SOFI FINANCIAL STEWARDSHIP

These guiding principles apply only to the use of SOFI funds: 99100A and 99200A. They do not apply to funds outside of the SOFI umbrella such as Contracts, Grants, Restricted Gifts, etc.

Guiding Principle #1 – AVAILABLE FUNDS

SOFI does not change the amount of funds available. We still have the same fiduciary responsibility to ensure expenditures do not exceed our budget.

Guiding Principle #2 – BUSINESS PURPOSE

Under SOFI, we still must ensure that expenditures are appropriate for business reasons.

Guiding Principle #3 – ALLOWABILITY

Under SOFI, we must continue to ensure costs are allowable, reasonable, and fall within our policy guidelines in general. What changes by using SOFI funds, is the need to determine whether an expense is allowable on the specific fund source available. If the first two tests of fund availability and business purpose are met, the expenditure can be made on SOFI funds. For example if, Salary Cap Gap, GCCP, HSCP, Exceptional Entertainment, etc., meet the first 2 guiding principles, they can be charged to SOFI funds.

In order to manage source fund constraints at a central level, it is critical that all expenditures are properly recorded with the correct data fields that identify those constraints. Expenditure account codes, job title codes, description of service (DOS) codes, and program codes are the main data points that capture the identifying information. In some instances, organizations may be established or identified as cost centers attributable to a particular source or sources (e.g., the Utilities organization within Facilities Management).