



# CCSI Rollover Funds Policy

NAME: **CCSI Rollover Funds Policy**  
ISSUING DEPARTMENT: **VP for Administration & Finance and  
College Community Services, Inc. (CCSI)**  
ISSUED DATE: **January 19, 2021**  
REVIEWED DATE: **January 19, 2021**  
APPROVING AUTHORITY: **President's Cabinet**  
DATE REVISED: **January 12, 2021**

## **PURPOSE**

As per the 2020-2021 Memorandum of Understanding (MOU) between Mansfield University and College and Community Services, Inc. (CCSI), the allocation of funds from Student Activity Fees shall follow a zero-based budgeting process. Expenses must be justified and no funds may rollover into future budget periods.

## **SCOPE**

This policy and related procedures will apply to all activities on the Mansfield University campus when profits are intended to be used for student scholarships.

## **PROCEDURE**

The University recognizes that there may be extenuating circumstances in which the rolling over of funds may be necessary. However, this should be the exception, not the rule. A review process and plan must be in place to ensure that adequate, but not excessive, reserves may be maintained. Anticipated ending reserve levels shall be projected as part of the annual operating budget. One-time surplus funds may be transferred to support other student-related activities in accordance with the following criteria:

### **Request for Rollover Fund**

Organizations or departments requesting consideration of fund rollovers must submit their requests for consideration by April 1, 2021 to the Committee on Finance. Requests should:

1. Clearly identify the intended application of the funds.
2. Demonstrate that the rollover is a priority in the strategic plan and/or other campus plans.
3. Provide a written plan projecting the use of the funds.
4. Provide an explanation of how granting the rollover request will benefit students.

Upon approval by the COF, the recommendation will be made to the University Vice President for Finance and Administration. A final decision will be rendered no later than 30 days from the time the request is received. The decision of the University is final.

**COF Considerations:**

1. Organizations and departments are responsible for ensuring the programmatic and fiscal soundness of their operations and maintaining a written reserve plan, clearly linking identifiable programmatic and operational needs.
2. Rolling over of funds will be discretionary, as opposed to automatic, whenever a one-time surplus occurs.
3. The sources of rollover funds are expected by from a) unanticipated expenditure savings; b) project or event cancellations for which funding provision had been initiated; or c) unanticipated current revenues.
4. The request to roll funds over must include an explanation describing the reason the request is a higher institutional priority for use of the funds than other possible uses. The event/activity coordinator will provide a completed "Information Needed to Establish a Cost Center Form" to the Controller's Office, Assistant Controller, to establish a cost center number for the activity that will be utilized for budget, income, and expense tracking as well as any additional cost center needed for the scholarship funding to be awarded from.

**DISTRIBUTION**

This policy will be posted to the Policies and Procedures web page and maintained by the VP for Finance & Administration and the College Community Services, Inc. (CCSI).