

CHAPTER 5: SECTION 1

DIAGNOSTIC REPORTS

This section provides information on various diagnostic reports prepared by the OSC. These reports are prepared on a monthly basis and are available on the Financial Data Warehouse (FDW), where they are updated with each COFRS processing cycle. The FDW diagnostics related to the previous day's activity should be available when you arrive at work each day. Please note that post closing entries are not reflected in the FDW diagnostic reports. The diagnostic reports are no longer available on Document Direct.

Please be aware that when two COFRS periods (or fiscal years) are open at the same time, the FDW diagnostic reports will reflect the data for the closing period only. The reports will reflect data for the new COFRS period on the 2nd business day of the week following period/fiscal year close. Additionally, there is an option to select the reports as of period-end.

The diagnostic reports are used in the quarterly reporting process (see Chapter 5, Section 4) and for assuring that agencies have completed critical year-end closing processes. The reports are presented in the following subsections in FDW order.

Financial Data Warehouse Report ID	Report Title	Agency Level
DGABN1A DGABN1D	Abnormal Balances	Agency Department
DGANN2A DGANN1D	Annotations Report	Agency Department
DGOEX1D	Budget-to-actual by Long Bill Group and Funding Source Code	Department
DGOEX3A	Budget-to-actual by Long Bill Group and Funding Source Code	Agency
DGOEX2C	Budget-to-actual by Long Bill Group and Funding Source Code	Agency Class
DGOEL1D	Budget-to-actual by Long Bill Line Item (Overexpended lines only)	Department Only
DGCCM1C	Capital Construction Expenditures Compared to Budget	Agency Class
DGCPE1C	Capital Project Expenditures Compared to Transfers To/From Plant Funds	H.E. Only
DGCOPSC	COPS - Cash Match Spending Notification	Agency Class (H.E. only)
DGXFR2NHE DGXFR3NHE	Interfund Transfers Intrafund Transfers	Department
DGXFR2HE DGXFR3HE	Interfund Transfers for Higher Ed Intrafund Transfers for Higher Ed	H.E. Only
DGMNO1D	Mandatory and Non-Mandatory Transfers Outside the System	H.E. only
DGGFA1D	Matching Object Codes Between Governmental Funds and GFAAG (471)	Department
DGUCH1A	Unchanged Balances	Agency

1.1 Abnormal Balances Report

DGABN1A – Agency-level report

DGABN1D – Department-level report

Purpose of Report:

- ◆ This report lists items that appear to be misclassified on COFRS based on the account balance, type of account, and fund in which they are recorded. Agency personnel are to review the balances listed and determine if corrections are required. This report provides information only when the total posted to an account results in an abnormal balance.

Sample agency report format from the FDW:

**STATE OF COLORADO
FINANCIAL DATA WAREHOUSE**

Abnormal Balances Report

By Agency

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11 ← **D**

Report ID: DGABN1A ← **C**

A → FOR AGENCY: DIV OF FINANCE AND PROCUREMENT

E AGENCY	F FUND	G TYPE OF ABNORMALITY	H TYPE	ACCOUNT #	J ACCOUNT NAME	K AMOUNT
ACA	604 900	DEBIT BALANCE REVENUES NONZERO BAL-UNDISTRIB RECPTS	31 02	442H 2510	← I SVC CHARGES FROM DOR UNDISTRIBUTED RECEIPTS	21.15 (5,979.46)

NOTE1: Account type 23 balances are shown as type 01 on this report.

NOTE2: Certain balances on this report may be indication of potential problems under GASB 34/35.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR AGENCY: The agency name.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	AGENCY: The three-character COFRS agency code.
F	FUND: The COFRS fund related to the balance being reported.
G	TYPE OF ABNORMALITY: Displays an error message describing the balance being reported.
H	TYPE: The COFRS account type for the balance being reported.
I	ACCOUNT #: The COFRS account number for the balance being reported.
J	ACCOUNT NAME: The description of the COFRS account number for the balance being reported.
K	AMOUNT: The amount being reported as a possible abnormal balance.

Report sort:

- ◆ Agency
- ◆ Fund
- ◆ Type
- ◆ Account #

How to read:

- ◆ Any item listed on the report is a potential problem. Items listed on the report should be researched and needed corrections made. The agency controller should be prepared to fully explain any balances remaining at the end of the fiscal year to either the OSC or the agency’s auditors.



1.2 Annotations by Appropriation and FSC

DGANN2A – Agency-level report

DGANN1D – Department-level report

Purpose of Report:

- ◆ This report is provided to assist agencies in complying with the annotations attached to various appropriations in the Long Bill. The Department and Agency reports are identical, but if using the Agency report, it needs to be assessed in combination with the Department report to determine if a particular variance represents a compliance issue at the Department level for the funding source code in total.

Sample department report format from the FDW:

**STATE OF COLORADO
FINANCIAL DATA WAREHOUSE**

Department Level Annotations Report for Appropriated Funding Source Codes
By Department

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11
Report ID: DGANN1D

For Dept: A (DEPT OF PERSONNEL AND ADMINSTR)

DEPT	GROUP	FSC	SOURCE	RSRC	ACCOUNT NAME	SPENDING AUTHORITY	REVENUE OR FUND BALANCE AUTHORITY	VARIANCE	SPENDABLE AMOUNT/ (EXPENSES)
***DEPARTMENT ADMINISTRATION									
A	AAA	AAA	CASH REAPPR		PERSONAL SERVICES	(16,410)	0	0	0
				EZAA	IC RE DPA INTERNAL	1,132,087	658,017	(474,070)	658,017
				EZHC	IC RE DPA FM CDOT	401,989	234,494	(167,495)	234,494
				EZVB	IC RE DPA FM DOS	140,367	93,578	(46,789)	93,578
			EXPENDITURES			0	0	0	(1,135,141)
TOTAL FUNDING SOURCE CODE AAA						1,658,033	986,089	(149,052)	
FUNDING SOURCE CODE:AAJ FUNDING SOURCE CODE DESCRIPTION: GROUP HEALTH & LIFE									
	AAJ		CASH	4400	SVC CHARGES FM OTHERS NONEXMPT	125,268	0	(125,268)	0
				AAAB	OT CS DPA/BENEFITS FM PREM PLN	120,356	0	(120,356)	0
			CASH REAPPR	4450	SVC CHARGES - EXEMPT	1,306,962	0	(1,306,962)	0
			GENERAL FUND			493,810	0	0	493,810
TOTAL FUNDING SOURCE CODE AAJ						2,046,396	0	493,810	
FUNDING SOURCE CODE:AAT FUNDING SOURCE CODE DESCRIPTION: SHORT TERM DISABILITY									
	AAT		CASH	4400	SVC CHARGES FM OTHERS NONEXMPT	8,789	0	(8,789)	0
			CASH REAPPR	4450	SVC CHARGES - EXEMPT	16,329	0	(16,329)	0
			GENERAL FUND			5,346	0	0	5,346
TOTAL FUNDING SOURCE CODE AAT						30,464	0	5,346	
FUNDING SOURCE CODE:ABA FUNDING SOURCE CODE DESCRIPTION: AMORTIVATION EQUAL DISB									
	ABA		CASH	4400	SVC CHARGES FM OTHERS NONEXMPT	50,611	0	(50,611)	0
				AAAB	OT CS DPA/BENEFITS FM PREM PLN	48,627	0	(48,627)	0
			CASH REAPPR	4450	SVC CHARGES - EXEMPT	278,989	0	(278,989)	0
			GENERAL FUND			93,478	0	0	93,478
TOTAL FUNDING SOURCE CODE ABA						471,705	0	93,478	

Negative number indicates potential problem.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR DEPT: The first character (agency category code) of the three-character COFRS agency code and the name of the department.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	DEPT: The first character (agency category code) of the three-character COFRS agency code.
F	GROUP: The three-character COFRS Long Bill group code.
G	The COFRS Long Bill group description from the LBGR table.
H	FSC: The three-character COFRS funding source code.
I	FUNDING SOURCE CODE DESCRIPTION: The description of the three character COFRS funding source code from the FSCT table.
J	SOURCE: Indicates whether the amounts reported on each line represent revenues or expenditures. Revenues are identified by Long Bill column. The sources of revenues are: GENERAL FUND CASH REAPPROPRIATED FEDERAL
K	RSRC: The COFRS revenue source code in which the revenue is annotated and/or earned.
L	ACCOUNT NAME: The description of the COFRS revenue source code being reported.
M	SPENDING AUTHORITY: The spending authority booked to each revenue source code being reported.
N	REVENUE OR FUND BALANCE AUTHORITY: The amount of earned revenue for each revenue source code being reported. If the annotations include fund balance spending authority, the total amount annotated in revenue source code 9523 is reported as earned revenue.
O	VARIANCE: The variance between the spending authority and the actual revenue earned. (M - N)
P	SPENDABLE AMOUNT: For each revenue source code being reported, this is the amount of revenue available for expenditure. The amount of revenue available is the lesser of the spending authority (M) or the revenue (N). For general-funded amounts, the amount of spending authority is reported as the spendable amount. For the expenditure line, this is the total expenditures booked to the funding source code. For the total funding source code line, this is the difference between the revenue available for expenditure and the expenditures.

Report sort:

- ♦ Department (Agency Category)
- ♦ Long Bill Group
- ♦ Funding Source Code
- ♦ Source of Revenue
- ♦ Revenue Source Code

Calculated amounts:

- ♦ Variance = Spending Authority – Revenue or Fund Balance Authority
- ♦ Spendable Amount = Spending Authority or Revenue and/or Fund Balance Authority, whichever is less.

Break total:

- ♦ Funding Source Code

How to read:

- ♦ Potential problems are indicated in the report whenever the total by Funding Source Code in the Spendable Amount/(Expenses) Column is negative. The problem is either a possible overexpenditure (expenditures in excess of revenue or appropriated amounts) or an annotation variance. An annotation variance occurs when earned revenues in excess of the amounts annotated are needed to cover expenditures and the total expenditures do not exceed the amount appropriated (i.e., the line is not overexpended, revenue is underearned).

1.3 Budget To Actual by Long Bill Group, Funding Source Code, and Department

DGOEX1D

Purpose of Report:

- This report shows expenditures and earned revenues by type of revenue at the funding source code and Long Bill group code levels. It is used to identify potential overexpenditures caused by expenditures exceeding spending authority and/or earned revenues.

Sample report format from the FDW:

STATE OF COLORADO FINANCIAL DATA WAREHOUSE Budget to Actual by Long Bill Group and Funding Source Code By Department									
[B] Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11 [D] Report ID DGOEX1D [C]									
[A] DEPT OF HLTH CARE POLICY & FIN (Dept: U)									
[E] DEPT	[F] GROUP	[H] FSC	[I] FSC_NAME	[J] SOURCE	[K] FINAL SPENDING AUTHORITY	[L] EXPENDITURES	[M] (OVER)/UNDER EXPENDED	[N] ACCRUED REVENUE/FUND BALANCE AUTHORITY	[O] ACCRUED REVENUE OVER/(UNDER) EXPENDITURES
TRANSFERS TO OTHER DEPARTMENTS									
[U] U	UAE	AGS	SURVEY & CERTIFICATION	FEDERAL	3,418,503	1,774,584	1,643,919	1,774,584	0
[G]		AHF	NURSE HOME VISITOR PRGRM	FEDERAL	1,462,495	789,116	673,379	0	0
				FEDERAL	1,829,113	401,575	1,427,538	400,495	(1,080)
				CSHREAP	1,134,431	202,238	932,193	202,238	0
				GEN EX	0	60,744	(60,744)	0	0
		AHR	ENHNCD PRENTL CARE TR/TEC	FEDERAL	59,865	0	59,865	0	0
				GENERAL	58,362	0	58,362	0	0
		AKA	NURSE AIDE CERTIFICATION	FEDERAL	162,671	108,036	54,635	108,036	0
				CSHREAP	14,652	9,723	4,929	9,723	0
				GENERAL	148,020	98,313	49,707	0	0
		ALP	REVIEWS	FEDERAL	7,000	0	7,000	0	0
				GENERAL	6,500	0	6,500	0	0
		AMI	PUBLIC SCHOOLS HLTH SVCS	FEDERAL	150,399	44,213	106,175	44,213	0
					3,452,000	3,488,542	4,963,458	2,539,289	(1,080)
					3,452,000	3,488,542	4,963,458	2,539,289	(1,080)
					8,452,000	3,488,542	4,963,458	2,539,289	(1,080)

Expenses allocated to GEN EX (General Fund exempt) without spending authority indicates a possible overexpenditure.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	The name of the department and the first character (agency category code) of the three-character COFRS agency code.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	DEPT: The first character (agency category code) of the three-character COFRS agency code.
F	GROUP: The three-character COFRS Long Bill group code.
G	The COFRS Long Bill group description from the LBGR table.
H	FSC: The three-character COFRS funding source code.
I	FSC NAME: The description of the three character COFRS funding source code from the FSCT table.
J	SOURCE: The sources of revenue for each funding source code being reported. Revenues are identified by Long Bill column. The sources of revenue are: GENERAL GEN EX (GENERAL FUND EXEMPT) CASH CSHREAP (REAPPROPRIATED) FEDERAL
K	FINAL SPENDING AUTHORITY: The total spending authority booked for each funding source code being reported by type of revenue.
L	EXPENDITURES: Total expenditures posted to the funding source code allocated to the type of revenue. See Chapter 3, Section 1 for the allocation methodology.
M	(OVER)/UNDER EXPENDED: Calculated difference between the final spending authority and expenditures (K - L)

A negative amount for the TOTAL GROUP line may indicate an overexpenditure problem.

ITEM	DESCRIPTION
N	ACCRUED REVENUE/FUND BALANCE AUTHORITY: The amount of revenue earned for a funding source code by type of revenue.
O	ACCRUED REVENUE OVER/(UNDER) EXPENDITURES: Calculated difference between the accrued revenue/fund balance spending authority and expenditures. (N - O)

Report sort:

- ♦ Department (Agency Category)
- ♦ Long Bill Group
- ♦ Funding Source Code
- ♦ Source of Revenue

Break total:

- ♦ Long Bill Group
- ♦ Department

How to read:

- ♦ This report can point out a number of potential problems. If the total at the funding source code or Long Bill group in the (OVER)/UNDER EXPENDED column is negative; an overexpenditure exists at one or more Long Bill lines within the funding source code. If expenditures are allocated to the GEN EX revenue type with no spending authority, it indicates that an overexpenditure has occurred. If the total in the ACCRUED REVENUE OVER/(UNDER) EXPENDITURES at the funding source code level or the Long Bill group level is negative, it indicates a possible overexpenditure due to an underearning of revenue.

1.4 Budget To Actual Report by Long Bill Group, Funding Source Code, and Agency

DGOEX3A

Purpose of Report:

- ♦ This report is identical to DGOEX1D except that it is sorted at a lower level (COFRS agency code) so that all data is sorted, displayed, and totaled based on the three character COFRS agency code.

