

NORTH CAROLINA CENTRAL UNIVERSITY
FUND, ORG, ACTIVITY CODE ESTABLISHMENT FORM

INSTRUCTIONS

To request a new Fund, Org or Activity Code:

1. Review the definitions section below and complete the Fund, Org, Activity Code Establishment Form on page 2.
2. Submit the form for digital signature approvals: (1) Financial Manager → (2) Dept. Chair / Dean / Vice Chancellor → (3) Office of Sponsored Research and Programs (for 5-funds/grants) or Director of Budgets (for all other items) → (4) Comptroller.
3. Supporting documentation should be included with the form as an e-mail attachment.

PDF Digital Signatures:

1. The form must be completed electronically and routed for digital signatures via e-mail with supporting attachments.
2. The first time you electronically sign a PDF file, you will need to create a digital signature, as follows:
 - Click in the digital signature field you want to sign.
 - Select "I want to sign this document using" → "A new digital ID I want to create now" → "New PKCS#12 digital ID file"
 - Enter your Name and E-mail → Next → (if prompted) pick a password/confirm → Finish
 - Sign Document → (if prompted) enter password → save file
 - *Note: digital signature passwords cannot be recovered – if you forget your password you will need to re-create the digital ID.*
 - *Note: disregard the "at least one signature has problems" message (i.e. signers not added in your list of trusted identities).*
3. If you have questions please contact the Help Desk at 919-530-7676.

DEFINITIONS

Departments should review the following definitions for fund, organization and activity to determine the appropriate request to submit. The guidelines below will be used to assess which type, if any, should be established and added to the NCCU Chart of Accounts (COA).

A) FUND:

A **fund**, as listed in the NCCU Chart of Accounts, is a separate entity on the books with its' own unique set of accounts (assets, liabilities and fund balance). To qualify as a new **fund**, there must be special regulations, restrictions or limitations that require segregation of resources for accountability. Example of new funds include: new grants, capital projects, or a new funding source not currently identified in the current chart. The following are the **fund** type definitions:

State	Funds that consist of state appropriation monies and University tuition receipts, under the State budget code.
Auxiliary	Business auxiliary funds that are comprised of fee based revenue, including Residential Life, Dining Services, Student Union, Parking Fees, Athletic Fees, Health Services and other auxiliary units.
Trust	Funds that are non-state that are funded by sales, services, fees, vending receipts, fundraising, and non-endowed gifts as authorized by General Statute 116-36.1.
Grants	Funds derived from contracts or grants to NCCU that are managed by the Office of Sponsored Research.
Endowment	Funds provided to the University, normally in the form of a trust or gift, for investment to generate income for a specified purpose designated by a donor or the Board of Trustees.
Restricted	Funds that are limited in use to a specific team, club, association, or area within the University.
Capital Improvements	Funds used to track the costs of projects, such as the construction of new structures or the restoration and repair of existing structures that extends their useful life by more than one year, whether through capital appropriations or debt.
Agency	Funds held by the University as fiscal agent for student, faculty, and staff organizations.

Departments requesting a new **fund** will be required to provide the special regulation, restriction or limitation as identified by the specific funding agency. For grants, a copy of the approved grant proposal will suffice. Except for grants and capital projects, Administration and Finance (A&F) will determine the need for a new **fund** based on the information received.

B) ORGANIZATION:

An **organization**, as listed in the NCCU Chart of Accounts, identifies a unique department or business unit within the University that will utilize fiscal resources to be recorded in the Finance system. Business units that will last more than a fiscal year, and will have financial resources and/or salaried positions assigned to it, will be assigned a unique organization code. Existing business units that have a name change can request to have the name updated in the COA. Updates will typically be entered at the beginning (7/1) of the current fiscal year. Departments or entities requesting an **organization** code for an **activity** that is determined to be short term, project specific or not a bona fide **organization**, will be directed to request an **activity** code.

C) ACTIVITY:

An **activity** code denotes a special project, event, activity or further delineation of an organization. **Activity** codes can be used to track expenditures to date for a particular project or entity. Budgets cannot be established for activity codes; however, budgets can be established at the **organization** code level and expended at the **activity** code level for tracking purposes. As an example, a department may utilize an **activity** code to track actual costs and revenues for the one-time hosting of a conference. Another example would be the tracking of different activities in the Student Union (game room programs, Greek life programs, etc.).

Fund, Org, Activity Code Establishment Form

Request Type:

_____ *New vs. Modify* _____ *Fund, Org, or Activity* _____ *Fund Type (only for Funds)*

Department:

_____ *Department Name* **Org Code:** _____ *(5-Digit Banner Org)*

Title Requested:

_____ *(Max 35 Characters)*

Purpose/Program:

_____ *Supporting Correspondence **must be** attached.*

Source of Funds:

_____ *List Primary Agency/Individual/Company Name that is providing the Source of Funds*

_____ *List Other Sources of Funding*

Type of Revenue:

_____ *List Grant/Gift/Other (for other, be specific)*

Frequency of Revenue:

_____ *One-Time, Monthly, Quarterly, Yearly*

Type of Expenditure:

_____ *Describe all anticipated expenditures (i.e., supplies, travel, equipment, etc.)*

Duration:

_____ *List Beginning and Ending Dates of Fund (if applicable)*

Restrictions:

University restrictions: _____
Yes / No

Donor restrictions: _____
Yes / No

_____ *Describe all restrictions on fund and attach documentation*

FINANCIAL MANAGER FOR NEW FUND / ORG

Financial Manager

_____ *E-mail* _____ *Banner ID (82#)* _____ *Phone Extension*

_____ *Name* _____ *Title* _____ *Date* _____ *Signature*

ADMINISTRATIVE OFFICER APPROVAL

The department accepts responsibility for all overspent budgets and/or audit disallowances associated with this fund.

Dept. Chair / Dean / Vice Chancellor

_____ *Name* _____ *Title* _____ *Date* _____ *Signature*

OSRP / Grant Mngr. (for 5-funds/grants) or Director of Budgets

_____ *Name* _____ *Title* _____ *Date* _____ *Signature*

Comptroller / AVCFA

_____ *Name* _____ *Title* _____ *Date* _____ *Signature*

FOR BUDGET OFFICE, FINANCIAL REPORTING, AND OSRP USE ONLY

Fund Number	Memo Bank	Fund Type	Predecessor	ITF CODE
Grant Number <i>(if applicable)</i>	Activity	Org	Program	ACTG Rev.
Fund Title <i>(max 35 characters)</i>		NCAS Center	GTVSDAX	Date
Date	Signature (Created)	Date	Signature (Reviewed)	