

A Guide to the

UNIVERSITY OF FLORIDA FOUNDATION, INC.

- Policies & Procedures
- Funds Management
- Services Directory
- Sample Forms

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Section 1. Introduction

The University of Florida Foundation, Inc. is the University's official non-profit organization responsible for receiving, investing and administering private support.

Created in 1934 as the "University of Florida Endowment Corporation," it expanded in the early 1950s to become the primary fund-raising and fund management arm of the University.

In 1964, the Florida Legislature certified the Foundation under its current name: "University of Florida Foundation, Inc." The former Florida Board of Regents also certified the Foundation as a direct support organization for the University under Florida Statutes Section 1004.28.

The Foundation is designated a charitable organization under Section 501(c)(3) of the Internal Revenue Code.

The current mission of the University of Florida Foundation, Inc. is

to support and enhance the University of Florida by encouraging alumni and friends to provide private funds and other resources for the University's benefit, to manage those assets and to provide volunteer leadership in support of the University's objectives.

The Foundation is governed by a volunteer Board of Directors, who are committed to the continuing progress of the University of Florida.

Confidentiality of UFF Records

The successful partnership between UF and UFF is based on effective service, trust and accountability. UFF, as a direct support organization of UF, acknowledges the importance of public scrutiny of its financial affairs. UFF's ability to assure donors and prospective donors that their personal or financial information will be held in confidence is essential to fulfilling its primary mission of raising private support for the University. The Legislature acknowledged this need for confidential records in Florida Statutes 1004.28.

Upon receipt of a reasonable and specific request in writing, UFF will provide financial information, such as expenditures from UFF funds, documentation regarding completed business transactions, and information about the investment and management of UFF assets. UFF will furnish this information in a format reasonably responsive, at a reasonable cost to the requesting party. UFF will not, however, release any record or information that includes personal or financial information about a donor, alumnus, prospective donor, volunteer or employee.

All fund-raising activities undertaken by UF staff, faculty, students or volunteers are undertaken on behalf of UFF. All records associated with such activities relating to personal or financial information about a donor, alumnus, prospective donor, volunteer, or employee, in the possession of any UF staff member, faculty, student or volunteer are records of UFF and are confidential.

Section 2. Funds Administration

In order to ensure compliance with donors' restrictions on the uses of their gifts, the Foundation maintains over 5,000 separate funds. Each fund is assigned a Fund Administrator in the department, college, or unit for which the gift is restricted. Fund Administrators must be employees of the University of Florida, the Foundation, the University Athletic Association or Shands Hospital. The Fund Administrator, in conjunction with his or her supervising Dean, Director or Vice President, is responsible for disbursing monies for the purpose intended by the donor.

There are two primary types of funds at the Foundation: endowed and non-endowed. Each endowment consists of a principal fund (odd numbered) and a spendable fund (even numbered). All endowment gifts are deposited into the principal fund. Net spendable income (as determined by the Foundation's Board) is transferred to the spendable fund, which then becomes available for current or future use. For non-endowed funds, no distinction is made between principal and income, as both gifts and income, if any, are available for use.

In most cases, the wishes of the donor(s) provide the criteria for determining a fund's restricted purpose. In other instances, funds are established for the general use of a given department, school, center, or program, with no specific donor restrictions (i.e. unrestricted gifts).

Establishing New Foundation Funds

A new fund in the Foundation may be established for any purpose which is within the Foundation's mandate to further the mission of the University of Florida. The Foundation cannot establish funds for programs or purposes that:

- involve contract deliverables, fees-for-services, proprietary research or drug protocols, services within the mission of the Division of Continuing Education (DOCE), or sales of merchandise;
- would jeopardize the Foundation's tax-exempt status.

Contact the University of Florida Division of Sponsored Research or DOCE for further information on these types of transactions.

A minimum commitment of \$20,000 is required to establish an endowed fund. A new non-endowed fund should only be established for a unique purpose and should be expected to be used for a period of not less than two years. To reduce the number of Foundation funds to be administered, new gifts can often be placed in existing funds and still fulfill the intent of the donor or a specific need. It is recommended that a non-endowed fund be established only if there is reasonable belief that the fund will receive at least \$2,000 in gifts and the fund's use is not limited to a single event.

Completing the Fund Information Form (UFF-A)

The donor's wishes often provide the most important criteria for determining the fund name, type of fund, and restricted purpose. Any pertinent documentation indicating the donor's intent should be attached to the Fund Information Form (UFF-A). This form **must** be completed in full, including all required signatures, before being submitted to the Foundation's Controller. Incomplete forms will be returned to the Fund Administrator for further processing.

Fund Name - The fund name is referred to in all donor acknowledgements and stewardship reports and, therefore, should clearly and concisely reflect the purpose and intent of the fund. The length of the fund name is limited to 100 characters, including spaces and punctuation; if the donor has entered into a gift agreement the fund name **MUST** be exactly as reflected therein.

Fund Administrator - The Fund Administrator is the individual who is responsible for expenditures from the fund. This person must be an employee of the University of Florida, the Foundation, the University Athletic Association or Shands Hospital. Donors/Faculty are permitted to donate to funds over which they are Fund Administrators.

New Fund Administrators are appointed by the Dean, Director or Vice President of a college or unit. If the new Fund Administrator will be the Dean/Director, or if the Dean/Director is not available to appoint a new Fund Administrator, the request will require the signature of the appropriate Vice President or the Provost. Associate or Assistant Deans may not appoint Fund Administrators.

Fund Administrator

Faculty or Staff

Dean or Director

Approval Signatures Required

Dean or Director

Vice President or Provost

College/Unit and Department Codes - Each Foundation fund is associated with a college or unit and an appropriate department. The Foundation uses the University's SAMAS codes to make this designation which is used in various reporting formats.

Type of Fund - Clearly indicate if the fund is to be endowed by checking the appropriate box. An endowed fund will be assigned a principal fund number (odd) and a spendable fund number (even). Gifts deposited into the principal fund may not be spent. Net spendable income (as determined by the Foundation's Board) is transferred to the spendable fund for use. Minimum required amount to open a new endowment fund is a commitment of \$20,000. Non-endowed funds are assigned a single fund number (odd) and no distinction is made between principal and income.

Source of Funding - The funding source and amount of funding must be provided.

Purpose - Identify the type of activity this fund is intended to support and any donor restrictions on the fund's use. Be specific. If the donor has entered into a gift agreement, use or attach the specific purpose.

Changing Existing Foundation Funds

All requests to modify the Fund Name or Fund Administrator should be submitted using the Fund Information Form (UFF-A). Check the box labeled “change” and highlight the field(s) being modified.

Fund Name - Changes in the fund name should be made only to clarify the identification of the fund. Fund names should reflect the intended purpose of the fund and/or any donor restrictions. Changes must not violate any specific requests or restrictions of the initial donor.

Fund Administrator - Changes in Fund Administrator must follow the same guidelines listed under “Completing the Fund Information Form (UFF-A) - Fund Administrator” (see p. 2.2).

If the Fund Administrator is being changed on multiple funds, a single written request that includes the requested change, a list of the affected fund numbers and names, and all required signatures may be submitted in lieu of separate Fund Information Forms.

Purpose - Requests to change the purpose of a fund must be submitted in writing by the Dean, Director or Vice President to the Foundation's Controller. The request must state the reason for the change and be accompanied by a letter of authorization from the donor(s) when applicable. In most cases, a change in purpose will require the establishment of a new fund and a transfer of the balance from the old fund to the new fund.

Endowment or Non-endowment Status - Changing a fund's status from non-endowed to endowed involves three steps: 1) a new endowed fund must be established using the Fund Information Form (UFF-A); 2) the fund balance must be transferred from the non-endowed fund to the new endowed fund using a Fund-to-Fund Transfer Request (UFF-K); and 3) the non-endowed fund must be closed. A fund, once endowed, may not be changed to a non-endowed fund.

Closing Foundation Funds

A request to close an idle or redundant fund should be submitted in writing by the Dean, Director or Vice President to the Foundation's Controller with a completed Fund Information Form (UFF-A). Any remaining assets in the fund should be transferred to another Foundation fund with a similar purpose using the Fund-to-Fund Transfer Request

Form (UFF-K). The Dean, Director or Vice President must state that the transfer of monies is not in contradiction with the terms of the gift(s) to the original fund. If the fund to be closed has a negative asset balance, funds must be transferred into the closed fund to bring the balance to zero.

Section 3. Processing, Depositing, and Receipting Assets

All gifts for the benefit of the University must be sent immediately to the Foundation's Records Department for deposit. All assets sent to the Foundation for deposit and receipt should be accompanied by a completed Asset Transmittal Form (UFF-B) directed to the Records Department. All checks of \$10,000 or more and all negotiable securities should be hand-carried to the Foundation's Records Department to expedite processing and to ensure receipt by the Foundation. **For deposits of cash, please see *Type of Asset*, p. 3.2.**

The Foundation cannot accept gifts if they:

- involve contract deliverables, fees-for-services, proprietary research, drug protocols, services within the mission of the Division of Continuing Education (DOCE), or sales of merchandise;
- would jeopardize the Foundation's tax-exempt status.

Contact the University of Florida Division of Sponsored Research or DOCE for further information on these types of transactions.

Gift Receipts and *Quid Pro Quos*

A receipt/acknowledgement is sent to each donor upon receipt of the gift. The receipt reflects the amount or type of the gift and the value of any *quid pro quo* received by the donor. Special acknowledgements are sent to donors and families or honorees for memorial and tribute gifts. Receipts are not sent for non-gift items, such as expense refunds.

IRS rules require that a donor, in order to obtain a charitable contribution deduction for federal income taxes, must substantiate any charitable contribution of \$250 or more with a receipt (a canceled check is specifically not sufficient) from the University of Florida Foundation, Inc., indicating the amount of the payment, the value of any *quid pro quo* received by the donor from the University, and the resulting amount of the gift. In addition, the IRS requires the receipt to state affirmatively if the donor has not received any *quid pro quo*. The Foundation's receipts reflect these requirements.

To comply with these requirements, the Asset Transmittal Form (UFF-B) requires a statement by the Fund Administrator, upon transmittal of any asset to the Foundation, as to whether the donor was provided with any *quid pro quo*. The Accounting for Fund-Raising Event and *Quid Pro Quo* Form (UFF-C) should be used whenever a *quid pro quo* is provided to the donor. As is the Foundation's practice and policy, we will rely on your statements in preparing receipts. Please be advised that there are IRS imposed penalties for providing false written substantiation to a donor.

For your information, a “*quid pro quo*” is a payment made partly as a contribution and partly for goods or services provided to the donor by a charity. An example of a *quid pro quo* contribution is when a donor pays a charity \$100 to attend a dinner event. The market value of the food and entertainment is \$40. This amount is not what the charity pays for the food and entertainment, but rather the market value of those items. Accordingly, \$60 would be eligible as a tax-deductible gift. An additional example is when a donor is promised a specific item in exchange for a gift, e.g., for each \$100 contribution the donor will receive a \$25 alumni directory; this results in a \$75 gift. *Quid pro quo* amounts must be determined by the organization hosting the event.

Completing the Asset Transmittal Form (UFF-B)

Fund Number and Name - Be sure to verify this information before submitting assets to the Foundation for deposit. Errors such as transpositions may result in the asset being deposited to the wrong fund.

If you are depositing an asset into a new fund that is in the process of being established, enter the fund name and “to be assigned” for the fund number. Submit the Asset Transmittal Form and the asset with a copy of the Fund Information Form (UFF-A).

Type of Deposit - Check only one type of deposit per transaction. Please do not mix different types of deposits on the same transmittal form.

Please refer to the following sections for additional information and descriptions of different types of assets.

