Fiscal Protocols for Staff Affiliate Groups
Human Resources
Fiscal Year 2021-2022

Human Resources Contacts

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Purpose of the Funds

Funding is available for programs/events that address training and career development needs or for staff events as a vehicle for achieving campus equity, diversity and inclusion goals through community.

Eligibility for Funds

To be eligible for funds, staff affiliate groups must register with Human Resources for that fiscal year and have, at minimum, a chair and a treasurer.

Financial Stewardship

The chairs and treasurers are responsible for the fiscal management of allocated funds according to these guidelines and University policies and procedures. It is strongly suggested that the treasurer have a fiscal background and access to UC San Diego’s financial systems. If there is a change in chair or treasurer, the staff affiliate group must notify Human Resources.

All expenses must abide by University and State regulations and meet audit requirements set by Human Resources. Human Resources guidelines may be stricter than University policy because some funds are restricted by UCOP in their use. The chair and treasurer are accountable to Human Resources for appropriate use of funds and the chair’s approval via email or signature is required before expenditures are incurred.

Use of Funds

Funds are for UC San Diego staff events and programs held virtually or at UC San Diego locations. Events held at a non-UC San Diego location must be funded through other sources (fundraising, membership dues, or special funding requests).

Funds are allocated for specific programs/events. Use of allocated funds for purposes other than originally proposed requires prior approval from Human Resources.

Each staff affiliate group is assigned an Oracle chart of account string with project number to be used solely for funds allocated by Human Resources and for the approved expenses. Funds from Human Resources are not to be mixed with any other funds without approval from Human Resources.

Funds are intended to cover:
Fiscal Protocols for Staff Affiliate Groups
Human Resources
Fiscal Year 2021-2022

- Marketing materials
- Facility rentals or special event rentals, including audio/visual equipment rental fee
- Supplies directly related to the purpose of the event.
- Light refreshments per UC policies and procedures.
- Guest parking reservations at UC San Diego locations.

Funds are not intended to cover:

- Alcohol
- Gifts, gift cards, or flowers (cash or non-cash gifts for employees or non-employees)
- Standard or special entertainment
- Equipment purchases of any kind regardless of cost
- Late fees
- Scholarship programs

The following require prior approval from Human Resources:

- Transfer of funds to/from the staff affiliate group initiated outside Human Resources
- Deposits or cost transfers (RACTA) to/from the staff affiliate group initiated outside Human Resources
- Promotional items with UC San Diego logo and/or staff affiliate group logo
- Speaker fees/honorarium – University Events Office (UEO) contract is required and there is a $10 processing fee. Academic Personnel Office approval is required for honorarium payments for academics.

Funds not expended by fiscal year-end will not be carried forward to the next fiscal year.

Requesting Funds

A Funding Request Worksheet must be submitted by Thursday, September 16, 2021 to Human Resources.

Transaction Processing

Treasurers with access to UC San Diego Financial Systems are required to process online financial transactions for the staff affiliate group. Treasurers who do not have online access should contact Human Resources prior to purchases to make arrangements.

In the event a staff affiliate group needs to reimburse its treasurer, another executive board member should process the reimbursement. If no other executive board members are able to process the reimbursement, then Human Resources must process the transaction in order to maintain an appropriate segregation of duties.

Staff affiliate groups are responsible for providing Human Resources with all documents and pertinent information needed for each transaction including chair approval. Incomplete documents will be returned to the treasurer for completion.

Post-Event Requirements

After the funding requests have been approved and the activity has been held, the staff affiliate group must submit the following to Human Resources no later than 10 business days after the event:
Fiscal Protocols for Staff Affiliate Groups
Human Resources
Fiscal Year 2021-2022

- Final event worksheet
- Receipt(s) for covered expenses
- Sample of marketing for the event
- List of event participants

Other Funding Requests (Subject to availability and HR pre-approval)

- **Staff Picnic Funding:** Each year, registered staff affiliate group may request up to $150 to purchase promotional items for distribution at the annual Staff Summer Celebration.

- **Affiliate Group Retreat Funding:** Each year, registered staff affiliate groups may request up to $15 per executive board member in attendance for a planning retreat.

- **One-Time Funding:** No more than one time per year, staff affiliate groups may request additional funds for an unplanned event/meeting. This is intended for responsive, time-sensitive events.

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Chart of Account Strings for Affiliate Groups

<table>
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<tr>
<th>ESA Name</th>
<th>Old Index</th>
<th>Oracle Chart of Account String</th>
<th>PPM Fields Project Task</th>
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