**Procedure**

Funds received for disaster recovery will be tracked in a manner that promotes ease of identification of funds and uses.

**Responsibility Matrix**

|  |  |
| --- | --- |
| Action | Responsible Area |
| Record deposits of funds received | Plant Accounting |
| Determine recovery funding | AVC/AVP Finance |
| Record funding entries | Plant Accounting |
| Respond to deficit balance inquiries | Plant Accounting |

**Record Deposits**

* All funds received for disaster recovery will be deposited locally, in the appropriate fund code (generally fund group 2 – designated)
* Funds received will be recorded at UH System and then transferred to the appropriate campus.
* Funds will be identified using the following accounts:
  + Insurance Proceeds are recorded as: 30999 – INSURANCE/OTHER SETTLEMENTS
  + Disaster funds received from the Federal Emergency Management Agency (via the Texas Department of Emergency Management) are recorded as 30999 – INSURANCE/OTHER SETTLEMENTS

**Fund Local and Capital/Construction Recovery cost centers**

* Plant Accounting will fund local recovery and capital/construction recovery cost centers at the direction of the AVC/AVP for Finance.
* Plant Accounting will prepare a recommendation for funding at the end of each fiscal year, based on the following criteria:
  + Project status/completion
  + Recovery funds received/available
  + Recommendations of disaster recovery consulting personnel
* Funding entries will be recorded as equity transfers from depository cost centers to recovery cost centers.

**Deficit Balance Inquiries**

* Disaster recovery cost centers are easily identified by program code.
* Plant Accounting will respond to annual fiscal year end review of deficit balances for all program codes associated with the disaster program codes.
  + In the event that departmental recovery cost center expenditures exceed the recovery budget, departmental personnel will be responsible for providing explanations.