



**LOYOLA UNIVERSITY CHICAGO
CARRY FORWARD POLICY - MISSION AND MINISTRY
MDS CHAPEL WEDDINGS**

Policy Administrator: Budgeting and Financial Analysis
Effective: July 1, 2009
Updated: July 1, 2009

Purpose

During Fiscal Year 2008 LUC adopted the practice of allowing weddings to take place at Madonna Della Strada. This will allow unspent fees to be accumulated to fund related operating and capital expenditures related to Madonna Della Strada. After the adoption of this policy the carry forward will be based on the amount previously carried forward, adjusted for the difference between actual fees and actual expenditures. Account unit 670031 has been established for this purpose. This account will be controlled by the budget manager. The carry forward account will be overseen by the Financial Planning and Budgeting Department (FPBD). Under no circumstance will a carry forward account be allowed to be overdrawn at year end.

Scope

To provide guidelines for annual carry forward expenditures. To monitor and track carry forward compliance.

Who should know this Policy

President
Vice President of Student Affairs
CFO
Associate VP of Finance
Budget Manager

Definitions

Surplus: An annual accumulated excess of revenues over expenditures.

Deficit: An annual accumulated excess of expenditures over revenues (this will be allowed only to the extent of the beginning balance carry forward).

Capital Expenditure: Purchases of assets, where the transaction is recorded on the balance sheet, rather than as operating expenditure, for items having a useful life greater than one year and a cost of \$5,000 or more.



Carry Forward: Funds retained or carried over from one fiscal year to the subsequent fiscal year.

Procedures

A carry forward balance was determined at June 30, 2009 and it will become the starting point for this calculation. All fees collected will be recorded in the account together with all related expenses. The account balance at June 30th will be the basis for the amount to be carried into the next fiscal year. It is critical that all expenditures related to the fees are recorded in this account.

Listings of expenses to be supported by wedding fees are as follows: (*Other accounts can be approved*)

- 4040 – Facility Rental
- 4999 – Internal Revenue From Rec
- 5033 – Supplemental Salary – Professional
- 5110 – Staff Salary – FT Exempt
- 5120 – Staff Salary - Non Exempt
- 5310 - Student Worker
- 5320 - Graduate Student Stipend
- 5800 – Benefit Expense – Faculty
- 5803 – Benefit Expense - Staff
- 6110 - Supplies Instruction / Program
- 6252 – Professional and Consulting
- 6742 – Prizes, Awards, Honorable
- 6830 – Other Expenses

The amount of carry forward balances at the end of the fiscal year must be calculated and approved by the FPBD generally in September of the following fiscal year. Annually during the normal budget cycle, the department must submit to FPBD a rationale as to the future use of these funds which will form the basis for the budget of this account. In general, the carry forward will not be allowed to exceed an amount which would reasonably cover future expenditures. All expenses and revenues should be booked in the 670031 account units, unless otherwise approved by the FPBD. Any carry forward expenditures not booked correctly will be charged back to the appropriate accounting unit.

Limits on Carry Forward Balances

Mission and Ministry may carry forward year-end wedding revenue balances for the future support of Madonna Della Strada. Transfers to or from carry forward accounts require appropriate documentation review and approval by the FPBD. However, they are budgeted in a matter similar to gifts.



Carry forward balances will vary over time. The carry forward balance will not be allowed to have a year end deficit. Only Expenditures related to the designated wedding revenue may be spent from the 670031 account, and all related payments must be made from the appropriate account. Carry forward balances in 670031 accounts must be spent in accordance with the approved expenditure plan.

Expenditures of carry forward funds which would create an ongoing funding obligation for the University are not permitted. Carry forward funds will not normally influence the allocation of operating budgets, but may be considered when allocating one time operational or project funds. Documentation supporting those funds carried forward under the provisions of the plan must be forwarded to the FPBD prior to the final carry forward approval (generally September). This material should be transmitted when the expenditure plans have been developed. Carry forward funds may not be used to create permanent positions.

The only Mission and Ministry account currently approved for carry forward status is wedding revenue.

Financials

Revenue – 670031

\$1500 Flat fee for weddings at MDS

Fees - 670031

\$50 Fee to St. Ignatius to register weddings at the parish
\$50 Sacristan to set-up for liturgy – usually a student or staff
\$60 Fee to security for bride’s room & event (Information Commons)
\$225 Music director – usually a staff person
\$175 Cantor – usually a staff person
\$125 Wedding coordinator – usually a staff person
\$100 Fee to conference services for contract processing
TBD Millard cleaning

Variables to anticipate

- Reimbursements to the couple if cantor or musician is not used
- Exceptions for “hard case” couples – fee lowered at discretion of Father Dorsey
- Refund policy – full refund up to 2 months prior to the wedding date. No refund for cancellations 2 months prior to the wedding date.

Process

- The couple sends Administrative Assistant (AA) a check for \$1500 to reserve a wedding date.



- The administrative assistant forwards the check to Conference Services who deposit the check in their account to create an account for the contract to use LUC facilities.
- Conference Services transfers the funds to 670031-4040
- After the wedding takes place payments are made to the 8-9 areas listed above.
- All profits will then be shown in available amount in 670031

For questions regarding this policy, please contact the Financial Planning and Budgeting Department.

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