Was any *quid pro quo* provided to donor? - You must indicate whether any *quid pro quo* was received for all gifts deposited. If yes, you must attach an Accounting for Fund-Raising Event and *Quid Pro Quo* Form (UFF-C). Absence of a form UFF-C or failure to answer this question will indicate that no *quid pro quo* was provided to the donor.

Type of Asset - Cash should be *hand-delivered* to the Foundation’s Gift Processing Services area. A cash receipt will be issued to the courier to confirm delivery. Checks should be made payable to the University of Florida Foundation, Inc. Checks made payable to the University of Florida or any University entity, such as a college, unit, or program, which clearly represent gifts to the University, may also be deposited into the appropriate Foundation fund.

Name and Address of Donor/Payor - List each donor separately. Attach a list of donors/payors if necessary. Be sure to provide an address for the donor/payor if one is not shown on the asset. Names and addresses are required to send gift receipts/acknowledgments to donors and to identify the correct donor record in our files. In the case of corporate checks, it is especially important to specify the company representative's name and the correct mailing address, if different from the address provided on the check.

Signature of Fund Administrator - The Fund Administrator's signature is required on every Asset Transmittal Form. By signing, the Fund Administrator indicates that he/she has reviewed the information on the form and that the assets being deposited are not in conflict with any Foundation policies.

Prepared By - The name and telephone number (including extension) of the preparer is required, so that we can contact that person, if questions arise. Please print or type this information clearly.

Non-Cash or In-Kind Gifts

The Foundation must approve in advance the acceptance of all non-cash gifts, except publicly traded securities. If such gifts are accepted, the needs of the University will determine whether the gift is held or sold, or ownership is transferred to the University. When property is transferred from the Foundation to the University, it is subject to all normal restrictions on University property.

A Gift-In-Kind Information Form (UFF-P) must be completed for all gifts-in-kind. For gifts of equipment, an Equipment Acquisition Control Form (UFF-M) must also be completed. Either of these forms must be accompanied by an Asset Transmittal Form (UFF-B) and all correspondence relative to the gift.

The receipt sent to the donor for a non-cash gift will describe the gift (e.g. 20 IBM personal computers, 14 shares of XYZ common stock), but will not assign value to the non-cash gift.

For non-cash gifts (except publicly traded securities) with a value in excess of \$5,000, it is necessary for the donor to complete and file an IRS Form 8283 in order to obtain a charitable contribution income tax deduction. As a courtesy, donors of non-cash gifts are sent a copy of IRS Form 8283 and an explanatory letter detailing how to report the gift for income tax purposes. The donor must submit the completed form to the Foundation's Controller for acknowledgement signature.

IRS regulations state that the individuals authorized to sign the Foundation's tax returns are the only authorized signatories for Form 8283. Any such forms sent to constituent offices should be forwarded to the Foundation's Controller.

Publicly Traded Securities - If a donor desires to make a gift of publicly traded securities, please contact the Foundation's Associate Controller for specific instructions and assistance. Instructions may be found on the Foundation's web site.

Real Property - Gifts of real property must be coordinated in advance with the Foundation's Director of Real Estate, who can provide a copy of the detailed procedures for accepting such gifts (see Appendix D-1).

Payroll Deductions

UF faculty and staff members may make charitable contributions to any fund with an active status at the Foundation through payroll deduction. To initiate a payroll deduction, a completed Faculty-Staff Payroll Deduction Gift Authorization Form (UFF-R) should be submitted to the Foundation.

The donor should indicate the total amount to be deducted biweekly and the fund number or name of the program being supported. Payroll deductions are made from 24 pay periods annually.

Payroll deductions will continue until employment terminates or until the Foundation is notified, in writing, of the donor's desire to cease the deduction. Please include the donor's Social Security Number (SSN) on all correspondence regarding payroll deductions.

Gifts in Lieu of Honoraria

A payor may make a gift to the University of Florida Foundation, Inc. in lieu of paying an honoraria, provided the payment is accompanied by a letter from the donor identifying the payment as a charitable contribution.

If an honoraria check naming a faculty member as a payee is endorsed to the University of Florida Foundation, Inc. it will be receipted as a gift from the payee. The payee is responsible for reporting the honoraria as income for IRS purposes.

Memorial and Tribute Contributions

Notify the Foundation's Director of Records, as soon as possible, of expected memorial contributions, so that these gifts will receive special handling. Formal acknowledgements will be sent to the donors and to the decedent's family by the Foundation. Please provide the following information: full name of decedent; name and address of spouse or family member to be informed of memorial gifts; and fund name and number to be credited. Include a copy of an obituary notice if one is available.

The Records Department may also send out special acknowledgements for tribute gifts made to commemorate special occasions such as birthdays and anniversaries. Please provide the following information: full name and address of honoree; name and address of donor; reason for tribute; and fund name and number to be credited.

Scholarship Contributions

Scholarship awards in which the contributor names a specific student as the recipient should be sent directly to the UF Office of Student Financial Aid. These awards are

considered to be financial aid provided to the specified student and do not qualify as charitable contributions to the University.

Contributions made to scholarship funds in which the recipients are determined by a University selection committee or other such criteria may be accepted by the Foundation.

Corporate Matching Gifts

Many employers will match gifts made by their employees for the benefit of the University of Florida. Employees of participating companies obtain matching gift application forms from their personnel offices and submit the forms with their gifts. Forms may also be submitted within a short period after a gift has been made.

If you receive a matching gift form, please forward it to the Foundation's Records Department. We will process the form and send it back to the company. When the matching gift is received from the company, it is deposited into the same fund as the original gift.

Additional information on the corporate matching gift program may be found on the Foundation web site: <http://www.uff.ufl.edu/How/CorporateMatching.asp>.

State of Florida Matching Gifts

As of April, 2003

MAJOR GIFTS TRUST FUND

1. Endowment contributions of \$100,000 or more, made after July 1, 1985, with income to be used to "support libraries and instruction and research programs, as defined by rule of the Board of Regents [now the Florida Board of Education]," are eligible for state match.
2. The Board of Education has interpreted this statute to provide matching funds for endowments for virtually any academic purpose. Gifts for buildings or athletics are not matchable under this program. Life income gifts or bequests are not eligible until realized.
3. Matches received will be placed in a restricted endowment fund along with the gift. The endowment and any earnings must be used exclusively for the designated purpose.
4. Types of donations eligible are generally limited to cash and cash equivalents (stocks and bonds). Real property or fixed assets must be converted to cash before state matching funds can be requested.
5. A single gift will be limited to \$3m of matching funds in any given year. Accordingly, a \$15m gift would be matched \$3m per year in each of five years.
6. Group solicitations (or "bundled gifts") are limited to a maximum of \$500,000 (or a 50% match). Family gifts given through family held vehicles (e.g. individual family

members, a private foundation, or business interest) are considered as from one donor and not bundled.

7. Match ranges are as follows:

A contribution of at least \$100,000 to \$599,999 receives a matching grant equal to 50%.

Gift	Match	Total
\$100,000	\$ 50,000	\$150,000
\$200,000	\$100,000	\$300,000
\$300,000	\$150,000	\$450,000
\$400,000	\$200,000	\$600,000
\$500,000	\$250,000	\$750,000

From \$600,000 to \$1,000,000, the match is 70%.

\$ 600,000	\$ 420,000	\$1,020,000
\$ 700,000	\$ 490,000	\$1,190,000
\$ 800,000	\$ 560,000	\$1,360,000
\$ 900,000	\$ 630,000	\$1,530,000
\$1,000,000	\$ 700,000	\$1,700,000

From \$1,000,001 to \$1,500,000 the match is 75%.

\$1,000,001	\$ 750,000	\$1,750,001
\$1,100,000	\$ 825,000	\$1,925,000
\$1,200,000	\$ 900,000	\$2,100,000
\$1,300,000	\$ 975,000	\$2,275,000
\$1,400,000	\$1,050,000	\$2,450,000
\$1,500,000	\$1,125,000	\$2,625,000

From \$1,500,001 to \$2,000,000 the match is 80%.

\$1,500,001	\$1,200,000	\$2,700,001
\$1,700,000	\$1,360,000	\$3,060,000
\$1,800,000	\$1,440,000	\$3,240,000
\$1,900,000	\$1,520,000	\$3,420,000
\$2,000,000	\$1,600,000	\$3,600,000

A contribution of \$2,000,001 or more is matched dollar-for-dollar.

Florida Statutes §1011.94, Trust Fund for Major Gifts. Original legislation 1985; substantially amended 7/1/94. See Chancellor's Memorandum CM-D-13.03-07/02.

ALEC P. COURTELIS FACILITIES ENHANCEMENT CHALLENGE GRANT PROGRAM

1. This is a dollar-for-dollar matching program for the construction or renovation of academic buildings. A Facilities Enhancement Challenge Grant requires a specific legislative appropriation of the matching funds for a specific project. To be eligible, a proposed high priority instructional or research-related facility must be included in

- the State University System 5-Year Capital Improvement Plan. Before the beginning of the Spring Legislative Session, a list of projects will be submitted by the University of Florida. By early January of each year, all private funds for each project to be matched must be received by the Foundation in order for the appropriation to be requested during the Spring Legislative Session.
2. Contributions equal to one-half of the total construction/renovation cost will be matched dollar-for-dollar.
 3. The construction or renovation project cannot be started until all private funds have been transferred from the Foundation to a state construction account, and the State matching funds have been appropriated by the Legislature and received by UF.
 4. In accordance with a 1994 amendment to the statute, private gift monies may be expended to "develop a prospectus, including preliminary architectural schematics and/or models, for use in [the University's] efforts to raise private funds for a facility. Additionally, any private sources expended for this purpose are eligible for state matching funds [under the Facilities Enhancement Challenge Grant program] should the project materialize...."
- Florida Statutes §1013.79, State University System Facilities Enhancement Challenge Grant Program. Original legislation 1988; amended 1994.

EMINENT SCHOLARS TRUST FUND

1. Florida Statutes §240.257, which established the Florida Endowment Trust Fund for Eminent Scholars, was repealed as of July 1, 1994. However, under Florida Statutes §1011.94, the Major Gifts Trust Fund: "A donation of at least \$600,000 and associated state matching funds may be designated as an Eminent Scholar Endowed Chair pursuant to procedures specified by the Board of [Education]."
 2. However, University of Florida fund-raising policies require a minimum endowment gift of \$1,500,000 to create an eminent scholar chair (including match). Individual colleges and units may set higher minimums.
 3. A chair must be occupied by an individual with the rank of full professor.
 4. A few special search and hiring procedures must be followed for an eminent scholar chair. Please see www.admin.ufl.edu/DDD/. Florida Statutes §240.257, Florida Endowment Trust Fund for Eminent Scholars.
- Original legislation 1979; repealed 7/1/94. See Chancellor's Memorandum CM-D-13.02-06/01.

Fund-Raising Events

IRS regulations require that the University of Florida and the Foundation provide written disclosure to donors stating what portion of a payment to the Foundation is deductible if a *quid pro quo* is provided. The Foundation has been meticulous in detailing such amounts on brochures, tickets, and other fund-raising event materials. This provision is separate from and in addition to the receipt substantiation discussed above. Please remind your staff to continue to be careful to follow these rules and regulations.

Please check with the Foundation's Counsel to ensure statements on promotional literature, tickets, etc. comply with IRS rules. These rules, unfortunately, are complicated. If you or your staff have any questions concerning these matters, please consult the Foundation's Guide to Special Events or call the Foundation's Counsel.

All deposits of monies collected from fund-raising events should be submitted to the Foundation accompanied by an Asset Transmittal (UFF-B) and an Accounting for Fund-Raising Event (UFF-C).

Non-Gift Items

Generally, non-gift monies should **not** be deposited with the Foundation. However, if approved by the Foundation Controller, a non-gift item for deposit should be submitted to the Foundation accompanied by a completed Asset Transmittal Form (UFF-B). All information on the form should be completed as required for gift items. Copies of all pertinent documentation or correspondence should be attached to the Asset Transmittal Form.

