GIFT ACCOUNTING

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GIFT ACCOUNTING

I. CHAPTER 15 – GIFT ACCOUNTING

This chapter of *The Guide* provides background information on gift accounting and explains how to establish and administer gift funds.

Gifts represent a growing and vital component to the university's revenue base. The stewardship and use of these funds in accordance with donor wishes and all applicable laws, regulations, policies, and procedures is important not only to extract the most value from each dollar, but to instill public trust and continued giving from donors.

II. REGULATIONS AND RESOURCES

There is a considerable amount of documentation that forms the basis for the processing and management of gift funds.

A. Gift Management Training Requirement

Gift Management Training is **required** for every employee assigned to a fiscal role on a fund 34 SpeedType. Online training is through SkillSoft. The Beginner training is required for all fiscal roles and the Advanced training is recommended for individuals who create or approve Fund 34 JEs, and for employees involved in the daily operations of Gift Fund SpeedTypes who wish to learn more about the gift fund process.

B. CU Administrative Policy Statements (APS)
- Alcoholic Beverages Purchased for University Events
- Fiscal Roles and Responsibilities

C. CU Accounting Handbook
- CU Foundation Transfer Requests
- Fundraising Events
- Gift SpeedType Setup
- Gift in Kind
- Gift Revenues

D. Procurement Service Center Procedural Statements
- Alcoholic Beverages Purchased for University Events

E. Colorado Higher Education Accounting Standard
- Standard 4 -- Non-exchange Transactions

> **GIFT ACCOUNTING**

III. KEY PLAYERS

Gift funds involve several entities that interact together for the set up and management of gift funds. This includes:

- Campus Controller's Office (CCO)
- University Office of Advancement
- University of Colorado Foundation (CUF)
- Office of the University Treasurer
- Office of University Controller (OUC) for fundraising events.

A. University of Colorado Foundation (CUF)

The University of Colorado Foundation was created in 1967 as a privately governed, non-profit corporation whose mission is to support the University of Colorado. The CU Foundation raises private support outside of state funding. It also manages investments on behalf of the university, including endowment funds and charitable trusts. On July 1, 2000, the Foundation was designated by the university as its official fund raising organization.

Their general website is http://www.cufund.org/ but you will usually deal with either someone in the University's own Office of Advancement who is responsible for your academic area or someone from the Foundation accounting staff.

IV. WHAT IS A GIFT?

A gift is anything of value given to the university by an external party (donor), who expects nothing of significant value in return, other than acknowledgement of the gift and disposition of the gift in accordance with the donor's wishes. With a gift, there are no quid pro quo or exchange transaction and no deliverable obligations to the donor. The contribution is a nonreciprocal transfer in that there is no implicit or explicit statement of exchange, purchase of services, or provision of exclusive information. Gifts are irrevocable. Endowments, programmatic support, and scholarships are examples of gifts.

Gifts can include cash and cash equivalents, securities, interests in business entities, real property, and personal property (both tangible and intangible). The donor may put time, purpose, or matching requirements on the gift, but there is no equal value of goods or services returned in exchange for the gift. If the donor

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receives benefits in return for the contribution, the amount of the gift recorded and reported is reduced by the fair market value of all benefits given, according to U.S. Internal Revenue Service regulations.

The Gift Revenues section of the Accounting Handbook states that a gift must meet **all** of the following criteria:

- The donor specifically indicates a charitable donation as reflected by the characteristics of the instrument providing the financial support.

- Any conditions or stipulations placed on the intended use of the award are reasonable and serve only to direct the funds to specific mission-related functions, such as faculty support, programmatic support, scholarships, capital construction, or general research support.

- The donor intends for the financial support to be irrevocable and, therefore, relinquishes the right to reclaim the monies or any unused remainder as long as the monies are used as directed.

- The donor offers the financial support without expectation of direct economic benefit or other tangible benefit commensurate with the worth of the support, except as permitted for Fundraising Events or life income arrangements. Indirect benefits such as tax advantages, business, or personal goodwill derived from close association with the university do not negate gift intent.

An organizational unit may attach a gift component to a non-gift revenue payment. For example, in order to be entitled to purchase certain athletic tickets, one may be required to make a donation. In these instances, the revenue must be split between gift revenue and appropriate operating revenue in the proportion indicated on the purchase notice (e.g., the ticket plan description).
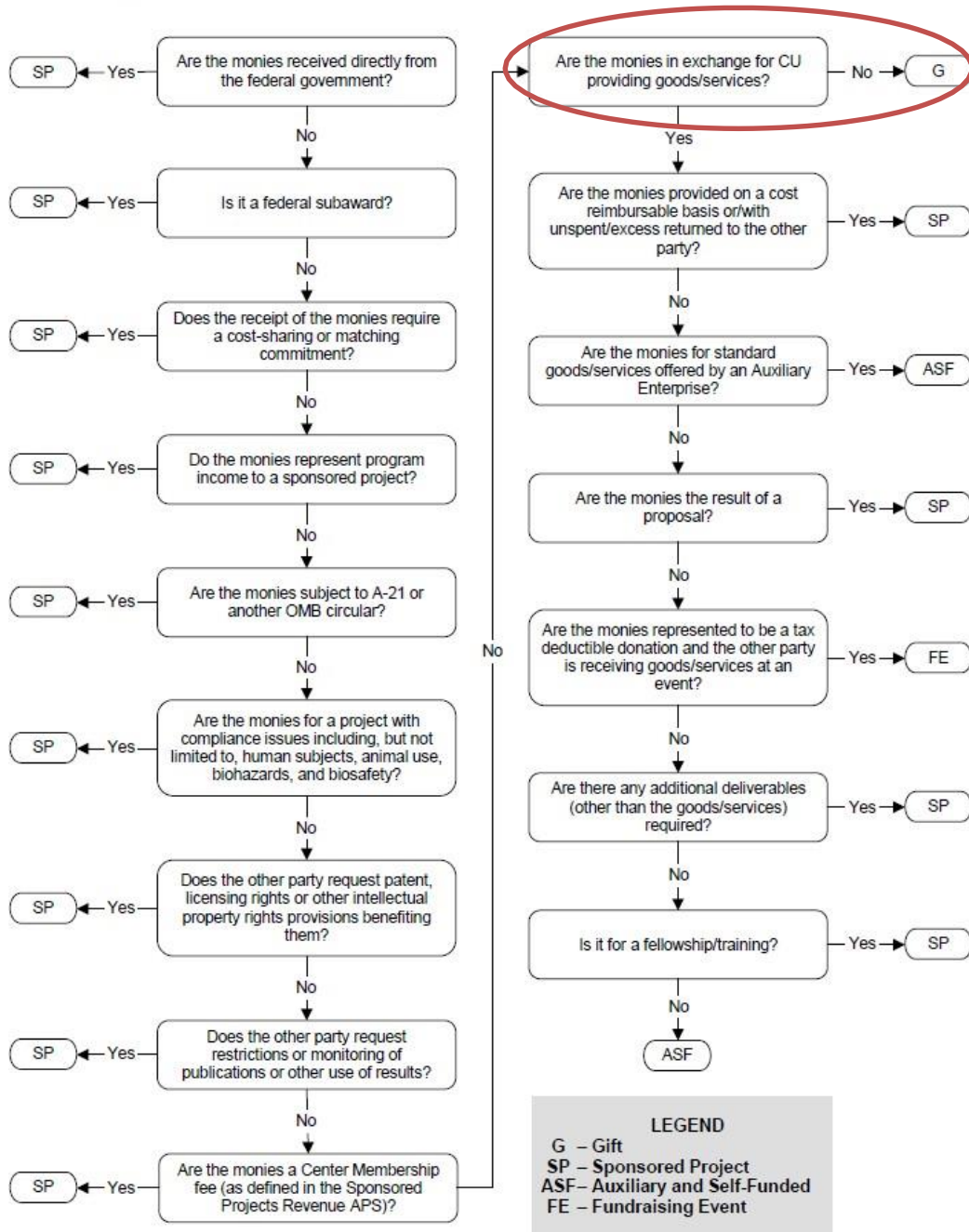
V. ACCOUNTING & BUDGETING

A. Accounting for Revenue

Revenue Decision Matrix

Use this decision matrix for guidance in determing the types of revenue:
Gift (G), Sponsored Project (SP), Auxiliary and Self-Funded (ASF) , or Fundraising Event (FE).