1.5 Budget To Actual Report by Long Bill Group, Funding Source Code, and Agency Class

DGOEX2C

Purpose of Report:

- ♦ This report is identical to DGOEX1D except that it is sorted at a lower level (COFRS agency class code) so that all data is sorted, displayed, and totaled based on the first two characters of the COFRS agency code.

1.6 Budget To Actual Report by Long Bill Line Item – Overexpended Lines Only

DGOEL1D

Purpose of Report:

- ♦ This report shows appropriated Long Bill line items that have expenditures exceeding the spending authority.

Sample report format from the FDW:

STATE OF COLORADO FINANCIAL DATA WAREHOUSE Budget to Actual Report by Department For Department: U									
Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11									
Report ID: DGOEL1D FOR: DEPT OF HLTH CARE POLICY & FIN									
OVEREXPENDED LINES ONLY									
E	F	H	I	J	K	L	M	N	O
DEPT	GROUP	LBLI	LONG BILL LINE ITEM	LEGISLATIVE APPROPRIATION	STATUTORY OR CUSTODIAL APPROPRIATION	RESTRICTED APPROPRIATION	FINAL SPENDING AUTHORITY	EXPENDITURES	(OVER) UNDER EXPENDED
BEHAVE.HEALTH ADMIN. U	UEM	04710	DHS-ODS MH INSTITUTE	2,916,208	0	(514,314)	2,401,894	2,776,241	(374,347)
SVCS FOR PEOPLE W/DISABILITIES UEO	44083	ARRA REGIONAL CENTER		0	3,228,751	0	3,228,751	3,259,382	(30,631)

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR: The name of the department or agency.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	DEPT: The first character (agency category code) of the three-character COFRS agency code.
F	GROUP: The three-character COFRS Long Bill group code.
G	The COFRS Long Bill group description from the LBGR table.
H	LBLI: The COFRS Long Bill line reference number.
I	LONG BILL LINE ITEM: The COFRS Long Bill line description from the LBLR table.
J	LEGISLATIVE APPROPRIATION: The appropriation amount from the Long Bill plus special and supplemental bills.
K	STATUTORY OR CUSTODIAL APPROPRIATION: The appropriation amount from statutory or custodial spending authority.
L	RESTRICTED APPROPRIATION: Spending authority amounts that have been restricted.
M	FINAL SPENDING AUTHORITY: Calculated total of legislative, statutory, and custodial appropriations (I + J - K)
N	EXPENDITURES: All expenditures made against the reported Long Bill line.
O	(OVER) UNDER EXPENDED: Calculated difference between the final spending authority and expenditures (M - N)

Report Sort:

- ♦ Agency Category
- ♦ Long Bill Group
- ♦ Long Bill Line

Report selection:

- ♦ The report selects only Long Bill lines that have expenditures greater than the final spending authority.

How to read:

- ♦ All items on the report indicate a potential statutory overexpenditure that must be addressed by the department. See Chapter 3, Section 1 for more detail on appropriation transfers and overexpenditures.

1.7 Capital Construction Expenditures Spent Compared to Budget

DGCCM1C (Non-Higher Education report)

Purpose of Report:

- This report is used to identify shortfalls in earning revenue on capital construction projects with multiple revenue sources.

Sample report format from the FDW:

**STATE OF COLORADO
FINANCIAL DATA WAREHOUSE**

Report of Capital Construction Expenditures Spent Compared to Budget
By Agency Class

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11
Report ID: DGCCM1C

Agency Class: AA

A AGCL	E GROUP	G FSC	H FSC_NAME	I GCF	J BUDGET	K EXPENSE	L BUDGET PERCENT	M EXPENSE PERCENT
CONTROLLED MAINTENANCE ← F								
AA	ARM	SCD	M06082 CENT/ANNEX REP ELE	X	73,508	53,624	100.0	100.0
		SCG	M06083 CAPITOL EXT STAIRS	X	103,575	82,840	100.0	100.0
		TAA	M80120 EMERGENCY FUND	C	423,600	423,600	6.8	24.4
				X	5,833,671	1,310,109	93.2	75.6
		TAG	M07056 CENT BLD FIRE ALAR	X	8,700	6,982	100.0	100.0
		TAM	M07058 DHS BLD FIRE ALARM	X	159,551	141,988	100.0	100.0
		UBD	M08011 STATE CAPITOL R/R	X	90,432	90,060	100.0	100.0
		UBM	M08036 LGS SRVCS BLDG ELC	X	344,728	97,805	100.0	100.0
		UBP	M08037 ST CPTL SEC LGHTNG	X	23,735	0	100.0	.0
		UCA	M09017 EXEC RES FIRE ALRM	X	599,955	1,870	100.0	100.0
		UCC	M09018 ST CAP BLDG R/R IN	X	322,983	21,580	100.0	100.0
		UDA	M10007 SOB REP MAIN TRNS	C	203,478	0	94.6	.0
				X	11,621	1,559	5.4	100.0
		UDC	M10004 1570 GRANT FIRE A	C	303,544	14,908	100.0	100.0
CAPITOL COMPLEX FACILITIES								
	ATA	UDD	P1019 DOME RENOVATION	C	3,955,375	73,908	100.0	100.0

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	AGCL/AGENCY CLASS: The two-character COFRS agency class code from the AGCY table.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	GROUP: The three-character COFRS Long Bill group code.
F	The COFRS Long Bill group description from the LBGR table.
G	FSC: The three-character COFRS funding source code.
H	FSC NAME: The description of the three character COFRS funding source code from the FSCT table.
I	GCF: The type of revenue funding the project. The types of revenue are: C = Cash funds W = Reappropriated funds F = Federal funds X = Capital Construction funds exempt
J	BUDGET: The current fiscal year appropriation for each project, shown by type of revenue.
K	EXPENSE: The total fiscal year expenses for the project allocated to each type of revenue. The expenses are allocated to federal, reappropriated and cash sources based on the amount of revenue earned in each source. The remaining expenses are allocated to the Capital Construction Fund exempt funding source.
L	BUDGET PERCENT: The budget by type of revenue, as a percent.
M	EXPENSE PERCENT: The fiscal year expense allocated by type of revenue, as a percent.

An expense percent greater than the budget percent for capital construction fund exempt funding (GCF X) indicates a potential revenue problem.

Report sort:

- ♦ Agency Class
- ♦ Long Bill Group
- ♦ Funding Source Code
- ♦ Type of Revenue

Calculated amounts:

- ♦ Expenses = allocated expenses based on the amount of revenue earned in each revenue type within each funding source code.
- ♦ Budget Percent = Budget in column I expressed as a percent of total budget for the funding source code.
- ♦ Expense Percent = Expenses in column J expressed as a percent of the total expense for the funding source code.

How to read:

- ♦ A potential problem with earning revenue on a project is indicated when the expense percent is greater than the budget percent for a capital construction fund exempt line. This indicates that expenses may be disproportionately funded by the capital construction fund. The project records should be analyzed for unearned revenues or reasons for not billing and collecting revenues in the same proportion as the budget.

1.8 Capital Projects Expended Compared to Transfers To/From Plant Funds

DGCPE1C (Higher Education report)

Purpose of Report:

- This report is used by higher education institutions to determine if appropriated capital construction expenditures and revenues are in balance between the state capital construction fund (Fund 461) and the institution’s plant funds on COFRS. Please note that plant funds are represented by Fund 305 for the Auraria Higher Education Center (and potentially by any higher education institution that loses its fully qualified TABOR enterprise status) and are represented by Fund 320 for higher education institutions that are fully qualified TABOR enterprises.

Sample report format from the FDW:

STATE OF COLORADO FINANCIAL DATA WAREHOUSE							
Report of Capital Project Expenditures Compared to Transfers To/From Plant Funds							
By Agency Class							
Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11							
Report ID: DGCPE1C							
For Board: GZ*							
A	E	F	G	H	I	J	K
BOARD	AGENCY	AGENCY NAME	FUND	TYPE	ACCT	ACCOUNT NAME	ACCOUNT BALANCE
GZ	GZA	MESA STATE COLLEGE	320	31	EBGD	OT RE DOHE FM DOHE/CAP CONSTRN	(264,059.62)
			461	22	1910	PERSONAL SVCS - TEMPORARY SVCS	260,386.08
					* ECMP	EMERGENCY MAINTENANCE FROM DPA	2,258.72
				31	9400	HE DUPLIC BOOKING AUG REVENUE	(177,111.87)
TOTAL MESA STATE COLLEGE							(178,526.69)
TOTAL BOARD GZ							(178,526.69)
TOTAL							(178,526.69)

Generally, total should be zero unless the institution has controlled maintenance currently as Section 8 Enabling Act moneys (RSRC EBPx).

* ECMP reflects institution’s duplicate expenditures for DPA noncapitalized emergency maintenance projects to support the calculation of state support for TABOR purposes. (See Chapter 4, Section 1.15 for further details.)

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	BOARD: The two-character COFRS agency class code from the AGCY table.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	AGENCY: The three-character COFRS agency code.
F	AGENCY NAME: The name of the higher education institution.
G	FUND: The COFRS fund.
H	TYPE: The COFRS account type.
I	ACCOUNT #: The COFRS account number.
J	ACCOUNT NAME: The description of the COFRS account number.
K	AMOUNT: The amount reported for each COFRS account shown.

Report sort:

- ♦ Agency Class (Higher Education Board)
- ♦ Agency (Higher Education Institution)
- ♦ Fund
- ♦ Account type
- ♦ Account

Break total:

- ♦ Agency (Higher Education Institution)
- ♦ Agency Class (Higher Education Board)

Report Selection:

- ♦ Revenue source code EBGD for any 3xx higher education fund.
- ♦ Expenses and revenues for higher education in Fund 461.

How to read:

- ♦ This report compares the amount of revenue recorded in Fund 305/320 by higher education institutions from capital construction fund transfers, revenue source code EBGD, to expenses net of augmenting revenues recorded in Fund 461. The report normally should zero at both the institution and board levels. If controlled maintenance trust fund transfers are involved, the balance at both the institution and board levels should equal the amount posted to transfer revenue source code ERWB in Fund 461. Transfers to fund controlled maintenance projects from the Department of Natural Resources funded by revenues from the “Land for Public Buildings Pursuant to Section 8 of the Enabling Act of Colorado” will also be reflected as EBPx revenue in Fund 461 and as EBGD revenue at the institution level. Other exceptions to balancing may exist and should be discussed with your FAST field controller in the OSC.

1.9 COPS - Cash Match Spending Notification (Higher Education COPS)

DGCOPS (Higher Education report)

Purpose of Report:

- ♦ The purpose of this report is to alert higher education institutions that they have begun or are currently spending money out of their cash match to the 2008 issuance of Certificates of Participation. It is each institutions responsibility to notify Treasury that they are spending their match and Treasury should adjust the interest income allocated to their cash balance in Fund 361.

Sample report format from the FDW:

STATE OF COLORADO FINANCIAL DATA WAREHOUSE Report of COPS Expenditures									
Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11		Report ID: DGCOPS							
Board	Agcy	Agcy Name	Fund	Appr	Appr Name	Type	Amount		
GM	GMA	AURARIA HIGHER EDUCATION CTR	361	CM1	SCIENCE BLDG ADDITION/REMODEL	22	\$.00		
TOTAL							\$.00		

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FISCAL YEAR: The fiscal year for which the report was run.
B	ACCOUNTING PERIOD: The accounting period for which the report was run.
C	REPORT RUN DATE: The date the report was run in the FDW.
D	BOARD: The two-character COFRS agency class code from the AGCY table.
E	AGCY: The three-character COFRS agency code.
F	AGCY NAME: The name of the higher education institution.
G	FUND: The COFRS fund.
H	APPR: The COFRS appropriation code for the balance being reported.
I	APPR NAME: The description of the COFRS appropriation code from the APP2 table.
J	TYPE: The COFRS account type.
K	AMOUNT: The amount reported for each COFRS appropriation shown.

Report Sort:

- ♦ Board
- ♦ Agency
- ♦ Fund
- ♦ Account Type

Selection Criteria

- ♦ Fund 361 expenditures in appropriation CM1 for any higher education institution.

How to read:

- ♦ Institutions that show up on this report should notify Treasury to begin allocating interest based on the entire Fund 361 cash balance rather than just reporting category HECM as this is an indication that all COP proceeds have been spent. If there are still available COP proceeds, appearance on this report indicates a coding error that should be corrected by the institutions.



1.10 Transfer Balances (Interfund Transfers – Section 1)

DGXFR2NHE (Non-Higher Education)

Purpose of Report:

- The purpose of this report is to match revenue transfer codes to the corresponding expense transfer codes and to show where out-of-balance conditions exist. The report is split into four sections - two sections for non-higher education transfers (Interfund Section 1/Intrafund Section 1) and two sections for higher education transfers (Interfund Section 2/Intrafund Section 2). This is section 1 of the interfund transfers and shows all interfund transfers except for higher education transfer codes EQGB and EBGD.