Repayments of Advances - Please provide the name of the individual who received the advance (as originally submitted to the Foundation), the Fund number against which the original advance was charged, and the original Foundation check number.

Expense Refunds - Please provide the original Foundation check number. The Foundation cannot accept payment for expenses that were paid for by University or state lines of funding. These items should be sent directly to the University Cashier at the HUB for deposit into the appropriate University account.

All other non-gift items should include a detailed description of the item and a reason for depositing these items into a Foundation Fund. All non-gift items are subject to review before being accepted and deposited by the Foundation.

Pledges

General Pledge Form - A Pledge Form (UFF-S) is found in Section 7, Sample Forms. It is very important that the date on which the donor's pledge payments will begin and the frequency of the pledge reminders are detailed. The completed form should then be sent to the Director of Records.

Pledge Write-off Policy and Procedure - Each month Development Officers receive Pledge Reminders for all pledges in excess of \$5,000. These reminders cover payments due in the current month as well as any delinquent pledge payments. It is the responsibility of the Development Officers to use these reminders to follow up with their donors in an effort to keep all pledge payments current.

Inevitably, some pledges will be canceled by the donor. Should this occur, Development Officers should complete a copy of the Pledge Write-off Form (UFF-T) found in Section 7, Sample Forms. The completed form should then be sent to the Director of Records.

Correcting Receipting Discrepancies

A fund-to-fund transfer should **not** be used to correct a receipting discrepancy. All requests to correct such discrepancies should be made in writing by the Fund Administrator to the Director of Records. The request should include the name of the donor or payor, date of the deposit, amount of deposit, and explanation of the discrepancy. Any supporting documentation should be included. Upon review, corrections will be made to both the fund records and the donor records.

Section 4. Asset Management

The Foundation manages many types of assets for the benefit of the University of Florida. Those assets may be in the form of cash, securities, real estate, equipment and machinery, receivables, art work, literary works, cattle, horses, etc. Each asset type is managed according to specific guidelines.

Non-cash assets not designated to be held in their original form by the Foundation or transferred to the University for use in their original form are sold as quickly as possible and the cash generated from the sale is available to the benefiting funds for expenditure or investment. **Section 3** contains information relevant to the acceptance of non-cash or in-kind gifts. Please review that section thoroughly before accepting any such gifts.

Investment Policies

The Foundation invests the monies entrusted to it in accordance with the policies developed by the Foundation's Investments Committee and approved by the Foundation's Board of Directors. Monies held by the Foundation are placed in pools for investment purposes. Earnings distributions are apportioned to the individual funds quarterly. Endowment investments are chosen to provide maximum total return over an extended period. Eligible non-endowed monies are invested to provide the maximum short-term return with minimal risk.

Investments are managed using the expertise of the Foundation's external investment advisor (LCG, Inc.) and more than twenty external money managers. With the assistance of the external advisor, the Foundation's Investments Committee periodically reviews its asset allocation strategy.

Each quarter an evaluation of the individual investment managers is performed. The external advisor rates each manager against an appropriate benchmark index and against its database for similar style and presents this information to the Investments Committee. The Committee expects the managers to provide a return greater than the median performance of their respective database and benchmark.

At the beginning of each quarter new monies are invested with the managers. Monies invested with each manager are adjusted to comply with the Foundation's asset allocation.

Investment Schedule

New monies must be deposited before the last month of a quarter to be invested on the first day of the following quarter. New money is only invested on the first day of each quarter.

<u>Received</u>		<u>Invested</u>	
<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
January, February	1	April	1
March, April, May	1	July	1
June, July, August	1	October	1
September, October, November	1	January	2
December	1	April	2

Endowment Pool

The University of Florida Foundation, Inc. (UFF) establishes endowment funds to support donors' purposes in perpetuity. Gifts of cash or cash generated from conversion of a non-cash asset are invested in the UFF endowment investment pool. It is the goal of the UFF endowment investment policy to provide a real total return from assets invested that will preserve or increase the purchasing power of the endowment capital, while generating the maximum current income stream to support the activities of the funds held for the colleges and units of the University.

When an endowment is created by UFF, two distinct funds are established: an endowment principal fund and an endowment spendable fund.

Principal Fund:

Each endowment principal fund that participates in the endowment investment pool will have three values – Nominal Value, Investment Value, and Market Value.

The original gift plus any subsequent gifts (including state matches) are placed in the endowment principal fund. The accumulated gift investments to the fund are known as the "Nominal Value" of the fund.

Each endowment principal fund has an "Investment Value" that represents the fund's share of the UFF endowment investment pool. The Investment Value includes the Nominal Value increased or decreased by annual adjustments for inflation (based upon changes to the Consumer Price Index (CPI)) and investment performance.

The "Market Value" is the value of each endowment's share of the investment portfolio at a referenced point in time. The investments in the endowment investment pool are negotiable instruments that are subject to fluctuating prices (i.e., stocks, bonds, etc.) and the value of the portfolio will fluctuate with the prices of the securities comprising the portfolio. In the short-

term, the market can be highly volatile. The Foundation's investment policy is designed to return a net positive gain in market value (growth) over an extended period of time. It recognizes that there may be periods of decline in value, but these should be more than offset by periods of increase in value.

At the beginning of each new fiscal year, a two-step process occurs: First each endowment fund is eligible for a CPI adjustment. The Investment Value of the principal fund will be adjusted by a factor equal to one-half of the CPI adjustment for the twelve month period April through March preceding the adjustment. In the event that the Investment Value to Market Value prior to the CPI adjustment is greater than the lesser of 100% of Market Value or the upper limit of the performance adjustment range (currently 90%), no CPI adjustment will be made unless it reduces the Investment Value. In the event that the Investment Value to Market Value prior to the CPI adjustment is less than the limit specified above, but the full CPI adjustment will cause the ratio to be in excess of limit, the CPI adjustment will be limited to the value that will bring the ratio to the upper limit.

Second, immediately following the annual CPI adjustment, if any, a comparison is made of the fund's Investment Value to its Market Value. If the ratio of Investment Value to Market Value falls within the range currently specified by the Finance Committee, no further adjustment will be made. If the ratio of Investment Value to Market Value is less than the specified lower limit (currently 80%), the Investment Value of the fund will be increased so that the ratio equals that lower limit. If the ratio of Investment Value to Market Value is greater than the specified upper limit (currently 90%), the Investment Value of the fund will be reduced so that the ratio equals that upper limit.

In the case of a new gift, if the upper range of the performance adjustment criteria is less than 100%, the Investment Value of new investments will be reduced to bring the value into compliance with the performance adjustment criteria (i.e. If the upper range of the performance adjustment range is 90%, the Investment Value of the new gift would be reduced by 10% to bring it into compliance).

The Investment Value to Market Value ratio will be reviewed again at mid-year (December 31) and the applicable adjustment will be made should the ratio fall outside of the specified range.

The corresponding endowment spendable fund receives a transfer of 1.00% each quarter (4.0% annually) from the endowment principal fund based upon the Investment Value in the principal fund, which is periodically adjusted for CPI and performance as stated above. In addition, the endowment principal fund is assessed a quarterly administrative fee of 0.25% (1.0% annually) of the total Investment Value for support of the Foundation. This means that each quarter 1.25% of the Investment Value is transferred from the principal fund.

At the beginning of each quarter a comparison will be of the fund's Market Value to Nominal Value. If the ratio of Nominal Value to Market Value falls below the minimum level set by the Finance Committee, no spending transfer or UFF administrative fee assessment will be made for that quarter. Spending transfers and UFF administrative fee assessments will be

resumed for the first quarter in which the ratio is greater than the minimum level set by the Finance Committee.

Spendable Fund:

The endowment spendable fund is created for the purpose of spending monies in accordance with the donor's gift agreement. Additional restrictions may be imposed for funds that receive State matching gift monies. The annual spending rate is 4.0% of the principal fund's Investment Value.

At the end of each quarter, the endowment's spendable fund receives a transfer of cash equal to 1.00% (4.0% annual) of the Investment Value of its companion principal fund. These monies are available to be spent on the first day of the following month. The transfer is made directly from the corresponding endowment principal fund. Accumulated monies in the spendable fund will be invested according to the Non-Endowed Investment policy.

Non-Endowed Pool B

Available cash in excess of \$50,000 from a non-endowed fund (does not include trusts and annuities funds) is invested in the "Non-Endowed Pool B." This pool is managed to provide the highest yield possible with minimal risk of market value decline. A distribution will be made quarterly based upon the fund's net *pro rata* share of the "Non-Endowed Pool B's" earnings/(losses).

Available cash of less than \$50,000 in a non-endowed fund is not eligible for investment. It will be held as cash in either the cash account or the short-term pool account. These monies will not receive earnings nor be assessed a fee (similar to a non-interest bearing checking account).

Non-Endowed Pool C (Quasi-Endowment)

For a fund that would otherwise be invested in the "Non-Endowed Pool B," UFF provides an additional investment "Pool C" option for monies that meet the following criteria:

1. The initial amount to be invested must be at least \$250,000 (there is no minimum for monies held for facilities enhancement challenge grant projects). Subsequent additions to Pool C may be made in increments of \$50,000 or greater per investment.
2. The money must remain invested in "Pool C" for at least 12 months.

3. After the initial 12-month period of investment, withdrawals require a minimum of 90 days prior written notice and may only be made at the beginning of a quarter. Withdrawals must be in amounts of \$50,000 or greater. No withdrawals will be allowed that reduce the “Pool C” balance of a fund below the minimum \$250,000 investment level unless the entire balance in “Pool C” is being withdrawn.
4. The money may only be invested at the beginning of a quarter and written notification of intent to invest must be received at least 45 days prior to the beginning of the quarter in which the money is to be invested in “Pool C.”

Pool C investments are invested in the UFF endowment investment pool and receive a *pro rata* share of that pool’s investment earnings (losses). Pool C investments are assessed the same 4.25% administrative fee as non-endowed investments in Pool B.

Alec P. Courtelis Facilities Enhancement Challenge Grant Program

This state matching program will match earnings on gift monies. Monies designated as “facility matching eligible” are invested in short-term investments such as a money market fund. Earnings are divided 25%/75% between the fund and the Foundation operating fund. This investment strategy ensures that the investing fund will not realize any losses, but will experience slight growth which is matchable at 100% and also enables the Foundation to receive some contribution to its operating budget in lieu of a normal administrative fee assessment.

Challenge grant monies that will be held in excess of 12 months may be invested in the “Non-Endowed Pool C.” Upon submission of the project to the state for match, however, the applicable monies invested in “Pool C” will be invested in the money market portfolio described above.

Fee Assessment Policy

The University of Florida has chosen to fund its development and alumni programs primarily through a series of fees. The Foundation Board’s Finance Committee is responsible for reviewing and recommending a fee assessment policy. Changes to the policy are approved by the Foundation’s Board. The current fee schedule (effective 7/1/2001) is reflected below:

<u>Fee Type</u>	<u>Fee Rate</u>	<u>Frequency</u>	<u>Type</u>	<u>Basis</u>
<u>Receipt Fees-all fund types</u>				
Gifts*	2.5000%	per transaction		
			Cash	Gross amount of gift received
			Non-cash	Net proceeds from liquidation of asset

Facilities Matching Gifts*	1.0000%	per transaction	Cash	Gross amount of gift received
			Non-cash	Net proceeds from liquidation of asset
Non-gifts	2.5000%	per transaction		Gross amount of receipt
<u>Endowed Principal Fund Fees</u>	0.2500%	quarterly **		
	1.0000%	annualized		
			Security Investments	Investment value for pool investments; Market value for non-pooled assets
			Real Estate Held for Resale	Market value
			Notes Receivable and other income producing assets	Market value
<u>Non-endowed Fund Fees</u> (including endowment spendable funds)	1.0625%	quarterly **	Security Investments	Market value
	4.2500%	annualized		
	0.2500%	quarterly**	Real Estate Held for Resale	Market value
	1.0000%	annualized	Notes Receivable and other income producing assets	Market value
Annuities & Irrevocable Trusts	0.1250%	quarterly **		
	0.5000%	annualized		
			Security Investments	Market value as of the previous Jan. 1st
			Real Estate Management	Market value of real estate held for resale
			Notes Receivable and other income producing assets	Market value of asset
<u>Revocable Trusts</u>	0.1875%	quarterly **		
	0.7500%	annualized		
			Security Investments	Market value as of the previous Jan. 1st
			Real Estate Management	Market value

*UFF will waive the gift fee only when a contribution is received from another foundation that has a written policy prohibiting payment of such fees. Written documentation from the contributing foundation or a copy of its charitable giving policy must be provided in order to have the fee waived.

