Departmental RCDE Support Index Information

The departmental RCDE support indexes have been in place now for almost two fiscal years. Following is some additional information in response to some of the questions that have arisen regarding these indexes. Please note that these indexes were designed to reflect actual expenses associated with RCDE programs supported by on-campus departments and are critical for university legislative compliance.

Purpose
The departmental RCDE support indexes were created to account for RCDE funds transferred to main campus departments and how those funds are spent. These indexes also keep these funds separate from other departmental funding sources. At yearend, reports are generated from these indexes showing the types of expenditures that were paid (i.e., salary, wages, benefits, operating). This breakout is then applied back to the RCDE line items for expenditure reports sent to the Board of Regents and the Legislature.

Recording of Expenses
It is very important to record the departmental expenses associated with the RCDE funds in the department RCDE support index. These funds are being transferred to the department for specific programs, and expenses associated with these programs should be posted to these indexes. For example, if RCDE transfers funds to a department for teaching a class, the salary expense of whoever taught that class should be paid from the RCDE index. If expenses associated with the RCDE funds are not posted to these indexes, there is a potential audit risk of not properly using state appropriated/tuition funding.

Uses of Funds
A memorandum of understanding is completed for all RCDE transfers that explains the purpose of the funds. The department is responsible for spending the funds according to the MOU. It is understood that some agreements with RCDE will generate a “profit” for the department. These profits should remain within the RCDE support index but can be spent at the discretion of the department.

Carry Forward
Carry forward balances in the RCDE support indexes will be rolled into the next fiscal year. However, it should be understood that funds should mostly be used in the fiscal year in which they were transferred. Budget & Planning will periodically generate reports of current balances and inform departments of any that are greater than 25% of the total funding available.

Deficits
The departmental RCDE support indexes were setup within each department’s financial organization. They are the responsibility of the department; and, therefore, any deficit in these indexes is the responsibility of the department. Deficits should be resolved annually.

Transfers from RCDE Support Indexes
Transfers by departments from the RCDE support indexes are not allowed. The reason for this limitation is because of the difficulty in tracking expenses on these funds once they leave the RCDE support index and are merged with other funding sources.

We hope this information provides additional clarification regarding the departmental RCDE support indexes. If you have any additional questions, please contact Janis Morales in RCDE at janis.morales@usu.edu, Kathy Clements in RCDE at kathy.clements@usu.edu or Tracy Sorensen in Budget & Planning at tracy.sorensen@usu.edu.