Sample report format from the FDW:

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE
Report of Interfund Transfer Balances

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/28/11
Report ID: DGXFR2NHE

FOR: DEPARTMENT A**

TO/FROM DEPT	FCAT	FUND CATEGORY	AGENCY	AGENCY NAME	FUND	TYPE	TRANSFER CODE	ACCOUNT NAME	AMOUNT
INTERFUND TRANSFERS - SECTION 1									
AA	C1	REGULAR CAPITAL CONSTRUC	AAE AAH	DOP-CAPITAL CONSTRUCTI OFFICE OF THE STATE AR	461 25L	31 22	EAAD EAAD	OT CS DPA FM DPA OT CS DPA TO DPA	(73,907.56) 73,907.56
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR MATCHING ACCOUNT EAD									
									.00
I1		CENTRAL SERVICES	AEA	DIVISION OF CENTRAL SE	601	31	EBAH	OT RE DPA FM DPA	(1,123,506.00)
I5		CAPITOL COMPLEX	AEA	DIVISION OF CENTRAL SE	607	22	EBAH	OT RE DPA TO DPA	890,901.00
P3		GROUP BENEFIT PLANS	AOA	EMPLOYEE BENEFITS	610	22	EBAH	OT RE DPA TO DPA	242,905.00
R6		TOBACCO IMPACT MITIGATIO	AOA	EMPLOYEE BENEFITS	91E	31	EBAH	OT RE DPA FM DPA	(204,725.04)
					20H	22	EBAH	OT RE DPA TO DPA	204,725.04
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR MATCHING ACCOUNT EBH									
									.00
G1		GENERAL FUND - UNRESTRIC	AAA AAF AAG AAH	DOP - EXECUTIVE DIRECT CSEAP STATE ARCHIVES OFFICE OF THE STATE AR	100 100 100 100	31 22 22 22	EZAA EZAA EZAA EZAA	IC RE DPA INTERNAL IC RE DPA INTERNAL IC RE DPA INTERNAL IC RE DPA INTERNAL	(1,679,709.02) 48,554.18 72,729.66 (67,725.18)
			AAH	OFFICE OF THE STATE AR	100	22	EZAA	IC RE DPA INTERNAL	5,890.66
			ACA	DIV OF FINANCE AND PRO	100	31	EZAA	IC RE DPA INTERNAL	(2,940.33)
			AOB	HUMAN RESOURCE SERVICE	100	22	EZAA	IC RE DPA INTERNAL	(163,560.85)
			AOF	RISK MANAGEMENT SERVIC	11L	22	EZAA	IC RE DPA INTERNAL	15,473.66
					11P	22	EZAA	IC RE DPA INTERNAL	(7,736.83)
					11W	22	EZAA	IC RE DPA INTERNAL	15,017.52
			ARA	STATE PERSONNEL BOARD	100	31	EZAA	IC RE DPA INTERNAL	18,235.56
I1		CENTRAL SERVICES	AEA	DIVISION OF CENTRAL SE	601	22	EZAA	IC RE DPA INTERNAL	74,014.92
			607		22	EZAA	IC RE DPA INTERNAL	(11,321.43)	
I5		CAPITOL COMPLEX	AEA	DIVISION OF CENTRAL SE	610	22	EZAA	IC RE DPA INTERNAL	505,976.87
IB		ADMINISTRATIVE HEARINGS	AIA	DIV OF ADMINISTRATIVE	604	22	EZAA	IC RE DPA INTERNAL	374,342.92
IZ		OTHER INTERNAL SERVICE F	ACA	DIV OF FINANCE AND PRO	611	22	EZAA	IC RE DPA INTERNAL	306,283.88
P3		GROUP BENEFIT PLANS	AOA	EMPLOYEE BENEFITS	604	22	EZAA	IC RE DPA INTERNAL	150,686.75
					719	22	EZAA	IC RE DPA INTERNAL	199,811.50
									145,985.56
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR MATCHING ACCOUNT EZA									
									.00
AF	G1	GENERAL FUND - UNRESTRIC	FAA	DEPT OF PUB HLTH & ENV	100	31	EBAM	OT RE DPHE FM DPA	(233.16)
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR MATCHING ACCOUNT EBM									
									(233.16)
SECTION 1 TOTAL FOR DEPARTMENT A									
									(233.16)
TOTAL									
									(233.16)

Report should be zero on lines beginning "TRANSFER AMOUNT MATCH..."

Interfund transfer codes used within a single FCAT are a problem.

Non-zero "TRANSFER ACCOUNT MATCH..." lines are a problem.

Non-zero department totals are a problem.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR: The first character (agency category code) of the three-character COFRS agency code.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	TO/FROM DEPT: The receiving (or 'To') department and the transferring (or 'From') department, identified by the first character of the three-character COFRS agency code.
F	FCAT: The fund categories of the funds involved in the transfer activity being reported.

ITEM	DESCRIPTION
G	FUND CATEGORY: The name of the COFRS fund category from the FCAT table.
H	AGENCY: The three-character COFRS agency code.
I	AGENCY NAME: The COFRS agency name.
J	FUND: The COFRS fund involved in the transfer activity being reported.
K	TYPE: The COFRS account type for each transfer code being reported.
L	TRANSFER CODE: The COFRS account number (transfer code) being reported.
M	ACCOUNT NAME: The name of the COFRS account number (transfer code) being reported.
N	AMOUNT: The total amount of each transfer code being reported.
O	The section heading of the report.

Report Sort:

- ♦ Agency Category
- ♦ Fund
- ♦ Fund Category
- ♦ Account Type

Selection Criteria:

- ♦ Interfund transfer account codes, except for EQGB and EBGD, identified as being to or from the Agency being reported.

Grouping:

- ♦ Amounts are grouped on the report by the first, second and fourth characters of the account number.

Break totals:

- ♦ The first, second, and fourth characters of the account number.
- ♦ Agency category (department total)

How to read:

- ♦ This report is sorted and grouped such that all expense transfer account numbers are reported with the corresponding revenue transfer account numbers. This is possible because the numbers are defined with a one-to-one match between three of the four characters of both the revenue and expense transfer account numbers. This match is based on the first two characters plus the fourth character of the account number. The report is grouped for each department based on this combination from the account number. Transfers are in balance if the total for each three character combination is zero.
- ♦ A problem exists if the total line beginning “TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT...” is not zero.
- ♦ Using Interfund transfer codes for transfers occurring within a single FCAT is incorrect, even if the transfer codes are in balance.

1.11 Transfer Balances (Intrafund Transfers – Section 1)

DGXFR3NHE (Non-Higher Education)

Purpose of Report:

The purpose of this report is to match revenue transfer codes to the corresponding expense transfer codes and to show where out-of-balance conditions exist. The report is split into four sections - two sections for non-higher education transfers (Interfund Section 1/Intrafund Section 1) and two sections for higher education transfers (Interfund Section 2/Intrafund Section 2). This is section 1 of the intrafund transfers and shows the balance of intrafund transfers except those that are internal to or between institutions of higher education.

Sample report format from the FDW:

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE
Report of Intrafund Transfer Balances

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11
Report ID: DGXFR3NHE

FOR DEPARTMENT: A**

TOFROM	FCAT	FUND CATEGORY	AGCY	AGENCY NAME	FUND	TYPE	ACCT	ACCOUNT NAME	AMOUNT
INTRAFUND TRANSFERS - SECTION 1									
AA	P3	GROUP BENEFIT PLANS	AQA	EMPLOYEE BENEFITS	719	31	AAAB	OT CS DPA/BENEFITS FM PREM PLN	(751,211.87)
					91E	22	AAAB	OT CS PREM PLN TO DPA/BENEFITS	2,338.76
					91S	22	AAAB	OT CS PREM PLN TO DPA/BENEFITS	766,735.32
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR FUND CATEGORY P3									17,862.21
G1		GENERAL FUND - UNRESTRIC	AAF	CSEAP	100	31	ABAB	OT RE DPA FM DPA	(485,930.31)
G2		GENERAL FUND - RISK	ACF	RISK MANAGEMENT SERVIC	11W	22	ABAB	OT RE DPA TO DPA	485,930.31
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR FUND CATEGORY G1									.00
P3		GROUP BENEFIT PLANS	AQA	EMPLOYEE BENEFITS	719	31	ABAT	OT RE DPA/BENEFITS FM PREM PLN	(20,203.97)
					91E	22	ABAT	OT RE PREM PLN TO DPA/BENEFITS	2,341.76
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR FUND CATEGORY P3									(17,862.21)
AK	G1	GENERAL FUND - UNRESTRIC	AQB	HUMAN RESOURCE SERVICE	100	31	AZKC	IC RE DPA FM DOLE	(184,290.00)
		GENERAL FUND - UNRESTRIC	KAA	DEPT OF LABOR AND EMPL	100	22	AZAC	IC RE DOLE TO DPA	184,290.00
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR FUND CATEGORY G1									.00
AW	R6	TOBACCO IMPACT MITIGATIO	AQA	EMPLOYEE BENEFITS	20H	31	ABWQ	OT RE DPA FM DOT	(159,138.00)
		TOBACCO IMPACT MITIGATIO	WBA	TREASURY - OPERATING	430	22	ABAQ	OT RE DOT TO DPA	159,138.00
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR FUND CATEGORY R6									.00
SECTION 1 TOTAL FOR DEPARTMENT A									.00
TOTAL									.00

Report must total zero for each transfer combination at the fund category level, as well as at the department level.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR: The first character (agency category code) of the three-character COFRS agency code.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	To/FROM DEPT: The receiving (or 'To') department and the transferring (or 'From') department, identified by the first character of the three-character COFRS agency code.
F	FCAT: The fund categories of the funds involved in the transfer activity being reported.
G	FUND CATEGORY: The name of the COFRS fund category from the FCAT table.
H	AGENCY: The three-character COFRS agency code.
I	AGENCY NAME: The COFRS agency name.
J	FUND: The COFRS fund involved in the transfer activity being reported.
K	TYPE: The COFRS account type for each transfer code being reported.
L	TRANSFER CODE: The COFRS account number (transfer code) being reported.
M	ACCOUNT NAME: The name of the COFRS account number (transfer code) being reported.

ITEM	DESCRIPTION
N	AMOUNT: The total amount of each transfer code being reported.
O	The section heading of the report.

Report Sort:

- ♦ Agency Category
- ♦ Fund
- ♦ Fund Category
- ♦ Account Type

Selection Criteria:

- ♦ Includes all intrafund transfers except those defined as both sides being within or between institutions of higher education.

Grouping:

- ♦ Amounts are grouped on the report by the first, second, and fourth characters of the account number.

Break totals:

- ♦ The first, second and fourth characters of the account number.
- ♦ Fund Category
- ♦ Agency Category (department total)

How to read:

- ♦ This report is sorted and grouped such that all expense transfer account numbers are reported with the corresponding revenue transfer account numbers. This is possible because the numbers are defined with a one to one match between three of the four characters of both the revenue and expense transfer account numbers. This match is based on the first two characters plus the fourth character of the account number. The report is grouped for each department base on this combination from the account number. Transfers are in balance if the total for each three character combination is zero at the fund category level.
- ♦ A problem exists if the total line beginning “TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT...” is not zero.
- ♦ Using Intrafund transfer codes for transfers occurring between different FCATs is incorrect, even if the transfer codes are in balance.

1.12 Transfer Balances (Interfund Transfers – Section 2)

DGXFR2HE (Higher Education)

Purpose of Report:

- ♦ The purpose of this report is to match revenue transfer codes to the corresponding expense transfer codes and to show where out-of-balance conditions exist. The report is split into four sections - two sections for non-higher education transfers (Interfund Section 1/Intrafund Section 1) and two sections for higher education transfers (Interfund Section 2/Intrafund Section 2). This is section 2 of the interfund transfers and shows all interfund transfers for higher education except EQGB as either the object code or revenue source code.

Sample report format from the FDW:

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE
Report of Interfund Transfer Balances
Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/28/11
Report ID: DGXFR2HE

FOR: DEPARTMENT G** - HIGHER ED ONLY

BOARD	FCAT	FUND CATEGORY	AGENCY	AGENCY NAME	FUND	TYPE	TRANSFER CODE	ACCOUNT NAME	AMOUNT
GJ	E1	HIGHER EDUCATION FUNDS	GJA	COLO COMMUNITY COLLEGE	320	31	E0GB	OT CS DOHE FM DOHE/STATE APPRO	(18,327,914.00)
	G1	GENERAL FUND - UNRESTRICT	GJA	COLO COMMUNITY COLLEGE	100	22	E0GB	OT RE DOHE/STATE APPR TO DOHE	18,327,914.00
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR MATCHING ACCOUNT EQB									(100.00)
SECTION 2 TOTAL FOR DEPARTMENT G									(100.00)
TOTAL									(100.00)

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR: The first character (agency category code) of the three-character COFRS agency code – G for all institutions of Higher Education.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	BOARD: The two-character COFRS agency class code from the AGCY table.
F	FCAT: The fund categories of the funds involved in the transfer activity being reported.
G	FUND CATEGORY: The name of the COFRS fund category from the FCAT table.
H	AGENCY: The three-character COFRS agency code.
I	AGENCY NAME: The COFRS agency name.
J	FUND: The COFRS fund involved in the transfer activity being reported.
K	TYPE: The COFRS account type for each transfer code being reported.
L	TRANSFER CODE: The COFRS account number (transfer code) being reported.
M	ACCOUNT NAME: The name of the COFRS account number (transfer code) being reported.
N	AMOUNT: The total amount of each transfer code being reported.
O	The section heading of the report.

Report Sort:

- ♦ Agency Class (Higher Education Board)
- ♦ Fund
- ♦ Fund Category
- ♦ Account Type

Selection Criteria:

- ♦ Agency Category = G
- ♦ Transfer Account Number = EQGB

Grouping:

- ♦ Agency Class (Higher Education Board)

Break totals:

- ♦ Agency Class (Higher Education Board)
- ♦ Agency Category (department total)

How to read:

- ♦ This report matches by higher education board the balances in transfer code EQGB (object code or revenue source code). Code EQGB is used to book the transfer of state appropriation from Fund 100 to the higher education discrete Fund 320. Transfers are in balance if the total is zero at the higher education board level.
- ♦ A problem exists if the total line beginning “TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT...” is not zero.
- ♦ Using Interfund transfer codes for transfers occurring within a single FCAT is incorrect, even if the transfer codes are in balance.

1.13 Transfer Balances (Intrafund Transfers – Section 2)

DGXFR3HE (Higher Education)

Purpose of Report:

- The purpose of this report is to match revenue transfer codes to the corresponding expense transfer codes and to show where out-of-balance conditions exist. The report is split into four sections - two sections for non-higher education transfers (Interfund Section 1/Intrafund Section 1) and two sections for higher education transfers (Interfund Section 2/Intrafund Section 2). This is section 2 of the intrafund transfers and shows the balance of intrafund transfers that are internal or between institutions of higher education.

Sample report format from the FDW:

Transfers between AHEC and institutions must zero at the fund category level only.

Intrafund transfer codes used between two different FCATs are a problem.

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE
Report of Intrafund Transfer Balances
Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/28/11
Report ID: DGXFR3HE

FOR: DEPARTMENT G** - HIGHER ED ONLY

BOARD	FCAT	FUND CATEGORY	AGENCY	AGENCY NAME	FUND	TYPE	TRANSFER CODE	ACCOUNT NAME	AMOUNT
INTRAFUND TRANSFERS - SECTION 2									
GG	E1	HIGHER EDUCATION FUNDS	GGJ	CO STATE UNIVERSITY -	320	22 31	AAGB AAGB	OT CS DOHE INSTIT INTERNAL OT CS DOHE INSTIT INTERNAL	6,983.00 (6,983.00)
TOTAL FOR AGENCY GGJ									.00
TRANSFER ACCOUNT MATCH TOTAL WITHIN BOARD GG									.00
GJ	E1	HIGHER EDUCATION FUNDS	GJF	LAMAR COMMUNITY COLLEG	320	22 31	AAGB AAGB	OT CS DOHE INSTIT INTERNAL OT CS DOHE INSTIT INTERNAL	2,367,341.08 (2,367,341.08)
TOTAL FOR AGENCY GJF									.00
	E1	HIGHER EDUCATION FUNDS	GJR	NORTHEASTERN JUNIOR CO	320	22	AAGB	OT CS DOHE INSTIT INTERNAL	280,695.65
TOTAL FOR AGENCY GJR									280,695.65
	E1	HIGHER EDUCATION FUNDS	GJT	NORTHWESTERN COMMUNITY	320	22 31	AAGB AAGB	OT CS DOHE INSTIT INTERNAL OT CS DOHE INSTIT INTERNAL	56,012.21 (56,012.21)
TOTAL FOR AGENCY GJT									.00
TRANSFER ACCOUNT MATCH TOTAL WITHIN BOARD GJ									280,695.65
TRANSFER ACCOUNT MATCH TOTAL WITH OTHER DEPARTMENT FOR FUND CATEGORY E1									280,695.65
SECTION 2 TOTAL FOR DEPARTMENT G									280,695.65
TOTAL									280,695.65

Transfers, other than with AHEC, must zero at both the board and fund category levels.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR: The first character (agency category code) of the three-character COFRS agency code – G for all institutions of Higher Education.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	BOARD: The two-character COFRS agency class code from the AGCY table.
F	FCAT: The fund categories of the funds involved in the transfer activity being reported.
G	FUND CATEGORY: The name of the COFRS fund category from the FCAT table.
H	AGENCY: The three-character COFRS agency code.
I	AGENCY NAME: The COFRS agency name.
J	FUND: The COFRS fund involved in the transfer activity being reported.
K	TYPE: The COFRS account type for each transfer code being reported.
L	TRANSFER CODE: The COFRS account number (transfer code) being reported.
M	ACCOUNT NAME: The name of the COFRS account number (transfer code) being reported.
N	AMOUNT: The total amount of each transfer code being reported.
O	The section heading of the report.

