



Restricted Fund Accounting Policies and Procedures
State Custom Fit General Policies
 Effective Date: July 1, 2009
 Board Approval: June 9, 2009

1. Purpose.

To define budget and accounting policies governing State Custom Fit training agreements. These policies are in addition to applicable general policies governing all contracts and grants covered in Policy 06-01 of this manual and are consistent with the policies developed by the Custom Fit Council and approved by the UCAT Trustees.

The Utah State Legislature appropriates funds to the Utah College of Applied Technology (UCAT) to provide customized job training through its applied technology service regions. UCAT allocates these funds to each service region to provide this training, which aims to bring education and business together to encourage economic development. Each service region enters into individual master agreements with businesses to provide training to qualified companies.

2. Policy.

- A. It is the responsibility of the Custom Fit Department to prepare all preliminary and final training agreements and conduct all negotiations for State Custom Fit training agreements including preparation of budgets and program reports in a timely manner as required by UCAT and its "UCAT Service Delivery Areas Custom Fit Agreement"; and to maintain an adequate audit trail for each training agreement.
- B. The Custom Fit Department shall be responsible to properly account for all costs charged to each individual training agreement following procedures and guidelines established by UCAT and TATC accounting policies and procedures.
- C. The Custom Fit Department shall be responsible to maintain the UCAT Access System of all training agreements and related accountability reports; to review all costs charged against each training agreement to ensure that expenditures, billings, and budget controls are in compliance with contractual and statutory requirements. The VP of Finance and Operations will be responsible for recording the Custom Fit revenue and expenditures in the accounting system.
- D. Each training agreement and its related budget must be approved by the TATC Custom Fit Administrator or designee prior to the beginning of training or making related purchases or encumbrances.
- E. Amounts requested for training agreements by the Custom Fit Department shall be limited to the amount allocated to the service region by UCAT, plus any additional funds UCAT makes available on a statewide case-by-case basis. The amount billed for each training agreement must not exceed the actual justifiable costs charged to that agreement within its budgetary limits. Settlements will only be submitted by Fiscal Services upon receipt of original copies of the program report from the Custom Fit Department.
- F. Only direct training costs, as approved by the UCAT Training Committee, may be charged to State Custom Fit training agreements. Administrative and overhead costs are funded through corporate contributions and, as necessary, augmented with general fund appropriations.
- G. All costs charged to training agreements, including personnel and other, must be made in accordance with procedures 06-03 and 06-04 of this manual and UCAT Custom Fit Policy.