Left column:

- SP ← Yes — Are the monies received directly from the federal government? → No
- SP ← Yes — Is it a federal subaward? → No
- SP ← Yes — Does the receipt of the monies require a cost-sharing or matching commitment? → No
- SP ← Yes — Do the monies represent program income to a sponsored project? → No
- SP ← Yes — Are the monies subject to A-21 or another OMB circular? → No
- SP ← Yes — Are the monies for a project with compliance issues including, but not limited to, human subjects, animal use, biohazards, and biosafety? → No
- SP ← Yes — Does the other party request patent, licensing rights or other intellectual property rights provisions benefiting them? → No
- SP ← Yes — Does the other party request restrictions or monitoring of publications or other use of results? → No
- SP ← Yes — Are the monies a Center Membership fee (as defined in the Sponsored Projects Revenue APS)? → No

Right column:

- Are the monies in exchange for CU providing goods/services? → No → G
- (Yes) Are the monies provided on a cost reimbursable basis or/with unspent/excess returned to the other party? → Yes → SP
- (No) Are the monies for standard goods/services offered by an Auxiliary Enterprise? → Yes → ASF
- (No) Are the monies the result of a proposal? → Yes → SP
- (No) Are the monies represented to be a tax deductible donation and the other party is receiving goods/services at an event? → Yes → FE
- (No) Are there any additional deliverables (other than the goods/services) required? → Yes → SP
- (No) Is it for a fellowship/training? → Yes → SP
- (No) → ASF

LEGEND
G – Gift
SP – Sponsored Project
ASF– Auxiliary and Self-Funded
FE – Fundraising Event

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As you see, the matrix is quite limited when it comes to recognizing gift revenues. Cash and certain gifts in kind are recognized as revenue if the university receives them without exchanging something for them. Gift revenues are classified as Non Operating Revenues unless the gift is restricted for capital assets (including land, buildings, building improvements, equipment, and library and other collections) which must be classified as Capital Revenues.

B. Budgeting

Budgeting for FOPPS in fund 34 is currently optional, except for Fundraising Events which require budgets—these are discussed later in this chapter. If budgets are recorded in a fund 34 FOPPS, the temporary budget ledger is used. General information on budgets can be found on the Planning, Budget and Analysis (PBA) website http://www.colorado.edu/pba/budget/ and also Chapter 8, *Budget Theory*, in The Guide. Budget questions should be directed to ucb.budget@colorado.edu.

Fund	Budget Ledgers Used	Development and Recording of Initial Budget	Ongoing Budget Management and Adjustment
ˡ Fund 34	ˡ Fund 34 typically is not budgeted at UCB. ˡ If a department wishes to record a budget, the ledger to use is B_CUR_TEMP.	ˡ Department prepares an online BJE.	ˡ Revenue, expense and transfer budgets can all be adjusted on the BJE. ˡ A balanced BJE is not required.

VI. TYPES OF GIFTS

There are several ways to categorize gifts and more than one category can apply to a particular gift. However, the most common type is a cash gift.

A. Cash vs. Non-cash

As noted in Section IV above, gifts can come in a variety of forms: cash, real estate, collections, etc. As a general rule, whatever form the gift originally comes in, the gift is reduced to cash (or *monetized*) because that's the most usable form to the university and it's easier to manage. However, there are exceptions. The Foundation can decide to hold an illiquid gift, but these instances are carefully evaluated by their Gift Acceptance Committee, and you are not likely to directly encounter anything related to these. Gifts in kind are another exception. These non-monetary gifts are covered later in Section XI.

B. Outright vs. Deferred

Gifts that are given immediately are considered outright gifts, no matter what form. Deferred gifts are those gifts that are committed in the present but received in the future. Some deferred gifts are straightforward while others are more

complex and can include:

- Bequest
- Gift annuity
- Remainder trust
- Lead trust
- Life insurance
- Retained life estates
- Pooled income fund.

C. Pledges

Pledges are commitments to give a specific dollar amount according to a fixed time schedule. These are often made as a result of a fundraising campaign.

Pledges and deferred types of gifts are handled by the Foundation and more information about each type can be found in their Gift Acceptance Policy.

VII. TYPES OF GIFT ACCOUNTS

Gifts can be set up in a variety of Foundation accounts with different characteristics that address varying funding purposes and needs, but all are done according to the donor's wishes. Gifts can be given either to the Foundation or directly to the university. It is the preference of the university that gifts be deposited through the Foundation due to its specialized expertise in donor development, institutional fundraising and asset management. However, some donors prefer to bypass the Foundation and give directly to the university.

These two channels of giving—Foundation or direct to the university—are processed differently and are discussed later in Section VIII, *Establishing a Gift Fund FOPPS.* The following types of gift accounts can apply to accounts set up through either the Foundation or the university, but the emphasis in the following discussion is on those set up through the Foundation.

- Current Expendable Funds
- Capital Funds
- Pure Endowment
- Quasi Endowment

Each gift received by the Foundation is either set up in a new account or deposited into an existing account if appropriate. This table shows the campus codes used by the Foundation on the account numbers that CUF uses. The **campus code** is the first two digits in the account. For example, a **Boulder** campus account starts with **01**, such as **01**-22939.

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Campus Codes Used on Foundation Accounts	
UCB	01
HSC	02
UCD	03
UCCS	04

Account Fund number series used by the Foundation (the 5 digits after the campus code such as 01-22939):

Accounting Fund numbers used by the Foundation	
2xxxx	current fund
30xxx	earnings account for pure endowment
34xxx	earnings account for quasi endowment
50xxx	pure endowment
54xxx	quasi endowment
6xxxx	CRATs, CRUTS*
7xxxx	bequests

*Charitable Remainder Annuity Trust, Charitable Remainder Unitrust

Fund Type codes used on the Foundation Fund Panel in the Finance System:

| Fund Type Codes in Finance System Foundation Fund Panel	
2CE	Current Funds
3FP	Earnings on a pure endowment
3FQ	Earnings on a quasi endowment
3CP	Earnings on a pure endowment – custodial*
3CQ	Earnings on a quasi endowment – custodial*

Custodial funds are those owned by the university (not the Foundation) but the Foundation is the custodian for these funds and manages the investment and earnings distribution.

A. Current Expendable Funds

These are funds given to the university to be used for current needs through annual spending. For example, if a donor gives $1000 to CUF as current expendable funds for use by the Anthropology department, that money is available to Anthropology immediately in the appropriate fund 34 SpeedType. These funds do not earn interest. The CUF current fund account begins with **2**.

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Example: 01-<mark>2</mark>2939
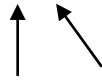
Boulder campus   **2**xxxx=current expendable

If you know the CUF account number or some other information, you can search the Finance System for more details about the Foundation account. The following screenshot shows the navigation.

After hitting the **Search** button, the following screen shows the information available in the Finance System on a particular Foundation account.

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Alternately, you can search by SpeedType, which is often more readily available.

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Searching by SpeedType pulls up five tabs of information. The **Gift Attributes** panel, shown below, provides similar information as the Foundation Fund panel with the addition of the *Gift Approvers* (discussed later in Section X) but does *not* include the Fund Type, i.e. Current Fund, Endowment Fund, etc.

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B. Pure Endowment

An endowment is a permanent fund bestowed upon an individual or institution, such as a university, museum, hospital, or foundation, to be used for a specific purpose. A *pure* endowment is one in which the *donor* gives explicit instructions that the original value of the gift be invested and held in perpetuity. Only distributions from the investment earnings may be spent (or reinvested) to support university activities. The decision to spend or reinvest is made by the university Organization Fiscal Principal, not the Foundation.

The Foundation sets up two funds for endowments: the Endowment (Principal) Fund and an Earnings Fund. The gift and any subsequent additions are placed in the Principal Fund and earnings are distributed to the Earnings Fund. The earnings fund is the one that is linked to the SpeedType for spending purposes to support university activities.

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Pure endowment principal accounts begin with **50** (or infrequently **58**).
Example: 01-**50**744
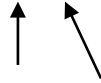
| Boulder campus | **50**xxx=pure endowment principal account |

The corresponding earnings account begins with **3.**
Example: 01-**3**0744
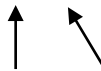
| Boulder campus | **3**xxxx=pure endowment earnings account |

The relationship between the endowment principal account and its earnings account is identified by the last three digits:

01-50**744**   01-30**744**

| endowmen | earnings |

1. UMIFA & UPMIFA — *Supplemental Information*

UMIFA is the **Uniform Management of Institutional Funds Act**, which Colorado adopted in 1973 to govern the management, investment and expenditure of the endowment funds of nonprofit institutions. UMIFA centers on the concept of *historic dollar value* and is primarily of concern for pure endowments or other similarly restricted funds. UMIFA addresses the issues of responsible spending and investing, distributions when a restricted gift falls below *historic gift value* and the release of restricted funds.

In July 2006, the National Conference of Commissioners on Uniform State Laws approved a comprehensively revised version of UMIFA, called the **Uniform Prudent Management of Institutional Funds Act**, or **UPMIFA**. Colorado enacted HB 1173 in 2007-08 that incorporates provisions of the UPMIFA, and that later became law under C.R.S. 15-1-1101.