**This fee is assessed at the end of each quarter.

Fund-to-Fund Transfers

No monies may be transferred from one fund to another fund without specific written approval of the supervising Dean, Director, or Vice President. Donor approval must be obtained for transfers not in compliance with donor imposed restrictions.

In order to initiate a fund-to-fund transfer, the Fund Administrator must complete a Fund-to-Fund Transfer Request (UFF-K). This form must be completed with all the information, including the approval of the Fund Administrator and the appropriate Dean, Director, or Vice President. An officer of the Foundation must approve the transfer before it is processed.

Transfers from endowment spendable fund(s) to the corresponding endowment principal fund(s) are processed at the beginning of a calendar quarter. This is done to ensure fair and equitable earnings distributions.

Please note that fund-to-fund transfers only affect fund balances and do not impact the donor records. If donor records need to be adjusted, contact the Director of Records at the Foundation. A fund-to-fund transfer should **not** be used to correct a receipting discrepancy (see Correcting Receipting Discrepancies, p. 3.9).

Advance Spending Policy

It is the policy of the Foundation to allow Fund Administrators to expend only those monies currently on deposit in their funds. Foundation policy does not allow deficit spending from Foundation funds.

In rare circumstances where “advance” spending would provide a unique opportunity for a Fund Administrator, a request for a waiver of this policy may be made to the Foundation’s Executive Vice President. Contact the Foundation’s Controller for further details.

Inter-Fund Loans

There may be rare circumstances where a fund might require operating capital in excess of its available balance and those needs could not be met by the advance spending policy. For those situations, a Fund Administrator may submit a request to the Foundation’s Executive Vice President for an inter-fund loan. Contact the Foundation’s Controller for further details.

Section 5. Spending Available Monies

Disbursement Policies

The following sets forth the responsibility and authority of the President, Vice Presidents, Deans, and Directors¹ to administer funds of the University of Florida Foundation, Inc. and the guidelines for making disbursements².

A. Authority and Responsibilities

1. The President and Vice Presidents are solely responsible for disbursements from funds which they control. Upon approval of the appropriate Vice President, the Dean or Director of a unit³ is responsible for approval of all Foundation disbursements from unit funds.
2. The Dean, Director or Vice President may be, or shall appoint, the Fund Administrator for each unit's funds. In the absence of the Fund Administrator, the appropriate Dean, Director, or Vice President may sign for the Fund Administrator.
3. Within each unit, the Dean, Director or Vice President may establish written policies under which no more than two persons, designated by the Dean, Director or Vice President may sign for him/her in the role of Dean, Director or Vice President. An Alternate Signature Authority Designation (UFF-L) must be submitted to record these alternates at the Foundation. Any change to the UFF-L requires a new form, with all pertinent signatures as of the date of change. All previous UFF-L forms will become invalid.
4. **Payments to Deans, Directors, or Vice Presidents, or payments which benefit them, must be approved by an appropriate higher authority.**
5. Units may develop additional control policies.

B. General Disbursement Policies - Applicable to all Funds

1. All funds shall be administered with due regard to conditions attached to the gift and governing statutes and rules, in accordance with what is reasonable and equitable, and lastly, in the manner in which persons of ordinary prudence would act in the management of the property of another. Please be advised that, in accordance with Foundation policy, all disbursements are subject to

¹Directors included are those reporting to the President or a Vice President (for example: Harn Museum, Florida Museum of Natural History, Athletics, and Center for Latin American Studies).

²For purposes of this policy, disbursements include inter-fund transfers as well as expenditures.

³For purposes of this policy, a unit is defined as an organizational level of a school, college, museum, etc.

public disclosure upon receipt by the Foundation of an appropriate written request.

2. **There are four basic criteria which determine the legitimate use of University of Florida Foundation, Inc. funds.**
 - a. **The use must be reasonable and benefit the University of Florida.**
 - b. **The use must fall within the donor's intent for the gift.**
 - c. **The use must not jeopardize the Foundation's tax-exempt status.**
 - d. **The use must comply with all applicable statutes and regulations.**
3. All disbursements must have written justification suitable for auditing purposes.
4. The UF Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) govern all expenditures relating to research on human or animal subjects. All Fund Administrators must be familiar with these requirements and are responsible for complying with all applicable IRB and IACUC rules and regulations.
5. The following guidelines govern disbursements.
 - a. **The Fund Administrator and the Dean, Director or Vice President are charged with the responsibility of ensuring that the use of funds is reasonable and benefits the University of Florida, falls within the donor's intent for the gift, will not jeopardize the Foundation's tax-exempt status, and complies with all applicable statutes and regulations.**
 - b. Contracts in the name of the Foundation can be entered into only after review and acceptance by the Foundation's Counsel and must be signed by an officer of the Foundation.
 - c. The Foundation is exempt from Florida sales tax for direct payments to vendors. When making purchases, provide the vendor with the Foundation's sales tax exemption number **(11-06-024338-57C)**.
 - d. No expenditure, direct or indirect, may be made for political or charitable contributions, dues to social clubs, fines or penalties, unless otherwise approved by the Vice President for Development and Alumni Affairs. Expenditures that result in personal benefit to the payee are inappropriate. Gift certificates are considered taxable income by the IRS and cannot be purchased with Foundation monies.
 - e. The Fund Administrator is responsible for ensuring that there are sufficient monies to cover disbursements. Requests from funds with insufficient available balances are subject to being returned without processing.

- f. Gifts to Employees – In accordance with IRS regulations, generally gifts to employees must have a value of \$25 or less to avoid being taxable income to the employee. Cash and/or gift certificates are always considered taxable income and therefore Foundation funds may not be used for these purposes. Gifts for significant occasions, e.g. retirement, may be eligible for exception to these regulations; please contact the Foundation's CFO.

C. Restricted Funds

1. Eminent Scholars

Prior to establishment of the chair, spendable earnings may be used for the costs of recruiting prospective chair holders, equipping of laboratories for the specific chair, etc. Establishment of a chair occurs when the requisite donated funds and matching funds for a particular chair have been deposited into the Foundation. Subsequent to the chair's establishment, upon approval of the President of the University, endowment income may be used as salary or a salary supplement for the chair holder and for those individuals directly associated with the chair holder's scholarly work. Endowment income may also be used for the expenses directly related to the chair holder's scholarly work. No funds shall be expended to pay salary costs prior to establishment of the chair. Salaries and salary supplements shall be determined according to University of Florida policy and procedures (see Appendix D-3).

2. Endowed Professorships

Available balance in the endowment spendable fund shall be expended exclusively for the endowed professorship. The spendable income from the endowment may be used as salary or salary supplements for the holder of any particular professorship and for those individuals directly associated with the holder of the professorship's scholarly work. Income also may be used for those expenses directly related to the holder's scholarly work. Salaries and salary supplements shall be determined according to University of Florida policy and procedures (see Appendix D-3).

3. Scholarships or Fellowships

Available balance in the endowment spendable fund shall be expended exclusively for scholarships or fellowships or to support such awards. These scholarships or fellowships shall be awarded in accordance with standards established by the donor which have been expressly pre-approved by the Foundation and the University, or if the donor has not provided direction, according to standards established by the college or University.

4. Construction or Renovation Gift Funds

The State of Florida Alec P. Courtelis Facilities Enhancement Challenge Grant Program provides matching funds for construction or renovation of University academic facilities. The gift monies are held by the Foundation until the requisite amount has been raised. The funds are then transferred to the University of Florida, matching funds are released by the State, and the construction project is begun (see Facilities Enhancement Challenge Grant Program, p. 4.5).

5. Other Restricted Funds

Gifts and bequests made for specific purposes must be rigorously administered by the Dean or Director and Fund Administrator to ensure that such funds are used solely for purposes prescribed by the donor. It is recommended that the Dean or Director and Fund Administrator maintain a record of donor restrictions for each fund to assist in compliance.

6. Unrestricted Funds

Unrestricted funds may be spent for a broad range of purposes. The four basic criteria for the legitimate use of Foundation funds must be followed as well as the general disbursement policies (see Spending Available Monies, p. 5.1).

Completing the Disbursement Request (UFF-D)

All Disbursement Requests must be accompanied by **original** receipts and invoices and any other pertinent documentation.

The UFF-D and all supporting forms, invoices and receipts should be stapled together. Please also submit an addressed envelope, making sure that any remittance advice, order form, renewal form, invoice copy, or any other pertinent correspondence is ***in the envelope***, ready for mailing with the check.

Payee Information - The request must provide the payee's complete name, Social Security Number (SSN) or Employer Identification Number (EIN), and a complete permanent mailing address (not a campus address).

Reason and Purpose - This section is vital for auditing purposes and must be detailed enough to explain the expense, its business purpose, and the benefit to the University.

Requestor Information - This section should indicate the name, campus address, and telephone number (including extension) of the person initiating the request. The Foundation's Disbursements Office will contact this person if additional information is required.

Approval - All Disbursement Requests must be signed by the authorized Fund Administrator and the appropriate Dean, Director, or Vice President.

Completing the Expense Sheet (UFF-E)

This form must be attached to a Disbursement Request (UFF-D) and/or an Accounting for Cash Advance (UFF-J) whenever an **individual** is reimbursed for out-of-pocket expenses such as travel, supplies, books, or dues. All expense sheets must be accompanied by **original** receipts. **Foundation policy does not allow payment of per diem.** All travel and entertainment expenses must comply with IRS regulations *and state the UF business purpose* for reimbursement (see Appendix D-5).

Payee Name and Fund Number - This information should be the same on both the Disbursement Request (UFF-D) and the Expense Sheet (UFF-E). Please verify this information to ensure expenses are charged to the correct fund.

Date, Description, and Travel Origin - For all expenses, the description should be as complete and concise as possible.

- Organize receipts by date and expense type. Tape them in that order to a plain piece of paper.
- Total expenses by date and type, then transfer amounts to the appropriate line and column on the Expense Sheet (UFF-E).
- Travel expenses (account #73500) include lodging, airfare, mileage, gas, taxi fares, tolls, parking, charges for use of hotel telephone or fax, tips, or meals. You may be reimbursed for your gasoline **or** mileage on a trip. Attach a copy of your itinerary whenever possible. Please note that Foundation funds may not be expended for first class travel.
- Highlight the amount on the receipt to be reimbursed and indicate expense type if it is not clearly evident. Receipts in foreign currency must refer to the exchange rate used and have the U.S. dollar equivalent written on each receipt.
- Remember to give detailed information for meals or entertainment (see Appendix D-5).
- Foundation funds may not be expended for club dues, or for lavish holiday, retirement, or other parties.

Certification of Expenses - Expense Sheets **must** be signed by the payee, the Fund Administrator, and the supervising Dean, Director, or Vice President.

Purchase of Goods and Services from Vendors

1. Whenever possible, purchase of goods and services should be made utilizing the University's purchasing function. This can be accomplished by transferring funds from the Foundation to a Miscellaneous Gifts and Grants (MG&G) account at the University.
2. A Disbursement Request (UFF-D) and original invoice(s) or receipt(s) are required for all purchases and reimbursements. In certain circumstances a disbursement may be necessary prior to the purchase of goods and services.

