

# Foundation Funds Overview

*2025 ECU Financial Services Workshop*

# ECU's Foundations



# Foundation Website

## Foundation Website



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ECU.edu ECU Alumni ECU Athletics

**GIVE** **CONTACT**

Why Give ▾ Where to Give ▾ Ways to Give ▾ Honoring Donors ▾ **About Us ▾**

- Contact Us
- Careers in University Advancement
- Employee Directory
- Financial Dashboard
- Our Foundations

**OUR FOUNDATIONS**

**WHO WE ARE**

East Carolina University has four associated entities representing each corner of the campus.

ECU ALUMNI ASSOCIATION

ECU FOUNDATION

ECU HEALTH FOUNDATION

PIRATE CLUB

# FY 2024 Foundation Highlights

## ECU Foundation

- Total assets - \$236.9 million
- Contributions - \$12.1 million

## Pirate Club

- Total assets - \$57.4 million
- Contributions - \$18.0 million

## ECU M&HS Foundation

- Total Assets - \$85.2 million
- Contributions - \$4.6 million

**In FY24, the ECU foundations combined total support to the University was \$27.3M.**

# Office of Gift Records

- All gifts/sponsorships should be deposited through the Office of Gift Records to ensure the tax deductibility of the contribution.
- What documentation should be taken to gift records?
  - Check
  - Gift Form or Non-Gift Form
    - Source of funds (donor, fundraiser, registrations, etc.)
    - FOAP
- Checks should NOT be sent to Office of Gift Records through campus mail

## Office of Gift Records 2

- Located on the second floor (suite 2200) of Greenville Center
- Need your ONE card to access the building and suite
- If no one is in the office, place the check and form in the secure lockbox in the hallway
- U-Stores for Foundation funds
  - Contact Robin Mayo about setting up for events ([mayoro@ecu.edu](mailto:mayoro@ecu.edu))
- Fundraisers – reach out to request the Fundraising Event Guidelines prior to planning fundraisers
- Gift Records contact: [ecugiftrecords@ecu.edu](mailto:ecugiftrecords@ecu.edu)

# Foundation Expenditure Policies

- Each foundation has a board-approved policy
- Helps ensure that donor contributions are stewarded/used appropriately
- Provides guidelines for using foundation funds, including:
  - Documentation requirements
  - Approval requirements
  - Payment process requirements

# Documentation Requirements for Expenses

- Same requirements as when processing from any other funding source
- All invoices or receipts must provide an itemized list of expenses
- Receipts/invoices from vendors must be originals
- Business purpose of each expenditure must be clearly documented
  - Purpose must be consistent with the purpose of the fund, the mission of the Foundation, and the mission of the University
- Provide other supporting documentation
  - Meeting/program agenda
  - List of attendees



# Approval Process for Foundation Expenditures

- Expenditures must be approved by the fund manager or by an individual with delegated authority
  - NO delegation allowed for:
    - Transactions over \$2,500
    - Scholarships
- Certain situations may require additional levels of approvals
- ALL expenditures are reviewed and approved by the Financial Services teams at the respective foundation

# Payment Process

- Foundations utilize the University's payment processes and follow its requirements to the extent possible
  - Accounts Payable
  - Payroll (for employee awards and moving expenses)
  - Financial Aid (for student awards/scholarships)
  - ProCard
- Use of personal credit/debit cards and reimbursements should be the last option for payment methods

# Questions to Ask Yourself

- Do you have funds available?
- Does the expenditure meet the purpose of the fund you intend to use?
- Is this expenditure reasonable and prudent?
  - “Newspaper test” - would you be comfortable with the expenditure and amount being made public?
- Has the fund manager (or designee) approved the use of funds?
- Do you have all of your supporting documentation for the expenditure?
- Does the expenditure comply with University policies?

