Fiscal Policy

Title: Accounting for and Deposit of Gifts, 4-14
Source: Office of Grants and Contracts
Effective Date: October 1, 2005
Replaces: N/A
Applies: All campuses

A. Introduction

The purpose of this policy is to establish guidelines for the acceptance of gift monies through the University of Colorado Foundation for subsequent use by the University of Colorado Denver (UCD) departments/schools. It shall be the responsibility of UCD departments receiving monies from donors and the UCD CU Foundation Development Office to ensure that no violation of this policy occurs. It shall be the responsibility of the Departmental Chair or Director to ensure that gifts are properly identified and processed according to this policy.

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C. Definitions

1. **CU Foundation** is a 501(C) (3) organization and its sole purpose is to raise and manage private funds for the University of Colorado.

2. **Gifts** are charitable contributions for use by the institution exclusively to fulfill its exempt purpose(s). There can be no expectation of economic benefit on the part of the donor. A gift should not include any of the issues identified below as a sponsored project.

3. **Sponsored Projects** are research, instructional, or public service activities that are sponsored by external agencies or entities, and meet one or more of the criteria in “a.” through “f.” below. Facilities and Administrative cost recovery is not a factor in determining whether funding is a sponsored project. Application/award issues that require administration by Grants and Contracts include any one of the following:

   a. the award is a grant or contract from a governmental entity;
b. sponsor support is directed to satisfy specific, programmatic objectives that are to be accomplished within a specific time and budget framework;

c. the sponsor is entitled to receive some deliverable, such as a detailed technical report of research results or a report of expenditures;

d. there is a provision for audits by or on behalf of the sponsor;

e. the funding is for a project with compliance issues including, but not limited to: human subjects, animal use, biohazards, and biosafety;

f. publication restrictions, patent, or licensing rights are requested by the grantor.

4. The UCD CU Foundation Development Office is established to raise and manage private funds for the University of Colorado.

D. Policy

1. General

Receipts meeting the definition of “gift” will be deposited directly with the CU Foundation. All other receipts will be construed to be a sponsored project and will be processed through UCD Grants and Contracts. Campus Departments should contact the Office of Grants and Contracts Pre-award section if they are unable to determine if the receipt is a gift or a sponsored project.

2. Exception to Gift Policy

A donor may specifically request that the gift be processed through the University rather than the CU Foundation. In this instance, the gift will be recorded on UCD records and the funds will be deposited in the UCD financial system. If there is any doubt in the UCD department’s review of the gift and the intent of the donor regarding the use of the funds, the appropriate documents are to be referred to UCD Grants and Contracts for a final decision. Donors should be encouraged to make their gift payments directly to the CU Foundation, as they are the official fund entity of the University.

3. The UCD CU Foundation Development Office’s Restriction on the Use of Funds

The UCD CU Foundation Development Office, upon receipt of the gift will establish, in compliance with the donor's requirements, limitations on the use of the funds. By so establishing the limitations on the use of the funds, the CU Foundation has restricted the use of the funds by UCD; even if the restriction is only that a department, school, etc may use the funds.

The UCD department will comply with these restrictions when expending the funds transferred from the CU Foundation to UCD (see Fiscal Policy 4-3, CU Foundation Draw Down). UCD will record these funds in the restricted fund.

4. Gift Transmittal to CU Foundation
The UCD department will prepare the appropriate Gift Transmittal Form (see Exhibit B) based upon the nature of the gift (check, credit card, gift in kind, or securities) and forward to the CU Foundation as appropriate for processing and/or deposit to the CU Foundation bank account. The CU Foundation will prepare the Gift Transmittal Form for gifts mailed directly to their office.

5. Positive Cash Balance Requirement

Departments must maintain a positive cash balance in their gift programs at all times. A department will need to request monies be transferred from the CU Foundation in sufficient quantity so the department can initiate appropriate expenditures to undertake the program. Departments may incur expenditures against the program provided the program maintains a positive cash balance. Expenditures will not be allowed on programs that are in a negative cash balance status and departments will resolve negative cash balance programs as soon as possible. Resolution generally includes additional cash transfers initiated by the UCD department from the CU Foundation to the appropriate UCD PeopleSoft program.

Departments are generally allowed to create program encumbrances that are in excess of the cash balance. For example, staff who are receiving a portion of their salary from the program for a period of time may create an encumbrance total in excess of existing cash. It is not practical to process payroll documents extending a person’s salary support month-by-month solely on the basis that an extended appointment of several months or longer would create an encumbrance in excess of current cash. Nevertheless, departments must ensure that cash will be available to pay the encumbrance when it becomes payable.

All clinical trials shall be performed in conformance with generally accepted standards of good clinical practice with the Protocol, and with all applicable local, state and federal laws and regulations governing the performance of clinical investigations including but not limited to the Federal Food, Drug, and Cosmetic Act and regulations of the Food and Drug Administration.
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<th>Performed by:</th>
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<tbody>
<tr>
<td>UCD Department/School</td>
<td>1. If department has gift monies to be deposited please proceed to step 2. If foundation account already exists and department wants to access the funds using a new gift program, please proceed to step 5.</td>
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<td>2. Receives gift receipt from donor and prepares and signs the “Gift Transmittal Form” (Exhibit B) and the “University of Colorado Foundation Checklist for Gift Acceptance”. Form only required if gift is over $1,000, (see Exhibit A). If review of documents or completion of the checklist indicates that the monies should be processed as a grant or contract, contact UCD Grants and Contracts.</td>
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<td>2. Submits CU Foundation checklist form along with Gift Transmittal Form to UCD CU Foundation Development Office for further review and processing.</td>
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<td>UCD Development Office Representative</td>
<td>3. Reviews documents for departmental information and verifies supplied documents support deposit of monies into CU foundation bank account, including specific restrictions on the monies, and certifies that monies meet the criteria of a gift.</td>
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<td>4. Deposits monies into CU Foundation bank account using the CU Foundation’s Gift Transmittal Form, Exhibit B (see spreadsheet “tabs” to choose the appropriate form to use based upon the nature of the gift). Note: If donor specifically requests gift to be for UCD then Development office will forward funds and paperwork to Grants and Contracts to deposit the funds.</td>
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<td>UCD Department/School</td>
<td>5. When the department is ready to access funds at the CU Foundation, submit Citrix program setup forms according to FP 1-9, along with the Statement of Responsibility Form for Gifts (Exhibit C) to Grants and Contracts for setup.</td>
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