

ELIZABETH CITY STATE UNIVERSITY
Institutional Trust Fund Balance Usage Regulation

Preamble

Elizabeth City State University (ECSU) will adhere to the budget policies in accordance with the State of North Carolina policies and state regulations. The Division of Business and Finance at ECSU is responsible for ensuring that all divisions, and departments adhere to these policies.

I. Scope

This regulation applies to all institutional trust fund balances within ECSU.

II. Definitions

A. “Fund Balance” is defined as the accumulation of the portion of revenue remaining in the institutional trust fund after all expenses have been paid on June 30th of any given year. This amount rolls forward into the new fiscal year on July 1st to the fund's cash/fund balance.

B. “Fund Manager” is defined as the employee who is responsible for overseeing the fund.

III. Regulation

Institutional Trust Funds that have annual recurring commitments/expenses are required to have enough revenue in the fund balance to cover one years' worth of expenses.

For Institutional Trust Funds that do not have one years` worth of fund balance, managers of these funds need to submit annual budgets to the Budget Office in which that year`s annual revenues exceed that year`s annual expenses by 10% until such time when the fund`s Cash Reserve is equal to one years' worth of expenses.

Any Fund Manager wishing to utilize institutional trust fund balance for a non-recurring, one-time expense must submit the request to the Director of Budget. The request must be approved from the Cabinet member who has oversight of the department/school. The Director of Budget has the authority to make approvals for amounts up to \$25,000. If the requested amount exceeds \$25,000, the request must be approved by the Vice-Chancellor for Business & Finance.