- Elimination of the historic dollar value limitation on spending.
- Broadens the statute coverage, which is intended to apply to trusts, governmental agencies, and any other type of entity dedicated to charitable purposes, as well as nonprofit organizations.
- Comprehensive incorporation of modern portfolio investment standards by providing for diversification of assets, pooling of assets, total return investment & whole portfolio management.
- An endorsement of the concept of intergenerational equity via an optional provision that allows states to find that an organization spending more than 7 percent of its endowment in one year is acting imprudently.

Once signed into law, UPMIFA replacec UMIFA, which has been the standard in 48 states for the past three and one-half decades.

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Before UMIFA, there was no consistent body of law to guide nonprofit decision-making concerning investment authority and the use of appreciation for endowed funds. Overly conservative and restrictive trust and investment laws in the various states caused institutional funds to be invested largely in low yielding bonds and fixed income instruments that delivered reasonably safe and dependable income but whose market value was constantly eroded by inflation. With great success, UMIFA significantly broadened the list of permissible investments for nonprofits, allowed boards to delegate investment authority to outside managers within a general fiduciary standard of prudence, and enabled institutions to pursue total return investing. Now, UPMIFA fully incorporates the concepts of modern portfolio theory from the Uniform Prudent Investor Act and the Uniform Principal and Income Act, both of which have been widely adopted, for the more efficient management of nonprofits' endowed funds.

Four major areas of change

- As its name suggests, UPMIFA adopts the prudence standard for investment decision-making. The act directs those responsible for managing and investing the funds of an institution to act as a prudent investor would, using a portfolio approach in making investments and considering a variety of factors, including the purpose and risk and return objectives of the fund.
- Under UPMIFA, the rules governing expenditures from endowment funds have been modified to give a governing board more flexibility in making investment and expenditure decisions within the general standard of prudence, so that the board can cope with fluctuations in the value of the endowment. It does this primarily by providing investment freedom (portfolio managers are not limited in the kinds of assets that may be sought for the portfolio), and by providing updated rules on the expenditure of funds (total return expenditure is expressly authorized under comprehensive prudent standards relating to the whole economic situation of the nonprofit institution).
- In this regard, an important change in the new act is the elimination of the "historic dollar value" rule governing "underwater funds" (those funds whose value, owing to stock market contractions of the type brought on by the 2000 – 2002 bear market, is below the value of the gifts at the time they were given by donors). Under UMIFA, institutions were not allowed to spend from a fund if its asset value was below its historic dollar value. UPMIFA replaces the use of historic dollar value with a more flexible spending rule, pursuant to which trustees may spend or accumulate as much of an endowment fund – including principal or income, realized or unrealized appreciation – as they deem prudent, taking into account the intended duration of the fund, the fund's purposes, economic conditions, expected inflation, investment returns, other resources of the institution and its investment policy.
- In an endorsement of the concept of intergenerational equity, the proposed text of UPMIFA includes an optional limitation available for those jurisdictions desiring to place limits on spending. This option is a "7 percent rule" that provides a rebuttable presumption that expenditures exceeding 7 percent of a fund's total return over a rolling three-year period are imprudent. Enactment of the 7 percent rule is left to the discretion of individual state legislatures. Spending more than 7 percent will not automatically mean an organization is in violation of UPMIFA, but its board may have to make the case to state regulators that their spending policy was, in fact, prudent under the circumstances.

C. Quasi Endowments and Board-Designated Endowments

Quasi-endowments (funds functioning as endowments) are those purpose-restricted gifts which are intended to be maintained in perpetuity; however, under specific circumstances defined by the donor, the principal may be invaded fully to meet the defined purpose. Board-designated endowments are unrestricted funds designated by the CUF Board of Directors to function as endowments and result when the Board (not the donor) decides to convert currently spendable assets to invested assets that will produce long-term spendable income. In order to invade (spend) the principal, the department fills out a Request for Liquidation of Principal of Quasi Endowment form and the Foundation reviews the fund

agreement to see if there are specific signatures required (approval by the Dean and the Regents may be required). Then the form is routed to the Quasi Endowment Review Committee. Once approved, a journal is processed to transfer funds from the endowment to the earnings, and this makes the funds available for transfer. Quasi-endowments are owned by the university and are considered custodial funds of the Foundation.

Quasi endowment accounts begin with **54 (**or infrequently **59**).
Example: 01-**54**210

| Boulder campus | **54**xxx=quasi endowment account |
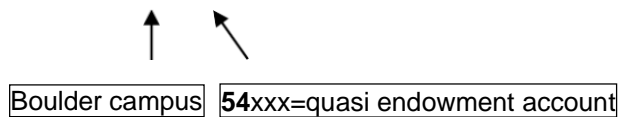
The corresponding earnings account begins with **34.**
Example: 01-**34**210

| Boulder campus | **34**xxx=quasi endowment earnings account |
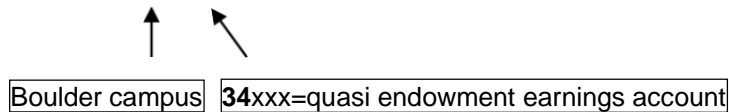
Endowments—Who Manages What?

The vast majority of endowments are managed by the Foundation, and most of those are owned by the Foundation, i.e. the gifts were given directly to the Foundation for benefit of the university. Here is a rough breakdown of Foundation vs. university ownership and management as of June 2010 to give you an idea of how integral the Foundation is to the management of the university's gift funds. (Note: This does not include a very small number of CU-owned endowments that are internally and externally managed.)

Foundation/University Ownership/Management of Endowments as of June 2010	Value (millions)	Percent of Total
Owned by CU, Foundation managed	108	16.3%
Owned & managed by Foundation	555	83.7%

D. Capital Funds

These are funds given to the Foundation for the specific purpose of funding capital projects at the university, e.g. new buildings and renovations. Interest is earned at a short-term rate while awaiting distribution.

Capital Funds accounts are identified by the **4** that comes after the **2**. Note that this is the same numbering convention used on current expendable funds, which is how capital funds are classified in the Finance System. To determine whether the funds are for capital purposes, you have to rely on the Gift Purpose Code

(discussed later) and the Gift Description that appear in the Finance System on the SpeedType Gift Attributes tab.

Example: 01-2**4**085

Boulder campus		2**4**xxx=capital fund

E. Other Gift Account Types

There are other types of gift accounts set up and maintained by the Foundation but these are specialized and advanced forms of gift arrangements. They are mentioned here only to provide a more complete picture, but it is unlikely that you will encounter these directly. If you do, you will surely be assisted by the Foundation. More information about these is available in the CUF Annual Report http://www.cufund.org/about-us/financials/annual-reports/.

- Charitable Remainder Trusts
- Perpetual Trusts
- Pooled Life Income Fund

VIII. ESTABLISHING A GIFT FUND FOPPS

Gifts are managed in separate gift FOPPS to provide reasonable assurance that the gift funds are spent:

- In a prudent manner
- In compliance with applicable rules, regulations, policies, and procedures
- In accordance with donor wishes.

