**GENERAL FUND BUDGET JOURNAL BASICS**

**The** [Office of Budget and Fiscal Planning](https://www.colorado.edu/bfp/) **(BFP) manages the Boulder campus general fund budget. The general fund consists of funds 10, 11 & 12. Fund 10 is** used to account for the major revenue and expenses of the university’s primary mission of instruction and the related support services of academic support, including student services, institutional support, operation and maintenance of facilities (plant) as well as scholarships and fellowships. Fund 11 is the indirect cost recovery (ICR) fund, used to account for the facilities and administrative cost (F&A or indirect cost) reimbursement to the university from sponsored projects and departmental administration indirect cost recovery (DAICR) distributions. Expenses and charges that are incurred to support the research mission of the university that are funded from ICR and DAICR should be captured in fund 11.  Fund 12, the cost share for general fund is used to record expenses incurred to accomplish sponsor requirements of the associated sponsored project. Fund 12 speedtypes are funded with cash transfers and are not budgeted.

**Fund 10 budget is considered spending authority, the allocated expense budget plus or minus any changes are the funds available for expenditures. The budget consists of continuing and temporary funds. Continuing budget is recurring each fiscal year while temporary budgets are one-time funds. Continuing budget is adjusted using the B\_CUR\_CONT ledger and temporary budget using the B\_CUR\_TEMP ledger. Revenue budget is allocated to general campus speedtypes that are managed by BFP.**

**Fund 11 holds DAICR/ICR budget and should only be moved between fund 11 speedtypes. There are a few exceptions when budget transfers between funds 10 & 11 will be allowed, refer to** [DAICR Budget Guidelines](https://www.colorado.edu/controller/2023/12/01/daicr-budget-and-transfer-guidelines)**. Contact** BFP@Colorado.edu **prior to submitting a fund 10/11 transfer.**

**To maintain the integrity of the general fund, budget journals are audited and approved centrally by BFP.**

**BFP’s general fund BJE auditing criteria for approval is:**

* **Between fund 10 speedtypes or between fund 11 speedtypes only**
* **Open accounting period**
* **Header description of BJEs purpose**
* **Boulder campus speedtypes only**
* **Budget in whole dollars**
* **Balanced debits and credits**
* **Expense budget increase = debit**
* **Expense budget decrease = credit**
* **Current ledger (B\_CUR\_CONT or B\_CUR\_TEMP)**
* **Expense accounts only**
* **Overwriting the default line descriptions with an abbreviated purpose is recommended**

**For information about general fund position budgeting, moving cash transfer funds to a budget category, or other BJE or budget questions please contact:** BFP@Colorado.edu

Arts and Sciences departments submit BJE requests with the [A&S Budget Office](https://www.colorado.edu/asfacultystaff/budget)