University of California
SAS 112 Key Controls Documentation

Campus: __UCSF_____

Area	J. – Program Income (A-133)	
Key Control	A program income fund is established, and deposits are liquidated against a specific sponsored project.	
Risk	Federal awarding agency could withhold cash payments, suspend or terminate the current award, or withhold any further awards to the recipient. (OMB A-110 C62)	
Control Objective	To provide reasonable assurance that program income that is earned during the course of a sponsored project is recorded in a separate fund, is liquidated on a periodic basis, and is reported accurately to the federal awarding agency.	
Department or group with primary responsibility	Principal Investigator (PI), Department Research Services Analyst (RSA)	
Roles, Responsibilities and Accountability		
(Who performs the control) PI / RSA: Extramural Funds:	*(Description of the control steps)* * Notifies the Controller's Office that program income is being generated on a sponsored project, and that a program income fund must be set up, using the same fund attributes as the sponsored project. * Makes cash deposits to the program income fund. * Liquidates the program income fund by crediting the sponsored project fund, and debiting the program income fund, following the specific guidelines established by the university in July 2005. * Reviews the financial status report to ensure program income is accurately reflected. * Sets up a program income fund, when notified by the department that program income will be generated on a sponsored project. * Reports all deposits to the program income fund on the financial status report. * Closes out the program income fund when the sponsored project fund terminates.	
Other Department Office of Budget and Resource Management	Other	*
Automated or Manual	Manual	
Frequency	PI / RSA: Quarterly Liquidation Extramural Funds: Quarterly Review	
Special Year-end Activity	All program income funds must be fully liquidated by June 30th each year, and fund balances must be zero.	
Additional Campus Data		
Audit Control Test		
Evidence of Review		
Compensating Control Where Applicable		
Description		
Process		

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