Most gifts are designated for general operating purposes and accounted for in fund 34. Gifts restricted for other than current operating purposes (e.g. loans fund 50, capital construction fund 71) must be accounted for as gifts of the fund group to which they are restricted (50 or 71), and not accounted for as a gift of the current funds (34). Funding for gift Fund 50 and 71 is first deposited to a Fund 34 and then moved via cash transfer, and reviewed by CCO before approval.
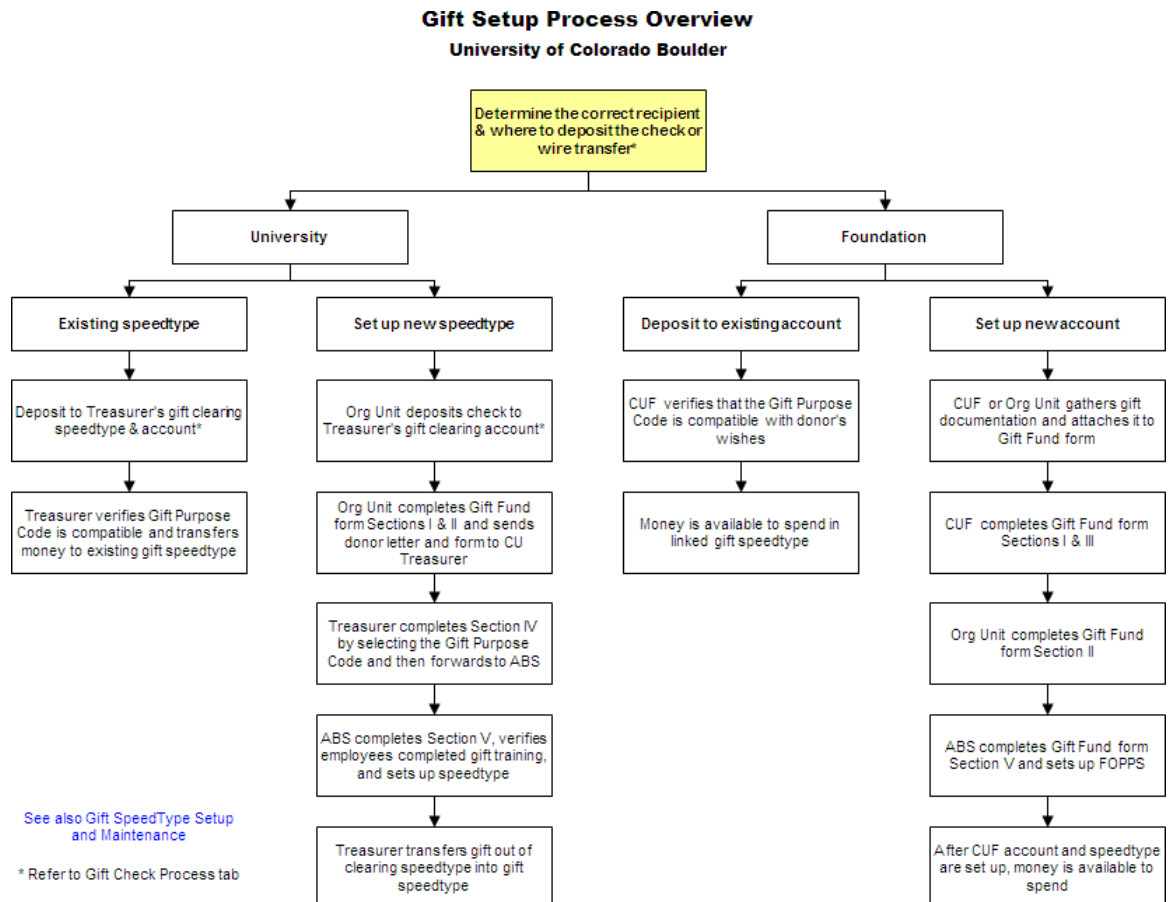
There are two routes by which gift fund 34 FOPPS are created:

- Through the Foundation
- Directly by the university.

Although the university's preference is for gifts to be processed through the Foundation, a donor can give directly to the university if that is their wish. The set-up method—Foundation or university—is determined solely by the intent of

the donor. In most cases that intent is clear, but not always. Here is an overview of the process (from the CCO website Excel file):

Gift Setup Process Overview
University of Colorado Boulder

Determine the correct recipient & where to deposit the check or wire transfer*

University

Existing speedtype

Deposit to Treasurer's gift clearing speedtype & account*

Treasurer verifies Gift Purpose Code is compatible and transfers money to existing gift speedtype

See also Gift SpeedType Setup and Maintenance

* Refer to Gift Check Process tab

Set up new speedtype

Org Unit deposits check to Treasurer's gift clearing account*

Org Unit completes Gift Fund form Sections I & II and sends donor letter and form to CU Treasurer

Treasurer completes Section IV by selecting the Gift Purpose Code and then forwards to ABS

ABS completes Section V, verifies employees completed gift training, and sets up speedtype

Treasurer transfers gift out of clearing speedtype into gift speedtype

Foundation

Deposit to existing account

CUF verifies that the Gift Purpose Code is compatible with donor's wishes

Money is available to spend in linked gift speedtype

Set up new account

CUF or Org Unit gathers gift documentation and attaches it to Gift Fund form

CUF completes Gift Fund form Sections I & III

Org Unit completes Gift Fund form Section II

ABS completes Gift Fund form Section V and sets up FOPPS

After CUF account and speedtype are set up, money is available to spend

A. Determine Where to Deposit the Check—CUF or CU?

Note: Although gifts other than cash (cash includes currency, checks, and credit card payments) can be accepted, from this point forward this discussion will presume that cash is the form of the gift because the following processes require it. For discussion purposes, payment by check will be the default form used but bear in mind that cash and credit card gifts made directly to the university follow the same route through the Treasurer's gift clearing account. Most non-cash gifts are either handled by the Foundation and converted to cash immediately (or at some future point, so the following processes will eventually apply), or are accepted directly by the university as gifts in kind, which does not involve cash (see Section XI).

Everything starts with a check. The key lies in determining the intended payee— where does the donor want the check deposited?

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- ▪ Foundation or
- ▪ University

The answer to this question determines the FOPPS set-up procedure. In most cases, the answer is straightforward because the payee is clearly identified. In some cases, however, the payee is not clearly identifiable or there may be ambiguous information. Each of these situations is discussed below. The Gift Revenues section of the Accounting Handbook provides authoritative guidance.

It is not permissible for the payee on a gift instrument, such as a check, to be modified by an employee or a university service provider, including a representative from a **supporting organization**.

A **Supporting Organizations** is a legally separate, tax-exempt organization whose economic resources are entirely or almost entirely for the direct benefit of the university. The CU Foundation is used throughout this discussion for simplicity and clarity and because it is the supporting organization that you are most likely to encounter. However, the information provided in this section also applies if the payee is another university supporting organizations:
- The University of Colorado Real Estate Foundation
- The Coleman Colorado Foundation.

Clear Identification of Payee

The payee on the gift instrument is an *indicator* of the donor's intent, but does not necessarily determine donor intent. The gift will be deemed as intended to be directed to the payee named on the gift instrument in the absence of:

- ▪ Any ambiguity in the donor's submitted documents,
- ▪ Any conflicting information in the accompanying paperwork, or
- ▪ Any conflicting address information on the envelope.

Foundation as Payee — If the check is made payable to the CU Foundation, and the accompanying documentation is consistent with this, forward all original documents and correspondence to the Foundation (1800 Grant St., Suite 725, Denver, CO 80203). Upon receipt of these materials, the Foundation will confirm that the Foundation is the intended recipient and either deposit the funds into an appropriate existing account or create a new account. Questions can be directed to accounting@cufund.org or one of their Finance and Accounting staff.

Checks deposited into existing accounts must have a **Gift Purpose Code** that is compatible with the donor's wishes. Gift Purpose Codes are assigned to each gift to describe the nature of the gift and how it is to be used. This is covered in more detail later, as is creating a new account.

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CUF's preferred choice is to deposit gifts that are less than $10,000 into an existing account with the same Gift Purpose as the new gift as determined by CUF. Work with your Development Staff for special needs or questions concerning depositing gifts: http://www.cu.edu/advancement/reach-key-staff.

University as Payee — If the check is made payable to the University of Colorado, the Regents of the University of Colorado, a campus, a CU department, or a CU program, *and* there is no accompanying information indicating that the donor is responding to a specific solicitation from the Foundation, the gift is considered to be donated directly to the university. Take the check to the Bursar's Office of Cash Management in Regent Hall. Use a Cash Receipt (http://www.cu.edu/controller/policies/cash-receipt) and deposit it to the University Treasurer's clearing account using the following procedure:

- Use SpeedType **13468785** (34-10612-38171, UCB-Treasury Gift Clearing)
- Use account **070504** (Treasury Gift Clearing Suspense)
- If there is already a SpeedType for this gift, use the Description section to indicate the SpeedType into which the funds should be transferred once cleared by the Treasurer.
- If no SpeedType exists, use the Remarks section to indicate that a new SpeedType is being requested, and complete a Gift Fund Form (explained in a later section).
- Send *copies* of the check and cash receipt, and the *original* donor letter and all other documentation received about the gift to the Treasurer's Office, 25 UCA.
- Keep departmental copies for your records.
- After the Treasurer verifies that the Gift Purpose Code of your existing SpeedType is compatible with the donor intent, the money is transferred from the clearing SpeedType into your gift SpeedType.
- If a new SpeedType must be created, the Treasurer will transfer the money into the new SpeedType after it is set up.

Ambiguous Identification of Payee
The payee is not considered clearly identified if any of the following situations apply. Use the following instructions if any of these circumstances pertain.

1. **Pre-printed envelopes / lockbox.** Gifts sent to a supporting organization by a donor who uses a pre-printed return envelope in response to a specific fundraising effort, or gifts sent by the donor to the bank lockbox of a supporting organization, are deemed as being intended for and donated to the receiving entity, irrespective of the payee on the gift instrument. The lockbox account and address are provided only to persons who desire to make contributions to that supporting organization.