# Common Foundation Expenditures

- University-related travel
- Event expenses
- Moving expenses
- Business meals
  - **Non-University guests MUST participate**
- Entertainment
  - **Non-University guests MUST participate**
- Tips (up to 20%)
- Awards to employees
- Awards/gifts to non-University personnel
  - Residents
  - Research participants
- Retirement awards/gifts
- Flowers

# Prohibited Foundation Expenditures

- Expenses for personal benefit (ex. breakroom supplies)
- Fines incurred while on University business
- Parking permits for University employees
- Gifts or food to celebrate employee birthday, going-away, baby shower, etc.
- Contributions to other 501(c)(3) entities
- Political contributions
- Gifts represented as being from an individual
- Lavish expenditures

# ProCard & Foundation Funds

- Follow all ProCard policies and procedures
- Documentation requirements DO NOT change when using ProCard
  - Does the expenditure meet the purpose of the fund?
  - Is this expenditure reasonable?
  - Do you have fund manager approval?
  - Do you have funds available?
- Allocate your charges appropriately – if you are not sure about a FOAP...**ASK**
- Upload all supporting documentation in Emburse Enterprise

# Sales Tax on Foundation Funds

- 501(c)3 organizations are eligible for refund on North Carolina Sales tax paid
- Foundation financial staff file semi-annual refund requests for sales tax paid
- Internal threshold of \$10 or more sales tax paid
  - Department can choose to separate out smaller amounts
- Sales tax paid should be coded to account 73115
  - Can be used in both Emburse Enterprise (formerly Chrome River) and PORT

# Sales Tax on Foundation Funds 2

- Foundations cannot request reimbursement for the following:
  - Sales tax paid on alcohol
  - Prepared Food (restaurant) tax
    - This is an additional 1% sales tax charged at restaurants in some North Carolina towns (ex. Raleigh, Charlotte, some OBX towns)
  - Occupancy tax on hotels
    - Typically, around 6%
    - Mecklenburg is 8%



# Scholarships/Academic Works

- Annual contribution deadline for scholarship funding cycle is 12/31
- When can we expect funding information from Foundations?
  - Initial information provided around 12/1 for planning purposes
  - Final funding availability provided mid-January
- What to consider when deciding how much to award
  - Annual endowment spending rate (if applicable)
  - Is this a multi-year scholarship commitment?
  - Does the scholarship have a defined award amount or minimum?

# Foundation Fund Types

EA/MA – Annually Funded

EE/ME – Endowed

ET/MT – Temporarily Restricted

EU/MU – Supplemental Fund

EZ/MZ – Quasi-Endowed

# Foundation Funds & Banner

- **Do NOT use Self Service Banner for foundation funds**
- Banner Admin Pages is the preferred method for accessing foundation fund information
  - Firefox or Chrome work best with Banner 9
- Quick queries (ODS based) are available on the [Systems Coordination website](#)

Financial Services   About Us   Accounts Receivable   Controller's Office   Enterprise Risk Management   Foundations   Systems Coordination

Finance User Logins  
**Quick Queries**  
ecuBIC Finance Link  
ePrint  
Banner - Financial Services

## Systems Coordination

Financial Services Systems Coordination's primary purpose is to advance the Division of Administration and Finance, and the University, by supporting financial technological needs of the division. Systems Coordination focuses on delivering the most efficient and effective computing for financial reporting, disbursements, payroll, and student finance functions. As a customer service department, they provide technical assistance for the integration between Banner Finance and other systems, implement new technologies, oversee Banner Finance system security and training, monitors Payment Card Industry Compliance, and act as a liaison to ITCS and HRIS.