Report Sort:

- ♦ Agency Class
- ♦ Fund
- ♦ Fund Category
- ♦ Account Type

Selection Criteria:

- ♦ Intrafund transfer codes defined as being within or between institutions of higher education.

Grouping:

- ♦ Amounts are grouped on the report by the first, second and fourth characters of the account number.

Break totals:

- ♦ Agency class (Higher Education Board)
- ♦ Fund Category
- ♦ Agency category (department total)

How to read:

- ♦ This report is sorted and grouped such that all expense transfer account numbers are reported with the corresponding revenue transfer account numbers. This is possible because the numbers are defined with a one to one match between three of the four characters of both the revenue and expense transfer account numbers. This match is based on the first two characters plus the fourth character of the account number. The report is grouped for each department base on this combination from the account number. Except for transfers between institutions and the Auraria Higher Education Center (AHEC), the report should zero at the board level. For transfers between AHEC and institutions the transfers must zero at the fund category level within transfer account codes ABGF and ABGH.
- ♦ Using Intrafund transfer codes for transfers occurring between different FCATs is incorrect, even if the transfer codes are in balance.

1.14 Mandatory and Nonmandatory Transfers Outside System Higher Education Funds Transfer Codes AAGF, ABGF, AAGH and ABGH

DGMN01D

Purpose of Report:

- ♦ This report is used by higher education institutions to determine if intrafund mandatory and nonmandatory transfers outside of the system are in balance statewide.

Sample report format from the FDW:

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE

Mandatory and Nonmandatory Transfers Outside the System
Higher Education Funds--Transfer Codes AAGF, ABGF, AAGH, AND ABGH

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11
Report ID: DGMN01D

NOTE: ONLY VALID ALPHA TRANSFER ACCTS (FORMAT-AXXX) SHOULD BE ON THIS REPORT

TRANSFER TYPE	AGENCY	AGENCY NAME	PROGRAM CODE	TYPE	ACCOUNT #	AMOUNT
MANDATORY	GFE	UNIVERSITY OF COLORADO DENVER	GFE1100	22	AAGF	2,788,922.00
			GFE1900	22	AAGF	87,500.00
	GJD	COMMUNITY COLLEGE OF DENVER	GJD1100	22	AAGF	1,279,390.00
	GMA	AURARIA HIGHER EDUCATION CTR	GMA1100	31	AAGF	(12,258,249.75)
	GTA	METROPOLITAN STATE COLLEGE	GTA1100	22	AAGF	4,016,354.50
*TOTAL XFR_TYPE MANDATORY						(4,086,083.25)
NONMANDATORY	GFE	UNIVERSITY OF COLORADO DENVER	GFE1100	22	AAGH	38,647.00
			GFE1900	31	ABGH	(2,187,505.00)
	GJD	COMMUNITY COLLEGE OF DENVER	GJD1100	22	AAGH	18,187.00
					ABGH	150,231.00
	GMA	AURARIA HIGHER EDUCATION CTR	GMA1900	31	AAGH	(286,168.63)
	GTA	METROPOLITAN STATE COLLEGE	GTA1100	22	AAGH	209,927.08
				ABGH	1,887,043.00	
*TOTAL XFR_TYPE NONMANDATORY						(169,638.55)
TOTAL						(4,255,721.80)

Total should be zero by transfer type.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FISCAL YEAR: The fiscal year for which the report was run.
B	ACCOUNTING PERIOD: The accounting period for which the report was run.
C	REPORT RUN DATE: The date the report was run in the FDW.
D	TRANSFER TYPE: The transfer description for the section. Either 'Mandatory' or 'Nonmandatory'.
E	AGENCY: The three-character COFRS agency code.
F	AGENCY NAME: The name of the higher education institution.
G	PROGRAM CODE: The three-character COFRS agency code and the agency-defined COFRS program code where the expenditures/revenues are recorded.
H	TYPE: The COFRS account type.
I	ACCOUNT #: The COFRS account number (transfer code).
J	AMOUNT: The amount reported for each COFRS account (transfer code) shown.

Report sort:

- ♦ Agency Category
- ♦ Transfer Type
- ♦ Agency Code
- ♦ Program Code
- ♦ Account Type

Selection Criteria:

- ♦ Agency Category = G
- ♦ Transfer codes AAGF, ABGF, AAGH and ABGH

How to read:

- ♦ The report should show a zero balance in the amount column for each transfer type total. Institutions should research to determine if a nonzero balance results from coding errors requiring correction (by either institution) or if related to a timing difference.

1.15 Matching Object Codes between Governmental Funds and GFAAG Table

DGGFA1D

Purpose of Report:

- This report provides information to assist in reconciling the expenses recorded in governmental funds that should be reconciled for financial statement purposes with the amount actually capitalized in Fund 471.

Sample report format from the FDW:

The totals for each object code and for the department should be zero. Non-zero totals indicate that an entry must be prepared to capitalize the amount or that the amount should be transferred to another object code.

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE
Report of Matching Object Codes Between Governmental Funds and GFAAG
By Department

B → Fiscal Year 2011, Accounting Period: 08, Rund Date: 02/17/11 ← **D**

Report ID: DGGFA1D ← **C**

A → For Department: A ← **J** **K**

E ACCT	F ACCOUNT NAME	G AGCY	H FUND	I GOVERNMENTAL FUND	J FUND 471 OR CONTRIB CAPITAL	K VARIANCE
2310	PURCHASED CONSTRUCTION SVCS	AAE	461	405,402.62	.00	405,402.62
2311	CONSTRUCTION CONTRACTOR SVCS	AAE	461	285.00	.00	285.00
6280	OTHER CAP EQUIPMENT-DIR PURCH	AAE	461	28,375.00	.00	28,375.00
6510	CAPITALIZED PROFESSIONAL SVCS	AAE	461	119,729.44	.00	119,729.44
8800	STATE CAPITAL CONTRIBUTIONS	AEA	607	.00	(411,002.71)	(411,002.71)
TOTAL				553,792.06	(411,002.71)	142,789.35

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR: The first character (agency category code) of the three-character COFRS agency code – G for all institutions of Higher Education.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	ACCT: This column displays the COFRS account number being reported.
F	ACCOUNT NAME: This column displays the name of the COFRS account number.
G	AGENCY: The three-character COFRS agency code.
H	FUND: The COFRS fund related to the balance being reported.
I	GOVERNMENTAL FUND: The amount recorded in the agency/fund combination for the COFRS object code being reported.
J	FUND 471 OR CONTRIB CAPITAL: The amount capitalized for financial reporting purposes for each object code being reported.
K	VARIANCE: The difference between the governmental fund and the Fund 471 amounts for each object code being reported.

Report sort:

- ♦ Agency Category
- ♦ Agency Code
- ♦ Object Code
- ♦ Fund

Report selection:

- ♦ Object codes in governmental funds identified as representing capitalizable expenses for financial statement reporting purposes.

How to read:

- ♦ The report should show a zero balance in the TOTAL column for each object code reported. The line for the department also needs to zero. Any amounts recorded in these object codes that should not be capitalized for financial statement purposes should be reclassified to a noncapitalizable object code (3128 or 3131).

1.16 Unchanged Account Balances

DGUCH1A

Purpose of Report:

- ♦ This report provides information on account balances that have not changed between the previous and current fiscal year. This may indicate an update to a year-end accrual balance is required or that activity to clear a balance in the current year was not made or made incorrectly.

Sample report format from the FDW:

STATE OF COLORADO
FINANCIAL DATA WAREHOUSE

Unchanged Account Balances - Prior Year and Current Year

Fiscal Year: 2011, Accounting Period: 08, Report Run Date: 02/17/11
Report ID: DGUCH1A

For Agency: DIV OF FINANCE AND PROCUREMENT

AGCY	FUND	TYPE	ACCOUNT #	ACCOUNT NAME	PRIOR BALANCE	CURRENT BALANCE
ACA	100	22	2232	IT SOFTWARE MNTC/UPGRADE SVCS	1,000.00	1,000.00
	11V	01	1100	NO UNCHANGED BALS. IDENTIFIED	.00	.00
		02	2510	NO UNCHANGED BALS. IDENTIFIED	.00	.00

NOTE: Information on this report is solely based on current and prior year COFRS balances. It does NOT include post closing entries in the prior year. Certain unchanged account balances may be excluded from this report due to the posting of follow up entries for prior year Exhibit H's. Also, some unchanged account balances may be included on this report (and excluded from the Infopac report) due to unrealized gain/loss entries in the prior year.

NOTE: Certain balance sheet accounts (1011, 1012, 1030, 1031, 1032, 3300 or 3210) are generally not expected to change from year to year, and therefore, are not reflected in this report.

The following table describes the information provided on the report:

ITEM	DESCRIPTION
A	FOR AGENCY: The agency name.
B	FISCAL YEAR: The fiscal year for which the report was run.
C	ACCOUNTING PERIOD: The accounting period for which the report was run.
D	REPORT RUN DATE: The date the report was run in the FDW.
E	AGENCY: The three-character COFRS agency code.
F	FUND: The COFRS fund related to the balance being reported.
G	TYPE: The COFRS account type.
H	ACCOUNT #: The COFRS account number.
I	ACCOUNT NAME: The description of the COFRS account number.
J	PRIOR BALANCE: The balance for the agency, fund, type, account # as of June 30 th of the preceding fiscal year.
K	CURRENT BALANCE: The balance for the agency, fund, type, account # as of the accounting period being reported (C)for the current fiscal year.

Report Sort:

- ♦ Agency Code
- ♦ Fund
- ♦ Account Type
- ♦ Account #

How to read:

- ♦ This report lists COFRS account balances that have not changed between the previous and current fiscal year. Each balance should be researched to determine if the current year balance is correct.
- ♦ Revenues and expenditures are included in this report so that agencies can determine if an error has occurred such as booking routine accrual entries.



CHAPTER 5: SECTION 2

PROCEDURES FOR PREPARING ANNUAL EMPLOYEE TRAVEL EXPENSE REPORT

KEY DATES

After Period 13	Final data available on the FDW.
November 1	Completed travel report turnaround forms due back to the OSC with distribution of total in-state, total out-of-state, and total out-of-country expenses for state employee travel by source of funds and total vehicle miles driven by state employees broken out between in-state and out-of-state travel and two-wheel drive and four-drive miles.

Travel Reporting Overview:

CRS 24-30-202(26) requires that “The controller shall make available a report no later than February 1 of each year to the governor, the joint budget committee, and the legislative audit committee regarding the travel expenses of state employees for the prior fiscal year. Such report shall include, but shall not be limited to, an itemized list of the travel expenses of each department including in-state travel, out-of-state travel, and out-of-country travel. The controller shall notify, in the most cost-effective manner available, the governor, the joint budget committee, and the legislative audit committee of the availability of the report and offering to provide copies of the report.”

Under CRS 24-30-202(13) (b) & (d), Higher Education Institutions may elect to exempt their institutions from the State fiscal rules. The exempted Higher Education Institutions shall not be required to comply with the Annual Travel Expense Report. The Higher Education Institutions who opted out during the fiscal year will be listed in the report.

At the request of the Office of the State Auditor, the Employee Travel Expense report includes information on the number of personal vehicle miles driven by state employees broken out by in-state and out-of-state travel and two-wheel drive and four-wheel drive miles. In preparing this report, do not provide the dollar amount reimbursed for personal vehicle miles driven.

Travel expenses are recorded in COFRS using object codes contained in the object group of expenditures group 30. These object codes include specific codes for both employee and nonemployee travel expenses. Since the statute requires only the reporting of travel expenses incurred by state employees, use of the distinguishing object of expenditure codes is critical for the proper separation of expenses between state employees and nonemployees. If an individual acts in more than one capacity (e.g., employee and witness, employee and juror, student employee and athlete), report only those expenses that individual incurred while traveling in the course of his/her employment as employee expenses. All travel expenses incurred outside the course of employment should be reported as nonemployee expenses.

The object codes used in the preparation of the annual report are:

STATE EMPLOYEE TRAVEL

In- State Travel - State Employees

- 2510 - In-State Travel
- 2511 - In-State Common Carrier Fares
- 2512 - In-State Personal Travel Per Diem
- 2513 - In-State Personal Vehicle Reimbursement
- 2514 - State Owned Aircraft
- 2515 - State Owned Vehicle Charges
- 2516 – In-State Personal Aircraft Reimbursement

Out-Of-State Travel - State Employees

- 2530 - Out-Of-State Travel
- 2531 - Out-Of-State Common Carrier Fares
- 2532 - Out-Of-State Personal Travel Per Diem
- 2533 - Out-Of-State Personal Vehicle Reimbursement

Out-Of-Country (International) Travel - State Employees

- 2550 - Out-Of-Country Travel
- 2551 - Out-Of-Country Common Carrier
- 2552 - Out-Of-Country Personal Travel Reimbursement

The following codes are not used in the annual report:

NONEMPLOYEE TRAVEL

In-State Travel – Nonemployees

- 2520 - In-State Travel Nonemployees
- 2521 - In-State Nonemployee - Common Carrier
- 2522 - In-State Nonemployee - Personal Per Diem
- 2523 - In-State Nonemployee - Personal Vehicle Reimbursement
- 2524 – Nonemployee Use Of State Owned Aircraft
- 2525 – Nonemployee Use Of State Owned Vehicles

Out-Of-State Travel – Nonemployees

- 2540 - Out-Of-State Travel – Nonemployees
- 2541 - Out-Of-State Nonemployee - Common Carrier Fares
- 2542 - Out-Of-State Nonemployee - Personal Per Diem
- 2543 - Out-Of-State Nonemployee - Personal Vehicle Reimbursement

Out-Of-Country (International) Travel – Nonemployee

- 2560 - Out-Of-Country Travel – Nonemployee
- 2561 - Out-Of-Country Nonemployee - Common Carrier Fares
- 2562 - Out-Of-Country Nonemployee - Personal Travel Reimbursement

Proper use of these object of expenditure codes is critical to the accuracy of the data and the reliability of the report. Agencies should review their accounting records to assure that all travel expenditures have been properly classified and recorded. Agencies that are using the nonspecific object codes 2510, 2530, and 2550 to record their employee travel expenditures may use the nonspecific counterparts to record nonemployee travel - 2520, 2540, and 2560. The use of object of expenditure codes 2513 and 2533 is encouraged to assist in determining the number of personal vehicle miles driven by state employees.

