

STATE OF NEBRASKA

FUND REQUEST INSTRUCTIONS

- PURPOSE - To request approval to add or change a fund
- ADD Determine the need to add a fund based on statutory or administrative requirements.
- CHANGE Request a fund be changed based on the following:
a. agencies using the fund will be different,
or
b. if there is a statutory change to the name of the fund.
- NOTE: The use of a fund cannot be changed. Complete ADD steps if this is the case.

Procedure Steps

Add/Change -

1. Prepare a Fund Request.
 - a. Enter the agency number in *AGENCY NUMBER*.
 - b. Enter the agency name in *AGENCY NAME*.
 - c. Enter in *FUND NAME*
 - 1) the fund name as specified in the statutes if created by statutory authority, or
 - 2) a brief identifying description of the fund if the fund name is not specified by statute.
 - d. Enter in *STATUTORY AUTHORITY*
 - 1) the State statute number,
 - 2) legislative bill number, session number and year, if not codified; or
 - 3) administrative if not prescribed by law.

NOTE: AS State Accounting will abbreviate the fund name for reporting purposes.

Add -

- e. Complete the *ADD* section if requesting a new fund.
 - 1) Enter in *WHAT IS THE USE OF THE FUND?*
 - a) the sources of financial resources,
 - i) from whom received, and
 - ii) how received,
 - b) disbursements,
 - i) made to whom and
 - ii) for what purpose.
 - 2) Enter the number of the "Parent" fund in *INDICATE PARENT FUND* if this fund is part of a Parent-Child relationship, if not, leave this line blank.

- 3) "X" either *YES* or *NO* in *CAN THIS FUND BE INVESTED*:
 - a) Complete an [Investment Authorization Form](#) if *YES* is marked.

Change -

- f. Complete the *CHANGE* section if changing an existing fund.
 - 1) Enter in *FUND NUMBER* the fund number to which the change is being requested.
 - 2) Enter in *FUND NAME* (top of page)
 - a) the new fund name as specified in the statutes if changed by statutory authority, or
 - b) the new identifying description of the fund if not changed by statute, if applicable.
 - 3) Enter in *STATUTORY AUTHORITY* (top of page)
 - a) State statute number,
 - b) legislative bill number, session number and year, if not codified; or
 - c) administrative if the change is not prescribed by law.
 - 4) Enter in *EFFECTIVE DATE* the date the change is to become effective.
 - 5) "X" either *YES* or *NO* in *CAN THIS FUND BE INVESTED*:
 - a) Complete an [Investment Authorization Form](#) if *YES* is marked.

Add/Change -

- g. Obtain the agency director's original signature in *DIRECTOR*.
2. Submit the original Fund Request to your Budget Analyst for review.
3. Submit the original Fund Request to AS State Accounting.
4. Receive a copy of the Fund Request if the fund or changes to the fund are granted by the State Accounting.
5. Receive written notification and the original Fund Request if approval is denied by the State Accountant, including the reason why denied.

PURPOSE -

To terminate a fund which is no longer authorized by statute or required for accounting purposes. AS State Accounting will initiate action to terminate a fund after one year of inactivity if the agency has not started steps to terminate the fund.

TERMINATE

Request a fund be terminated because

- a. a separate reporting entity is no longer needed, or
- b. legislative action passed which ended the statutory authority for the fund.

Procedure Steps

1. Prepare a Fund Request.
 - a. Enter agency number in *AGENCY NUMBER*.
 - b. Enter agency name in *AGENCY NAME*.
 - c. Enter the fund name in *FUND NAME*.
 - d. Enter in *STATUTORY AUTHORITY* any legislative action passed which affected the termination of this fund.
 - e. Enter the fund number in *FUND NUMBER*.
 - f. Complete the *TERMINATE* section.
 - 1) Enter in *FUND BALANCE TRANSFERRED TO FUND* the fund number where any residual equity will be transferred and the amount to be transferred.
 - 2) Enter the reason for termination in *REASON FOR TERMINATION*.
 - 3) Enter the document number in *DOCUMENT NUMBER*.
 - 4) Enter in *TERMINATION DATE* the effective date of the fund termination.
 - g. Obtain the agency director's original signature in *DIRECTOR*.
2. Submit the Fund Request to your Budget Analyst for review.
3. Submit the Fund Request to AS State Accounting.
4. Receive a copy of the approved Fund Request from AS State Accounting.
5. Prepare a document to transfer asset and/or liability balances to another fund.
 - a. Use a copy of the approved Fund Request as supporting documentation.

NOTE: AS State Accounting will take the appropriate action when the fund has no asset or liability balances.