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Note: If the gift is related to a sponsored project or an endowment owned by the university, these payments will be processed in accordance with the *University as Payee* procedures in the preceding section

2. **Pledge card.** Gifts received by a supporting organization from a donor, and accompanied by a pledge card or similar solicitation piece (where the pledge card or solicitation clearly states that gifts in response to the solicitation should be made out to the respective entity), are deemed to be intended for and donated to the respective entity, irrespective of the payee on the gift instrument. These gifts must be processed in accordance with the *Foundation as Payee* procedure in the preceding section.
3. **Endowments – university.** Irrespective of the method of conveyance, gifts to an endowment owned by the university will be deposited into the appropriate consolidated endowment account. The Office of University Treasurer must be advised of and provided with original documentation regarding these receipts to facilitate the university's acknowledgement and stewardship of the gift.
4. **Endowments – Foundation.** Irrespective of the method of conveyance, gifts to an endowment owned by a supporting organization will be deposited into the appropriate endowment account of the supporting organization. The supporting organization must be advised of and provided with original documentation regarding these receipts to facilitate the supporting organization's acknowledgement and stewardship of the gift.
5. **Ambiguous information.** If the payee on the gift instrument and accompanying documentation is ambiguous, obtain clarification from the donor. In these instances, follow the *Donor Clarification Step-by-Step* below.
6. **Donor mistake.** If the donor determines, prior to their gift being deposited into a bank account that a mistake was made in the destination of the gift, and the donor wishes to change the organization to which the gift is directed, follow the *Donor Clarification Step-by-Step* below.

Donor Clarification Procedures
These Step-by-Step procedures are adapted from the Gift Revenues FPS. They apply when:

- The payee on the gift instrument and accompanying documentation is ambiguous (#5 above), or
- The donor determines, prior to their gift being deposited, that a mistake was made in the direction of the gift, and the donor wishes to change the organization to which the gift is directed (#6 above), or
- The department wants to clarify the payee if it believes a mistake may have been made by the donor or if there is anything questionable or uncertain about the intent of the donor. The above list of six examples is not exhaustive or exclusive.

GIFT ACCOUNTING

Donor Clarification Step-by-Step:

Using your letterhead, complete the Donor Clarification Form letter which is included as Exhibit 1 on page 44. Address the correspondence to the donor and reference the gift instrument (check) in question. This form letter is modeled after the procedures outlined in the Gift Revenue section of the Accounting Handbook.

1. Mail the letter to the donor with a self-addressed, stamped envelope.
2. Pending return of the Donor Clarification Form, deposit the check in the Treasurer's Gift Clearing SpeedType 13468785, account 070504 (Gift Clearing Suspense) with a note in the Description section indicating that final disposition is awaiting donor clarification.
3. Upon receipt of the Donor Clarification Form, process the gift as instructed by the donor.

When Deposit Mistakes Occur

If a gift is deposited erroneously into a bank account of the university, the University of Colorado Foundation, or a supporting organization, then the funds that were deposited incorrectly must be remitted to the intended entity upon discovery of the error, and a report sent to the donor regarding the correction of the transaction.
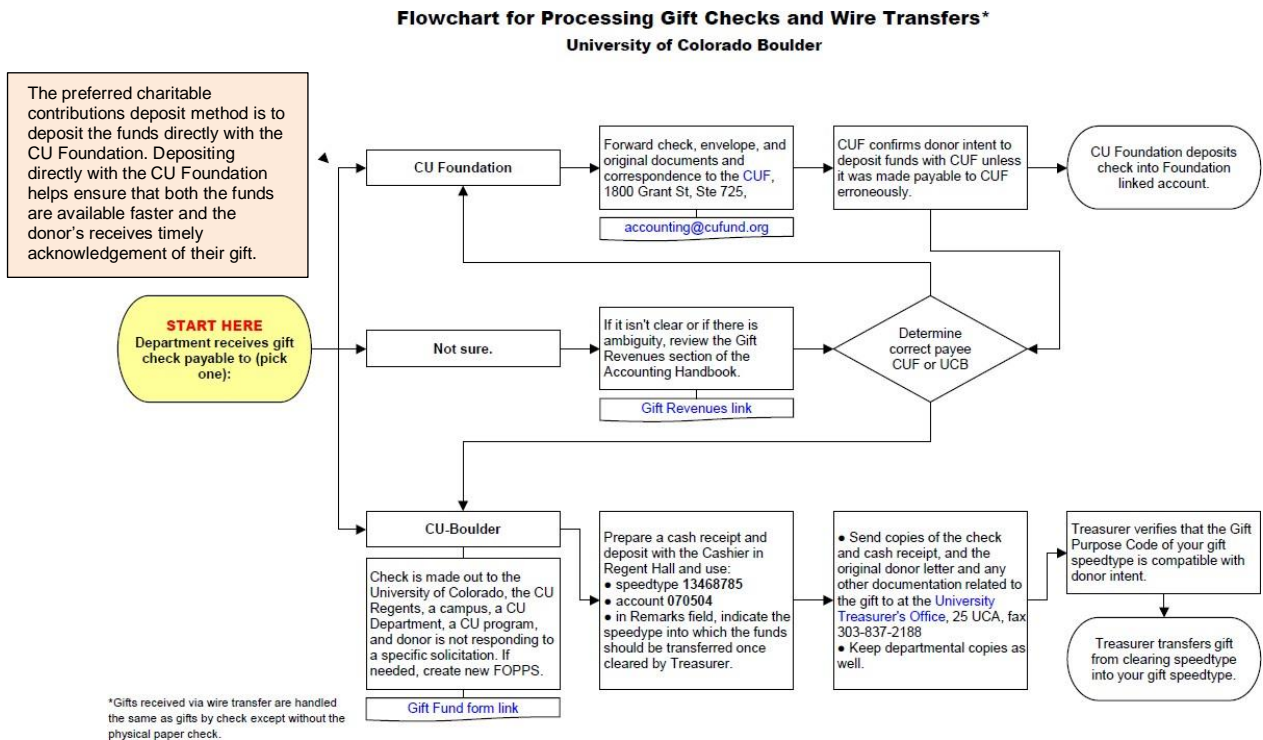
Summary

The first step with a gift is to figure out where the check belongs—Foundation or university? [Note that the Foundation uses a similar process to ascertain whether checks that they receive are in fact intended for deposit to the Foundation or if they should be deposited to the university. If the Foundation determines that a check that they receive is intended for the university, they will forward the check and all accompanying materials to the University Treasurer.]

1. Once the correct payee is determined, either send the check to the CUF for deposit to an existing account at the Foundation or deposit it to the Treasurer's gift clearing account for later transfer to an existing university SpeedType.
2. If neither an appropriate Foundation account nor an appropriate university SpeedType exists in which to deposit the check, a new one must be created. This is covered in the following sections.

A flowchart of the preceding discussion is reproduced below to help simplify and give an overall picture of the process. It can also be viewed online and printed out.

GIFT ACCOUNTING

Flowchart for Processing Gift Checks and Wire Transfers*
University of Colorado Boulder

The preferred charitable contributions deposit method is to deposit the funds directly with the CU Foundation. Depositing directly with the CU Foundation helps ensure that both the funds are available faster and the donor's receives timely acknowledgement of their gift.

START HERE
Department receives gift check payable to (pick one):

CU Foundation → Forward check, envelope, and original documents and correspondence to the CUF, 1800 Grant St, Ste 725,
accounting@cufund.org → CUF confirms donor intent to deposit funds with CUF unless it was made payable to CUF erroneously. → CU Foundation deposits check into Foundation linked account.

Not sure. → If it isn't clear or if there is ambiguity, review the Gift Revenues section of the Accounting Handbook.
Gift Revenues link → Determine correct payee CUF or UCB

CU-Boulder
Check is made out to the University of Colorado, the CU Regents, a campus, a CU Department, a CU program, and donor is not responding to a specific solicitation. If needed, create new FOPPS.
Gift Fund form link
→ Prepare a cash receipt and deposit with the Cashier in Regent Hall and use:
• speedtype 13468785
• account 070504
• in Remarks field, indicate the speedype into which the funds should be transferred once cleared by Treasurer.
→ • Send copies of the check and cash receipt, and the original donor letter and any other documentation related to the gift to at the University Treasurer's Office, 25 UCA, fax 303-837-2188
• Keep departmental copies as well.
→ Treasurer verifies that the Gift Purpose Code of your gift speedtype is compatible with donor intent.
Treasurer transfers gift from clearing speedtype into your gift speedtype.

*Gifts received via wire transfer are handled the same as gifts by check except without the physical paper check.

B. New Account & Speedtype Set-Up – Foundation (Linked)

If a donor sends a check directly to the Foundation, the Foundation determines if the check will be deposited into an appropriate existing account or if a new account must be set up. If a suitable account with a compatible Gift Purpose Code exists, CUF will use that. If a new account is needed, the Foundation fills out Sections I & III of the Gift Fund form and contacts the department to complete Section II, and proceeds from there.

If you have questions or need help, contact the CUF accounting@cufund.org or 303-813-7935.

