

Fund Balance: Populating the Service Activity Rate Template

The adjusted fund balance and working capital should be calculated for every service fund. The over-under recovery should be calculated to determine if your fund has a surplus or a deficit. If you are over or under recovered, this impacts what you should charge your customers.

Complete the **Expenditures**, **Equipment Depreciation**, and **Salaries and Wages** tabs before completing the **Fund Balance** tab.

Step	Task
1.	You should already have run the Webi report to calculate the Fund Balance Report. See the Fund Balance: Running the Webi Report job aid for assistance.
2.	Open the saved Fund Balance Report in Excel.
3.	Click on EOY Fund Balance tab.
4.	Open the Service Activity Rate Calculation template. NOTE: Download the Service Activity Rate Calculation Template at the following location https://www.obfs.uillinois.edu/government-costing/service-activities/Urbana-Champaign-service-activity/ .
5.	Click on the Adjusted Fund Balance tab.
6.	Type in the End of Year Fund Balance amount for the fund from the newly exported Excel file. NOTE: Ensure that if the balance is negative, that you input the negative value.
7.	Type in the Fund Type 3E – Equipment Net Asset Value amount from the 3E Equipment heading in the Equipment Depreciation tab.
8.	Type in the Total “Cash” Expenditures (after adjust, etc.) amount from the Expenditures tab. NOTE: Use the amount in the Total Cash Expenditures box near the words in red To Adjusted Fund Balance Tab .
9.	Click the Save button. NOTE: This amount will automatically populate the Rate Summary tab.