



Campus Administrative Policy

Policy Title: Gifts Received from The Children’s Hospital (THC) 4-18

Policy Number: 2029 Functional Area: **Finance**

Effective: May 1, 2009
Date Last Amended/Reviewed: May 1, 2009
Date Scheduled for Review: July 1, 2016
Supersedes: Gifts Received from The Children’s Hospital 4-18
(February 1, 2006)

Approved by: Vice Chancellor for Research

Prepared by: Director of the Office of Grants and Contracts
Reviewing Office: Office of Grants and Contracts
Responsible Officer: Office of Grants and Contracts

Applies to: University of Colorado Denver
University of Colorado Anschutz Medical Campus

A. INTRODUCTION

A significant number of gifts are received by the University of Colorado Denver | Anschutz Medical Campus (“university”) from The Children’s Hospital (TCH) to support the research efforts of faculty members who have appointments at UC Denver and also perform clinical activities at TCH. This policy and procedure provides information on mechanism for processing these gift funds. This policy and procedure is based on funding gift expenses on a monthly basis.

B. POLICY STATEMENT

The purpose of this policy is to document the policies and procedures to appropriately process and account for gifts from TCH.

C. PROCEDURE

See the following Procedure Guidance for the internal procedures for gifts from TCH.

Performed by:	Action:
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TCH/Department of Pediatrics Responsible Person(s)	1. Submit appropriate gift program setup forms and complete the Statement of Responsibility Form for Gifts from the campus policy 2037, Accounting for and Deposit of Gifts, with signature of responsible persons.
Grants and Contracts Pre Award Manager	2. Review and approve gift program setup and Statement of Responsibility forms for creation of TCH gift programs. 3. Forward approved forms to the accountant responsible for the creation and administration of gift programs.
Grants and Contracts Gift Program Accountant	4. Create an initial TCH gift program clearing speed type to be used for the receipt and deposit of funds on a monthly basis from TCH. 5. Create appropriate gift programs in the PeopleSoft financial system. 6. Inform the appropriate Pediatrics/TCH personnel of gift program speed type creation. 7. Add all speed types created to the allocation tree that will be used in the month end allocation process to match revenues to expenses incurred during the month. 8. Generate an Access query on the second to last business day of each month to provide information for TCH of the amount of cash transfer needed to cover the expenses incurred during the previous month on TCH gift programs. 9. Provide query information to TCH for the transfer of funds.
TCH/Department of Pediatrics Responsible Person(s)	10. Complete an electronic transfer of funds based on the query information provided to TCH personnel. (TCH) 11. Complete a monthly review of all TCH gift program speed types to assess their expenditure status. (Pediatrics) 12. Provide PeopleSoft financial system summary and detailed transaction information to appropriate TCH personnel. (Pediatrics) 13. Inform the university gift accountant of gift programs that have reached their expenditure limit so that these programs can be inactivated. (Pediatrics departmental administrator) 14. Inform Pediatric divisional administrators of gift programs that have been inactivated and any over expenditures that need to be transferred from TCH gift programs. (Pediatrics departmental administrator)

Grants and Contracts Gift Program Accountant	<p>15. Inactivate gift programs that have reached their expenditure limit.</p> <p>16. Modify the TCH gift program monthly allocation as appropriate.</p>
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Notes

1. Dates of official enactment and amendments:
 February 1, 2006: Adopted by Vice Chancellor for Research
 May 1, 2009: Updated
 March 4, 2019: Formatting Updated

2. History:
 March 4, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost’s office.

3. Initial Policy Effective Date: May 1, 2009

4. Cross References/Appendix: N/A