

**Advancement Services &
Foundations Accounting & Investments (FAI)
ChartField Request FAQ's**

Q1: Do we choose our own fund titles?

A: Requestors should submit a suggested long fund title (must be same as shown in MOU/letter of intent/agreement, if applicable); however, FAI will select the short fund title. We reserve the right to alter the long title if necessary to meet the character limitation in the Advance system, and to help insure consistency in naming conventions.

Q2: What is the character limit on the long fund title?

A: There is a 60 character limit in Advance to the long fund title, which is the title used on gift receipts and reminders. While the same limitation for the long fund title does not exist in People Soft Financials, the long fund title in Financials may be shortened to 60 characters in order to create consistency between the two systems.

Q3: How should the long fund title appear if it is (or contains) a person's name

A. If the long fund title is (or contains) a person's name, it should appear as it is normally written out (ex: Lonnie C. Poole Endowment Fund, G. Smedes York Fund for Excellence).

Q4: Is there a listing of suggested abbreviations?

A. Yes. Please see a list of frequently used abbreviations on pages 4-5.

Q5: Does documentation supporting the request have to accompany all CFR's?

A. Yes. All requests for new foundation funds or University Endowment Fund funds must be submitted with requisite documentation. One of the reasons for submitting documentation for a Chartfield Request is so that proper review can occur to insure that the funds can legally be placed into the entity for which the request is being submitted. (See Appendix A)

For gift funds: in order for funds to be deposited with a specific foundation, the solicitation must clearly indicate that the intent is for it to go into the foundation. Examples include a donor letter of intent, signed Gift Agreement/MOU, copy of pledge or donor correspondence (including email), stating the purpose of the fund and the entity in which the fund will be established. In cases where the new funds will be for internal foundation/departmental use - or funded through fundraising events without a specific donor - a short memorandum detailing how the fund will be

**Advancement Services &
Foundations Accounting & Investments (FAI)
ChartField Request FAQ's**

funded, and how those funds will be used, will suffice. If the gift solicitation is only in the name of the college, department, business unit, or the University, then the funds must reside within a university project (Ledger 7). (Note: Requests for new ledger 7 funds other than University Endowment Fund funds must be requested through the Office of Cost Analysis)

For funds that will also generate Other Income: the activity generating the other income must be marketed in the name of the entity in which the fund resides. Marketing includes brochures, flyers, web pages, email or other written communication, etc. Failure to properly market the event/activity will result in the funds being placed in a University fund. Please contact the Office of Cost Analysis (515-6898) if you need more information regarding where such funds must be deposited within the University.

For grant funds: the proposal to the grantee must be in the name of the entity into which the funds will be deposited. Additionally, if there are any deliverables, performance requirements, intellectual property issues, or publication rights associated with the grant, then the funds must go directly into a University contract & grant project (Ledger 5) unless specific approval has been given by the VC, Finance & Administration, in accordance with the Gift Acceptance Procedure (located at: http://www.ncsu.edu/project/fdns-acct/dev_officers_toolbox/Gift_Acceptance_Policy_Sept2012.pdf See also: <https://3dmemos.ncsu.edu/memo/definition-of-gifts-grants-and-contracts-2/> for the definitions of gifts, grants and contracts)

Additionally, the donor should be directed to make the check payable to the entity into which the funds are to be solicited and deposited. It is critical that funds are properly deposited to the entity into which they belong so that there is not any appearance of diversion of state funds. If the donor for some reason did not make the gift check payable to the correct payee, documentation from the donor must be provided indicating that the gift was intended for the foundation. Please do not return checks for incorrect payee issues, instead deposit to the entity designated as payee and then obtain written documentation to move to the entity of the donor's wishes.

Q6: How do I create a new gift agreement?

- A. The Office of Donor Services within the Department of Advancement Services collaborates with campus partners to ensure that gift agreements are legal, ethical and feasible while true to donor intent. Gift agreement templates are located at <https://advancement-services.ncsu.edu/intranet/gift-agreements/>
- B. Additional information related to gift agreements, fund minimums and the review process is in the Gift Agreements Toolkit <https://advancement->

**Advancement Services &
Foundations Accounting & Investments (FAI)
ChartField Request FAQ's**

services.ncsu.edu/local/app/docmgmt/app/data/files/Gift%20Agreement%20Tool
kit%2010.10.2017%20ST.pdf

Q7: What is the procedure for making changes to existing funds?

- A. Certain changes to funds could have an impact on the gift assessment fee program or various reports used by multiple offices. As a result, all changes to a fund should be submitted on a Chartfield Modification Form located at <http://foundationsaccounting.ofa.ncsu.edu/forms/> . Additionally, any request to exempt an existing fund/allocation from the gift assessment fee must also be requested through Advancement Services.

Q8: What happens when an endowment fund is set up that doesn't meet the minimum dollar amount?

- A. Foundations: When requesting a new endowment income fund please ensure that the required minimum funding level for the endowment principal is on hand. When endowments are being established in a foundation and the required minimum dollar amount is not initially funded or already on hand, FAI will set up a Building to Endowment (BTE) fund. When requesting a new fund please provide the amount of money on hand, as well as the minimum amount that the fund will build to before endowing. If the donor wishes to also provide current support, a separate Chartfield Request to establish a restricted "current use" fund can be submitted at the same time. This fund will become the endowment income once the endowment is fully funded.

University Endowment Fund: When endowments are being established in the NC State University Endowment Fund and the required minimum dollar amount is not initially provided, FAI will set up an endowment principal and an endowment income fund. We will assign a "BTE" code to the endowment principal in PeopleSoft Financials and will track the endowment until it reaches the required minimum, at which time the "BTE" code is removed. All University Endowment Funds, both principal and income, reside in ledger 7.

Q9: How do we request exceptions to the Gift Assessment fees?

- A. Certain funds (such as gifts to endowments, BTE funds, and organizations that do not permit the imposition of fees) are automatically exempt from the Gift Assessment fee. If you believe that the new fund you wish to establish should be exempt, the exemption request must be submitted to the Associate Vice

**Advancement Services &
Foundations Accounting & Investments (FAI)
ChartField Request FAQ's**

Chancellor for Advancement Services and approved by the Vice Chancellor for University Advancement **prior** to submitting the Chartfield Request.

Standard Abbreviations

Word(s)	Abbreviation
Academic	Acad
Account	Acct
Administration	Adm
Aid	Aid
Alumni/Alumnus	Almn
Annual	Annl
Association	Assc
Athletic	Athl
Award	Awrđ
Building	Bldg
Business	Bus
Campaign	Cmpn
Campus	Cmps
Center	Ctr
College	Colg
Department	Dept
Develop, Development	Dev
District	Dstr
Donor	Donr
Endowment	End
Extension	Ext
Faculty	Fac
Family	Fmly
Fellowship	Fell
Foundation	Fdn
Gift	Gft
Graduate	Grad
Health	Hlth
Honorary	Hon
Institution	Inst
International	Intl
Maintenance	Maint
Math	Mth
Miscellaneous	Misc
Memorial	Mem
National	Natl
Office	Offc

**Advancement Services &
Foundations Accounting & Investments (FAI)
ChartField Request FAQ's**

Organization	Org
Parent	Par
Pledge	Pldg
Program	Prog
Professorship	Prof
Project	Proj
Regional	Rgnl
Research	Res
Restricted	Rstr
Scholarship	Sch
Scholastic, School	Schl
Science	Sci
Sports	Sprt
Staff	Stf
Stock	Stk
Student	Stu
Study	Stdy
Survey	Srvy
System	Sys
Undergraduate	Ugrd
University	Univ