The Gift Fund form is reproduced below for reference as you read through the rest of this Section. The form itself is available online: https://www.cu.edu/controller/policies/gift-fund
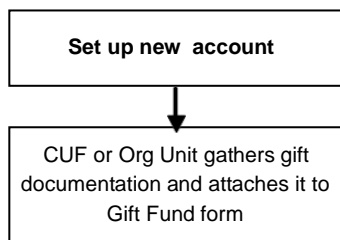
GIFT ACCOUNTING

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
Office of University Controller (OUC)

Effective Date: 03/01/2012

Gift Fund (GF)

Purpose:
Used to request a Gift Fund (Fund 34) SpeedType that is either linked to a CU Foundation fund, or unlinked (i.e., a direct gift to CU).
If the SpeedType will be used to conduct a university sponsored fundraising event, complete the Fundraising Authorization (FA) form *instead of* the GF form.

Today's Date:	*Check one of the following actions*: (see completion instructions at bottom of form)
	☐ NEW REQUEST ☐ CHANGE EXISTING: ☐ CLOSE/INACTIVATE: ☐ REACTIVATE:
	CUF Fund #: SpeedType:

Section I: Gift Information
(to be completed by CU Foundation Development Office or CU Organizational Unit)

Proposed Fund/SpeedType (ST) Long Name *(maximum 80 characters)*:	
Proposed Fund/ST Short Name *(30 char)*:	
Description of Funding Source:	
Donor's Gift Purpose *(maximum 252 characters)*:	
Per donor, can gift be spent on entertainment, donor cultivation, personnel recruitment?	☐ YES ☐ NO
Donor's Restrictions/Special Considerations:	
Comments/History:	

Section II: Organizational Unit Information
(to be completed by CU Organizational Unit)

Org #:		**SpeedType Fiscal Staff - PRIMARY**:	
Organizational Unit:		Name: Position #:	
Contact Person:		Concur Attribute: (Select one)	
Campus Phone:		☐ Gift Fund Training completed	
Email Address:		**Additional SpeedType Fiscal Staff (optional)**:	
Campus Mailbox:		Name: Position #:	
Check Applicable Box(es): ☐ PROGRAM ☐ SUBCLASS (SC) SC VALUE:		Concur Attribute: (Select one) ☐ Gift Fund Training completed	
Program Name *(max 30 characters)*:		Name: Position #:	
Program Purpose:		Concur Attribute: (Select one) ☐ Gift Fund Training completed	
		Name: Position #:	
Program Fiscal Principal:		Concur Attribute: (Select one) ☐ Gift Fund Training completed	
Name: Position #:		Name: Position #:	
☐ Gift Fund Training completed		Concur Attribute: (Select one) ☐ Gift Fund Training completed	
Program Fiscal Manager:			
Name: Position #:		View CUF Reports:	
☐ Gift Fund Training completed			
Expenditure Control Rule (ECR):		Available Resource Basis (ARB):	

Section III: Foundation Fund Setup *(linked to a CU Foundation Fund)* - Complete *either* Section III *or* IV, not both
(to be completed by CU Foundation Development Office)

Fund Type:		Department Code:	
Campus:		Division Code:	
School/College:		Dev. Office Contact:	

(to be completed by CU Foundation Accounting)

CUF Fund # :		Gift Purpose Code 1:	
Advance Setup:		Gift Purpose Code 2:	
IFAS GL Setup:		User Setup:	
IFAS Text Setup:		Email notification to Originator:	

Section IV: Direct Gift to University *(not linked to CU Foundation)* - Complete *either* Section IV *or* III, not both
(to be completed by University Treasurer)

Gift Purpose Code 1:		Gift Purpose Code 2:	

Section V: University Fund 34 FOPPS and SpeedType Setup
(UCD Anschutz: to be completed by Office of Grants and Contracts / all other campuses: to be completed by Campus Controller)

Expense Purpose Code:		Cost Center Code *(Boulder only)*:	
FOPPS:		SpeedType:	

Complete sections of form as described below. Route form to indicated office as needed to complete each section.

NEW Request: *Include applicable documentation, especially regarding purpose of new Fund/SpeedType. (For new Foundation funds with linked SpeedTypes, leave Section IV blank. For new direct gifts to University, leave Section III blank.)*

CHANGE Request: *Include applicable documentation supporting the change. Identify Long Name (Section I). Complete fields for which change is requested. If new name is requested, indicate new name in Comments field (Section I).*

CLOSE/INACTIVATE Request: *Identify Long Name (Section I). Route to Campus Controller, then CU Foundation Accounting Office.*

REACTIVATE Request: *Note that SpeedType is not automatically reactivated with the reactivation of the Foundation fund.*

GIFT ACCOUNTING

Step 1

Set up new account

↓

CUF or Org Unit gathers gift documentation and attaches it to Gift Fund form

The **Gift Fund form** is used in place of the regular Chart of Accounts form for all fund 34 FOPPS requests, whether the gift is made to the Foundation or directly to the university. The form is fairly clear-cut because of the printed and pop-up instructions and because it is used to set up both an account on the Foundation side and a new SpeedType on the university side. The form has five sections and each is marked as to who fills out each section. This also helps with routing the form. The completed form is processed by up to four different offices to set up a new gift account/FOPPS in a coordinated fashion: Department; CU Foundation; Treasurer; and CCO.

If the donor sends the check directly to a campus department, the department should first review existing funds for an appropriate one. If none exists, the department should contact their [Development Staff](#) for assistance. If the department determines that the check belongs to the Foundation and requires a new account, and consequently a new SpeedType, the department must:

- Complete Section I & II of the Gift Fund Form and send this form along with the check and other documentation to the CU Foundation.

There are two things to point out about Foundation accounts:

1. University SpeedTypes that have a corresponding Foundation account are known as **linked** SpeedTypes. (Whereas SpeedTypes set up directly with the university *without* a CUF account are *unlinked*.)
2. There is a **one-to-one** relationship between Foundation accounts and university SpeedTypes. This means that a fund 34 linked SpeedType can receive funds from only **one** Foundation account.

Step 2

↓

CUF completes Gift Fund form Sections I & III

↓

Org Unit completes Gift Fundform Section II
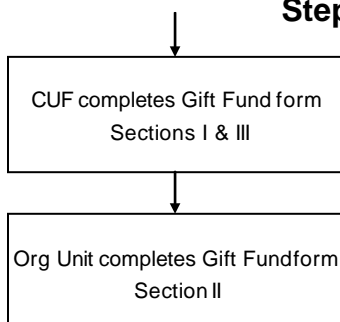
The department is responsible for filling out Section II of the Gift Fund form and it can do so either before or after the Foundation fills out the form depending on who receives the check and initiates the process.

Section I can be filled out by either the department or the Foundation depending on who initiates the process.

The Foundation completes Section III of the Gift Fund form which includes a CUF Fund Number, campus/department identification, campaign code if any, and of critical importance, Gift Purpose Codes.

GIFT ACCOUNTING

Gift Purpose Codes and Compatibility

Gift Purpose Codes (GPC) are assigned to each gift FOPPS to describe the nature of the gift and appropriate uses. They serve to ensure that money is spent in accordance with donor wishes by including descriptions in the Finance System about the purpose of the gift, as well as creating edits in the System to prevent incompatible uses of the gift funds.

There are two Gift Purpose Code attribute fields. The Gift Purpose Codes are called *Gift Expense Codes* in the Finance System. Find this information by navigating to **General Ledger > Chartfields > SpeedTypes** and selecting the *Gift Attributes* tab.

Gift Purpose Code 1 allows for a broad number of choices and these are assigned by the CUF. For example:

Code	Description
A	Scholarships Only
C	Chairs or Professorships – Compensation Only
ER	Equipment to be for research or in a lab
M	Discretionary funds

For a complete listing, go to
https://content.cu.edu/controller/finance/gift_purpose_codes.html.

Gift Purpose Code 2 has to do with one thing: alcohol—the drinkable kind. The Gift Fund Form Section I contains a Yes/No checkbox with the question, "Per

donor, can gift be spent on entertainment, donor cultivation, personnel recruitment?" It may not seem obvious, but this question is asking whether the donor will allow the gift to be used to purchase alcohol for official functions. If the answer is "Yes," then Gift Purpose Code 2 is flagged with a "**Y**" code. Not all Gift Purpose Code 1 codes are compatible with a Y designation in Gift Purpose Code 2. The *Purpose Codes* link above shows which are compatible. Alcohol is a sensitive expenditure and it deserves its own discussion in Section XII.

