

# Finding Non-General Fund Balance

## FINDING YOUR FUND BALANCE

### Statement of Account Financial Summary

#### Statement of Account Financial Summary by Fund

Organization Range 0000,99999 -- Program Range 0000,9999 -- Function Range 00,99 -- Activity Range 0000,9999

Nov-14 0222 ITS Production Svcs-Multi-Media Fund

Revenue Over (Under) Expense: (6,112.52) \*Fund Balance: 31,227.48

\*Fund Balance reflects Beginning Unrestricted Net Assets plus Revenues less Expenditures and Encumbrances. Users will need to review this data in conjunction with Cash Balance

	Period Actual	Object Code	Object Description	Beg Balance	Original Budget	Current Budget	Encumbrance	Year-to-Date Actual	Budget Variance	End Balance Actual	% Committed
<b>Assets/Liabilities</b>	313.01	01100	Cash &Cash Equivalents [P]	32,879.36	0.00	0.00	0.00	(1,751.88)	1,751.88	31,127.48	
	0.00	02000	Accounts Receivable, Net [P]	0.00	0.00	0.00	0.00	100.00	(100.00)	100.00	
	0.00	02700	Prepaid Expense [P]	4,460.64	0.00	0.00	0.00	(4,460.64)	4,460.64	0.00	
<b>Fund Balance</b>	0.00	16000	Unrestricted Net Position [P]	(37,340.00)	0.00	0.00	0.00	0.00	0.00	(37,340.00)	
<b>Revenue</b>	0.00	37000	Sales &Services [P]	0.00	0.00	0.00	0.00	(5.00)	5.00	(5.00)	
<b>Expense</b>	(313.01)	60000	Supplies/Svcs/Eq Control [P]	0.00	14,300.00	14,300.00	0.00	6,117.52	8,182.48	6,117.52	42.78

#### Statement of Account - Financial Summary

The report can quickly tell you the financial status of an account. It will also reveal the beginning and ending fund balance (hint=you must enter only the fund number to get these balances)

It is important to track the *cash balance* as well as the *fund balance* for Non-General Fund accounts. To find the fund balance information, run the Statement of Account Financial Summary report for the fund. An example of the output is displayed above.

For questions, please contact Financial Accounting & Reporting Services at 3-6520 or email [tonya.gerbracht@uni.edu](mailto:tonya.gerbracht@uni.edu)

# Finding Non-General Fund Balance

To find your beginning Fund Balance:

- Locate the Unrestricted Net Position row and the Beg Balance column
- In the example above, the beginning Fund Balance is (\$37,340) – *note that negatives are positives and vice versa.*

To find your ending Fund Balance:

- Locate the Fund Balance figure at the top of the report. In the example, the fund balance is \$31,227.48 (*here positives are positive and negatives are negative*)
- Fund balance reflects the beginning Fund Balance plus YTD Revenues minus YTD Expenses and Encumbrances.
- As noted, users will need to review this data in conjunction with the Cash Balance (Cash & Cash Equivalents Ending Balance Actual – in the example above: \$31,127.48)

For questions, please contact Financial Accounting & Reporting Services  
at 3-6520 or email [tonya.gerbracht@uni.edu](mailto:tonya.gerbracht@uni.edu)