



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 19, 2004

TO: Presidents
Chief Financial Officers
Senior Continuing Education Officers
Chief Academic Officers

FROM: Fred Williams, Executive Vice President and Chief Operating Officer
Kennon Briggs, Vice President, Business and Finance

SUBJECT: Collection and Deposit of Institutional Funds

Questions have arisen regarding the collection of monies by agents that may or may not be deposited in institution bank accounts.

General Statute 115D-58.9, states in part, "All moneys regardless of source or purpose collected or received by an officer, employee, or agent of an institution shall be deposited intact in accordance with this section."

Anyone collecting funds for the college for any reason must deposit those funds intact into the college's institutional account. Further, excluding curriculum tuition, continuing education registration fees, and system-wide fees (i.e., Computer Use and Technology Fee), all fees charged to students that are not set by the North Carolina State Board of Community Colleges must be set by the local college board of trustees consistent with numbered memorandum CC02-150, "New State Board Policy Regarding Fees".

It is not appropriate for a potential agent (i.e., instructor, organization, company, or association) or agent (i.e., instructor, organization, company, or association) to require and/or collect any type of fee from students unless those funds are deposited intact in the college institutional account.

Each college should review all relationships with agents/potential agents of the college to ensure adherence to all governing regulations.

CC04-092

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April 19, 2004
Page 2

To clarify:

- 1) Tuition and Registration Fees are set only by the State Board of Community Colleges, not inconsistent with action by the North Carolina General Assembly;
- 2) The Cash Management Policy of the System requires that any monies collected must be deposited on a daily basis; and
- 3) Only fees approved by the local board of trustees and classified as “optional fees” and/or “specific fees” as detailed in CC02-150 may be charged to students.

Please refer to G.S.115D-39, G.S. 115D-58.9, and Numbered Memorandum CC02-150 for appropriate references.

If there are questions or if further clarification is needed, feel free to contact either of us or our staff.

c: Glynda Lawrence, Director
Program Audit Services

CC04-092