

Provisos and Special State Appropriated Funds

Expenditure Monitoring and Information

The Biennium to Date Budget Balances report located on the BI Portal shows the following funds: Regular State and provisos (GOF), Local (DOF-LFA), Indirect Cost Recovery (DOF-ICR) and Special State Appropriations for each unit. Fixed cost budgets are not included in this report. The report is grouped by Budget Type/Budget Class and shows detail by Org Dean Level, Org Major Area, and Org Department with a drill down to budget number and account code. The report provides the units' authorized permanent (perm) and temporary (temp) budget amounts and actual expenses by fiscal year (year 1 and year 2) along with biennial (bien) totals. The bien % spent represents biennium actual to-date expenses divided by the biennial budget.

Provisos and Special State Appropriated funds may not allow unspent funds from year 1 to be spent in year 2 of the biennium. This depends on whether they are fiscal year or biennial funds, as directed by the State. Provisos or special state appropriated budgets must be fully expended or the funds will be returned to the State. Deficits are not allowed. The list below shows the provisos and special state appropriated funds for the 2015-17 and 2017-19 biennia.

The following funds are fiscal year appropriated and **will not** allow unspent balances from the first fiscal year (year 1) to be spent in the second fiscal year (year 2) of the biennium:

Budget Type Class	Description
01/5Q	Center for Trade in Forest Products
01/6E	Labor Archives of WA
01/6G	Latino Health Center
01/6H	Climate Impacts Group
01/6J	Multi-State Medical School Program
01/7A	Undergraduate STEM Enrollments
01/7B	Host Special Olympics USA Games
01/6K	Telemedicine
01/6M	Mental Health Task Force
01/7C	HB 1612 – Reduce Access to Lethal Means
01/7D	Sensorimotor Engineering Center
01/7E	Stem Cell Regenerative Center
01/7F	Youth and Young Adult Homelessness “Doorstep Project”
01/7G	SeaTac Air Quality Study
01/7H	Military Officers Research and Analysis
01/7J	Volk v. DeMeerleer Study
14/13	Dedicated Marijuana Fund Account

The following funds are biennial appropriations and **will** allow unspent balances from the first fiscal year (year 1) to be spent in the second fiscal year (year 2) of the biennium:

Budget Type Class	Description
14/02	Accident Account
14/03	Medical Aid Account
14/08	Shellfish Monitoring Biotoxin Account
14/09	Economic Development Strategic Reserve
14/11	Aquatic Lands Enhancement Account
14/14	Industrial Insurance Premium Refund
14/5H	ELT Family Residency Network
14/5J	ELT Computer Science Enrollment
14/15	UW Building Account M&O

If you do not see the budget type/class proviso or special state allocation listed, or are seeking information about a budget type/class from a previous biennium, please send an email to budget@uw.edu for details.

Spending Rules and Best Practices

The UW Office of Planning & Budgeting (OPB), the Governor's Office of Financial Management (OFM), and state legislative staff regularly monitor proviso funds for expenditure compliance and fund balances. In addition, provisos are regularly revisited by lawmakers and can be discontinued during any legislative session. Therefore, it is especially important to expend these funds for their intended purpose and in an ethical manner.

Most importantly, proviso funds are state funds and must be spent in accordance with language outlined in legislation. For example, an allocation to fund a research study may identify the school or college that must conduct the study, industry or agency partners that the University must engage with to develop the study, and/or a requirement to submit a report to the legislature annually or by a certain date. OPB provides relevant budget language to units when funds are appropriated.

It is also important to post expenses as they incur throughout the year. Posting all expenses onto a budget at the end of a fiscal year or biennium will create a variance in the UW's allotments and will raise red flags for those monitoring spending. In general, it is **best practice** to use state proviso funds to pay for salaries and benefits for faculty and staff members for the portion of time they are working on the intended project or initiative. Proviso funds may also be used to purchase equipment, technology, or supplies necessary to carry out the intended project, but only if the proviso language does not prohibit such purchases.

Overall, proviso funds **should not be used**: for any project or initiative outside of the specific scope of the proviso; for gifts or grants to employees, external agencies, or non-profit groups; to purchase food or beverages; to purchase equipment or supplies beyond what is needed to fulfill the requirements; or for assisting a campaign for election or promoting or opposing a ballot proposition.

Here are some additional resources to help understand the relevant laws, regulations, and guidance regarding expenditure of state funds, including provisos:

- [Ethics in Public Service Act](#): Addresses conflicts of interest, improper use of state resources, compensation for outside activities, and gifts.
- Executive Ethics Board:
 - [Guidance Regarding Use of State Resources](#)
 - [Advisory Opinions](#) (see especially "Use of State Resources," "Compensation" and "Gifts")
- [WAC 292-110-010](#): Use of State Resources
- The Office of Financial Management (OFM) [State Administrative & Accounting Manual \(SAAM\)](#)
- UW Administrative Policy Statements:
 - [APS 47.02](#): UW Policy on Personal Use of University Facilities, Computers, and Equipment by University Employees
 - [APS 47.10](#): UW Policy on Financial Irregularities and Other Related Illegal Acts
- UW Procurement Services ["How to Buy" and Purchasing Ethics](#)

If you have any questions about the proper expenditure of proviso funds, please do not hesitate to contact OPB. Questions can be sent to Jed Bradley (jedbrad@uw.edu).

* updated July 20, 2017