Process:	Funding Food Projects		
Contact:	Humanities and Social Sciences	Last Revision Date:	05/12/2025
	Financial Services		

Introduction:

Each upper ledger-3 food project is associated with a lower ledger-3 event receipt project. Typically, events fees will include the costs of included refreshments and/or food. However, food expenses cannot post to the lower ledger-3 project used to collect the event fees. Therefore, a transfer from the lower ledger-3 event receipt project funds the food project via a journal entry.

Food projects should maintain a zero balance; as food expenses post to the project, revenue is transferred for the food expense.

Steps to fund the food project:

- 1. Process the food transaction, posting the expense to the food project.
- 2. Identify a revenue receipt on the event lower ledger-3 project that can be used to support the food expense. The project, account, and reference number will be needed to process the journal entry.
- 3. Process a journal entry to transfer revenue from the lower ledger-3 project to the food project.
- 4. Route the journal voucher to your OFS Accountant for review and approval.

AN EXAMPLE:

Event fees are posted to a lower ledger-3 project:

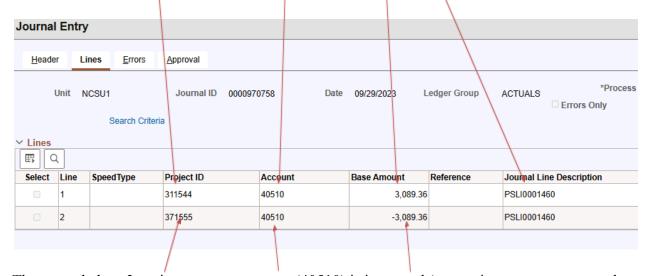
Description: PSLI Public Safety Leadership Initiative (AOMP & LEEP) Short Description: PSLI Public Safety Leadership Program: Community Services (142) Food & Entertainment: State Guidelines apply. No Food outside Travel, No Excess, No Workshops. (0)									Responsible: Fund: Project Period:	DIRECTOR Academic Affairs (16030 01/01/1901 - 12/31/2099
Project ID	Acct	Source	Journal ID	Jnl Ln	Journal Dt	Posted Dt	Amount	Reference		Line Descr
311544	40510	R30	ARP0962537	254	07/06/2023	07/06/2023	(3,517.70)		PSLI0001415	
311544	40510	R30	ARP0962537	256	07/06/2023	07/06/2023	(1,275.00)		PSLI0001415	
311544	40510	R30	ARP0962537	328	07/06/2023	07/06/2023	(3,517.70)		PSLI0001432	
311544	40510	R30	ARP0962537	330	07/06/2023	07/06/2023	(1,275.00)		PSLI0001432	
311544	40510	R30	ARP0962537	332	07/06/2023	07/06/2023	(3,517.70)		PSLI0001433	
311544	40510	R30	ARP0962537	1431	07/06/2023	07/06/2023	(1,275.00)		PSLI0001433	
				1						

Event food is purchased with a Pcard and posts to the associated food project:

Description: Short Description: Pod Project Program: On Cred/Recpt-Supt Instruction (103) Food & Entertainment: Prod Project NonCred/Recpt-Supt Instruction (103) Food/Entertainment allowed. NO Alcohol allowed. (2)							Fu	esponsible: nd: oject Period:	DIRECTOR Trust Funds (91000) 02/01/2016 - 12/31/2099
Project ID	Acct	Source	Journal ID	Jnl Ln	Journal Dt	Posted Dt	Amount	Reference	Line Descr
371555	53921	A60	CP00970017	2436	09/22/2023	09/22/2023	3,068.93	05127181	CPS3655661 CEP*NC SU CLUB

A journal entry is processed to move enough revenue to the food project to support the expense: The journal description should explain that revenue is being transferred to support food expenses included in the event fees received.

The lower ledger-3 <u>project</u> revenue <u>account</u> (40510) is <u>reduced</u> (a positive amount posts to the revenue account), with the line description referencing the <u>revenue transaction</u>.



The upper ledger-3 project revenue account (40510) is increased (a negative amount posts to the revenue account).

Additional References:

Budget Office

https://budget.ncsu.edu/budgetoffice/index.php