If a check is payable to an individual, a written justification and a signed Cash Advance Acknowledgment (UFF-I) must accompany the Disbursement Request, with receipts, an Accounting for Cash Advance (UFF-J), and an Expense Sheet (UFF-E). If a balance of funds is to be returned to the Foundation, an Asset Transmittal (UFF-B) must be included and forwarded to the Disbursements Office.

If a check is payable to a vendor, a written justification along with a written quotation from the vendor must accompany the Disbursement Request (UFF-D), with invoice(s) to follow.

A signed Expense Certification Form (UFF-F) with written justification must be provided if, for any reason, an original invoice or receipt is not attached to a Disbursement Request for reimbursements. In the case of a direct payment to a vendor, if an original invoice cannot be provided, the invoice copy should contain a statement signed by the Fund Administrator indicating that department records show that the invoice has not been paid by any other source. Non-receiptable expenses, such as tips, are not required to be listed on this form.

3. Payments to individuals for services must be accompanied by an invoice and Certification of Independent Contractor Status (UFF-H). The payee cannot be an employee of the University of Florida or an affiliated organization (see Appendix D-3). Payments to nonresident aliens must follow the policy on page 5.10.
4. Disbursement requests for purchases of capital goods in excess of \$1,000 per item must be accompanied by an Equipment Acquisition Control (UFF-M). These items are reported to UF Property Accounting so that all appropriate equipment, etc. will be placed on the correct inventory lists.
5. Disbursement requests for any computer or communication related purchases are subject to the policies and procedures of the Office of Information Technologies and Services (OITS).
6. Title for all equipment purchased will be transferred to the University for inventory purposes.

7. Requests for payments relating to a reception or any gathering where food or refreshments are served should be accompanied by a copy of the flier or announcement if available. Provide details such as date, time and reason for the event. In addition, a list of attendees is requested. If a list of attendees is not available, please identify the group and approximate the number attending.

Travel and Entertainment

1. Travel advances are discouraged but are sometimes necessary. Requests for travel advances must be accompanied by a signed Cash Advance Acknowledgment (UFF-I). These requests must include a detailed itinerary stating the business purpose and benefit of the travel to the University, an estimated date of substantiating expense report, and a schedule of proposed expenses. The original receipts are to be submitted to the Disbursements Office upon completion of the travel, along with an Expense Sheet (UFF-E). To account for excess cash, submit a completed Accounting for Cash Advance (UFF-J) along with an Asset Transmittal (UFF-B) and forward to the Disbursements Office with your check. If additional reimbursement is required, the original receipts and Expense Sheet (UFF-E) must be submitted attached to a new Disbursement Request (UFF-D). Please note and complete the section, at the bottom right of the Expense Sheet, relating to the cash advance.
2. **The Foundation does not pay per diem; *original receipts are required and should be taped to a sheet of letter-sized paper*** and attached to the Expense Sheet (UFF-E). If an original receipt is not available, an Expense Certification (UFF-F), signed by the payee, must be provided. An itinerary should also accompany the Disbursement Request (UFF-D). Receipts should be dated and have the vendor's name printed on them. Hotel bills must be itemized, with business expenses indicated. Receipts for meals which are for more than one person must clearly indicate the names of all who attended the meal. It is important to state the business purpose. IRS regulations require detailed information for such reimbursements. Please be specific.
3. Persons using travel agents should make the reservations and pay for them personally, and then submit a request for reimbursement upon completion of the travel. **Expenses may not be charged to an account in the name of the University of Florida Foundation.**
4. In order to be reimbursed by the Foundation, meal expenses must be considered deductible business expenses by the Internal Revenue Service. The expense must be incurred for a clear business reason.

Business meals away from home

Meals incurred while traveling on business are reimbursable if the travel includes at least one night of lodging away from home. Meals must be consumed away from home (e.g. breakfast eaten in Gainesville prior to traveling out of town is not reimbursable).

Business meals not away from home

Meals consumed while not away from home are not normally reimbursable by the Foundation. IRS allows certain exceptions. The primary exceptions are:

1. A faculty/staff member has a meal with a prospective donor or volunteer.
2. A faculty/staff member has a meal with a representative of an external business related organization to discuss matters of benefit to the University.
3. Faculty/staff have a meeting with a UF business purpose and the meal is consumed during that meeting.
4. A unit or department-wide holiday party or a picnic for employees (may include their families).
5. The cost of a meal for a spouse may be reimbursable if there is a clear business purpose, rather than a personal or social purpose for the spouse's attendance (tax standard: reimbursable if "impractical to entertain for the business purpose without the spouse").

The following meals are **not** considered reimbursable by IRS:

1. Meals furnished to promote goodwill or boost morale.
2. Meals that have no business benefit to the University.

Requests for reimbursement of meal expense must include an explanation of the business purpose, names and relationship of those attending, date and location. A completed Expense Sheet (UFF-E) must be submitted. Any such meal expense must not be lavish or extravagant in accordance with both IRS and Foundation policies. **It is important to judge all expenditures in light of our responsibility to the public and our donors.**

5. Travel expenses incurred by or for the benefit of a nonresident alien must comply with the policy stated on page 5.10.
6. Requests for reimbursement for travel and entertainment must comply with IRS regulations. Reimbursements subject to tax consequences are considered salary supplements which cannot be paid directly by the Foundation and should be submitted according to salary supplement guidelines (see Appendix D-3).

Payments to Students - Scholarships, Fellowships, Assistantships or Awards

All need-based financial aid to students is to be handled through the Office of Student Financial Aid according to University of Florida policy. Monies can be transferred to an appropriate University account to handle these payments.

Payments to Independent Contractors - Services Rendered

1. **Payments for services must be made directly to the individual who performs the service. An IRS Form 1099 will be issued by the Foundation to the recipient for income tax purposes.**
2. Disbursement Requests (UFF-D) must contain the individual's full name, permanent address used for income tax purposes, Social Security Number (SSN), or taxpayer identification number.
3. Requests for payments for services must be accompanied by a signed Certification of Independent Contractor Status (UFF-H), an invoice for services rendered, or a copy of a contract or a letter of agreement (see Appendix D-4).
4. By State University System policy, payments for services cannot be made directly by UFF to any employee of the University of Florida or an affiliated organization (see Appendix D-4).
5. Payments to nonresident aliens are subject to specific and numerous statutes and regulations. Payments to nonresident aliens as “independent contractors” must be processed through UF Payables to ensure compliance with all IRS regulations and federal laws. Monies from UFF funds may be deposited in an appropriate UF account to cover these expenses (see page 5.10).
6. When contracting with third parties for services to be paid for by the Foundation, the hiring of family members can raise concerns about conflicts and favoritism. Before contracting with a family member or a family member's business, the employee should obtain written bids from several parties (including the family member). In addition, the employee shall have the business arrangements approved in advance by the employee's supervisor.

Advances to Individuals

1. Advances should be made through the appropriate University vehicle, e.g., student loans through the Office of Student Financial Aid and payroll advances through the payroll system.
2. Advances to faculty and staff may be made for missed payroll only. Advances cannot be made prior to the money being earned. Advances must be repaid on the first pay day following the receipt of the missed payroll check. The amount requested should not exceed the amount expected less applicable deductions (taxes, etc.). Requests must be accompanied by justification of the purpose of the advance and a completed and signed Promise to Repay (UFF-G).
3. Fund Administrators are responsible for following up on salary advances for collection and repayment to the Foundation. When this responsibility is not practical, funds for advance purposes should be transferred to the University of Florida to ensure appropriate attention.

Cellular Telephones

Purchase of Cellular Telephone - The purchase of a cellular telephone must be approved in advance by the appropriate Dean, Director, or Vice President and a copy of the approval must be submitted with the Disbursement Request (UFF-D) for payment of the telephone. All telephones purchased with Foundation monies are the property of the Foundation unless transferred to the University and issued a decal by University Property Services. The invoice submitted for payment of the purchase of a cellular telephone must clearly indicate the model number and applicable serial number(s). There must also be a written statement describing the business use of the telephone.

Monthly Service Costs - All cellular service is to be established in the name of the individual responsible for the use of that service. The bills should be sent to that individual. Reimbursement for the business use of the telephone will be requested by utilization of form UFF-E (Expense Sheet) and form UFF-D (Disbursement Request). These forms must have all appropriate authorization signatures. The original bill with all detail pages must accompany the request. The bill must include detail of all calls made or received. All personal calls should be highlighted on the bill. If there are no personal calls on the bill, a statement to that effect should be written on the request. The charges applicable to personal calls should be deducted from the amount billed to determine the amount to be reimbursed. It is the individual's responsibility to pay the vendor directly for the service.

IRS regulations require the users of cellular telephones to maintain a log of all calls made and received. The log should include the date, the time, the airtime used, and the purpose of the call. It is the individual's responsibility to produce this log should the IRS audit that individual's tax return.

Payments to Nonresident Alien Visitors - Honoraria and Reimbursements

Payments to nonresident aliens (NRA) visitors **must be planned in advance** of the visit. This planning will save time and embarrassment for the college or unit and the visitor.

UFF can reimburse directly for UF related business expenses, in accordance with IRS requirements. In order to reimburse an NRA for business expenses, UFF requires the following:

1. A fully completed UFF-D (Disbursement Request Form) that clearly states the business purpose of the expense and the benefit to UF.
2. A fully completed UFF-E (Expense Sheet) with all signatures.
3. **Original** receipts to substantiate the expenses.

The bad news: The University of Florida Foundation, Inc. (UFF) cannot make payments directly to or for the benefit of nonresident aliens **if** the payment is considered income by IRS standards (honoraria, gifts, and non-business expenses).

The good news: FOR SUCH EXPENSES THAT CANNOT BE PAID DIRECTLY BY UFF, MONIES FROM UFF FUNDS MAY BE DEPOSITED INTO AN APPROPRIATE UF ACCOUNT FOR PROCESSING THROUGH THE UNIVERSITY'S SYSTEM.

Request for Stop Payment or Void Check

1. Such requests should be made on Form UFF-N (Stop Payment/Void Check Request).
2. Form UFF-N must state the reason for the action and be signed by the appropriate Fund Administrator and Dean, Director, or Vice President.
3. When requesting that the Foundation void a check, attach the check to Form UFF-N.
4. Please be aware that a stop payment requires confirmation from the bank. To reissue a check requires a new Disbursement Request (UFF-D) with the appropriate documentation and signatures.

Section 6. Accessing Fund Financial Information

Financial information about your Foundation fund is available via the Internet and the World Wide Web. This section contains instructions for accessing that information from the Foundation Accounting System (FAS). Each Fund Administrator may access the information relating to his/her fund(s). The password for access to the FAS will be provided by the Foundation. Passwords will be assigned for all Fund Administrators. A Fund Administrator who wishes to provide access to his/her fund information through the FAS to another staff member should share his/her password with that staff member.

You may use the FAS to review monies currently available for expenditure from a fund. You may review a balance sheet or an income statement. You may review transactions for a particular account during a selected month. The available balance and transaction choices provide information through the previous day's close. The balance sheet and income statement provide information through the most recently closed month. Upon successful login to the FAS, the next screen will contain a message with information about the most recently closed month.

There are two methods available for reviewing transaction detail. The easiest method is to select the **Income Statement** and "drill down" to find activity. You may specify activity for a full year, a range of months, or an individual month. This selection will not be available to review detail of an open month. If you wish to review transactions of an open month, you may select **Transaction Detail**. Transaction Detail will only provide information for a single month and account at one time.

Important note: In the FAS, reference to a fund number means the six digit unique number assigned by the Foundation to identify a particular fund. Reference to an account number means the five digit number that describes the activity (e.g. account number 72200 would indicate that this was a printing expenditure). We have provided a listing of UFF account numbers with their description for your reference (see pages 6.11 through 6.16).

