

**Policy Number: 703.3**

**Policy: Scholarship and Stipend Reserves**

**Effective Date: May 1, 2009**

**Revision Date: July 1, 2012**

**Responsible Party: University Budget Director**

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**PROCEDURE:**

- I. Establishment of Scholarship and Stipend Reserves:
  - A. The Executive Budget Committee may authorize establishment of Scholarship and Stipend Reserves.
  - B. The Executive Budget Committee will determine the purpose, funded amount, and use of Scholarship and Stipend Reserves.
  - C. The Executive Budget Committee will authorize establishment of the necessary accounting elements to track financial activity.
    1. A Designated Fund and index number will be created for the purpose of recording the associated funding transfers in and out for the Scholarship and Stipend Reserves.
    2. A General Operating index will be created to record the actual scholarship expenses
    3. A General Operating index will be created to record the actual stipend expenses
- II. Transfers into Scholarship and Stipend Reserves
  - A. Excess General Operating Funds from annual salary savings may be transferred into the reserve funds.
  - B. Operational budget savings may be transferred into the reserve funds.
- III. At fiscal year-end, an amount of funds sufficient to cover actual scholarship and stipend costs may be transferred from the associated designated reserve funds into the General Operating fund.

**REFERENCES:**