**University of Colorado Denver | Anschutz Medical Campuses**

**Managing Student Fees**

**Items to Remember at the Prior to End of Current Fiscal Year**

* **Student Fees and Reserve Speedtype Listing:** The Finance Office previously sent each school, college, or administrative unit a listing of their student fee speedtypes and any associated fee reserve speedtypes for confirmation earlier in the fiscal year. Notify Finance if there have been any changes since the last confirmation as to how these speedtype are being used or if there are any missing speedtypes.
* **Review Your Student Fee Speedtypes –**Ensure expenses charged to a student fee speedtype are related that fee’s activity only. Comingling of unrelated financial activity is unallowable (for examples of allowable and unallowable financial activity consult the “*Student Fee Request Submission Requirements and Process”* guidance document – See web link below).
* **Cost Reimbursement** – reimburse the student fee speedtype for any unallowable charges identified from your review prior to fiscal year end close.
* **Reserve Spending Plan** - Before a reserve (Fund 72) is established or supplemented via a carry forward or transfer, a spending plan must be approved by the applicable Senior Business Administrator on the Denver Campus, the Anschutz Medical Campus Senior Administrator, or Associate Vice Chancellor or above for administrative units via email and sent to the Finance Office by **August 15th** of each year.
* **Spending Plans** - must include the balance at June 30, specify the amount anticipated to be spent in each of the next four fiscal years (if applicable), and includes a spending plan description.
* **Cash Transfers** – Only allowed from /to a student fee speedtype and the related Fund 72 reserve (1 to 1 relationship) with a pre-approved spending plan.
* **Carryforwards (Unspent Fee Budget)** **At Fiscal Year End**
* All carryforward balances at the end of the year must have a specific spending plan in place detailing the use of these funds in the following fiscal year. Carry forward spending plans are due to the AVC of Budget by **August 15th**
* Must be transferred back to the original speedtype that the carryforward was generated in the following fiscal year.
* If it appears that there is not an approved use of the carryforward funds after one year, the fee must be reduced in the next fee cycle(s) to reflect actual/anticipated student fee expenses.
* **Budget and Finance Support** – Contact Budget and Finance for assistance with:
* Reconciling student fee revenue and expenses recorded in the general ledger.
* Existing Cognos report to assist with student fee reconciliations.

**For more information on managing student fees, view the following web links**:

* [Institutional Student Fee Plan](http://www.ucdenver.edu/about/departments/Budget/TuitionFeesPolicy/Documents/FY%2016-17%20Student%20Fee%20Plan%20FINAL.docx)
* [Student Fee Request Submission Requirements and Process](http://www.ucdenver.edu/about/departments/Budget/TuitionFeesPolicy/Documents/FY%2018-19%20Process%20and%20Timeline.docx)
* [Reserve Funds and Reserve Fund Transfers Policy](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/Reserve%20Fund%20Policy%20Final.pdf)