Systems  
Coordination  
Staff

Email Us  
[syscoord@ecu.edu](mailto:syscoord@ecu.edu)

Systems  
Coordination  
Ticket  
Request

# Quick Queries for Foundation Funds

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## Quick Queries

[Quick Query Information \(PDF\)](#)



### General Queries

- [Document Prefixes](#)
- [Account Descriptions](#)
- [Cash Receipt Lookup by User ID](#)
- [Cash Receipt Lookup by Receipt Number](#)
- [Document Search](#)
- [Default Org and Prog for a Fund](#)
- [Fund List by Orgn](#)
- [ODS Security and Setup Information \(PDF\)](#)



### Purchasing and Accounts Payable Queries

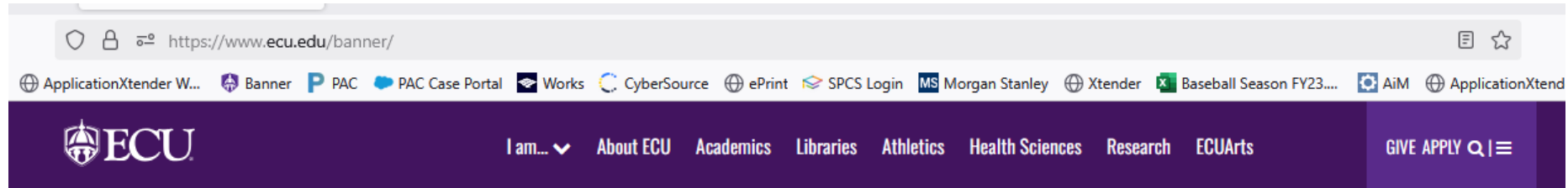
- [ECU Vendor/ Banner ID Search Query](#)
- [Check Number Search](#)
- [Reconciled Check Number Search](#)
- [Multiple Vendor Invoice Search](#) (input a Banner invoice document number and see payments to vendor by the vendor's invoice number)
- [PO to Check by PO Number Search](#)
- [PO To Check by Vendor Search](#)
- [Encumbrance Summary](#)
- [Vendor History](#)



### Finance Ledger Balances or Transaction Queries

- [Operating Ledger Balances](#)
- [Transactions](#)
- [Revenue/Expense Trans by FUND](#)
- [Cash Balances by ORGN or FUND](#) (for Foundation, ITF, and State Funds)
- [Cash Balances by ORGN History](#) (for Foundation, ITF, and State Funds)
- [Operating Ledger Balances for ECU Funds](#)
- [Operating Ledger Bals for State Funds](#)

# Banner Admin Pages



## Ellucian Banner SIS & ERP System

Ellucian Banner is ECU's centralized Student Information System (SIS) and Enterprise Resource Planning (ERP) system. The Banner Student, Finance, and Human Resource modules are used to support academic and administrative needs across the university, and the system serves as the system of record for the university's academic, financial, and human capital management data. Banner is a vendor-supported, commercial off-the-shelf (COTS) software that is highly configurable for the needs of the campus. The software has web-based self-service applications for students and employees to manage personal and academic information, and a separate web-based user interface for administrative offices. These applications are accessible through [PiratePort](#), the university's web portal.

We welcome your questions and feedback to help us better serve the university's enterprise information system needs. Contact me at [stanleyd14@ecu.edu](mailto:stanleyd14@ecu.edu) if we can help.

Doug Stanley  
IT Director, Enterprise Information Systems

[Banner Admin Pages Login](#)

[Forgotten Banner Password](#)

[Banner Project Request](#)

[AppWorx Support](#)

[Data & Analytics Support](#)

[EPAFs/HRIS Support](#)



# Fund Balance - FGITBSR

ellucian Trial Balance Summary FGITBSR 9.0 (PBAN)

COA: E East Carolina University Fiscal Year: 25 Fund: ET4142 Priority Health Ed and Promotion OR Fund Type: Account: OR Acct Type: **Revenues** **Expenses** Start Over

Settings Insert Delete Copy Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
AA	10010	Claim on Cash	3,120.84	Debit		2,160.93	Debit	
FA	20001	Banner Accounts Payable	0.00	Credit		0.00	Credit	
FA	20009	Accounts Payable	200.49	Credit		0.00	Credit	
KA	39110	Expenditure Control	0.00	Debit		2,021.14	Debit	
KA	39310	Revenue Control	0.00	Credit		1,261.72	Credit	
LA	40000	Fund Balance	2,920.35	Credit		2,920.35	Credit	
	Total	ALL ACCOUNTS	0.00			0.00		
						Current Fund Balance	2,160.93	Credit