EMPLOYEE TRAVEL EXPENSE REPORTING PROCEDURES

2.1 Reviewing Accounting Data

Agencies should periodically review all travel related expenditure data to assure that all expenses are properly classified and recorded. The preparation of the annual employee travel report is based on the object of expenditure codes that designate travel expenses according to state employee travel or nonemployee travel. Improper classification and recording will result in agencies having to manually adjust expenses at year-end. To assist in this review, the Financial Data Warehouse (FDW) has detail travel expense reports showing employee and nonemployee travel expenses by fund and object code. The reports are located under “Agency Reports” and “Department Reports” in the “YTD/Period End” hyperlink on the right side of the FDW home page. The reports are:

- ♦ Travel Expenditure Detail – Employee
- ♦ Travel Expenditure Detail – Nonemployee
- ♦ Travel Turnaround Report

The advantage of having these reports on the FDW is that you may run the reports at any time and that you can “drill down” on the expense balances in the report to determine what specific transactions are included in the report.

2.2 Correcting the Accounting Data

Agencies should make correcting entries in COFRS prior to Period 13 agency close. Manual adjustments to the final report made by the agency will require an explanation for the change.

2.3 Preparation of the Annual Travel Report

After the final close of Period 13 and prior to November 1 , agencies are required to submit a completed Travel Turnaround report to their FAST field controller. Agencies must run the travel turnaround report (TRVTRAQ) data on the FDW. The FDW report is automatically produced in an Excel spreadsheet that makes it easy to save the data and complete the report electronically.

The travel turnaround report should only include employee travel expenditures summarized by in-state, out-of-state, and out-of-country travel. Agencies should use the report to allocate total in-state, out-of-state, and out-of-country employee travel expenses by general, cash/reappropriated, and federal fund sources. These allocations may be made in any manner determined to be reasonable and supportable by the agency so long as the allocation for any source of funds does not exceed the amount of that source of funds authorized in the Long Bill.

Agencies must also calculate and report the number of personal vehicle miles driven by state employees for in-state and out-of-state travel. This information must be reported for two-wheel drive and four-wheel drive miles and will be included on the employee only travel expense turnaround report.

The completed Travel Turnaround Report should be e-mailed to your FAST field controller. The OSC will review and compile the turnaround reports, prepare the Annual travel expense report, and reconcile the report to COFRS. The final employee travel expense report will be available no later than February 1.

CHAPTER 5: SECTION 3

STATUTORY REPORTING OF OUTSTANDING LOANS AND ADVANCES

KEY DATES

November 29 Due date for State Controller's statutory loan and advance report.

Per CRS 24-75-204, the State Controller must file an annual report of all loans and advances outstanding at the end of the preceding fiscal year. This report must be filed with the Governor, the JBC, and the Legislative Audit Committee and is due no later than November 29. The OSC prepares the report based on negative cash balances recorded on COFRS as of final close June 30 and supports the report with approved agency loan or advance applications.

Preparation of loan and advance applications is not solely a year-end task, and agencies need to make sure that all loan and advance approvals are current and accurate throughout the year. Agencies need to assess each of their activities' working capital needs and review cash account balances on an ongoing basis to identify accounts where an approved loan or advance is or may be required. A loan or advance may be required for the ARRA "ARX" funds if the cash balance remains deficit when combining with the regular operating fund. A loan or advance is generally not required for cash deficits in funds 100, 1EX, 361, 461, and 600 (Fund 600 is used with the COFRS inventory module).

The following policy and procedures covering loans and advances were contained in a memorandum issued jointly by the State Treasury, the OSPB, and the OSC on February 7, 1997. This section contains updates to that original policy to reflect current conditions.

3.1 Policy Statement

CRS 24-75-203 allows the State Treasurer to make working capital loans to state agencies with the approval of the Governor and the State Controller. The statute also allows the State Controller to authorize interest free working capital advances to state agencies. The use of working capital loans and advances is to be kept at a minimum due to the impact on General Purpose Revenue Fund (Fund 100) cash and because of the negative impact on statewide investment earnings.

CRS 24-75-204 requires the State Controller to submit an annual report to the Governor, the Joint Budget Committee, and the Legislative Audit Committee summarizing all outstanding loans and advances. This report is based on deficit cash balances at the close of the preceding fiscal year and is supported by approved loan and advance applications. This report is due no later than November 30 of each year.

In order to comply with the provisions of CRS 24-75-203 and 204, it is the policy of the State Treasurer, State Controller, and the Office of State Planning and Budgeting that:

- ♦ Cash must be on deposit with the State Treasurer except where approved by the State Controller and the State Treasurer, or where exempted by the State Constitution.
- ♦ An application for a working capital loan or advance must be submitted and approved for all deficit cash balances unless a specific exemption is granted.
- ♦ Deficit cash balances not supported with an approved working capital loan or advance will constitute the unauthorized use of General Purpose Revenue Fund (Fund 100) cash. This unauthorized use may result in interest charges to the state agency with the deficit and may result in other remedies that may include the suspension of activity from the deficit cash account.

The following are commitments made by the State Treasurer, State Controller, and the OSPB to achieve the goal of providing working capital loans and advances to state agencies while minimizing the impact on General Purpose Revenue Fund (Fund 100) cash and the loss of investment earnings. We will:

- ♦ Adopt and communicate criteria defining which activities are eligible for a loan and which activities are eligible for an advance.
- ♦ Review the working capital needs of each state agency that requests a working capital loan or advance using information provided by the agency.
- ♦ Prescribe forms and procedures for state agencies to use in reporting their need for and requesting approval of working capital loans and advances.
- ♦ Analyze cash balances on a monthly basis at the fund/agency level unless a lower level review is requested by an agency or deemed necessary by the State Treasurer or the State Controller.
- ♦ Monitor cash balances in the General Purpose Revenue Fund (Fund 100), the Regular Capital Projects Fund (Fund 461), and the COFRS warehouse inventory fund (Fund 600) at the fund-level on a statewide basis. Generally, agencies do not need working capital loans or advances for activities in these specifically identified funds; however, if it is determined that an agency is operating in one of these funds and is not in compliance with the statutes or this policy, a loan or advance may be required for that fund/agency combination.
- ♦ Perform post-audit reviews, as necessary, to ensure state agencies are complying with this policy.

3.2 Definition of Terms

The following are definitions of terms used in this policy:

Deficit Cash Balance - A negative amount in the COFRS balance sheet account 1100 - Operating Cash at the fund/agency level, or the fund/agency/reporting category level when appropriate, at the close of any fiscal period and/or on an average daily balance level at the end of any calendar month.

Teaching or Research Activities - “Teaching” activities are those that include regularly enrolled students of the institution who receive credit toward a degree for participating in this activity. “Research” activities are those that advance the state of knowledge of an academic, vocational, or professional subject being conducted at the institution (testing performed solely for private concerns does not qualify as “research” for the purposes of this policy).

Primary Purpose - A significant majority (75 percent or more) of a fund/agency’s activities by dollar volume are for a particular activity. For example, if 75 percent of the activity of a fund/agency is for teaching and research then this is the fund’s primary purpose.

Business Enterprise - An activity that is intended to be self-sufficient by generating adequate revenues through the sale of a product or a service to cover the associated cost of operations. This is not the TABOR definition of an enterprise.

Self-Maintaining Program - Programs that are intended to generate adequate revenues to support or exceed the expenditures incurred by the program.

3.3 Criteria for Determining Working Capital Loans or Advances

Cash balances (COFRS account 1100 - Operating Cash) will be evaluated at the fund/agency level unless the agency, the State Treasurer, or the State Controller believes it is necessary to monitor the balances at a fund/agency/reporting category level. A deficit cash balance at the fund/agency level indicates the need for a working capital loan or advance. Considering the primary purpose of the fund, the agency should apply for a working capital loan or advance at the point in time when a deficit occurs. Currently, the OSC does a monthly internal report to identify deficit cash balances at the close of any fiscal period, and uses a modified version of the COFRS CAM02 report to identify cash accounts with average daily balance deficits.

Agencies should have procedures in place to monitor and identify deficit cash balances, so that they can request a working capital loan or advance on a timely basis. The COFRS MCR01 report is the best source to identify cash deficits at the fund/agency level at the close of a fiscal period. Financial Data Warehouse can be used to identify cash deficits between closing dates as well as month end. The COFRS CAM02 report identifies cash accounts with average daily deficit cash balances at month-end. The COFRS CASH table provides daily cash balance information at the most detailed level including the entire account coding string of any cash balance; there is no fund/agency summary on this table. The CAM02 and other reports (GNL02 or GNL04) and the CASH table and other COFRS tables (OLGL) provide this information, but in a way that is not user friendly.

Fund/agencies established solely as system clearing funds are not considered a business enterprise activity or a self-maintaining program and should not have continuous deficit cash balances. However, if a clearing fund has a continuous deficit cash balance, the fund to which the cash is ultimately cleared should be evaluated to determine if the clearing fund requires a working capital loan or advance.

State Fiscal Rule 6-1, requires that agencies make timely deposits of cash to the State Treasury unless otherwise exempted by statute or rule. Withdrawal of these funds and subsequent redeposit into a separate checking account, savings account, or another investment shall be done only when authorized in writing by the State Treasurer and the State Controller. This approval is required even if moneys are subject to bond covenants or are eligible for investment pursuant to CRS 23-5-112.

3.4 Working Capital Loans

CRS 24-75-203(1) allows the State Treasurer to make loans to state agencies upon the written approval of the Governor and the State Controller. The OSPB provides the approval for the Governor. Interest on loans shall bear interest at the earnings rate calculated monthly by the State Treasurer. The State Treasurer calculates and charges interest based on the average daily balance of the cash account during a calendar month, and charges interest to the agency on a quarterly basis. All loans must be reviewed at least annually.

The following activities are eligible for loans:

- ♦ The operation of business enterprises by institutions of higher education when the primary purpose of that enterprise is not teaching or research, and which are, or may be, in competition with private enterprise.
- ♦ Any other self-maintaining program of a state agency that generates its own revenues and which, in the judgment of the State Treasurer, has the capacity to repay the loan.
- ♦ Any other statutorily authorized loan.
- ♦ Any fund/agency designated as a TABOR enterprise; fund/agency is able to issue revenue bonds and receives less than 10 percent of annual revenues in grants from

Colorado state and local governments.

The answers to the following questions will be included in the evaluation by the State Treasurer, State Controller, and the OSPB in reviewing applications for working capital loans:

- ♦ Does the fund/agency's cash account earn interest?
- ♦ Is the predominate source of a fund's cash maintained on deposit outside of the State Treasury?
- ♦ Is the predominate source of a fund's cash on deposit in another fund that is earning interest?
- ♦ Is the activity self-supporting continuing education?

All deficit cash balances in any fund/agency will be considered to be eligible for a working capital loan, and the agency may be charged interest by the State Treasurer, unless the agency submits an application and can demonstrate that the activity is eligible for a working capital advance. Any deficit cash balance that exists that is not supported by an approved working capital loan or advance application from an agency may be charged interest as if it were a loan.

3.5 Working Capital Advances

CRS 24-75-203(2) allows the State Controller to authorize interest-free advances to state agencies to provide working capital for certain programs. The statute sets a limit of no more than \$12 million in advances to any one department, agency, or institution. These advances must be reviewed annually and shall be repaid at such time as the State Controller directs.

The statute defines the following activities as eligible for an advance:

- ♦ The operation of a program other than those defined in CRS 24-75-203(1) and discussed in Section 3.4 of this chapter.
- ♦ Federal programs for which federal advances or letters of credit are not available.
- ♦ Any other statutorily authorized advance.

Other factors that will be evaluated by the State Treasurer and the State Controller in reviewing applications for working capital advances include:

- ♦ Is cash designated to support a fund/agency's activity on deposit with the State Treasurer or in another agency pending a distribution/allocation to the fund/agency with the deficit cash balance?
- ♦ Does the fund/agency's cash account earn interest?

3.6 Working Capital Advances for Tobacco Settlement Programs

CRS 24-75-1104.5(7) allows the controller to "authorize an advance without interest to state agencies to provide working capital for the operation of tobacco settlement programs. If the fund receives other sources of revenue, this statute only applies to the portion received from the tobacco settlement allocation. Although the statute does not set a dollar limit, it is expected the advance will be repaid upon receipt of the second tobacco settlement payment in April.

3.7 Additional Criteria Guidelines for Institutions of Higher Education

For higher education governing boards, deficit cash balances will be monitored at the board level. Deficits in individual funds within those boards will not be reviewed for this purpose. If a deficit does occur at the board level, it will require an interest-bearing loan from the State Treasury.

3.8 Processing a Loan or Advance Application

Agencies should prepare loan or advance applications when a fund/agency under their control incurs a cash deficit. The dollar amount of the request should be adequate to cover any existing or potential cash deficit. If a deficit exceeds an approved loan or advance amount, a revised application must be submitted. Upon approval of a revised application, the previously approved loan or advance will be null and void.

Failure to submit an application when a deficit has occurred may result in interest charges, and may result in the suspension of activity in the affected fund/agency's cash account. At year-end if an agency has not responded to requests for Loan/Advance applications, FAST will send the agency a notice of noncompliance and file the notice in the OSC Loans and Advance file, which is subject to auditor's review.

All loans and advances must be reviewed annually. Thus, applications should be for a period of no more than 12 months. To ensure adequate review time, applications for the renewal of an existing loan or advance should be submitted one month prior to the expiration date.

If a loan or advance application is for activities that are not federally funded and the request exceeds \$300,000, a 24-month cash flow projection is required as support to the application. If the activity is federally funded and the request exceeds \$1,000,000, a 24-month cash flow projection is required as support to the application. The cash flow analysis should be for the period of the loan or advance plus the subsequent number of months necessary to total 24 months. When there is a mixture of activities within the fund, the nature of the request and the primary purpose of the fund should be considered in determining if a cash flow projection is required.

Cash flow analysis should include a narrative description of the assumptions on which the cash flow is based. The assumptions may include stable, increasing, or decreasing revenue flows, source of revenues, industry trends, stable or unstable expenditure flow, economic trends, etc. At a minimum, the cash flow analysis should show on a monthly basis for 24 months the beginning cash balance, expected receipts and disbursements, and ending cash balance. Receipts and disbursements may be broken out as to the type of receipt (e.g., fees and fines) and to the type of disbursement (e.g., personal and operating).

The application forms included in this section should be used for all requests for working capital loans or advances. There is a standard form to be used for initial requests, revisions, and renewals. There is also a quick renewal form that may be used to renew existing loans or advances only when the conditions, other than the period and amount, for that loan or advance have not changed from the prior approved request. Instructions for both forms are also included in this section.