UFF has established an e-mail LISTSERV for communicating with Fund Administrators and their staff. UFF will use this e-mail to notify you of the closing of months, changes to policies, changes to UFF forms, check schedules, etc. You may subscribe to the LISTSERV by following the instructions at the end of this section. Subscription is available for all Fund Administrators and any other interested parties.

Web Site Information

To access the information stored in the FAS Web Site, you must use a computer with a web browser and a connection to the Internet. This web browser must be either Netscape 4.7 (or higher) or Microsoft Internet Explorer 4.0 (or higher).

The following information is available through the FAS Web Site:

FAS Foundation Financial Information

Fund Listing:	Displays a listing of funds within a college.
Available Balance:	Displays the amount that can currently be expended by the fund.
Balance Sheet:	Displays assets, liabilities, and fund balance for a fund through a specified period. A drill down allows you to view the account balances that make up each portion of the Balance Sheet.
Income Statement:	Displays revenues and expenses for a fund year to date, or within a range of specified periods. Two levels of drill down are available. The first displays account balances that make up each portion of the Income Statement. The second displays the transaction level detail for each account.
Year to Date Trial Balance:	Displays a year to date trial balance by account classification for all accounts that make up a fund through a specified period.
Transaction Detail:	Displays transaction level detail for an account within a fund for a specified period.

The Balance Sheet, Income Statement, and Year-to-Date Trial Balance information is available through the end of the most recently closed month. Other information is available through the prior day's close.

The Foundation operates on a fiscal year beginning July 1 and ending June 30 (the same as the University).

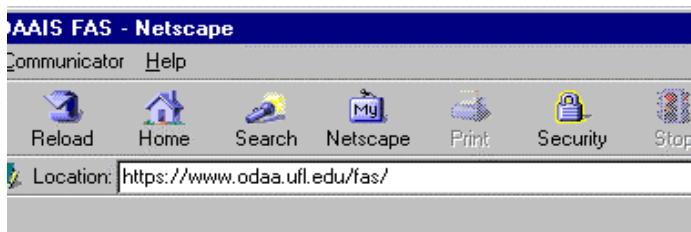
Instructions for Using the FAS Web Site

Connecting:

- Connect to the Internet and open your web browser.



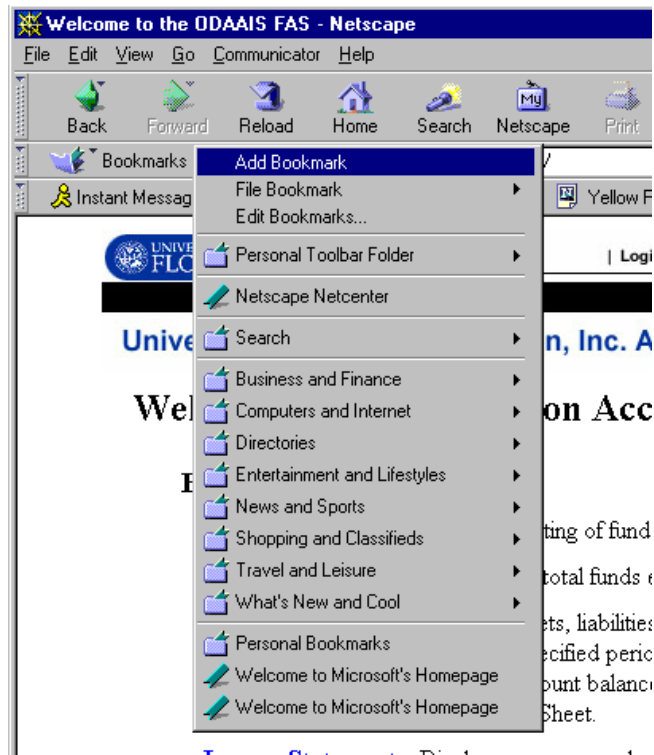
- Type in the following address: <https://www.odaa.ufl.edu/fas/>



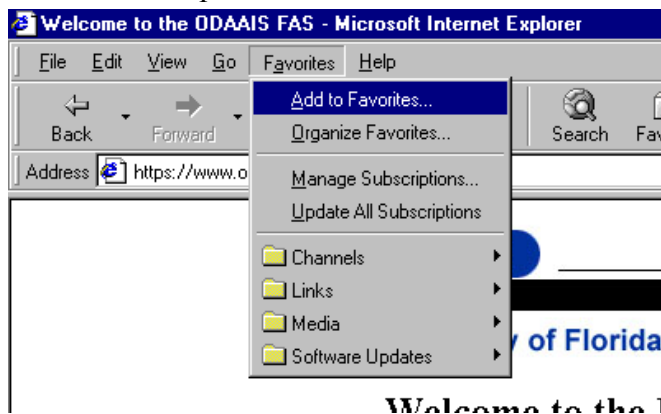
Important: The “s” in https must be entered.

Optional: Set up a bookmark to the site.

To create a bookmark in **Netscape Navigator**, go to “Bookmarks”, on the menu bar, and click on the “Add Bookmark” option.

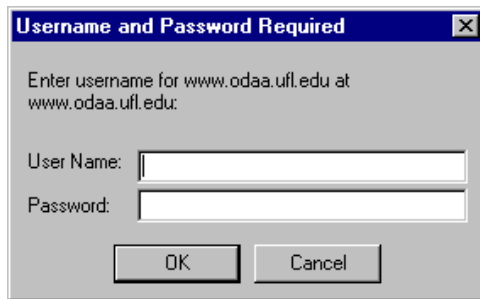


In **Internet Explorer**, go to “Favorites”, on the menu bar, and click the “Add To Favorites” option.



Logging in:

- You will be presented with the Login box shown below:

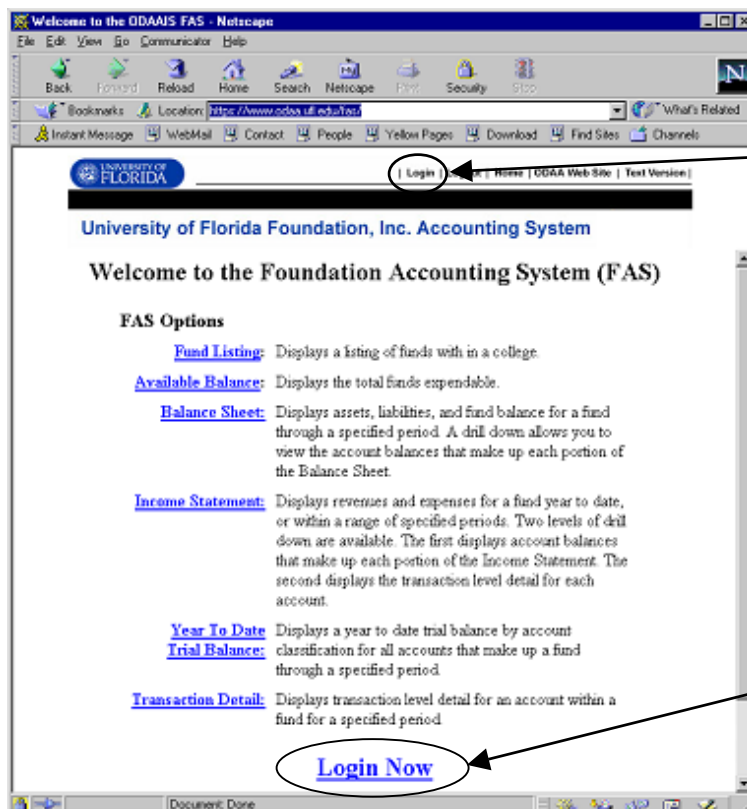


A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside says "Enter username for www.odaa.ufl.edu at www.odaa.ufl.edu:". Below this text are two input fields: "User Name:" and "Password:". At the bottom are two buttons: "OK" and "Cancel".

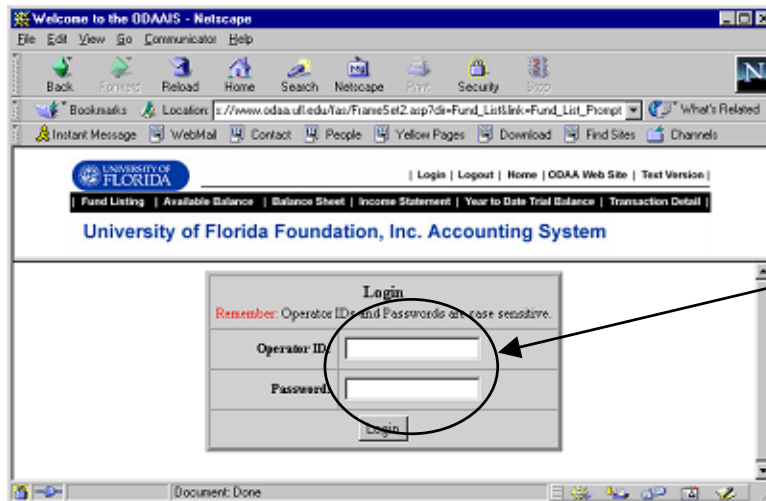
If you are connected through the Foundation's Novell network, enter your Novell User Name and Password. If you are connected through some other system, enter the User Name and Password provided by the Foundation's Accounting Office.

Optional: Save your user name and password in the login box by clicking on the check box next to the message "Save this password in your password list" (this option is only available in **Internet Explorer**).

- Click on a login link.



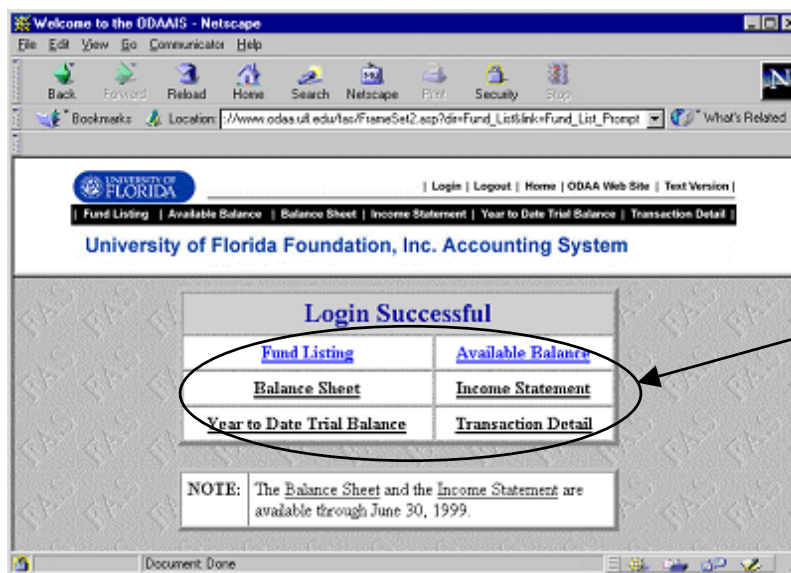
- In the login box, enter your FAS User Name and Password:



Your FAS User Name and Password are from the Foundation Accounting Office.
Remember: Your login is case sensitive.

Navigating:

- Once you have successfully completed the login process, you will be presented with a menu listing (see example below). Make your selection by clicking on the desired menu item.



- In the dialog box, type your selection criteria and press the OK button to initiate the retrieval process.

The screenshot shows a Netscape browser window displaying the 'University of Florida Foundation, Inc. Accounting System'. A dialog box is open with the following fields:

- Fund Code:** 000017 - Manning Foundation Fund
- Fiscal Year:** 1999
- Period:** June

A 'View Balance Sheet' button is located at the bottom of the dialog box.