Record 1 of 6

**Current  
Fund Balance**

# Transaction Summary - FGIBDST

X

@ellucian

Organization Budget Status FGIBDST 9.3.6 (PBAN)

ADD

RETRIEVE

RELATED

TOOLS

Chart: E East Carolina University

Fiscal Year: 25

Index:

Query Specific Account:

☐

Include Revenue Accounts:

☒

Commit Type: Both

Start Over

Organization: 560401 AAH Health Education and Promotion Fund: ET4142 Priority Health Ed and Promotion Program: Account: Account Type: Activity: Location:

▼ ORGANIZATION BUDGET STATUS

SettingsInsertDeleteCopyFilter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
54011	R	Gifts	0.00	1,261.72	0.00	-1,261.72
72317	E	Other Supplies Miscellaneous	0.00	182.39	0.00	-182.39
73089	E	Other Current Services	0.00	452.00	0.00	-452.00
73095	E	Acknowledge and Recognition	0.00	155.75	0.00	-155.75
73105	E	Food and Food Services NonTravel	0.00	1,169.22	0.00	-1,169.22
73766	E	Gift Administrative Fee	0.00	61.78	0.00	-61.78
Net Total			0.00	-759.42	0.00	

1 of 1

10 Per Page

Record 1 of 6

YTD Activity

**\*\* NOTE: Revenue lines total to “Revenue Control” on FGITBSR  
Expense lines total to “Expense Control” on FGITBSR**

# Transaction Detail - FGITRND

X ellucian Detail Transaction Activity FGITRND 9.3.22 (PBAN)														ADD RETRIEVE RELATED TOOLS	
COA: E Fiscal Year: 25 Index: Fund: ET4142 Organization: 560401 Account: 72317 Program: Activity: Location: Period: Commit Type: Both														Start Over	
DETAIL TRANSACTION ACTIVITY														Settings Insert Delete Copy Filter	
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location	
72317	560401	0000	YTD	45.89	+	INNI	TC030055	11/06/2024	11/06/2024	Wallen, Michele H.	U	ET4142			
72317	560401	0000	YTD	136.50	+	J60	PC001192	08/15/2024	08/15/2024	B01343845_08/06/2024_IN *A1 AWARDS	U	ET4142			
			Total	182.39	+										
1 of 1														Record 1 of 2	



# Fund Agreements

- Fund Agreements can be viewed in Xtender
- E-FS-FUNDAUTH cabinet
- Must also have Banner Finance access to view fund agreements
  - ORG driven


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[Xtender Login](#)

## Xtender Instructions ~ Financial Services


Banner XtenderSolutions is an imaging and document management solution suite specifically designed for higher education that launches documents and content directly from Internet Native Banner as well as providing secure access to materials unrelated to Banner. Currently ECU is using this web-based system for image retrieval of scanned Accounts Payable invoice documents, fund authorities, journal voucher backup, receipts and more.

To request security access to XtenderSolutions, log into Pirate Port, select "Banner Security Request." A user's security access is limited by the Banner ORGN security.




### Xtender Security

- [Invoices and Travel \(PDF\)](#)
- [Journal Entries \(PDF\)](#)
- [ITF Fund Authorities \(PDF\)](#)
- [Departmental Deposit \(PDF\)](#)
- [Financial Services Docs \(PDF\)](#)



### View in Xtender

- [AP Documents View Backup \(PDF\)](#)
- [Journal Entry View Backup \(PDF\)](#)
- [ITF Fund Authority View Backup \(PDF\)](#)
- [Department Deposit View Backup \(PDF\)](#)
- [Financial Services Docs View Backup \(PDF\)](#)



### Scan into Xtender

- [How to Attach Journal Entry Backup in Xtender \(PDF\)](#)
- [How to Attach Deposit Backup in Xtender \(PDF\)](#)