Gift Purpose Code 1 also must be compatible with *Expense Purpose Codes (EPC)*, which are codes assigned when a FOPPS is first established that classify the type of expense activity that will take place in the FOPPS. The *Purpose Codes* link above shows EPC & GPC compatibility on the *Crosswalk* tab.
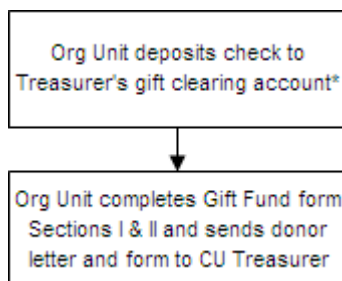
Step 3

CCO completes Gift Fund Form Selection V and sets up FOPPS

After the CUF has set up a new Foundation account and the Department has filled out Section II, the CUF forwards the Gift Fund form to CCO to set up the FOPPS in the Finance System. CCO assigns a compatible Expense Purpose Code (discussed above) and notifies the Department that the SpeedType has been set up and is ready to use.

Note: All the people with a fiscal role must have completed gift management training before the SpeedType can be set up. This applies to all fund 34s.

C. New Speedtype Set-Up – Direct to University (Unlinked)
If a donor prefers to give the gift directly to the university, the set-up process is similar except that the Treasurer takes the place of the Foundation more or less. Setting up a gift made directly to the university results in an *unlinked* SpeedType.

Org Unit deposits check to Treasurer's gift clearing account*

Org Unit completes Gift Fund form Sections I & II and sends donor letter and form to CU Treasurer

Step 1
The department deposits the check into the Treasurer's gift clearing account. The department also completes Section I & II of the Gift Fund form and then sends all the paperwork and documentation to the Treasurer at 25 UCA.

Step 2
The Treasurer completes Section IV and selects the Gift Purpose Code based upon the documentation. The Treasurer then forwards the Gift Form to CCO.

GIFT ACCOUNTING
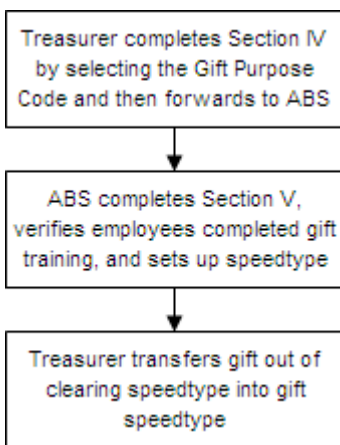
Step 3

CCO completes Section V. The EPC assigned will be compatible with the Gift Purpose Code assigned by the Treasurer. After the SpeedType has been set up, CCO notifies the Treasurer who then transfers the funds out of the Treasurer gift clearing account and into the new gift SpeedType.

Direct to university unlinked SpeedTypes are easy to identify in the Finance System. The big flag is the *Non-Foundation Gift* heading. These SpeedTypes also lack a Foundation Fund number, Available Balance, and a few other fields that are included on linked SpeedTypes.
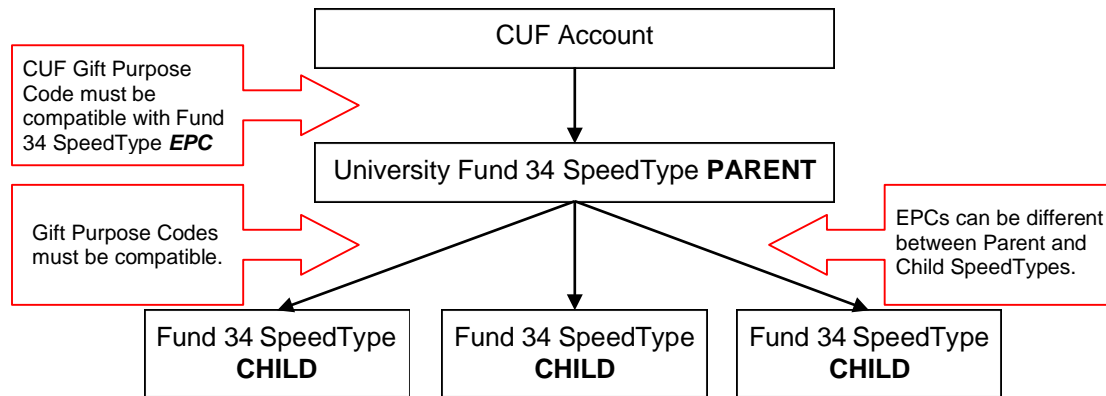

1. Fundraising Event Speedtypes

Speedtypes for fundraising events are handled differently and are covered later.
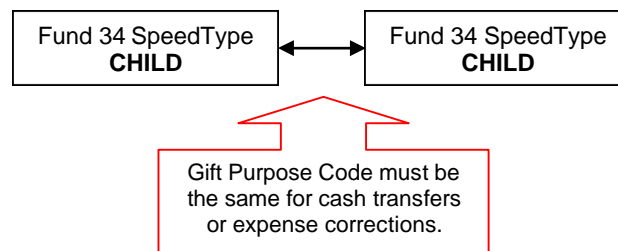
IX. PARENT & CHILD SPEEDTYPES

A more flexible resource management strategy with CUF *linked* accounts can be utilized by the use of parent/child SpeedTypes. Even though a CUF account must have a one-to-one relationship with a university SpeedType, the linked university SpeedType can be a *parent* linked, in turn, with other SpeedType *children* as long as certain conditions are met. For example, if a donor specifies a gift to be used by a campus department, that gift is linked to a single SpeedType within that org. However, the Chair may decide to allocate the gift among various programs within the department and this can be done by creating SpeedType *children*. Child SpeedTypes should indicate their Child relationship to the Parent SpeedType in the Gift Description to aid in expense and transfer JE approvals.

GIFT ACCOUNTING

```
┌──────────────────────────────┐
│         CUF Account          │
└──────────────────────────────┘
```

CUF Gift Purpose Code must be compatible with Fund 34 SpeedType *EPC*

```
┌──────────────────────────────┐
│ University Fund 34 SpeedType PARENT │
└──────────────────────────────┘
```

Gift Purpose Codes must be compatible.

EPCs can be different between Parent and Child SpeedTypes.

```
┌──────────────────┐  ┌──────────────────┐  ┌──────────────────┐
│ Fund 34 SpeedType │  │ Fund 34 SpeedType │  │ Fund 34 SpeedType │
│      CHILD        │  │      CHILD        │  │      CHILD        │
└──────────────────┘  └──────────────────┘  └──────────────────┘
```

Cash transfers from the Parent to the Child are permitted but the SpeedTypes must have compatible Gift Purpose Codes. Ideally, the GPC for Parent/Child are the same and the two share similar Gift Descriptions.

Cash and expense transfers between Child SpeedTypes are permissible provided each SpeedType has the same Gift Purpose Code.

```
┌──────────────────┐          ┌──────────────────┐
│ Fund 34 SpeedType │◄───────►│ Fund 34 SpeedType │
│      CHILD        │          │      CHILD        │
└──────────────────┘          └──────────────────┘
```

Gift Purpose Code must be the same for cash transfers or expense corrections.

X.   OPERATION OF A GIFT FUND

The primary consideration for spending gift fund resources is to abide by the donor's wishes and to comply with state and university fiscal rules, regulations, policies, and procedures. The responsibility to make sure these resources are managed prudently rests with everyone who has a fiscal role in a fund 34 FOPPS including the Fiscal Principals, Fiscal Managers, and Fiscal Staff, as expressed in the Fiscal Roles and Responsibilities APS.

The Org Principal is entrusted with overall fiscal responsibility and:

- Determines what to do with endowment earnings
- Sets a tone for ethical conduct and integrity
- Is aware of and is accountable for fiscal transactions
- Is familiar with financial rules & regulations, policies & procedures

- Provides guidance and direction to subordinate employees in carrying out their duties
- Ensures subordinates understand their assigned fiscal responsibility and are adequately trained
- Includes an assessment of fiscal responsibilities in performance reviews.

To help ensure that gift funds are used properly, restrictions on Gift Fund journal entries have been built into the Finance System to:

- Restrict cash transfers from one gift FOPPS to another and allow only those FOPPS having similar donor restrictions
- Ensure that the primary approver of non-routine transactions (journal entries) are individuals with assigned responsibility for such gift funds (known as a Gift Approver) or a higher authority level (such as campus Controller).

Note that HRMS and Procurement transaction approvals are unchanged. In addition, certain departments (such as internal service centers) have approval to upload transactions into the Finance System. These approvals remain unchanged.

A. Gift Journal Entry

Journal Entry Creation
Journal entries, which are transactions created outside of normal purchasing or payroll processes, are subject to restrictions that are built in to the Finance System and can take the form of approval restrictions, system warnings, and edits. These restrictions are to help ensure that the gift is used properly.