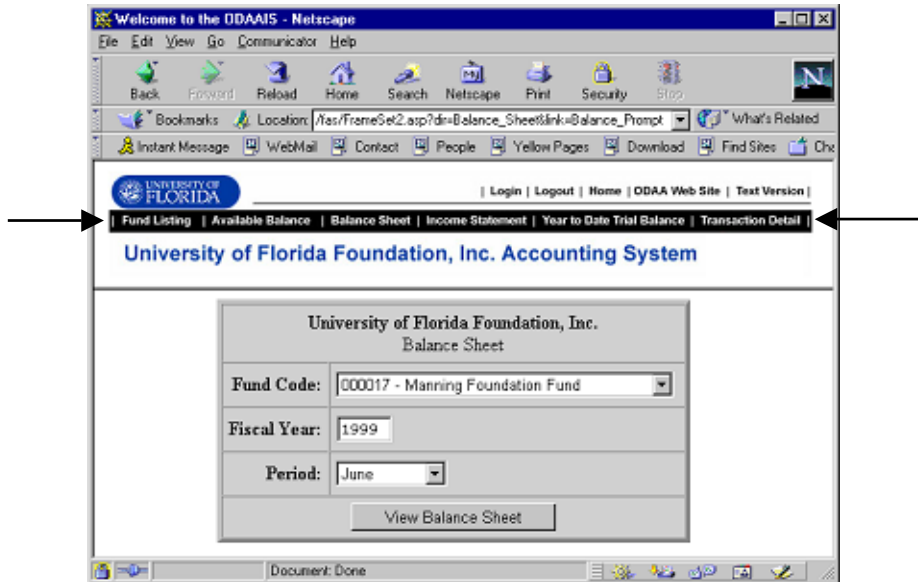
- To retrieve additional information about a line item, click on any blue underlined number.

The screenshot shows the 'University of Florida Foundation, Inc. Balance Sheet' for Fund 000017 - Manning Foundation Fund. The fiscal year is 1999 and the period is June. The 'As Of' date is June 30, 1999. The 'Run Date' is 7/14/99 and the 'Run Time' is 5:02:25 PM.

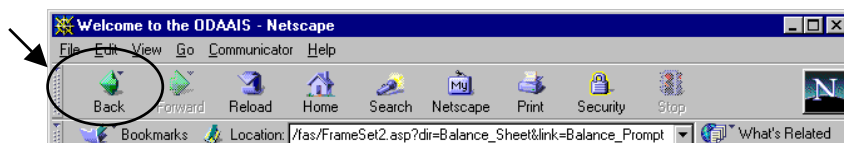
University of Florida Foundation, Inc. Balance Sheet	
Fund: 000017 - Manning Foundation Fund	
Fund Administrator: Stewart, R. B.	
Fiscal Year: 1999	
Period: June	
As Of: June 30, 1999	
ASSETS	
Non-Endowment Pool Investments	<u>4.96</u>
Total Investments	4.96
Total Assets	4.96

An arrow points to the blue underlined number '4.96' in the 'Non-Endowment Pool Investments' row.

- Press a menu push button at the top of the web page to select another option.

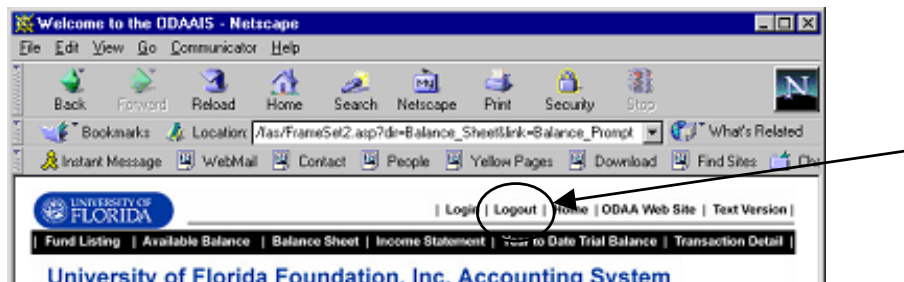


- Press the Back push button on the Web Browser toolbar to return to a previous search result.



Logging out:

- To end your session in the FAS, click on the Logout push button located in the top right of every web page. Logging out is an important step in preventing unauthorized access to FAS.



Additional Information

Please be aware that information contained in this system is accounting information. As such, debit balances in accounts will be displayed as positive numbers and credit balances in accounts will be displayed as negative (leading “-”) numbers. The following accounts will normally contain credit balances:

<u>Description</u>	<u>Account Number(s)</u>
Liability Accounts	60000 through 69999
Revenue Accounts	81000 through 89999
Fund Balance	99900
Accumulated Depreciation	30110; 30120; 30210; 30310

Based upon the above, a balance in Cash account #10100 would normally be a debit. It would appear as a credit (with “-” sign) if the cash were overdrawn. A balance in Gift Income account # 81000 would normally be a credit and would contain the leading “-” sign (you want your gift income balance to be a credit).

For transfers reflected in accounts #90100 through #90500, the balance will be a debit if the money was taken from the fund in question and it will be a credit (leading “-”) if the money was transferred to the fund in question.

Please remember that some of the information contained in this system is confidential gift and donor information. This information should be safeguarded and handled in accordance with the Foundation’s policies (see Section 1 – Confidentiality of Foundation Documents).

We hope that you find the FAS intuitive, powerful and useful in obtaining information about the status of your Foundation fund(s).

If you encounter any problems using the new web site, please contact Chris Barnett at 352-392-9535. To obtain clarification or additional details on the information stored in FAS, contact Randy Settle at 352-392-5863.

UNIVERSITY OF FLORIDA FOUNDATION, INC.

CHART OF ACCOUNTS

<u>Acct Name</u>	<u>Acct #</u>	<u>Available for Coding Disbursement Request</u>	<u>Typical Use</u>
ASSETS			
CASH			
PETTY CASH	10000	CONTACT UFF	
CASH	10100		
CASH- PAYROLL	10700		
INVESTMENTS			
SECURITIES INVESTMENTS	11100		
ENDOW POOL -NOMINAL	12100		
ENDOW POOL - ADJUSTMENT TO SPENDING VALUE	12150		
ENDOW POOL - MARKET ADJUSTMENT	12200		
NON-ENDOWED POOL B	13100		
NON-ENDOWED POOL A	13500		
NON-ENDOWED POOL C	13700		
POOLED INCOME	14100		
TRUST POOL - INCOME	14600		
TRUST POOL - STANDARD	14650		
LIFE ANNUITY POOL	16100		
UNITRUST	16200		
RECEIVABLES			
CASH ADVANCES	17000	YES	Missed payroll
MORTG NOTES RECEIVABLE	20100		
NOTES RECEIVABLE	20200		
ACCRUED INTEREST RECEIVABLE	20300		
INTER-FUND RECEIVABLE	20600		
ACCOUNTS RECEIVABLE	20800		
ACCOUNTS RECEIVABLE- CREDIT CARDS	20850		
CREDIT CARD RECEIVABLE - TAMPA	20860		
AMEX CREDIT CARD RECEIVABLE - TAMPA	80870		
BINDERS, DEPOSITS	20900	YES	
OTHER CURRENT ASSETS	25000	CONTACT UFF	
INTEREST IN LIMITED PARTNERSHIP	28100		
PROPERTY, PLANT & EQUIPMENT			
REAL ESTATE HELD FOR USE	30000	CONTACT UFF	
LAND PRESERVE	30010		
BUILDINGS & OTHER FOR USE	30050	CONTACT UFF	
BUILDINGS & OTHER FOR RESALE	30090	CONTACT UFF	
REAL ESTATE HELD FOR RESALE	30100	CONTACT UFF	
ACCUMULATED DEPRECIATION BUILDINGG - FOR USE	30110		
ACCUMULATED DEPRECIATION BUILDING - FOR RESALE	30120		

<u>Acct Name</u>	<u>Acct #</u>	<u>Available for Coding Disbursement Request</u>	<u>Typical Use</u>
MOTOR VEHICLES	30200	CONTACT UFF	
ACCUMULATED DEPRECIATION-VEHICLES	30210		
GENERAL EQUIPMENT	30300	CONTACT UFF	
ACCUMULATED DEPRECIATION -GENERAL EQUIPMENT	30310		
LIVESTOCK	30400	CONTACT UFF	
LIVESTOCK CUTS & CARCASSES	30410	CONTACT UFF	
ART, BOOKS, MANUSCRIPTS	30500	CONTACT UFF	
OTHER PROPERTY	30600	CONTACT UFF	
ACCUMULATED DEPRECIATION- OTHER PROPERTY	30620		
LIABILITIES			
ACCOUNTS PAYABLE	60000		
MORTGAGE NOTE PAYABLE	60100	CONTACT UFF	
NOTES PAYABLE	60200	CONTACT UFF	
OVERHEAD PAYABLE - ADMINISTRATION	60300		
INTER FUND PAYABLE	60400		
WITHHOLDING TAX PAYABLE	60500	CONTACT UFF	
PAYROLL DEDUCTIONS PAYABLE	60550	CONTACT UFF	
TAXES PAYABLE	60600	CONTACT UFF	
OTHER PAYABLE	60700	YES	
OVERHEAD PAYABLE - REAL ESTATE	60750		
PRESENT VALUE OF FUTURE ANNUITY LIABILITY	60800		
PRESENT VALUE OF TRUST LIABILITY	60850		
SECURITY DEPOSITS	61100	YES	
CREDIT CARD PAYABLE	62200		
CREDIT CARD PAYABLE - TAMPA	62210		
ACCRUED EMPLOYEE BENEFITS	62300		
ACCRUED EXPENSES	62350		
HELD ON BEHALF OF OTHERS	63100		
GIFT CLEARING	64100		
GIFT CLEARING - TAMPA	64150		
EXPENSES			
PAYROLL			
SALARY & WAGES	70000		
SALARY PAID BY COLLEGE	70050		
STATE SUPPORT SALARY	70200		
SALARY SUPPLEMENTS	70400	CONTACT UFF	
OPS	70500		
OPS PAID BY COLLEGE	70510		
FRINGE BENEFITS- FOUNDATION	70600		
FRINGE BENEFITS-STATE	70610		
FRINGE BENEFITS- PAID BY COLLEGE	70620		
FRINGE BENEFITS- MG&G	70630		

<u>Acct Name</u>	<u>Acct #</u>	<u>Available for Coding Disbursement Request</u>	<u>Typical Use</u>
PAYROLL TAXES-FOUNDATION	70700		
PAYROLL TAXES-STATE	70710		
PAYROLL TAX- PAID BY COLLEGE	70720		
PAYROLL TAXES-MG&G	70730		
EQUIPMENT & SUPPLIES			
EQUIPMENT & SUPPLIES	71000		
STATE SUPPORT EQUIPMENT & SUPPLIES	71100		
STATIONERY & SUPPLIES	71200	YES	Office, research, and farm supplies
SUPPLIES PAID BY COLLEGE	71210		For use by development staff
OPERATING SUPPLIES	71300	CONTACT UFF	Premiums
COMPUTER OPERATING SUPPLIES	71310	YES	Computer equipment, computer supplies, and software
MAINTENANCE SUPPLIES	71400	YES	Cleaning supplies, repair parts
OFFICE FURNITURE & EQUIPMENT	71500	YES	Office furniture & equipment (except computers & peripheral)
OFFICE FURNITURE & EQUIPMENT-PAID BY COLLEGE	71510		For use by development staff
OPERATING EQUIPMENT (TRANSFERRED TO STATE)	71600		
OFFICE EQUIPMENT RENTAL	71700	YES	
BOOKS & SUBSCRIPTIONS	71900	YES	Books & periodical subscriptions
BOOKS & SUBSCRIPTIONS- PAID BY COLLEGE	71910		For use by development staff
SERVICES PURCHASED			
SERVICES PURCHASED	72000	YES	
ANNUAL FUND EXPENSES	72050		
STATE SUPPORT SERVICES	72100		
CREDIT CARD FEE	72150		
CREDIT CARD FEE - AMEX	72160		
PRINTING	72200	YES	Printing, copying, & typesetting
PRINTING PAID BY COLLEGE	72210		For use by development staff
POSTAGE	72300	YES	U.S postage, Federal Express, UPS, etc.
POSTAGE PAID BY COLLEGE	72310		For use by development staff
MAILING SERVICE	72400	YES	Bulk mail handled outside of UF
MAILING SERVICE PAID BY COLLEGE	72410		For use by development staff
TELEPHONE	72500	YES	Telephone equipment, cellular phone charges, monthly service charges
TELEPHONE PAID BY COLLEGE	72510		For use by development staff
MAINTENANCE SERVICE	72600	YES	Maintenance contracts, service calls, equipment repairs
MAINTENANCE SERVICE PAID BY COLLEGE	72610		For use by development staff
COMMENDATIONS	72700	YES	Plaques, awards, gifts to donors, flowers (when appropriate)
COMMENDATIONS PAID BY COLLEGE	72710		For use by development staff
DATA PROCESSING	72800	YES	NERDC charges
DATA PROCESSING PAID BY COLLEGE	72810		For use by development staff
TRAVEL & ENTERTAINMENT			
AUTO INSURANCE	73150	CONTACT UFF	

