Banner Fund Establishment

Policy: All funds established in the University General Institutional Trust Fund must have completed and approved Banner Fund Establishment Form.

Scope: Applies to all University departments requesting new funds. Funds types included are Institutional Auxiliaries, Grants, Student Activities, Athletics, University Gifts and other unrestricted accounts.

Procedures:

1. Obtain a Banner Fund Establishment Form. This form may be obtained from the following link [http://www.nccu.edu/intranet/banner/finance.php](http://www.nccu.edu/intranet/banner/finance.php) or from the Federal and Trust Accounting and Contracts & Grants offices. The Federal & Trust Accounting Office is located in Room 016 and Contracts & Grants is in Room 010 of the Hoey Administration Building.

2. Complete section 1 of the Banner Fund Establishment Form. The Department or the organization requesting the Fund should complete the form in its entirety and obtain authorized signature(s) from the administrative officers. The following data should be included on the form.

**SUMMARY OF DATA TO BE INCLUDED:**

- DATE - the date form was prepared
- FUND TYPE – type of fund to be established (Academic, Overhead, Trust, Auxiliary, Agency, Capital Improvement, Grant or Endowment).
- DEPARTMENT AND ORGANIZATION- Enter the department name and 5 digit Banner Organization code.
- FUND TITLE AND PURPOSE– Enter the fund title (maximum characters 35). State in detail the purpose for the fund. Supporting documentation must be attached. Other reasons to complete this form on existing funds would be to change the responsible person, close the fund or to amend/expand the purpose on the fund.
- SOURCE OF FUNDS – List the primary agency, individual or company name that is providing the source of funding and provide other sources if applicable.
- TYPE AND FREQUENCY OF REVENUE – List the type of revenue (Grant, Gift or Other) and provide the frequency that the revenue will be received (One-time payment, Monthly, Quarterly, Yearly).
- DURATION OF FUND - Enter the expected duration of the fund. This should include the beginning and ending dates of the fund. State indefinite, if applicable.
- EXPENDITURE TYPES – Enter the types of expected expenditures on the fund (supplies, travel, equipment, etc.).
- RESTRICTIONS – State any agency, organization or university restrictions for the fund.
- RESPONSIBLE PERSON SIGNATURE - Person having signature authority over the fund must sign his or her name and provide their email address and contact number.
- ADMINISTRATIVE OFFICER APPROVAL – Obtain a signature from the Department Chair, Dean, Vice Chancellor (Chancellor if applicable). The school or division accepts responsibility for all overspent budgets and or audit disallowances associated with any fund. Obtain the signature of the Budget Director or from the Director of Contracts & Grants if it is a Grant fund.

3. Submit the Banner Fund Establishment form to the Federal and Trust Accounting or Contracts and Grants Offices for processing. A fund will be established upon receipt of appropriate signature(s) from the Comptroller Office.

All funds must have budgets entered in accordance with the University Chart of Accounts. All funds will remain open indefinitely, as long as needed. All Banner Fund Establishment Forms must be updated at least every five years.

When the purpose for a fund has been satisfied or is no longer needed, the person having signature authority over the account should notify the Federal and Trust Accounting Office in writing to have the account inactivated.

**Tuition and Fees and Scholarship Payments**

**Policy:** All Check Request for Tuition & Fees and Scholarship Payments must be submitted to the Federal & Trust Accounting office to be processed for payment.

**Scope:** Applies to all departments paying tuition and fees and Scholarships for students.

**Procedures:**
2. Obtain appropriate departmental signatures.
3. Submit the check request to the Federal & Trust Accounting Office to be processed. (Any Contracts & Grants accounts should be sent the Contracts & Grants office first, and then they will forward the form to the Federal & Trust Accounting office).
4. The Federal & Trust Accounting Office will forward the Check Request form to Scholarships and Student Aid so they can apply the Tuition and Fees and Scholarship payments to the student(s) account.
5. The Check Request Form is then returned from the Scholarships and Student aid office and Federal & Trust Accounting Office will prepare a journal entry to charge the university account.
Undelivered Checks

**Policy:** Checks that are returned to the department and subsequently not delivered should be returned to Federal & Trust Accounting for cancellation. Do not allow undelivered or unidentified checks to accumulate. If needed, please call Federal and Trust Accounting Services at extension 6241 for assistance in handling undelivered checks.

**Scope:** All Campus departments

**Procedures:**

1. Prepare a memo or write on the check stub the reason for cancellation. If the check is to be reissued, please indicate this as well.
2. Forward the check to the Federal & Trust Accounting office. Upon receipt of the check, and per the department’s request, Federal & Trust Accounting will take the appropriate action as indicated.

Check Pick Up

**Policy:** All checks will be mailed. Only emergency checks are allowed to be retrieved.

**Scope:** All Campus departments

**Procedures:**

1. Plan your acquisitions and deliver all items needed for processing to the Comptroller’s Department in a timely fashion so as to allow time for checks to be processed and mailed.
2. Check your budgets for available balance (FGIBAVL) before sending check requests to Comptroller’s Office and before entering requisitions.
3. Check FGITRND to determine if the check that you are interested in has been written.