**REQUEST FORM TO CREATE OR MODIFY CHART OF ACCOUNT ELEMENT**

**(Fund, Org, Account, Program, Activity or Location)**

Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requestor Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Please fill out the information below and have it signed by your VP’s budget designee (see FAQ for list of designees) for their approval, and email a PDF version of the form to [controllersoffice@smith.edu](mailto:controllersoffice@smith.edu). We will review your request and determine how best to accomplish your need within the chart of accounts. We will reach out to you directly with any questions.

**WHAT ARE YOU TRYING TO ACCOMPLISH?**

*In the box below, please describe your area’s need to create a new chart of account element (e.g. org, activity, etc.) or modify an existing element. Is there a new funding source, a new department, a new program? Make sure to include a rationale for why tracking cannot be accomplished within your existing structure.*

Is your request related to a limited-term project/activity or funding source (e.g. two-year grant; six-month Museum exhibit)?

*If yes, what future date will it end?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which department and individual(s) is/are responsible for tracking expenses related to this request?

*Department: ­*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Individual:* ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Grants, Development and Finance Only: If this is a new funding source, please specify if it is:

🞎 Grant 🞎 Endowment 🞎 Gift 🞎 Unrestricted

SIGNATURES

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*VP or their Budget Designee Controller’s Office Representative*

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*Budget Office Representative*

*Finance Office Use Only*

Use existing FOAPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Modify Existing FOAPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Create New FOAPAL: 🞎 Fund 🞎 Org 🞎 Account 🞎 Program 🞎 Activity 🞎 Location

**FREQUENTLY ASKED QUESTIONS**

1. **Why do I need to fill out this form? Why can’t I just email or call?**

*The Chart of Accounts is Smith’s financial skeleton – it provides the structure for clear and timely financial reporting, budget and expenditure tracking, and data analysis. In order to maintain the Chart of Accounts to best support its many purposes, the Budget Office and Controller’s Office will review and discuss each request to develop a solution that best suits your needs while also complying with Banner and accounting principles.*

*This form also serves as a mechanism to inform your VP’s budget designee of new FOAPAL elements (Fund, Org, Account, Program, Activity, Location) and accounting activities in your area.*

1. **If I know what FOAPAL element I need (e.g. org, fund), is there a way for me to request it specifically?**

*As mentioned above, the Chart of Accounts is Smith’s financial skeleton – it provides the structure for clear and timely financial reporting, budget and expenditure tracking, and data analysis. Historically, there was a proliferation of FOAPAL elements (Fund, Org, Account, Program, Activity, Location) that hampered clear reporting and tracking.*

*In order to ensure proper usage of the Chart of Accounts going forward, we know that it is essential for Finance to provide greater guidance and controls. Through this form, we intend to understand what your need is so that we can work with you to provide adequate reporting while also working within the Banner and accounting principles governing Chart of Account maintenance.*

1. **Who is the responsible department and individual?**

*The responsible department and individual are the ones who will be responsible for tracking the budget and expenditures. Even if the request affects multiple departments, please only list the individual who is overseeing financial tracking.*

1. **How do I ensure I have all the required signatures?**

*Once you have completed the form, it should be signed by your VP or their designee (see list below). Then, please email a PDF version to* [*controllersoffice@smith.edu*](mailto:controllersoffice@smith.edu)*. We will contact you directly with any questions and the resolution. For new fund creation by Grants, Finance or Development, the VP/Budget Designee signature is not required.*

1. **Why does my VP’s budget designee need to sign?**

*Since budget control is decentralized at Smith, we would like your VP or their designee (see list below) to be notified of a change to the Chart of Accounts in their area. This review also gives them the opportunity to make suggestions or adjustments.*

**VP/Budget Designee Approver**

President – Tom Bernard Provost – Saari Greylock

ITS – Mark Umstot Development – Sandy Doucett

Dean of the College – Tina Zaengle Public Affairs – Sam Masinter

Alumnae Relations – Jennifer Chrisler Diversity Office – Dwight Hamilton

Finance & Administration – Kate Gola Enrollment – Audrey Smith