Decision Tree for Creating a New Revenue-Generating Activity

START HERE

Is this a fee related to a credit-bearing academic course?

NO

Does this activity pertain to the University’s tax-exempt mission of instruction, research, or public service and is the organization involved a UVM entity?

YES

Are the activity’s proceeds for the benefit of a named UVM gift or endowment fund?

YES

Activity must run through the UVM Foundation. Subject to IRS 990-T reporting.

NO

Will the activity be charging grants or have depreciable equipment?

YES

This is an income/expense activity that requires an MOU. Contact FAB to begin the process of creating an I/E activity.

NO

Is this a conference or non-credit activity (an educational offering carrying no college credit that may be transcribable by the University for which a fee may be charged)?

YES

Set up an I/E activity to establish a long-term activity by completing an EZ-I/E form and submit to FAB. No MOU required.

NO

Will the activity generate revenue exceeding $25,000 per year?

YES

This is an income/expense activity that requires an MOU. Contact FAB to begin the process of creating an I/E activity.

NO

Will the activity be charging grants, have depreciable equipment, or generate revenue exceeding $25,000 per year?

YES

Contact Financial Reporting & Accounting Services for guidance.

NO

Is the activity being conducted by a UVM entity and are the proceeds to remain at UVM?

YES

Activity must run through the UVM Foundation. Subject to IRS 990-T reporting.

NO

Will the activity generate revenue exceeding $25,000 per year?

YES

Set up an I/E activity to establish a long-term activity by completing an EZ-I/E form and submit to FAB. No MOU required.

NO

This is an income/expense activity that requires an MOU. Contact FAB to begin the process of creating an I/E activity.

Note: Activities conducted by independent third parties or “Booster Clubs” on behalf of UVM are not subject to UBIT or IRS reporting.

Depts. have 2 options for accounting for this activity:
(1) Use fund 100 chartstring.
(2) Establish an I/E activity. Contact FAB to begin the process of setting up an I/E activity.

Complete Course Fee Proposal Form and submit to FAB.

Contact FAB to begin the process of creating an I/E activity.

Complete EZ-I/E form and submit to FAB. May be subject to UBIT.

Yes

No

Complete Course Fee Proposal Form and submit to FAB.