<u>Acct Name</u>	<u>Acct #</u>	<u>Available for Coding Disbursement Request</u>	<u>Typical Use</u>
AUTO TAGS	73160	CONTACT UFF	
AUTO MAINTENANCE	73400	YES	Major auto maintenance and repairs (greater than \$200)
AUTO EXPENSE PAID BY COLLEGE	73410		For use by development staff
TRAVEL	73500	YES	Auto rental, minor auto expenses, gasoline, lodging, meals, taxi, airfare, mileage
TRAVEL PAID BY COLLEGE	73510		For use by development staff
TRAVEL COLLEGE RELATED	73550	YES	For use by development staff
ENTERTAINMENT	73600	YES	Entertainment of donors, prospects and UF guests
ENTERTAINMENT PAID BY COLLEGE	73610		For use by development staff
ENTERTAINMENT COLLEGE RELATED	73650	YES	For use by development staff
MEETINGS	73700	YES	Room rental fees, equipment rental, food & beverages related to sponsored event
MEETINGS PAID BY COLLEGE	73710		For use by development staff
MEETINGS COLLEGE RELATED	73750	YES	For use by development staff
REUNIONS	73800	YES	
REUNION & EVENT PARTICIPATION	73801		
FOOTBALL/GATOR GROWL	73810	YES	
LEGAL & PROFESSIONAL			
LEGAL & PROFESSIONAL	74000		
AUDITING	74100	YES	Fees and expenses related to external audit services
INVESTMENT COUNSELLORS	74200		
CONSULTING	74300	YES	Fees and expenses related to external consultants
CONSULTING PAID BY COLLEGE	74310		For use by development staff
LEGAL EXPENSE	74400	YES	Attorney fees and expenses, recording legal documents, court costs
TITLE INSURANCE	74430	CONTACT UFF	
BANK CHARGES & CUSTODIAL FEES	74500	CONTACT UFF	
PROFESSIONAL FEES	74600		
APPRAISAL FEES	74700	CONTACT UFF	
OCCUPANCY EXPENSES			
OCCUPANCY EXPENSE	75000	YES	Non rental expenses related to maintaining property
OCCUPANCY EXPENSE PAID BY COLLEGE	75010		For use by development staff
PROPERTY TAXES	75100	YES	
UTILITIES	75200	YES	
INSURANCE- EQUIPMENT & BUILDING	75400	YES	
RENT OFFICE SPACE	75500	YES	Rent paid for lease of office space
CARETAKER SERVICES	75600	YES	Janitorial and other contract services for maintaining property
CONDOMINIUM FEES	75700	CONTACT UFF	
CAPITAL IMPROVEMENTS	75900	CONTACT UFF	

<u>Acct Name</u>	<u>Acct#</u>	<u>Available for Coding Disbursement Request</u>	<u>Typical Use</u>
OVERHEAD			
ADMINISTRATIVE OVERHEAD	76000		
FUNDRAISING SUPPORT	76100		
CAMPAIGN SUPPORT	76120		
RECEIPT OVERHEAD	76200		
NON-GIFT FEES	76250		
REAL ESTATE OVERHEAD	76400		
OTHER EXPENSE			
OTHER EXPENSE	77000	YES	
OTHER EXPENSE PAID BY COLLEGE	77010		For use by development staff
EMPLOYEE WELFARE	77100	CONTACT UFF	
OTHER INSURANCE	77150	YES	
WORKMAN'S COMPENSATION INSURANCE	77160	CONTACT UFF	
LAWYERS PROFESSIONAL LIABILITY INSURANCE	77170	CONTACT UFF	
DIRECTOR'S & OFFICER'S INSURANCE	77180	CONTACT UFF	
RELOCATION EXPENSE	77200	CONTACT UFF	Moving expenses (generally related to transferring money to UF for payment)
FREIGHT	77300	YES	
FREIGHT PAID BY COLLEGE	77310		For use by development staff
ADVERTISING	77400	YES	
PROFESSIONAL ORGANIZATIONS	77500	YES	Membership expenses related to professional organizations
PROFESSIONAL ORGANIZATIONS PAID BY COLLEGE	77510		For use by development staff
SEMINAR EXPENSE	77600	YES	Costs associated with attendance at a seminar
SEMINAR EXPENSE PAID BY COLLEGE	77610		For use by development staff
RESEARCH MATERIALS	77700	YES	
INTEREST	77800	YES	
SUPPORT BASKETS	77860	CONTACT UFF	
GATOR CANS	77880	CONTACT UFF	
UNCOLLECTIBLE EXPENSE	77900		
SCHOLARSHIPS, LOANS	78000	YES	Payment to other than UF or direct recipient
TRANSFERS- UF SCHOLARSHIP FUND	78100	YES	Foundation check to Student Financial Affairs for payment of scholarship
DIRECT SCHOLARSHIPS & AWARDS	78200	YES	Foundation check direct to student
TRANSFERS- UF LOAN FUND	78300	YES	Foundation check to Student Financial Affairs for loans
ALUMNI PROFESSORSHIP	78400	YES	
FELLOWSHIPS	78500	YES	Foundation check to Student Financial Affairs for payment of fellowship
TRANSFERS-CONTRACTS & GRANTS FOR EXPENSE	79000	YES	Foundation check to UF MG&G account
PENSION PLAN PAYMENTS	79100	CONTACT UFF	
BENEFICIARY DISTRIBUTIONS	79300	CONTACT UFF	
DISTRIBUTION TO REMAINDERMAN	79310	CONTACT UFF	
PRESENT VALUE ADJUSTMENTS	79350		

<u>Acct Name</u>	<u>Acct#</u>	<u>Available for Coding Disbursement Request</u>	<u>Typical Use</u>
DEPRECIATION			
EQUIPMENT DEPRECIATION	79610		
AUTO DEPRECIATION	79620		
BUILDING DEPRECIATION	79630		
OTHER DEPRECIATION	79640		
REVENUES			
GIFT INCOME			
GIFT INCOME	81000- 81700		
INVESTMENT INCOME			
INVESTMENT INCOME	82000- 82500		
OTHER INCOME			
OTHER INCOME	84000		
OTHER INCOME - QUID PRO QUO	84050		
ADVERTISING INCOME	84100		
RENTAL INCOME	84200		
SEMINAR FEES	84300		
REUNIONS & EVENTS INCOME	84700	CONTACT UFF	Refund of monies previously collected
DUES & MEMBERSHIPS	86150		
TRANSFERS			
TRANSFERS-INTERFUND	90100		
ENDOWMENT TRANSFERS	90500		
FUND BALANCE			
BEGINNING FUND BALANCE	99900		

LISTSERV Instructions

Should you wish to subscribe to the Foundation's LISTSERV, please follow these steps:

1. Open your web browser.
2. Go to the following web address:
<http://uff-com.uff.ufl.edu/mailman/listinfo/uffadm>.
3. Enter your e-mail address and a password that you select in the appropriate areas.
4. Click on the "subscribe" button.

A confirming e-mail will be sent to the e-mail address you supplied. Instructions for confirmation will be contained in this e-mail. Replying to the message is normally sufficient to confirm your subscription.

This LISTSERV is intended to provide users with information about the Foundation Accounting System and its related schedules. This LISTSERV is **not** a forum. Any reply regarding information on the LISTSERV should be sent to a specific individual. Reply information will be provided in the body of any message from the LISTSERV.

Section 7. Sample Forms

The following section contains all of the forms you will need to transact business with the Foundation. Each form should be self-explanatory, but more information on each form and its proper use can be found in the sections referenced below.

You must use the forms available from the UFF Intranet web site. Alteration or customization of these forms is prohibited.

Form Name	Form	Reference Section	Page
Fund Information Form	UFF-A	Funds Administration	2.2
Asset Transmittal	UFF-B	Processing, Depositing and Receipting Assets	3.1, 3.2
Accounting for Fund-Raising Event and <i>Quid Pro Quo</i>	UFF-C	Processing, Depositing and Receipting Assets	3.1, 3.2
Disbursement Request	UFF-D	Spending Available Monies	5.4
Expense Sheet	UFF-E	Spending Available Monies	5.5
Expense Certification	UFF-F	Spending Available Monies	5.6
Promise to Repay	UFF-G	Spending Available Monies	5.9
Certification of Independent Contractor Status	UFF-H	Spending Available Monies Contractors	5.6, 5.9
Cash Advance Acknowledgment	UFF-I	Spending Available Monies Travel and Entertainment	5.6, 5.7
Accounting for Cash Advance	UFF-J	Spending Available Monies Travel and Entertainment	5.5, 5.6, 5.7
Fund-to-Fund Transfer Request	UFF-K	Asset Management	2.3, 2.4, 4.6
Alternate Signature Authority	UFF-L	Disbursement Policies Designation	5.1
Equipment Acquisition Control	UFF-M	Purchase of Goods and Services	3.3, 5.6
Stop Payment/Void Check Request	UFF-N	Stop Payment/Void Checks	5.11
Gift-in-Kind Information Form	UFF-P	Processing, Depositing and Receipting Assets	3.3

Form Name	Form	Reference Section	Page
Computing Services Data Request Form	UFF-Q	Sample Forms	N/A
Payroll Deduction Authorization	UFF-R	Processing, Depositing and Receipting Assets	3.4
Pledge Form	UFF-S	Processing, Depositing and Receipting Assets	3.8
Pledge Write-off Policy and Form	UFF-T	Processing, Depositing and Receipting Assets	3.8

Appendix A

Fund Management Process Flowchart

Appendix B

Services Directory

Appendix B - Services Directory

For questions regarding: Contact: Telephone #:

DISBURSEMENTS

Available Balances (also available on-line)	Disbursements Office	392-9882
Check Requests	Disbursements Office	392-9882
Vendor Information	Disbursements Office	392-9882

FINANCE & ACCOUNTING

On-line Reports (web site)	Randy Settle	392-5863
Fund-to-Fund Transfers	Janet White	392-5920
Funds - new or changes	Judy Kratzer	392-5971
Gifts-In-Kind (art, etc.)	Marie Tkac	392-5919
Investments	Renee Ortiz	392-5918
Other Assets & Liabilities	Marie Tkac	392-5919
Real Estate	Marie Tkac	392-5919
Gifts of Securities	Renee Ortiz	392-5918
Stop Payment Requests	Becky Fitchlee	392-9873
Trusts & Annuities	Terri Shaw	392-5497
On-line Access (web site)	Judy Kratzer	392-5971

RECORDS

Address Changes	Biographical Services	392-5980
Corporate Matching Gifts	Gift Processing Services	392-9876
Deposits & Receipts	Gift Processing Services	392-9876
Memorial or Tribute Gifts	Gift Processing Services	392-9876
Payroll Deduction Gifts	Gift Processing Services	392-9876

Appendix C

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Appendix C - Index

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Appendix D

University of Florida Policies