Guidelines for Requesting Establishment of a Banner Fund
Overview:
The Banner fund establishment process has been added to an ImageNow Workflow. Once the request is approved by the Divisional Senior Officer Designee, the Requester will then be able to follow the progress of the establishment of the fund.

The completion of the form is done outside of the workflow. The form is a fillable PDF and will be available on the General Accounting website.

Additional information required for the establishment of a new Banner fund is now included on the revised form.

The Requester completes Section I, A & B as well as the Budget Form (if applicable) and the Revenue Questionnaire (if applicable). Section I, C must also be completed and the form routed (via email) to the Budget Authority for signature.

The Budget Authority will sign electronically and click on the gray Submit box to route the form to the Divisional Senior Officer Designee. Once approved, the form to Request Establishment of a Banner Fund enters ImageNow Workflow and will move forward upon approval at each step of the process.
Instructions on How to Complete the Form

SECTION I (Glossary of Terms on pgs. 7-8)

A. FUND CHARACTERISTICS:

1. TYPE: Required. Select the source of the fund from the drop down menu.

2. BUDGETED: Required. Is this a budgeted fund? Select a response from the drop down menu.
   - No, proceed to Endowment question.
   - Yes, click the gray button to complete Budget Form:
     If it is budgeted, the anticipated receipts and expenditures will need to be entered on the Budget Form. There is a comment section that can be used to provide any additional information. Once completed, click the gray button at the bottom on page.

3. ENDOWMENT: Required. Is this an Endowment fund? Select a response from the drop down menu.

4. Endowment Type: Optional. Endowment funds are a special type of fund and the request to establish these funds are prepared Business Affairs by the foundation accountant(s).

5. Select Institutional Trust Fund (ITF) Code: Required. Select an ITF code from the drop down menu. If it is a General Fund, Conference Fund, Agency Fund, the code is always 90 - N/A.

   Click the gray button on the form for UNCW Trust Fund Guidelines if you need further information to select the code.
6. **Department:** *Required.* Select the department for the fund from the drop down menu. The first 2 letters identify the division:
   - AA - Academic Affairs
   - BA - Business Affairs
   - CH - Chancellor
   - SA - Student Affairs
   - UA - University Advancement
   - AT - Athletics

7. **5-digit ORG:** *Required.* Enter the ORG that the fund will belong to.

8. **Fund Title:** *Required.* Enter a descriptive title for the fund, limited to 35 characters which include spaces. Fund titles must be unique so if it is a duplicate of another fund title, it will have to be revised.

9. **Program Code:** *Required.* Select from drop down menu. For more information on program codes go to:

10. **Effective Date:** *Optional.* If it is for a future fiscal year, please ensure to complete this question. Enter the desired date (mm/dd/yyyy) for the fund to be active. The default effective date is the first day of the set up month. For example, if the fund is set up in March 2014, the effective date would be 03/01/2014.

11. **Describe How Fund Will Be Used:** *Required.* Enter a detailed explanation of the fund’s purpose in order to explain why the fund needs to be established.

12. **Source of Funds:** *Required.* Select the source of the fund from the drop down menu. If there is not an appropriate response, select “Other” and provide explanation in the space to the right.
13. **Expenditures:** *Required.* Select all expenses that this fund may incur. If there is an expense that is not listed, select “Other” and provide explanation in the space to the right.

14. **Donor Restrictions and University Restrictions:** *Required.* This usually applies to scholarship, gift, endowment, and foundation funds - select a response from the drop down menus.

**SECTION I**

**B. REVENUE REQUIREMENTS:** **MUST COMPLETE**

These questions have been included to meet GA-Fit Standards.

1) If this is a NEW source of revenue for the fund, select YES from the drop down menu and continue to Question 2. Otherwise select NO from the drop down menu and proceed to Approvals.

*A NEW source of revenue is a way to earn revenue that hasn’t been done by the University before. It isn’t revenue that is just new to the fund.*

2) If the Revenue Questionnaire has been completed then proceed to Approvals. Otherwise click on the gray button to complete the Revenue Questionnaire.

If you need assistance in completing this section, see contact information at the bottom of the questionnaire.

**SECTION I**

**C. APPROVALS:** *(Budget Authority – Required)*

**Budget Authority Email** – Enter the email address for the person who is ultimately responsible for the fund. This person must electronically sign and submit this form.
Email 2 & 3 (Alternates) – Enter the email addresses (if applicable) for persons who will have authority to approve if the Budget Authority is not available.

The form enters ImageNow Workflow once the Budget Authority electronically signs the form and clicks on the gray submit button.

The form is then routed to the Divisional Authority Delegate for approval. Once approved, the form is routed to General Accounting for processing. At this point, the progress of the fund establishment can be viewed through ImageNow Workflow.
Glossary of Terms:

Fund Types:
Agency - Outside source associated with campus activity
Auxiliary - Monies that come from fees/activities that support the student body
Capital Improvement (CI) - New construction or renovations/repairs to existing facilities-ongoing purpose
Foundation - Non-profit organization/endowed by an individual or family
General - Monies appropriated by the General Assembly of NC (State money)
Loan - Debt Service-principal and interest
Overhead - Charging a predetermined percentage, F&A rate, to externally sponsored projects
Plant - Funds used for construction, renovation and/or acquisition of capital assets – single project purpose
Trust - Non-appropriated money

Institutional Trust Fund (ITF) Codes:
10- Gifts, Devises and Bequests: Fund is supported by private sources through gifts, contracts or grants.

20-Federal Contracts, Grants & Agreements: Fund is used for and supported by federal contracts, grants, and/or agreements.

30-Non-Federal Contract and Grants: Fund is used for and supported by non-federal contract and grants.
40-Student Extracurricular Activities: Fund is used for and supported by student activity fees and activities supporting scholarships/student activity programs.

50-Auxiliary Support Scholar & Student: Fund is used for and supported by external contracts (other than those established by the Office of Contracts and Grants), self-supporting auxiliary enterprises, and intercollegiate athletics.

60-BOG Approved Student Fees: Fund is used for and supported by BOG approved student fees.

70-Overhead Receipts: Fund is used for and supported by facility and administrative (F&A) receipts

90-N/A: Select for General funds

**Source of Funds Definitions:**

**Appropriations** - Allocation of money from the state

**Donations** - Private gifts

**Fees** - Charges for student activities, etc.

**Internal Transfers** - Money moved from another fund

**Overhead Receipts** - Facility and Administrative receipts (F&A)

**Program Income** - Money from the activity of the fund

**Sales** - Money earned from sales of materials and services