



# Budgeting Unallocated Funds

## Scope

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- Procedure to Address
- Definitions

## Scope

All Indiana University units anticipating use of unallocated funds for an identified purpose.

## Business Practice Statement

Budgeting unallocated funds that will be spent within the current fiscal year and which have an identified approved purpose.

## Reason for Business Practice

To establish a uniform budgeting process for budgeting an identified, approved use of funds/expenditure in the 7900 object code series for use of unallocated funds. Previously amounts have been budgeted as unallocated without identification of the use of the funds.

## Procedure to Address

**Unallocated Funding** When budgeting unallocated funds the user will enter an object code within the 7900 object code series along with a sub-object code to capture the use of funds/expenditure associated with the unallocated amount. This will provide a reporting mechanism for identifying, aggregating and reporting the use of unallocated funds. Salary-related instances should be budgeted in the appropriate salary savings or salary reserves object code and not in object code 7900.

## Definitions

**Unallocated Funding** Funding identified for a specific use/expenditure that will occur within the fiscal year.