3.4.1 REVENUE RECOGNITION

Last updated on:
Formerly Known As Policy Number:
39
This Guide Memo describes revenue recognition policy.

Authority:
Approved by the Vice President for Business Affairs and Chief Financial Officer.

Applicability:
This policy applies to auxiliaries, service centers and sponsored research.

1. Revenue Recognition

Revenue recognition should be based on accrual accounting in accordance with generally accepted
accounting principles (GAAP). Revenues should be recognized when earned, and expenses should be
recognized when incurred. Revenue is considered earned when the University has substantially met its
obligation to be entitled to the benefits represented by the revenue. Revenue should be recorded when
earned, regardless of the timing of cash receipts. In the event a project stipulates performance measures,
revenue is considered earned when the performance measures have been completed. Deposits (whether
refundable or non-refundable), early payments and progress payments should not be recognized as revenue
until the revenue producing event has occurred.

2. Sources of More Information

More information about revenue recognition for auxiliaries, service centers and sponsored research is
available on the Gateway to Financial Activities website:

Revenue Recognition - Auxiliaries and Service Centers

Revenue Recognition - Sponsored Research

Links