# Fund Agreements 2



ECU Foundation

## Foundations Fund Authority Summary

FUND #:	EA3118	ORGN:	560101	PROG:	0000	ATTRIBUTE:	9119
Fund Title (per system):	Leadership in Recreation						
Gift Records #	4072	Detail Code: (if applicable)	F746	College:	College of Health and Human Performance		
				ECU Email:			
				ECU Address:			

Formal Fund Title:

Leadership in Recreation Scholarship

Responsible Person (title & dept.):

Dean of the College of Health and Human Performance

Purpose Category:

Undergraduate Scholarship

Fund Purpose Description:

the purpose of the fund is to award 2 scholarships in Rec Therapy and 2 in Parks Management at \$1500 for Juniors and \$1000 for Seniors, the Junior will receive the Senior award if qualified, to help recruit and retain students.





## FUND AGREEMENT

### FOR THE COLLEGE OF HEALTH AND HUMAN PERFORMANCE PRIORITY FUND

#### I. ESTABLISHMENT

- A. THIS AGREEMENT is made effective as of the date of the last signature affixed between the College of Health and Human Performance (Academic Area) and the ECU Foundation, Inc. (Foundation).
- B. The Academic Area and the Foundation agree to establish a temporarily restricted fund in the Foundation known as the College of Health and Human Performance Priority Fund (Fund). The fund manager will be the Dean of the College of Health and Human Performance, or a comparable position should this position title no longer exist (Administrator).

#### IV. PURPOSE AND USE OF FUNDS

This Fund shall be used to provide priority support for the College of Health and Human Performance. Expenditures are at the discretion of the Administrator. The amount and terms of each scholarship award and the recipient thereof shall be determined in accordance with College, University, and Foundation guidelines and procedures then in effect. All of the money in the fund is spendable at any time. The Administrator shall be responsible for administering the distributions from the Fund and applying such distributions in accordance with Foundation and University policies and procedures.



## FUND AGREEMENT

### FOR THE ENDOWMENT FUND FOR ACADEMIC PRIORITIES

#### I. ESTABLISHMENT

- A: THIS AGREEMENT is made effective as of the date of the last signature affixed between the Honors College (Academic Area) and the East Carolina University Foundation, Inc. (Foundation).
- B. The Academic Area and the Foundation agree to establish an **endowed fund** in the ECU Foundation known as **Endowment Fund for Academic Priorities (Fund)**.  
**The fund manager will be the Dean of the Honors College or a comparable position should this position title no longer exist (Administrator).**

#### IV. PURPOSE AND USE OF FUNDS

**This Fund shall be used to provide support for Honors College students and faculty engaged in academic and scholarly experiences. Expenditures may be used for, but are not limited to, supporting student academic and scholarly experiences based in the Honors College and faculty stipends or support for both curricular and co-curricular initiatives that engage faculty with Honors College students. The Administrator shall be responsible for administering the distributions from the Fund and applying such distributions in accordance with Foundation and University policies and procedures.**

## IV. PURPOSE AND USE OF FUNDS

The purpose of the fund is to provide two scholarships (for a total of four) in Recreation Therapy and Parks Management to help recruit and retain students. The amount, terms, and the recipient of each scholarship shall be in accordance with College, University and Foundation guidelines and procedures then in effect. The Administrator shall be responsible for administering the distributions from the Fund and applying such distributions in accordance with university policies and procedures and the following preferences:

1. Award two scholarships in the amount of \$1,500 to two Juniors.
2. Award two scholarships in the amount of \$1,000 to two Seniors.

Scholarship may be re-awarded to existing recipient for Senior year if candidate reapplies and continues to be qualified.

**Questions?**

# Contacts – ECU Foundation

- Brittany Stockstill, Controller
  - [powellb15@ecu.edu](mailto:powellb15@ecu.edu) or 737-4811
- Heather Wiggins, Accountant
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# Contacts – ECU M&HS Foundation

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- Tracy Gilland, Administrative Support Specialist
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