

Chartfield Request & Chartfield Modifications FAQs

Q1: Does the requestor choose the fund title?

A: Requestors should submit a suggested long fund title. If applicable, the long title must be the same as shown in MOU/letter of intent/agreement. 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 100 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 PeopleSoft Financials, the long fund title in Financials may be shortened to 100 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: Does supporting documentation have to accompany all Chartfield Requests (CFRs)?

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 CFR is so that proper review can occur to ensure that the funds can legally be placed into the entity for which the request is being submitted. See below for additional information on types of supporting documentation that may be required.

Q5: When should a new fund be established at the University vs a Foundation?

Gift Funds: The entity in which gifts must be recorded is generally determined by how the check is made payable, unless adequate written documentation is provided to clearly support the donor's intent to deposit into a specific/different legal entity. Examples include the gift solicitation, a donor letter of intent, signed gift agreement/MOU, or a copy of the pledge or donor correspondence (including email) stating the purpose of the fund and the entity in which the fund will be established. FAI establishes and maintains all foundation (ledger 6) funds.

If a gift solicitation is only in the name of the University or one of its units (i.e. college, department, program, or other business unit) the funds must reside within a University (ledger 7) project. Additionally, bequests to NC State or one of its units must be deposited to a University (ledger 7) project. University Endowment Fund projects are established and maintained by FAI. Requests for new ledger 7 funds other than University Endowment Fund projects must be requested through the Office of Cost Analysis.

Grants: A donor (usually a philanthropic foundation or other non-profit organization) may designate or refer to a gift as a grant. A gift that is designated by the donor as a grant is called a nonspecific grant. Nonspecific grants usually result from the submission of a proposal. If a proposal was submitted to the donor, the proceeds of the grant must be recorded in the entity in whose name the proposal was submitted. Care should be taken to ensure that proposals are submitted in the name of a foundation only if it's appropriate for the funds to be accepted and administered by the foundation. FAI reserves the right to refuse grant funds in a foundation in the event that a proposal should have been submitted in the University's name.

If the grant does not meet the definition of a gift, the funds may not be deposited into a foundation or University Endowment Fund project. Instead, the funds must go directly through University Contracts & Grants.

Please see the Definition of Gifts, Grants and Contracts 3D Memo linked in the Policies, Procedures & Forms section of the FAI website for additional information.

Other Income: 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. FAI must review marketing materials prior to distribution to help ensure that funds will be allowed in a foundation. 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 if you need more information regarding where such funds must be deposited within the University.

All Funds: The donor/payer should make the check payable to the entity into which the funds are to be 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 did not make the gift check payable to the correct payee, documentation from the donor must be provided indicating the specific entity to which the donor intended the gift. 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: Is cash on hand required for FAI to establish a new fund?

A: Yes, cash on hand is required to establish funds within foundations and the University Endowment Fund. See below for the specific requirements for different types of funds.

Building to Endowment Funds (BTEs) – A pledge matching the amount listed on the gift agreement, as well as the first pledge payment is required.

Named Restricted Fund – Minimum of \$10,000. If the full amount is not on hand, a letter of intent and the first payment is required.

Enhancement or Enrichment Project – Minimum of \$2,000.

Other Restricted Funds – Must have current gifts, a fundraising plan, and/or letters of intent.

Minimums for endowed and named restricted funds are established by University Advancement. Requests for exceptions to these fund minimums should be directed to University Advancement.

Other exception requests to establish projects without required funds on hand should be directed to FAI. See the “Question – Who to Contact” listing under Contact Us on FAI’s website.

Q7: How do I create a new gift agreement?

A: The Office of Donor Services within Advancement Services manages the gift agreement process for all foundations affiliated with NC State. Gift agreement templates are maintained by Advancement Services. Gift agreement templates and additional information related to gift agreements, fund minimums, and the review process can be found in the Advancement Portal, accessible through the Advancement Services website.

Q8: How do I amend an existing gift agreement?

Changes to endowments for which the donor is no longer available (i.e. deceased) must be made under UPMIFA guidelines. Please contact FAI to initiate the process. See the “Question – Who to Contact” listing under Contact Us on FAI’s website.

In order to amend an existing gift agreement for which the donor is available, contact the Office of Donor Services within Advancement Services.

Q9: What is the procedure for making changes to existing projects?

A: All changes to existing foundation (ledger 6) and University Endowment Fund (ledger 7) projects should be submitted through the Chartfield Request system. This includes all changes as a result of an addendum or amendment to a gift agreement or MOU. Instructions for modifying an existing foundation or Endowment Fund project can be found on FAI’s website.

Q10: What happens when an endowment is set up that doesn’t meet the minimum dollar amount?

A: When endowments are being established in a foundation and the required minimum dollar amount is not initially funded, 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 at which the fund will be endowed. If the donor also wishes to provide current support, a separate CFR to establish a restricted “current use” fund can be submitted at the same time. This fund will become the endowment income fund once the endowment is fully funded and endowed.

When endowments are being established in the NC State University Endowment Fund and the required minimum dollar amount is not initially funded, 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 this time the “BTE” code is removed. All University Endowment Fund projects, both principal and income, reside in ledger 7.

Q11: How do I request an exception to the Gift Assessment Fee policy?

A: Certain funds, such as BTE funds, gifts to endowments, and gifts from organizations that do not permit the imposition of fees, are automatically exempt from gift assessments fees. If a new fund should receive an exception to be exempt from gift assessments fees, the exemption request must be submitted to the Associate Vice Chancellor for Advancement Services and approved by the Vice Chancellor for University Advancement prior to submitting the Chartfield Request. The exception approval should be submitted with the Chartfield Request.

Q12: Will FAI set-up phases within a project? How do I add or update a phase?

A: FAI does not set-up or maintain phases for projects. Please reach out to your College or Unit Business Officer for more information regarding phases.

Chartfield Standard Abbreviations

Word(s)	Abbreviation
Academic	Acad
Account	Acct
Administration	Adm
Aid	Aid
Alumni/Alumnus	Alum
Annual	Annl
Association	Assc
Athletic	Athl
Award	Awrd
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

Word(s)	Abbreviation
Institution	Inst
International	Intl
Maintenance	Maint
Math	Mth
Miscellaneous	Misc
Memorial	Mem
National	Natl
Office	Offc
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