

Fund Legislation and Operation/Guidelines

According to the provision of North Carolina General Statute 116-36, et. al. and the subsequent resolution by the Board of Governors of the University of North Carolina,.....” All monies received by or accruing to an institution shall be deemed institutional receipts within the meaning of the Executive Budget Act and shall be deposited with the State Treasurer to the credit of the General Fund (State operating budget) unless the Chancellor can show that the monies fall within one or more of the following general categories:”

- (1) Institutional Trust funds
- (2) Special funds (Athletics and Agency Funds)
- (3) Endowment funds
- (4) Funds subject to debt instruments (debt service fees)

Institutional Trust Funds include only:

- (1) Gifts, devises and bequests
- (2) Federal contracts, grants and agreements
- (3) Non-Federal contracts and grants
- (4) Student extracurricular activities
- (5) Moneys received from or for the operation by an institution of activities established for the benefit of scholarship funds or student activity programs.
- (6) Moneys received from or for the operation by an institution of any of its self-supporting auxiliary enterprises, including institutional student auxiliary enterprise funds for the operation of housing, food, health, and laundry services.
- (7) Fees for the services of health care professionals
- (8) Disposition of real property
- (9) Institutional forest and forest farmlands
- (10) Moneys received from an activity authorized by G.S. 66-58(b)(8)m., n., and o
- (11) Moneys deposited to the State Education Assistance Authority Fund pursuant to G. S. 116-209.3.

Receipts that do not fall within the above trust fund categories; therefore must be deposited into the General (State) Fund in either the 101-Regular Term Instruction Program, 102- Summer School Program, 103-Extension Instruction Program or the 170-Insitutional Support Program as provided by the UNC System Standard Activity and Purpose (Program) Classifications as follows:

Programs:

101 Regular Term Instruction: This program includes all components of academic instruction offered on or off-campus for academic credit. Instruction offered on campus during the summer session is excluded. Costs associated with instruction include salary and benefit costs for academic department heads, departmental chairpersons, academic program directors, all budgeted regular term teaching positions, and support personnel supervised and directed by persons filling those positions. Also, this purpose includes supportive services, supplies, and equipment required by such positions.

102 Summer Term Instruction: This program includes all components of academic instruction offered by regular academic departments during summer terms and sessions. Instructional courses may be offered either for credit or noncredit. It includes summer term administrators, all teaching positions budgeted for summer term instruction, and all supportive personnel, services, and materials associated with and required by those positions.

103 Non-Credit and Receipt-Supported Instruction: This program includes instruction for which degree credit is not granted, as well as instruction offered through contract agreements at a charge designed to cover program costs (receipt-supported). Instruction may be delivered on campus or at a distance. Non-degree credit instruction includes educational activities in the form of adult education, adult basic education, avocational education, continuing education, personal development, and professional review, renewal and improvement. Receipts-supported programs may be for academic credit or non-credit, but receive no state appropriation support and charge according to program costs. Instruction may be delivered as regular courses, short courses, special courses, conferences, consortia, correspondence courses, seminars, or workshops. Costs include program directors, instructional and support personnel, services, and materials required for non-credit extension instruction.

170 Institutional Support: This program includes functions and services, exclusive of physical plant operations, which provide continuous general operational support to the institution. It includes all central, executive-level management of and long-range planning for the entire institution, all areas of executive direction (e.g., the governing board, the chief-executive officer [i.e., the chancellor], and senior executive officers [e.g., vice chancellors and the provost]), fiscal operations (e.g., accounting, contracts and grants, payroll, trusts, systems and procedures, disbursements, cash management, cashiers, budget preparation and administration, investments, internal controls, internal auditing, and account collections), legal advisors and consultants, institutional research, facility and space management, employee personnel and records, central purchasing, non-auxiliary central stores, central transportation (e.g., campus traffic, campus buses, receiving and shipping, non-auxiliary motor pools), central mail services, central telephone services, non-auxiliary printing and duplicating services, alumni and community relations (e.g., alumni records and publications, public information, public relations, and news service), fund raising (e.g., development, and endowments), and related information technology.

Guidelines for fund operation:

Any receipts that are required to be deposited into State budgets, regardless of their source automatically become State Funds. **Any funds collected should be expended within the year collected.** If collections are made for workshops at the end of a fiscal year for which the workshop will not occur until the subsequent fiscal year, the University Budget Office will request permission to carry the funds forward into said fiscal year. It will be at the discretion of the Office of State Budget & Management in Raleigh as to the approval of the carry forward of funds.