Complete and obtain the necessary signatures on the applications and forward them to your FAST field controller.

Please contact your field controller if you have questions regarding this policy or the procedures or forms necessary to apply for a loan or advance.

3.9 Instructions for Completing Application Form

Each area of the loan and advance application form is identified with a number. Below are instructions for each area of the form, by the number on the form.

1. Select the name of the requesting department\agency.
2. Select whether the application is for a loan or an advance.
3. Check whether this is an initial request, a renewal, or a revision. Note, if the renewal or revision box is checked, it will be assumed that this new application supersedes any previous application with the same or an overlapping period.
4. Enter the beginning date and the end date for the loan or advance being requested. This period may not exceed 12 months.
5. Enter the dollar amount of the request.
6. Enter the COFRS fund number and agency code for the cash account that is the subject of this request.
7. Enter any additional COFRS coding that the agency wishes to use to monitor the cash of the fund/agency below the base level. Leave section blank if loan or advance is at the fund/agency level.
8. Enter a complete statement describing the activities of the applicable fund/agency and the intended use of the loaned or advanced funds. The description must clearly state the reason for an advance; otherwise, all requests will be considered a loan. Attach additional pages if necessary.
9. Check the appropriate box reflecting the nature of the activity and the amount of the request. If required, attach a cash flow projection for a 24 month period beginning with the start date of the application showing at a minimum both the receipts and disbursements of the activity and the change in the cash balance on a month-by-month basis.
10. Enter the COFRS coding string you wish the State Treasurer to use to record interest expense on a loan. If preprinted codes do not meet your needs, please identify your additional coding needs on the form.
11. Agency controller or chief financial officer's signature and date.
12. Agency executive director or college/university president's signature and date.

3.10 Instructions for Submitting Application Form

Once the application is completed, send it to your FAST field controller for review and approval. The lower section of the application will be completed during the review and approval process. The FAST will route the application for all appropriate signatures. Once the application is reviewed and approved, the FAST will send a copy of the completed application with all signatures back to the agency and will retain the original application in a central file. If the application is not approved, the field controller will contact the agency to discuss the reasons for rejection. At year-end, if a fund with an approved Loan or Advance is in deficit fund balance status, the previously approved loan/advance approval is rescinded. A deficit fund balance is an unapprovable overexpenditure, and the steps in Chapter 3, Section 1 for overexpenditures must then be applied.

3.11 Instructions for Completing Quick Renewal Form

1. Select Agency Name.
2. Select COFRS agency code.
3. Check whether the line is for the renewal of a loan or an advance.
4. Enter the COFRS fund number and reporting category code (RPTC) if applicable.
5. Enter the beginning date for the loans and/or advances being requested.
6. Enter the ending date for the loans and/or advances being requested. This period may not exceed 12 months.
7. Enter the dollar amount being requested.
8. Enter the date of the original application.
9. Check the appropriate box reflecting the nature of the request. If required, attach a cash flow projection for a 24 month period beginning with the start date of the application showing at a minimum receipts and disbursements of the activity and the change in the cash balance on a month-by-month basis.
10. Enter agency controller or chief financial officer's printed name, signature and date.
11. Enter agency executive director or college/university president's printed name, signature and date.

3.12 Instructions for Submitting Quick Renewal Form

This form may only be used when an agency is requesting that an existing loan and/or advance be renewed. The conditions for the renewal must be the same as the original request. The description of the activity, the COFRS coding strings, and the nature of the request cannot change. The only thing that can change is the loan/advance time period and the dollar amount. The completion of cash flow requirements remains the same.

Once the application is completed, send it to your FAST field controller for review and approval. The lower section of the application will be completed during the review and approval process. The FAST routes the application for all appropriate signatures. Once the application is reviewed and approved, the FAST sends a copy of the completed application with all signatures back to the agency and retains the original in a central file. If the application is not approved, the field controller will contact the agency to discuss the reasons for rejection and any available alternatives.

LOAN AND ADVANCE APPLICATION FORM

Department of Personnel & Administration, Office of the State Controller
 633 17th Street, Suite 1500 · Denver, CO 80202 · Ph. (303) 866-6200 · Fax (303) 866-3569

Department/Institution Select One
 Loan Advance Select One
 Initial Renewal
 Revision*

Contact Name Phone Extension

Date/Period of Loan/Advance Requested From To Amount Requested

Required cash account coding:

Fund	Agency	BS Account	Program	Project	Reporting Category	Grant (GBL)
<input type="text"/>	<input type="text"/>	1100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe activities covered by the application and the reason for requesting working capital.

Applications for Advances must include the reason the request qualifies for advance. If this is an advance under CRS 24-75-1104.5(7), check here.

- Cash Flow Projection (select one)
- Federally funded activity and request exceeds \$1,000,000, a 24-month cash flow projection is required and attached,
 - Nonfederally funded activity and request exceeds \$300,000, a 24-month cash flow projection is required and is attached, or
 - Neither of the above; no cash flow projection is required. Additionally, it is anticipated that the fund balance of this fund will not be in deficit status at fiscal year-end.

This section must be completed if the application is for a loan: Interest charges for loans are calculated monthly, based on the account's average daily cash balance and the earnings rate calculated monthly by the State Treasury. Interest charges will be recorded in the following COFRS account coding string.

Fund	Agency	Org	SubOrg	Appr Code	Program	Object Code	SubObject	Reporting Category	Grant (GBL)
<input type="text"/>									

*Note: Upon approval of a revised loan/advance application, the previously approved loan/advance is considered null and void effective beginning with the time period noted above.

LOAN AND ADVANCE APPLICATION FORM

Department/Institution Loan Advance Initial Renewal Revision*

This application is made pursuant to CRS 24-75-203. We certify that this request is for temporary working capital as described previously and authorize the charge for interest on loan requests. We further acknowledge that the loan/advance approval will be automatically rescinded if the fund balance of this fund is in deficit status at fiscal year-end.

Department/Institution Controller Signature Printed Name Date

Department/Institution Director Signature Printed Name Date

STATE CONTROLLER, STATE TREASURER, GOVERNOR USE ONLY

We approve a Loan Advance from the Colorado State Treasurer in the amount of \$ as described in the application above and subject to the following special conditions:

State Controller Signature Date State Treasurer Signature Date

Governor (loans only) Signature Date

Enter a 3-digit fund.

LOAN AND ADVANCE QUICK RENEWAL FORM

Department of Personnel & Administration, Office of the State Controller
 633 17th Street, Suite 1500 · Denver, CO 80202 · Ph. (303) 866-6200 · Fax (303) 866-3569

Department/Institution

Agency	Loan	Advance	Fund	Reporting Category	Start Date	End Date	Dollar Amount \$	Original Date	Cash Flow Projection*		
									1	2	3
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

*Cash Flow Requirements:
 1 - Federally funded activity and request exceeds \$1 million.
 2 - Non-federal activity and request exceeds \$300,000.
 3 - Neither 1 nor 2; no cash flow projection required.

Check here if this is an advance under CRS 24-75-1104.5(7).

This application to renew the identified loans and or advances is made pursuant to CRS 24-75-203. We certify that this request is for temporary working capital as described above and authorizes interest to be charged on loan requests. We certify that no other conditions related to the initial request for these loans and/or advances have changed. We further acknowledge that the loan/advance approval will be automatically rescinded if the fund balance of this fund is in deficit status at fiscal year-end.

 Department/Institution Controller Signature Printed Name Date

 Department/Institution Director Signature Printed Name Date

LOAN AND ADVANCE QUICK RENEWAL FORM

Department/Institution

STATE CONTROLLER, STATE TREASURER, GOVERNOR USE ONLY

We approve the renewal of the indicated loans for the amount of \$ _____, and the indicated advances in the amount of \$ _____ as described in the application above and subject to the following special conditions:

 State Controller Signature Date State Treasurer Signature Date

 Governor (loans only) Signature Date



CHAPTER 5: SECTION 4

PROCEDURES FOR PREPARING QUARTERLY FINANCIAL REPORTS

KEY DATES

October 11	First quarter FY13-14 closing.
January 10	Second quarter FY13-14 closing.
April 11	Third quarter FY13-14 closing.

4.1 Quarterly Reporting Overview

CRS 24-30-204(2) provides for all departments, institutions, and agencies to submit a quarterly report of financial information to the State Controller that shall include financial information deemed reasonable and necessary. The following section sets forth the State Controller's policy and guidelines to accomplish the intent of this important law and is amended to incorporate modifications deemed necessary after review and analysis.

4.2 Policy Statements Related to Quarterly Reporting

Timely and accurate financial reporting is vital for the proper functioning of state government. Such financial information must be available for controllers, program administrators, executive management, legislators, and their staff for decision making and planning purposes. It is also recognized that human and data processing resources necessary to provide this information are very limited.

The following policy statements shall apply:

1. This policy applies to all state departments and institutions, including all boards and commissions.
2. Sufficient monthly accruals should be made to update financial records so that management at each department, institution, and agency can properly analyze their financial condition and determine that the federal government and other parties owing the State are being properly billed.
3. Each quarterly reporting period should be regarded as an integral part of the fiscal year. Thus, in general, the results for each quarterly period should be based on the accounting principles set forth in the State Fiscal Rules. Expenditures such as salaries, operating expenditures and accruals of expenditures should be allocated to interim periods as they are incurred or, where appropriate, allocated among quarterly periods on the basis of benefit received, time expired, etc. Arbitrary assignment to a quarterly period is not appropriate. Revenues should be allocated to quarterly reporting periods in accordance with GAAP.
4. The state financial system, COFRS, shall be the system for recording timely and accurate financial data and from which COFRS standard reports shall be prepared and forwarded to the controller in compliance with the reporting requirement of this law.
5. The normally scheduled monthly closing dates for COFRS, usually the second Friday of each month, will not be changed. Delay of the scheduled closing dates defeats the purpose of providing timely financial information.
6. All state departments operating directly in COFRS, are strongly encouraged to use the grants module of COFRS to facilitate accounting and revenue recognition. Use of the module may be mandated should accounting and revenue recognition not be completed as required and departments appear to be overspent.

4.3 Guidelines for Quarterly Reporting

The following guidelines are to be implemented in order to carry out the policy statements set forth above.

1. This guideline applies to all fund types except for agency funds (Fund 9xx), and the general full accrual account group (Fund 471). For the Department of Higher Education this guideline shall apply only to Fund 305, Fund 320, COP project Fund 361, and capital construction Fund 461.
2. When either appropriation/spending authority (net of restrictions) or estimated annual expenditure or a budget line item (i.e., LBLI) is greater than \$250,000, then appropriate expenditure accruals must be considered. The budget line item is to be analyzed and an expenditure accrual estimate must be recorded if the accrual estimate is at least 4 percent of the line or exceeds \$1 million. All expenditure driven revenue accruals must be recorded. An exception to this guideline is Medicaid medical services premium expenditures in the Department of Health Care Policy and Financing and related lines in the Department of Human Services subject to the cash-basis provisions of CRS 26-4-110.7.
3. Other revenue accruals must be completed if the accrual is 4 percent or more of the annual revenue estimate by funding source code or exceeds \$1 million. Special procedures shall be provided for state agencies acting as a collection agency for significant general-purpose revenues and Highway Users Tax Fund revenues. General-purpose revenues include excise taxes, income taxes, estate taxes, insurance taxes, court receipts, severance taxes, pari-mutual racing receipts and gaming taxes normally recorded in the General Purpose Revenue Fund (Fund 100).
4. State agencies with sponsored programs are to timely bill and collect from the sponsoring entities as provided by the State Fiscal Rules.
5. COFRS has modified the JV document that provides for accrual and reversal of expenditures with offsetting dollar amounts recorded to encumbrance accounts. This capability is vital to properly reflect expenditures and encumbrances at the end of each reporting quarter.
6. Direct billing agencies are to standardize the billing and cut-off dates so that the cost of the various services may be consistently charged and accrued. A standardized schedule of billings will be distributed to all affected agencies by no later than the 7th working day of September each year.
7. State agencies shall clear all suspense and clearing accounts to zero. If an individual clearing/suspense account balance exceeds \$7,500 at quarter-end, a variance disclosure statement must be submitted in accordance with paragraph 11.e of this policy. The balance sheet accounts covered by this provision are as follows:
 - ♦ PRLN - Payroll Line Balancing Account
 - ♦ LDCR - LDC Document Offset Account
 - ♦ 1013 - Cash In Transit To Treasury
 - ♦ 1590 - CPPS Cash Funds Default
 - ♦ 1591 - CPPS Due From Default
 - ♦ 1592 - CPPS Payroll Default
 - ♦ 1593 - CPPS/LDC Clearing
 - ♦ 1594 - CPPS Distribution Edit Clearing
 - ♦ 1595 - F/A Disposition Clearing
 - ♦ 1596 - Interface Clearing
 - ♦ 1597 - DOA Billing Default

- ♦ 1598 - Procurement Card Default
 - ♦ 1599 - Undistributed Charges – Other
 - ♦ 159A - F/A Buying/Owning Clearing
 - ♦ 159B - Travel Card Clearing
 - ♦ 2510 - Undistributed Receipts
 - ♦ 2520 - NSF Returned Checks
8. Physical counts of consumable inventories, fixed assets or accrual for compensated absences and depreciation are generally not required for quarterly financial reporting purposes. However, when in the judgment of a controller or chief financial officer, a sudden loss, known obsolescence or seasonal variation materially affects expenditures or an asset then an accounting adjustment during the quarterly period should be completed.
 9. State agencies shall clear all funds and appropriation codes established for the purpose of clearing activity that should be properly recorded in another fund to zero. Examples are funds and appropriation codes established to record payroll activity prior to distribution to the appropriate fund where the expense was incurred.
 10. State agencies shall correct all inappropriate abnormal account balances. Credit balance expenditures and receivables, debit balance revenues and payables all have the impact of misstating an agency's financial position and should be corrected. All account balances should be properly recorded.
 11. Reporting to the State Controller under this policy shall be met by the requirements listed below. These reporting requirements are in addition to other requirements as set forth in CRS 24-75-102 and 24-30-204(1).
 - a. COFRS standard report BDA24R and BDA01R provided to the State Controller and state agencies.
 - b. COFRS standard report BDA24R provided to the OSPB and the JBC.
 - c. A modified version of COFRS standard report MCR01R containing information on statutory fund balances, as defined by the State Controller, provided to the State Controller, the OSPB, the JBC and all state agencies.
 - d. On an exception basis, a variance disclosure statement will be prepared by a controller or chief financial officer explaining why compliance with CRS 24-30-204(2), and/or this policy/guidelines was not possible for the quarter reported thereon. This variance disclosure statement must be directed to the State Controller. Variance disclosure statements must be received in the OSC no later than the 25th of the month following the quarter-end close. Earlier due dates may be established by the FAST, if necessary, and will be communicated in your quarterly reporting variance notification.
 - e. Based on a review of COFRS reports, department or institution controllers are encouraged to continue to provide department executive management with a financial summary highlighting significant trends, issues or developments.

