

College of Education Conferences, Conventions, Workshops, Institutes and Camps

Effective March 4, 2010, all web sites and printed materials, e.g., brochures and registration materials for conferences, etc. hosted by any unit in the College of Education must include the following statement in their content: **“Proceeds may be used in general support of the College of Education.”**

Conference Procedures

Hosting a conference in Education is a financial activity of the University and conference coordinators must comply with University guidelines. Conferences have the following components:

- Coordinate conference-related activities
- Negotiate and purchase goods and services for the conference
- Negotiate and execute contracts and service agreements
- Registration processing
- Create a conference website

The Dean’s Office can assist the conference coordinator with the negotiation and execution of contracts and service agreements. To ensure a successful conference, regardless of the source of funds, please follow these procedures.

Procedures

1. Prepare a preliminary balanced budget with an itemized list of revenue and anticipated expenditures based on anticipated participation numbers. Conference budgets over \$100,000 require approval of the Dean’s Office and must be received in the Dean’s Office at least 3 (three) months in advance of the conference; conference budgets under \$100,000 can receive approval from a Department Chair or Associate Dean. Conference budgets are to be submitted to the Department Chair via the director of the conference; Directors of College-wide centers should route conference budgets through the Associate Dean to whom they report. Post conference revenues and expenses will be compared to the budgeted revenues and expenses to identify variances.
2. Be aware that contractual negotiations must comply with University policy and you must forward contracts to the Office of the Vice President and Chief Financial Officer for approval.
3. Although conferences may be sponsored by multiple offices one office must take the lead financial responsibility. It is your responsibility to comply with all University guidelines with respect to financial activities, transactions and reconciliation. Disclose all sponsors for the activity, including any membership organizations or professional associations.
4. If the conference was held previously, obtain information about how many people attended the meetings, hotel rates, occupancy and reservations, and activities. Use this information as one measure to forecast needs for this year’s conference.
5. Obtain cost estimates for any goods and services needed for the conference, including considerations for: facility/meeting space rental, entertainment, meals and hospitality coffee breaks, food sales tax and gratuity owed to vendors, equipment rental, vehicle use, etc.
6. Begin collecting the text and graphic content for the website. Consider pages for each of the following: Contact information, hotel accommodations, general information about the conference, the conference program, call for papers and the following required College of Education wording, “Proceeds may be used in general support of the College of Education.”

7. The College of Education name and the department title must be included in all materials produced.

College-Wide Administrative Fee on Designated Funds-19 Accounts

Effective April 15, 2011, the College of Education was authorized by the UT Offices of the Executive Vice President and Provost, Legal Affairs, and Internal Audits to charge an administrative fee based on expenditures to Designated Funds-19 Accounts in the College. This fee is in support of the services that have been and will be provided by the Dean's Office to these units. The policy to charge an administrative fee was approved by the Dean and Department Chairs of the College of Education on February 22, 2010.

Funds maintained in Designated Funds units (19 accounts) have been internally designated by the University governing board or management to be used for special purposes and can be modified by management at any time. These funds are used to provide services to the campus and to the community so they receive external as well as internal income. These accounts are funded by General Fees, Incidental Fees, Information Technology Fees, Advising and Placement Fees, Indirect Cost Recoveries, Lease Cost Recoveries, Interest on General Fee, Interest on Temporary Investments, and Conference/Workshop Fees. (Office of Accounting at: <http://www.utexas.edu/business/accounting>)

The College-wide administrative fee was set at 15.464% of operations, and it is being applied to recover costs going back five years and also going forward, as outlined in the April 15, 2011 letter from the Vice President for Legal Affairs and the Director of the Office of Internal Audits to the Dean of the College of Education. The administrative fee is being calculated taking all expenses downloaded from COGNOS. These expenditures are being reduced by the amount of the University-wide administrative charge (currently 3.25%), and by any rent payments made from the expense account. The fee is being assessed going back five (5) years, i.e., FY2005-06 through FY2009-10, as well as going forward. In September or October, 2011 a transfer will be made to cover the 15.464% of expenditures for FY 2010-11. In September or October of each year after that, a transfer will be made to cover the administrative fee for each of the Designated Funds-19 Accounts for the prior fiscal year. Further, as new Designated Funds-19 Accounts are established in the College, they will be assessed the 15.464% fee on their operations.

The funds generated by this College-wide administrative fee will be held in a central account in the Dean's Office to be distributed back to the academic departments and College-wide Centers for graduate student support or other College-wide priorities as approved by the Dean. Currently, the Department Chairs are developing three-year plans to utilize these funds for graduate student support, and these plans require prior approval of the Dean before their implementation in the Fall of 2012.