Various University Offices with Budgetary Responsibility

- **Accounting Office** is the reporting division of the Controller’s Office that maintains compliance with established accounting principles for high education. Faculty and staff typically interact with the Account Office related to transaction processing.
- **Accounts Payable** is responsible for processing billing and payments not related to payroll. This includes travel reimbursements and payment of items through check request vouchers.
- **Cashiers Office** is responsible for collecting and depositing funds in accordance with state regulations. Faculty and staff typically interact with the Cashiers Office related to paying university bills related to charges such as parking or health services (see paperless billing information) and collecting & processing deposits into university accounts.
- **Controller’s Office** provides accounting and business services for the instructional, research, and administrative components of the University. The Controller’s Office is responsible for providing processes, systems, and controls over financial functions so that the University has timely, accurate, and complete financial information for use in decision making. The Controller’s Office is also responsible for the preparation of the University’s annual financial statements. Faculty and staff typically interact with the Controller’s Office through the Accounts Payable division.
- **Payroll Department** is responsible for the preparation, processing, and distribution of all University payrolls and for compliance with all rules and regulations related to payroll. Faculty and staff typically interact with the Payroll Department with questions related to the distribution of the payroll for themselves or student employees. The Payroll Department works with Human Resources once employment paperwork is complete.
- **Procurement Services** is responsible to insure that purchases are made in a way that is cost and time efficient and follow regulations set by the state and university. Faculty and staff typically interact with Procurement Services when assigned a university procurement card, during the monthly reconciliation of charges from the procurement card, when determining the appropriate vendor for a purchase (larger or small), and when interpreting purchasing rules.
- **Student Financial Services** prepares billing statements for students, processes tuition payments, assists students in setting up payment plans, validates student registrations, and issues refunds. Faculty and staff typically interact with the Student Financial Services office when working with programs that provide financial support for students.

Types of Accounts

- **University Operating Accounts** follow a fiscal year that begins on July 1. Each account is assigned a fund, organization, and program number. Funds in these accounts do not typically role from one fiscal year to another and subject to all state and university regulations. Faculty and Staff typically interact with these accounts for departmental operating funds, grant funds, or program level funds.
- **Revenue Generating Accounts** (also called Ledger Two accounts) do not have to be spent in a single fiscal year. Such accounts are typically associated with a project or activity in which participants pay fees directly to the program or through special registration and where no state funds are included in the Revenue Generating Account. Expenditures from these accounts are subject to all state and university regulations.
- **Endowed Foundation Accounts** are established so that a portion of the revenues from investment can be spent, but the principal remains untouched or is increased to allow for
continuation of the account. Such accounts are typically associated with scholarships and faculty awards and have guidelines established by the donors to govern the use of funds. All expenses must meet the guidelines and procedure established by the Winthrop Foundation.

- Unrestricted Foundation Accounts are maintained by the Winthrop Foundation, but differ from endowed accounts in that the principal can be spent. All expenses must meet the guidelines and procedure established by the Winthrop Foundation. Such accounts are typically associated with Department or programs in which donors can contribute to support activities beyond those possible through the operating budget provided by the university.