In order to comply with this policy agencies must complete the above reporting requirements within 25 days after the quarter ends.

4.4 Quarterly Reporting Procedures

The OSC will generate a series of diagnostic reports showing potential noncompliance conditions. The titles of the reports and the frequency at which they will be issued are shown in the table in Chapter 3, Section 3.20. Descriptions of the various reports are provided in Chapter 5, Section 1.

Agencies will have until the close of the quarter in which to review the reports and make the necessary adjusting entries in COFRS to correct the conditions. Agencies should make every effort to correct all abnormal account balances, out-of-balance conditions, underearning of revenue, or overexpenditures identified in the reports.

Diagnostic reports are available on the Financial Data Warehouse. These FDW diagnostic reports are updated daily. The reports are updated as part of the COFRS processing cycle and the FDW load cycle; therefore, the diagnostic reports related to the previous day's transactions should be available on the FDW when you arrive at work each day. These reports can be accessed at: <https://fdw.state.co.us/> and requires proper authorization. To obtain access, please fill out the Security Request Form at: <http://www.colorado.gov/dpa/dfp/sco/security.htm>.

When two COFRS periods are open at the same time, the FDW diagnostics will reflect the activity for the closing period only. The reports related to the new COFRS period will be available on the Tuesday after the period close. Reports for each closed period are also available.

Agencies should submit variance disclosure statements to their respective FAST field controller on the FAST for material items that were not corrected and are not in compliance with the established guidelines. The agencies have until the 25th of the month following the quarter close (unless an earlier due date has been established and communicated in your quarterly variance notification) to review the final quarter close diagnostic reports and where applicable, provide the variance disclosure statement to the OSC.

For each of the first three quarters, the State Controller prepares a report highlighting significant trends or financial conditions for the General Purpose Revenue Fund (Fund 100) and Regular Capital Projects Fund (Fund 461). This report is given to the Governor, the OSPB, and the JBC. This report also includes significant problems or issues identified at the agency level that could have a material or significant impact at the statewide level.

At fiscal year-end, the quarterly diagnostic reports will be available on the FDW as a tool for agencies to use to identify and correct problems. Agency variance disclosure statements are not required to be submitted to the State Controller for the fourth quarter.

CHAPTER 5: SECTION 5

TABOR REPORTING

5.1 Background

Article X, Section 20, the Taxpayer's Bill of Rights (TABOR), was added to the Colorado Constitution as a result of the passage of Amendment 1 in the November 1992 general election.

The passage of amendments and referendums has since affected certain TABOR requirements.

- ♦ Amendment 23 in the 2000 election established the State Education Fund that receives one third of one percent of federal taxable income (AGI), and exempts that revenue from the TABOR count.
- ♦ Referendum A in the 2000 election exempted fifty percent of the first \$200,000 of actual value as of the assessment date of residential and real property of an owner-occupier. The State was required to reimburse local governments for the net amount of property tax revenues lost as a result of the property tax exemption provided. For TABOR purposes the state fiscal year spending limit was increased by \$44.1 million in FY01-02.
- ♦ Amendment 35 in the 2004 election increased tobacco taxes and excluded the increase from the TABOR count.
- ♦ Referendum C, passed in the 2005 election, allowed the State to retain and spend all revenues in excess of the TABOR limit through FY09-10. However, it did not remove the requirement that the State compute and report on TABOR during the five year refund hiatus. The referendum also required that the highest population and inflation adjusted fiscal year spending amount during the five year period be used as the base in calculating the Excess State Revenues Cap beginning in FY10-11. As a result, accounting for and reporting on the TABOR requirements remains an important responsibility of all accountants and managers in the State.
- ♦ Other minor voter approved revenue changes have occurred, such as, exempt fees for hog farm regulation and maintaining a registry for medical use of marijuana.

Other than Article X, Section 20 itself, the most pertinent TABOR legislation is CRS 24-77-101 to 106.5 which provides implementation guidance and clarifies many of the terms used in TABOR.

5.2 TABOR District and Exclusions From the District

The District is defined by TABOR as "... the state or any local government, excluding enterprises." In addition to enterprises, CRS 24-77-102(16)(b) also excludes any special purpose authority from the District.

Enterprises are designated in one of two ways. The first method is by statute; the second method, which is exclusive to higher education enterprises, is by designation of the governing boards with review by the State Auditor. If an enterprise is designated by statute or a higher education governing board, it still must annually meet additional requirements to be excluded from the District in that year. The enterprise must be a government-owned business authorized to issue its own revenue bonds and receive less than 10 percent of its annual revenue in grants from all Colorado State and local governments combined.

In FY12-13 House Bill 12-1355 moved the Geological Survey into the Colorado School of Mines, which is part of the Higher Education Institution's TABOR enterprise, effective January 31, 2013.

For FY12-13, statutorily designated enterprises are:

Name	Citation	Agency Code	Funds Included
Brand Board	35-41-101(5)(a)	BAA	108, 109, 721
Capitol Parking Authority	24-82-103(5)(a)	AGB	519
Clean Screen Authority	42-3-304(19)(a)(II)	TCA	520, and all funds
College Assist	23-3.1-103.5(1)(a)	GDA	501, 502, 511, 523, 524, 526, & all funds except 461
CollegeInvest	23-3.1-205.5	GRA	512-515, 527, 528, 545, 546, & all funds except 461
Correctional Industries	17-24-104(1)	CFA, CFB, and CFC	507, 508, 506, & all funds except 461
Higher Education Institutions	23-5-101.7(2)	GFX, GGX, GJX, GKA, GLA, GMA, GSA, GTA, GWA, GYA, GZA	Fund 320, 334, 335, 342, 399, & all funds except 100, 305, 333, 398, and 461
Parks and Wildlife	33-9-105	PBA, PJA, PMA	16H, 172, 173, 175, 210, 21H, 22F, 410, 411, 412, 413, 418, 420, 421, 422, 423, 425, 428, 429, 433, 750, 761, 861, 426, 427
Petroleum Storage Tank Fund	8-20.5-103	KAA	130
State Lottery	24-35-202(1)(b)	TFA	503, & all funds except 820, 461
State Nursing Homes	26-12-110	ILA-ILG	505, & all funds except 100, 461, 813, 700, 19C
Statewide Bridge Enterprise	43-4-805(2)(c)	HTB	538, 539
Statewide Transportation Enterprise	43-4-806(2)(d)	HTC	536, 537
Unemployment Compensation Section	8-71-103(2)(a)	KAA	701, 702, 21U, 23P, 24M, 25U, 26Y

5.3 Fiscal Year Spending is the Same As Nonexempt Revenue

Fiscal Year Spending (FYS) is defined in paragraph (2)(e) of TABOR as “all district expenditures and reserve increases except, as to both, those for refunds made in the current or next fiscal year or those from gifts, federal funds, collections for another government, pension contributions by employees and pension fund earnings, reserve transfers or expenditures, damage awards, or property sales.”

A literal reading of the definition of FYS is confusing because it is defined as expenditures and reserve increases except for those from certain revenues. The definition mixes expenditures, revenues, reserve increases, reserve transfers, and reserve expenditures. Fortunately, the Colorado Supreme Court has defined reserves as the same as fund balance. Thus expenditures plus reserve increases (or less decreases) would equal revenues given the accounting equation (Revenue – Expense/Expenditures = Change in Fund Balance). As a result, FYS is the same as revenues except for those revenues specifically excluded by TABOR.

Two further refinements are necessary. One is that once District revenue is exempt, it is always exempt. The second is that revenue should not be counted twice within the same District. Given these stipulations, earnings on exempt money is exempt, and transfers within the District are always exempt. However, money transferred from an exempt enterprise to another agency within the District would not be exempt, because it is the first time the money has entered the District. An informative example is certain indirect cost transfers received by the Department of Revenue. Indirect cost transfers from the Gaming Division would be exempt from TABOR, while the same transfers received from the Lottery would be TABOR nonexempt. The reason is that the Gaming Division has already counted the Gaming revenue from which the indirect cost transfer is paid

while the indirect cost transfer received from the Lottery had not been counted for TABOR, because the Lottery is an exempt enterprise.

5.4 Historical Differences Between the Long Bill and the Office of the State Controller Reports

The primary reason for the differences between how revenues are appropriated in the Long Bill and how the OSC reports them for TABOR is related to the General Assembly's desire to appropriate funds where they are eventually spent, rather than where they are first earned. In specifying the appropriation at the final spending agency, the General Assembly normally classifies the appropriation based on the TABOR classification of the original source of the revenue. When nonexempt revenues are earned in one fund/agency but support an appropriation in another fund agency, the revenue must be transferred between the agencies. Because all transfers are exempt for TABOR purposes (unless they cross the district boundary), the General Assembly's chosen classification methodology causes a mismatch between the budget treatment (nonexempt) and the TABOR treatment (exempt). Since COFRS uses the revenue source code for GAAP accounting, TABOR, and budgeting purposes, a certain amount of confusion is unavoidable.

It is always the responsibility of the billing/receiving agency to obtain the source of funds information from the buyer/selling agency and assure the proper revenue source code is used in revenue transactions between state agencies. For example, if an agency is paying the Department of Personnel & Administration (DPA) for Risk Management charges, then DPA must ensure that the agency informs DPA if any portion of the payment is from a TABOR exempt enterprise fund so that DPA can record that portion as nonexempt (first recording in the District). Any portion paid from a nonexempt activity would be recorded as exempt because it is simply a transfer of money within the district.

House Bill 08-1320 changed the format of the Long Bill by eliminating the Cash Funds Exempt presentation and replacing it with a column titled 'Reappropriated Funds.' The Cash Funds Exempt concept has been removed from the Long Bill. This presentation significantly alters the way that agencies code augmenting revenue transactions to support their appropriations. Due to the change, the GCF indicator will no longer represent the TABOR treatment of augmenting revenue for budget purposes. In order to ensure that agencies are able to properly code transactions for TABOR purposes, the published chart of accounts will include the TABOR indicator that the OSC uses to classify revenues for TABOR reporting. As discussed above, the TABOR indicator is based on the TABOR requirements rather than the appropriation classification that the revenues support. Reappropriated Funds may be either exempt or nonexempt depending on whether they cross the district boundary. The OSC has revised or created the necessary accounts to support the budget presentation and TABOR treatment. If any agency determines that the new or revised account codes are inadequate to support proper TABOR recording of the revenue and budget compliance, contact your FAST field controller or Karoline Clark (303-866-3811 or karoline.clark@state.co.us).

5.5 Great Outdoors Colorado

Amendment 8 established the Great Outdoors Colorado Authority (GOCO) in the same November 1992 general election that established TABOR. Amendment 8 received substantially more votes than did Amendment 1 (TABOR). Based on the disparity in the vote tally, the Colorado Supreme Court ruled that GOCO takes precedence over TABOR and that money the State receives from GOCO is exempt. Since exempt money retains its exemption, agencies need to be careful when receiving and accounting for GOCO money. For example, if the Division of Parks and Wildlife receives GOCO money and then passes it on to another agency, that money would retain its exemption even though Parks and Wildlife is a TABOR exempt enterprise and normally revenue received from Parks and Wildlife would have to be counted as nonexempt.

5.6 Investment Earnings

Normally when investment earnings are received on exempt revenues those earnings are also exempt. However, there is an exception to that rule. When nonexempt revenues are transferred within the District, even though the transfer is exempt, the earnings on the transferred moneys would be nonexempt since the original source was nonexempt. For example Gaming moneys are nonexempt and the investment earnings on that money is also nonexempt even after the funds have been transferred to another agency as an exempt transfer. If this policy were not in place, the State could avoid earning nonexempt TABOR investment revenue by simply transferring the revenue to another fund. Doing so would violate the intent of TABOR.

5.7 Corrections of Errors in Recording Revenues in Prior Years

For Fiscal Year Spending Limit purposes, CRS 24-77-103.5 requires the State Controller to correct errors in prior years' revenues by increasing or decreasing the allowable fiscal year spending of the year in which the error is discovered. Although no specific limitation is expressed in the statute on the number of years an undiscovered error will be considered subject to this statute, other statutes do place limitations on the retention and amendment of records; for example, revision of income tax returns is limited to four years. Adopting this same limitation, it is the policy of the State Controller to only amend TABOR revenues for errors in the previous four fiscal years. For Excess State Revenues Cap (ESRC) purposes, CRS 24-77-103.6 is silent on the correction of errors in prior years' revenues. However, it is the policy of the State Controller to amend prior years' TABOR revenue errors in the calculation of the ESRC, in the same manner as for the Fiscal Year Spending Limit. The Exhibit A1, used to notify the Controller of an error in TABOR revenue, is limited to the previous four fiscal years and should only be submitted if the error exceeds the \$200,000 Exhibit H threshold.

5.8 Revenue Received from Higher Education Institutions

Higher education institutions record their qualifying TABOR activity in Fund 320 – Higher Ed TABOR Enterprise, and their nonqualifying TABOR activity in Fund 305 – Higher Ed NonTABOR Enterprise.

For FY12-13 all institutions except the Auraria Higher Education Center (AHEC) are expected to fully qualify as TABOR enterprises and operate in Fund 320. AHEC has been designated as a partial TABOR enterprise and operates in both Funds 305 and 320.

A higher education institution is disqualified as a full TABOR enterprise if it receives more than ten percent of its revenue in grants from state or local governments, or loses its ability to issue revenue bonds. When a fully designated TABOR enterprise disqualifies it becomes only partially designated, as the auxiliary enterprise portion of its activities continues to meet the criteria for designation (similar to AHEC).

State agencies that are not TABOR enterprises must properly classify their inflows from all higher education institutions as exempt if the inflows come from the institution's Fund 305, or as nonexempt if the inflows come from its Fund 320. In general, inflows received from a partially designated higher education institution's Fund 305 (by state agencies that are not TABOR enterprises) are exempt because the inflows are simply a movement of funds within the state TABOR district. Inflows received from an institution's Fund 320 are nonexempt because the inflows are new within the state TABOR district.

5.9 Questions Regarding TABOR

Questions about TABOR and whether or not certain revenue is exempt or nonexempt may be directed to Karoline Clark (303-866-3811 or karoline.clark@state.co.us) in R&A.

CHAPTER 5: SECTION 6

MANAGEMENT REPORTING RESPONSIBILITIES

KEY DATES

November 1	Procurement Card violation report due to the OSC.
December 31	Statement of Compliance forms with attachments are due. One copy to the State Controller, one copy to the State Auditor.
As Needed	Reporting Theft or Embezzlement
Upon Availability	Copy of management representation letter to the OSC.
Upon Availability	IRS Form(s) 8038, 8038-G, 8038-GC, and 8038-T due to the OSC.

6.1 Reporting for Financial Responsibility and Accountability Act CRS 24-17-101

The Financial Responsibility and Accountability Act requires that each principal department and higher education institution file an annual written statement that their systems of internal accounting and administrative control are in compliance with the requirements of the Financial Responsibility and Accountability Act. The Statement of Compliance form, included with these procedures, was developed by the Management Systems Improvement Project Team as part of a statewide effort to improve evaluation of administrative controls including accounting controls.

