program** are to be recorded under a 4000 object code. We interpret this to include the printing/electronic production of said materials. **Effective fiscal year 2017-18, a new GL account number 424000 has been added for the purpose of tracking expenditures for instructional printing.**

GUIDELINES FOR BUDGETING OF INSTRUCTIONAL PRINTING:

1. Account **424000** must be used to record expenses in connection with printing and production of instructional materials. Budget must be allocated using Object **400010**.
2. This account must have a program code within the range **01000-49300** and **61100** Learning Center and **61200** Library. **These are identified as valid instructional functional areas, both for the 50% law calculation purposes and Proposition 20 expenditures by the State Chancellor's Office.**
3. Printing associated with the administrative management of instructional activities, i.e. first level of administration immediately above the instructor such as deans, VPI Office, Faculty Senate, etc., may not use account **424000**. Account **585750** is the printing account to be used for recording **non-instructional** printing costs, along with program codes **60100-60900** (see #5 below).

4. Examples of valid Chartfield combinations for Instructional Printing:

ACCOUNT CODE---DEPT CODE—FUND--PROGRAM CODE---CLASS-PROJECT#

Budget Pool: 400010—346200—11—04010—10—000000 (General Fund)

Expense Account: 424000

ACCOUNT CODE---DEPT CODE—FUND--PROGRAM CODE---CLASS-PROJECT#

Budget Pool: 400010—346200—12—04010—10—1612025 (Lottery)

Expense Account: 424000

5. Example of valid Chartfield combinations for Non-Instructional Printing:

ACCOUNT CODE---DEPT CODE—FUND--PROGRAM CODE---CLASS-PROJECT#

Budget Pool: 500010—311100—11—60100—10—000000 (General Fund)

Expense Account: 585750

Not Allowable:

Non-instructional or administrative expenses are not allowable for Lottery funding.

Action/Date Requested:

1. Please review and distribute this information as necessary.
2. Revise your budgets by November 17, 2017.
3. Update your account codes with Comet Copy/Printing Services by December 1, 2017. Contact Diane Cummins at extension 2754 for assistance.
4. Contact Pai Wang-Smith at extension 2896 for assistance in submitting a budget adjustment form or in moving expenditures from account code 585750 to 424000.