

## Other Sources Fund

From: Dean's Office

Activities generating revenue will likely fall into one of two categories, Sales and Service (if budget meets the threshold of \$25,000 or more) or Other Sources (if budget is less than \$25,000). Please provide additional information to [accounts@ea.ucla.edu](mailto:accounts@ea.ucla.edu) to determine how best to proceed.

Name of event

PI Responsible for Event

Short description of event

Date(s) of the event

Please provide an estimated budget (personnel, travel/entertainment, and materials/expenses) reflecting anticipated total costs for the conference, symposium, or workshop.

Please provide an estimated number of participants. Note registration fees should reflect break even rates.

Will participation be primarily internal (UC attendees) or external?

Will federal funds be recharged?

Is sponsorship anticipated?

Provide an appropriate Expense Acct/CC

Upon review and final determination that an Other Sources Fund is appropriate, the Dean's Office will request the establishment of an Other Sources Fund to be administered under the home department.

Departments can reach out to UCLA Payment Solutions and Compliance to set up a CASHNet Emarket Storefront to accept credit card payments for registration fees.

<https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/cashnet-emarket-storefront-setup>

Once the event has ended, the home department will clear all encumbrances ensuring that invoices are paid out to vendors, cover overdraft with unrestricted funds or request that surplus balance be transferred to a net revenue fund under the PI's account/cost center, and work with General Accounting to close out the fund.