The Statement of Compliance form should be completed for each statutory element (items a-e on the form). Examples of items that might be considered in the assessment process are listed after each element. We recognize that each department/institution has its own method for assessing its control systems. Beginning in FY09-10 with the implementation of the Transparency Online Project (TOPS), the compliance statement also serves to certify each agency's ongoing review of that data, including the process to identify adjustments to data exclusions (see Section 6.7 of this chapter). You are asked to attach a brief summary of the assessment process used and plans and schedules for correcting any weaknesses noted.

The Statement of Compliance form, with attachments, is due by December 31. Please send one copy of the form, with attachments, to the OSC and one copy to the Office of the State Auditor. The OSC will provide the required information to the Governor's Office.

DUE DECEMBER 31

Department/Institution

**STATEMENT OF COMPLIANCE WITH THE STATE
DEPARTMENT FINANCIAL RESPONSIBILITY AND ACCOUNTABILITY ACT
CRS 24-17-101 et seq.**

**Department of Personnel & Administration, Office of the State Controller
633 17th Street, Suite 1500 · Denver, CO 80202 · Ph. (303) 866-6200 · Fax (303) 866-3569**

THIS AGENCY HAS REVIEWED THE REQUIRED COMPLIANCE ELEMENTS FROM THE FINANCIAL RESPONSIBILITY AND ACCOUNTABILITY ACT AS DESCRIBED BELOW. A SUMMARY OF THE ASSESSMENT PROCESS USED IS ENCLOSED.

- (a) A plan of organization that specifies such segregation of duties as may be necessary to assure the proper safeguarding of state assets. [Examples of items the agency might consider when determining compliance are: organizational chart, procedure manuals, assignment of personnel.]
- (b) Restrictions permitting access to state assets only by authorized persons in the performance of their assigned duties. [Examples of items the agency might consider when determining compliance are: security (physical and information systems), annual inventories, clearances/bonding of staff.]
- (c) Adequate authorization and record-keeping procedures to provide effective accounting control over state assets, liabilities, revenues, and expenditures. [Examples of items the agency might consider when determining compliance are: reviews of existing procedures, audits (internal and external), review of monthly expenditure reports by cost center directors, segregation of duties, procedure manuals.]
- (d) Personnel of quality and integrity commensurate with their assigned responsibilities. [Examples of items the agency might consider when determining compliance are: use of state classified personnel system, internal personnel departments, personnel policies and procedures manual (classified and exempt), annual performance evaluations, job descriptions, cross training of staff, continuous training of staff.]
- (e) An effective process of internal review and adjustment for changes in conditions. This assessment shall include the identification of changes in protected and non-public information pursuant to C.R.S., 24-72.4-101 for publication on the Transparency Online Project (TOPS). [Examples of items the agency might consider when determining compliance are: internal review of procedures by each department, internal audits, TQM or similar process, risk analysis in order to target problem areas, training on policy/procedural changes, communication of expectations to staff, system to follow-up on recommended changes (both external and internal recommendations).]

STATEMENT OF COMPLIANCE

Enter or select agency. _____ has instituted and maintains systems of internal accounting and

administrative control and is is not** in substantial compliance with the requirements of the statute.

Summary of assessment process used is attached.

Department/Institution Executive Director/President	Printed Name	Date
Signature		

**if not in substantial compliance, the statement shall further detail specific weaknesses known to exist, together with plans and schedules for correcting such weaknesses. Attach plan and schedules for correcting weaknesses to this Statement of Compliance.

6.2 Management Representation Letter

Due to the detail, complexity, and compliance aspects of the State Controller's representation letter to the State Auditor, and in order for the State Controller to have a basis for making representations to the State Auditor, all department/agency/institutions are required to provide the State Controller with a signed copy of the department/agency/institution's representation letter to the State Auditor. The signed copy is due to your FAST field controller on the same day that it is provided to the State Auditor, which is dictated by the close of audit fieldwork by the Statewide Audit Team.

The State Auditor developed a standard format for the management representation letter to be used for audits covering FY10-11 and thereafter. Use of the standard format will simplify the review process in the OSC by allowing easier identification of required elements as well as unique items requiring further scrutiny.

6.3 IRS Forms 8038, 8038-G, 8038-GC, and 8038-T

IRS rules require Governmental Agencies issuing debt instruments that are considered tax exempt to file form 8038 – Information Return for Tax-Exempt Private Activity Bond Issues; 8038-G – Information Return for Tax-Exempt Governmental Obligations (for issuances greater than \$100,000); 8038-GC – Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales (for issuers of tax-exempt governmental obligations with prices of less than \$100,000); and/or 8038-T – Arbitrage Rebate Yield Reduction Penalty in Lieu of Arbitrage Rebate. In an effort to have a more thorough understanding of the financing agreements and debt instruments throughout the State and provide a basis for a centralized reporting process, the OSC is requiring all departments to submit a copy of these forms within one week of filing with the IRS.

6.4 Declared Disaster Emergency Tracking

As part of the statewide Continuation of Operations (COOP) planning process, the State Controller has determined that it is necessary to have a statewide mechanism to identify and report expenditures made in response to Governor declared disaster emergencies. This mechanism will be used to recover allowable costs from FEMA. The State Controller has selected program code as the mechanism best suited for tracking and reporting of emergency expenditures while causing the least impact on existing required COFRS coding.

As a result, each agency is required to establish a 9111 program code on COFRS. Program class is an agency controlled attribute, and it is recommended that agencies also use 9111 for that indicator. Program group, program type, and program category are centrally defined attributes in the chart of accounts, and the OSC has established program type 9111 and program category 9111 that must be used with existing program group PP (Public Protection) in setting up the program code.

Because there may be multiple Governor declared disaster emergencies within a fiscal year, it is recommended that agencies establish and require the use of separate internal coding (such as sub-object codes, appropriation codes, etc.) to track individual Governor declared emergencies.

6.5 Accounting for Funding Received Under American Recovery and Reinvestment Act of 2009 (ARRA)

Guidance for reporting ARRA funds is not included in this manual as it is a federal reporting requirement not an accounting issue. However, certain accounting parameters were established for tracking purposes. Because ARRA is temporary, these parameters have not been incorporated into this manual. Guidance can be found in Alerts published by the OSC, starting with Alert #184. Additionally, please see the OSC's website at

http://www.colorado.gov/dpa/dfp/sco/contracts/ARRA/ARRA_Main_Page.htm for further information.

6.6 Federal Funding Transparency and Accountability Act (FFATA)

Similar to ARRA, as reporting is a federal compliance issue rather than an accounting issue, guidance will not be provided in this manual for FFATA reporting. However, information is posted on the OSC's website at: <http://www.colorado.gov/dpa/dfp/sco/FFATA.htm>.

6.7 Transparency Online Project System (TOPS)

As a result of House Bill 09-1288, the OSC and the Governor's Office developed the Transparency Online Project. The bill required that many of the data elements contained in the State accounting system be made available publicly, and the resulting public website can be accessed at: <http://tops.state.co.us/>. There was a provision to exclude legally protected data, and each agency and institution provided exclusions at the time of implementation. However, the review of data needs to be ongoing to identify changing circumstances. Certification of the review is contained in annual FRAC statement discussed in Section 6.1 of this chapter. Additionally, each department's website must contain a link to the TOPS website.

6.8 Procurement Card Violation Report

Pursuant to Fiscal Rule 2-10, all incidents or procurement card misuse that are recurring, significant, or in excess of \$500 should be reported in writing to the State Controller at least annually. Reports shall be submitted to the OSC by November 1 each year. This Report should include results of any investigation or follow-up including corrective measures implemented to prevent or reduce the likelihood of future occurrences.

All incidents of procurement card suspected theft or embezzlement shall be reported according to Fiscal Rule 1-9.

6.9 Reporting Theft or Embezzlement

Pursuant to Fiscal Rule 1-9, any suspected theft or embezzlement of state funds shall be immediately reported to the chief executive officer, or delegate, and the chief financial officer of the state agency or higher education institution and appropriate action taken. A theft or embezzlement of state funds or assets totaling \$5,000 or more per incident shall be reported in writing to the State Controller. Also, the results of any investigation or follow-up including corrective measures implemented to prevent or reduce the likelihood of future occurrences must be reported in writing to the State Controller in a timely manner.

Loss or theft of sensitive or personal information as described in CRS 24-72-204 shall be reported immediately to the agency/ institution's chief executive officer (or delegate), chief financial officer and the State Controller.

CHAPTER 5: SECTION 7

UNCOMMITTED CASH RESERVES REPORTING

KEY DATES

August 9	Turnaround uncommitted cash reserves reports are distributed to agencies.
August 16	Due date for sending turnaround uncommitted cash reserves reports back to the OSC.
September 20	Uncommitted Cash Reserves Report due to the OSPB and the JBC.

CRS 24-30-207 requires the State Controller to prepare a report showing the amount of uncommitted reserves credited to each of the State of Colorado's cash funds. This report is prepared in accordance with the statutory definitions and may not agree to financial reports prepared on the basis of GAAP. The State Auditor must audit the report. The report is to be delivered to the Office of State Planning and Budgeting and to the Joint Budget Committee on or before September 20 of each year.

7.1 Cash Fund Defined

CRS 24-75-402(2)(b) defines "cash fund" as any fund, other than the state General Fund and any federal fund, established by law for a specific program or purpose.

The balances of each fund are generally reported at the fund and agency level except that certain higher education funds have been combined to more accurately reflect the activity in those funds.

7.2 Cash Funds Excluded

The following cash funds are specifically excluded from the cash reserves report:

- ♦ Any cash fund for which revenue is derived solely from fees, the amounts of which are established by the federal government;
- ♦ Any cash fund for which revenue is derived solely from fees set by the Colorado Supreme Court in the exercise of its exclusive authority to regulate the practice of law;
- ♦ Any cash fund for which revenue is derived solely from fees set by an enterprise, as defined in CRS 24-77-102(3) or a special purpose authority;
- ♦ Any cash fund that is established for capital construction;
- ♦ Any cash fund for which the reserve amounts are based on actuarial requirements;
- ♦ Any trust funds;
- ♦ Any cash fund with uncommitted reserves of less than \$50,000;
- ♦ The Petroleum Storage Tank Fund;
- ♦ The Hazardous Substance Response Fund;
- ♦ The Land and Water Management Fund;
- ♦ The Brand Inspection Fund;
- ♦ The Colorado State Fair Authority Cash Fund;
- ♦ The Highway Users Tax Fund (except the Emergency Medical Services Fund, Colorado State Titling and Registration Fund, and the AIR account);
- ♦ The State Highway Fund;
- ♦ The Workers' Compensation Cash Fund;
- ♦ The Workers' Compensation Cost Containment Fund;

- ♦ The Judicial Performance Cash Fund;
- ♦ The Disabled Telephone Users Fund;
- ♦ The CBI Identification Unit Cash Fund;
- ♦ Buildings and Grounds Cash Fund;
- ♦ Judicial Information Technology Cash Fund;
- ♦ Motorcycle Operator Safety Training Fund;
- ♦ Private Activity Bond Allocations Fund;
- ♦ High Cost Administration Fund;
- ♦ Public School Construction and Inspection Cash Fund;
- ♦ Medical Marijuana License Cash Fund;
- ♦ Emergency Fire Fund;
- ♦ Wildland Fire Equipment Repair Fund;
- ♦ Wildland Fire Cost Recovery Fund; or
- ♦ Any cash fund used to fund a single program if the program has been in existence less than two full years.

7.3 Fund Balance

Fund balance is the net of total assets (including Type 23 account balances) and total liabilities in each fund as of fiscal year-end.

7.4 Exempt Assets

Exempt assets are any long-term assets or nonmonetary current assets held by the fund at fiscal year-end. “Nonmonetary” current assets are those that either cannot be converted to cash or are held with the intent of being used rather than converted to cash, including but not limited to consumable inventory and prepaid expenses.

7.5 Previously Appropriated Fund Balance

Previously appropriated fund balance is that portion of fund balance that has been appropriated for capital construction or other multi-year purposes. Funds to be transferred per a continuous appropriation in statute are considered to be a multi-year purpose and therefore should be included in the previously appropriated fund balance. However, reserve transfers mentioned in the Long Bill are not necessarily considered multi-year and will need to be evaluated on a case-by-case basis to determine whether they fit the description of previously appropriated fund balance.

7.6 Fee Revenue

Fee revenue means any moneys collected by an entity, except that fee revenue does not include:

- ♦ Any moneys collected from sources excluded from state fiscal year spending, as defined in CRS 24-77-102(17);
- ♦ Any moneys received through the imposition of penalties or fines or surcharges imposed on any person convicted of a crime;
- ♦ Any moneys appropriated from the General Purpose Revenue Fund (Fund 100);
- ♦ Any moneys received through the imposition of taxes;
- ♦ Any moneys received from charges or assessments, the amount of which is not determined by the entity;
- ♦ Any moneys received from gifts or donations;

- ♦ Any moneys received from local government grants or contracts;
- ♦ Any moneys received through direct transfers from another entity, enterprise, or a special purpose authority; or
- ♦ Any moneys received as interest or other investment income.

7.6.1 Fee Set in Statute

During FY10-11, a legal memorandum from the Office of Legislative Legal Services concluded that if a cash fund has fees set in statute, those revenues are not “determined by the entity” and are excluded from the fee revenue calculation, in accordance with section 7.6 in this chapter. In June, Reporting and Analysis will request from agencies a list of any new funds with fees set in statute and any changes to the prior year list of funds. The revenue needs to be segregated using revenue codes or sub-revenue codes so the activity can be adjusted out of the Cash Funds Uncommitted Reserves Report.

7.7 Nonfee Fund Balance

Nonfee fund balance is calculated by subtracting any exempt assets and previously appropriated fund balance from the total fund balance and multiplying the result times the ratio of nonfee revenue to total revenue.

7.8 Uncommitted Reserve

Uncommitted reserve is calculated by subtracting any exempt assets and previously appropriated fund balance from the total fund balance and multiplying the result by the ratio of fee revenue to total revenue.

7.9 Target/Alternative Reserve

Target reserve is defined as 16.5 percent of fiscal year expenditures. In some cases, an alternative reserve is used when there is a reserve limit established by statute.

7.10 Excess Uncommitted Reserve

Excess uncommitted reserve is the amount by which the uncommitted reserve exceeds the target/alternative reserve.

7.11 Turnaround Report

The OSC will prepare turnaround reports for agencies with any funds with uncommitted reserves greater than \$50,000 during the week following final close. These reports will be available on the Financial Data Warehouse (Diagnostic and OSC Reports page). Please save the report in EXCEL format, fill in any information regarding previously appropriated fund balances and alternative reserve balances and email it to DPA_RAmailbox@state.co.us with your explanations and statute citations. The turnaround reports are due back to the OSC by August 16.

