

## Banner Accounting Structure – FOAPAL

The Banner system’s Chart of Accounts classifies accounting transactions into an alpha/numeric system called a FOAPAL. The components of a FOAPAL are explained below:

<b>F Fund</b>	<b>O Org</b>	<b>A Account</b>	<b>P Program</b>	<b>A Activity</b>	<b>L Location</b>
Where did the money come from?	Who is responsible for the money?	What kind of transaction is taking place?	How does this transaction compare to other Colleges?	Used to track specific activities that cross fund/org	Building Codes
11000  Unrestricted	5110 Business Office	7011  Supplies	41  Institutional Support	Optional  n/a	Facilities & Maintenance  n/a

### (F) Fund

Funds are a self-balancing set of accounts and identifies ownership and restriction. Funding source answer the question: Where is the money coming from? In Swarthmore's Chart of Accounts, the broad fund types are as follows:

- **11000 Current Unrestricted Fund**  
There is only one current unrestricted fund and it is for the College's Operating Budget.
- **20000 Current Restricted Funds**  
If you have any funds, such as a government grant or College research fund, you will be given a fund code number to use along with your org code when you incur an expense. There are many current restricted funds which may include
  - **21XXX** Federal funds
  - **219XX** State funds
  - **22XXX** Private gifts and grants
  - **23XXX** Temporarily restricted funds
  - **24XXX** College research funds
  - **26XXX** Funds supported by the endowment
- **40000 Loan Funds**  
These are student loan funds.
- **60000 Endowment Funds**
  - **61XXX** True endowment
  - **62XXX** Funds functioning as endowment
- **70000 Annuity and Life Income Funds**  
There are many life income funds usually gifts from donors.
- **80000 Agency Funds**  
Agency funds are usually funds held by the College for other groups or activities, such as Alumni Weekend and Class Funds.
- **90000 Plant Funds**

There are many plant funds for the physical facilities of the College. Scientific equipment funds can be found in this group.

### **(O) Organization**

The Org codes have been set up to follow the reporting structure of the College (org chart) and indicates your budget department, in most cases. You should have received an Org code to use when you incur departmental expenses.

- **1XXX President**
- **2XXX Provost**
- **3XXX Dean of College**
- **4XXX Admissions**
- **5XXX VP for Finance & Treasurer**
- **6XXX VP for Development**
- **7XXX Facilities & Services**

### **(A) Account**

A four-character code that identifies objects, such as the general ledger (assets, liabilities and fund balances) and the operating ledger (income and expense) transactions.

- **2203** Agency Liability (for use only with Agency Funds)
- **5XXX** Revenue
- **6XXX** Payroll and fringe benefit expenses
- **7XXX** Other expenses

### **(P) Program**

Program codes are functional categories used in financial statements. These categories are determined by FASB (Financial Accounting Standards Board) so that educational institutions' financial statements can be compared. Our program codes are as follows:

- **11 Instruction** (ex. academic departments)
- **21 Academic Support** (ex. libraries, media services, restricted grants)
- **31 Student Services** (ex. deans office, health center, admissions)
- **41 Institutional Support** (ex. public safety, business office, president's office, ITS)
- **42 Fundraising Activities** (ex. development, communications, The Bulletin)
- **51 Physical Plant** (ex. facilities, grounds, maintenance, EVS)
- **71 Auxiliary Services** (ex. bookstore, dining services)
- **81 Public Services** (ex. Scott Arboretum, Chester Children's Choir)
- **92 Projects** (ex. Blueprints, Science for Kids)
- **Agency Funds do not require Program Codes**

### **(A) Activity**

Activity codes help identifies a specific project/activity that needs to be tracked by a department. These codes are optional.

### **(L) Location**

Location codes help identifies a specific project/activity that needs to be tracked by a department. These codes are not used.