Any Finance System user with access to create a regular JE also has access to create a Gift Fund journal. Gift Fund JEs can be created two ways:

- Gift Fund journal page (navigation pictured on right)
- Regular journal entry page
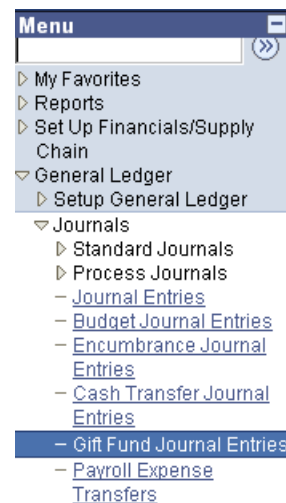
Use of the Gift Fund journal page is recommended for all Fund 34 JEs (including cash transfers) because the system edits run as the journal is created and this can alert the user to specific problems sooner. The regular journal page performs the same checks but waits until the validation is performed.

However, the Gift Fund journal page is limited to just two gift SpeedTypes. There may be multiple lines using multiple account codes, but only two SpeedTypes are

allowed. If more than two SpeedTypes are used, the journal must be created using the regular journal entry page.

JE Restrictions

▪ Cash and expense transfers are permitted only between fund 34 SpeedTypes with compatible Gift Purpose Codes.

▪ This is enforced by Finance System edits and exceptions require campus Controller approval.

Certification

Any journal that involves a fund 34 requires the certification statement checkbox to be marked. The statement requires the user to attest to the appropriateness of the cash or expense transfer journal and that the journal is consistent with the donor restrictions as explained in the Business Purpose field. JEs cannot be saved unless the box is checked. The following image is from the Header tab of the Gift Fund JE page.

JE Approval

As with all JEs, approval is required. However, regardless of which journal entry page is used, Gift Fund journals can only be approved by:

▪ Gift Approvers (defined below), or
▪ Campus Controller (through CCO), or
▪ Sponsored Project Accounting (when appropriate).

Gift Approvers are designated based on the following fiscal role assignments on the fund 34 FOPPS with access to approve journals in the Finance System. Gift Approvers are identified on the Speedtype Screen on the Gift Attribute Tab:

GIFT ACCOUNTING

- ▪ Gift Approver = Program Fiscal Manager
- ▪ Alt. Gift Approver 1 = Program Fiscal Principal
- ▪ Alt. Gift Approver 2 = Organization Fiscal Manager
- ▪ Alt. Gift Approver 3-7 = SpeedType Fiscal Staff

| SpeedTypes | Add'l SpeedType Attributes | Org/Program/Project Attributes | Gift Attributes | Fiscal Staff |

SetID: UCOLO

Find | View All   First ◀ 1 of 1 ▶ Last

SpeedType: 13467676

Effective Date: 05/01/2007   **Status:** Active

☑ **Foundation**

Foundation Gift

Foundation Fund: 0122939   **Fund Status:** Active

Fund Name: Archaeological Field School

Gift Expense Code 1: M   Campus/School Discretionary

Gift Expense Code 2:

Gift Description: To provide support for the archaeological field school in the Department of Anthropology at the University of Colorado at Boulder.

Other Comments:

Available Balance: $4,224.65

Benefiting Unit: AS   Arts & Sciences

Benefiting Dept: 1AN   Anthropology

Gift Approvers

Gift Approver:

Alt. Gift Approver 1:

Alt. Gift Approver 2:

Alt. Gift Approver 3:

Alt. Gift Approver 4:

Alt. Gift Approver 5:

Alt. Gift Approver 6:

Alt. Gift Approver 7:

If the employee associated with the fiscal role does not have access to approve journals in the Finance System, their name will not show on the SpeedType page and will not be able to approve Gift Fund journals.

The journal must be approved by the Gift Approver where the money is coming from. In other words, the Gift Approver must be on the *from* or debit side of the transaction—i.e. the SpeedType that is paying for the expense.

Most gift JEs need additional approval
Most Gift journals need approval beyond the departmental level because of the numerous restrictions on gifts. Gift approval at the departmental level that actually results in a final ready-to-post journal is limited. For this to occur, it must

meet **all** of these conditions, otherwise CCO must be the final approver. For a journal to post with only departmental approval:

- The gift approver must be on the debited SpeedType
- Only two SpeedTypes and two lines can be entered on the Gift Fund journal
- The Gift Purpose Codes must be identical.

Only about 10% of gift journals meet these requirements. The other 90% require CCO approval.

Even if there are no Gift Approvers in the department, the regular approval process must be done by someone in the department with regular (non-gift) approval authority before CCO will take action. This let's CCO know that the journal was reviewed and approved by the department. The department's goal is to get the approval page to look something like this:

This panel shows that the department did the regular approval that it was able to do and the journal is now pending approval by CCO. At this point, CCO will review the JE, and contact the department if necessary, perform the final approval if appropriate, document the JE, and inform the journal creator and approver that it was approved. **Note:** Uploads and subsystem feeds are considered to be approved.

When a department creates the journal and proceeds to validate, approve, and save it, there may be one or more warnings that appear in the Finance System depending on the User's approval authority and the nature of the JE. Some of these warnings are printed below. If the intention is to create this journal for eventual posting, **click "OK" on each of these warnings**.

GIFT ACCOUNTING

Message from webpage ×

⚠ You are not a Gift Approver for this FOPPS. This journal will require additional approval. (27700,85)

Since you are not the Speedtype Additional Contact, the Program Fiscal Manager, the Program Fiscal Principal, or the Organization's Fiscal Manager for the FOPPS being debited, this journal will require additional approval.

OK

Click OK

Message from webpage ×

⚠ This journal has an exception that will require additional approval. (27700,61)

This journal uses two speedtypes with different Gift Expense Code 1 attributes. If the debited speedtype's Gift Expense Code is not "U", the two codes must match to avoid the need for a higher level of approval.

OK

Click OK

Message from webpage ×

⚠ This journal has other exceptions that will require additional approval. (27700,69)

This journal has more than two exceptions to the gift transfer processing rules and will require additional approval.
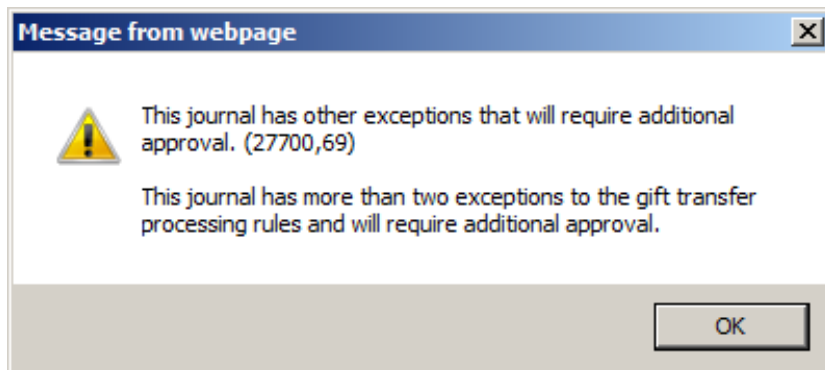
OK

Click OK

Account Codes

Only expense, revenue, and transfer accounts that are not designated as "System Use" are allowed on the journal. Transfer and ID accounts may be used and will be subject to the normal rules for these accounts.

- If a **transfer in** account is used the corresponding **transfer out** account must be used.
- All ID account lines must net to zero.

GIFT ACCOUNTING

System Use accounts are accounts that cannot be used by the online journal entry functions but can only be used by subsystems that interface with the Finance System, such as AP/PO, ISIS Student Financials, or HRMS. System Use accounts can generally be identified by their account names which will reference the subsystem, e.g., 100000 – AP System Generated or 100110 – AP – BRS Demand. All salary and benefit accounts are System Use accounts (400000 – 439999) unless the account name includes the term "Non-HRMS." System Use can be confirmed on the ChartField – Account page as shown below:

There will be no debit lines allowed using revenue accounts. Only credit lines with a revenue account will be allowed to post as this is the normal account balance. If a line in the Gift Fund journal includes a revenue account as the debit line, then CCO will have to override the error and approve the journal. This override will only be permitted if this journal is an error correction.

Gift Purpose Codes Must Match
The primary Gift Purpose Code on the two gift SpeedTypes involved in the journal entry must match. For instance, if the SpeedType on the debit side of the transaction has a Gift Expense Code 1 of *M,* then the Gift Expense Code on the credit side of the entry must also be an *M*.

If the primary Gift Purpose Codes are different, then CCO has to override the error and approve the journal. This override will only be permitted if there is sufficient justification for how the transaction is consistent with the primary gift purpose of the debit SpeedType (where the money is coming from). For example, it may be appropriate to transfer *M* (departmental discretionary) funds to an *A* (scholarship) SpeedType used to provide scholarships to students affiliated with the department. On the other had, the reverse (*A* to *M*) would not be appropriate because scholarship funds must be used for scholarship purposes.

GIFT ACCOUNTING

If the journal entry includes a fund 34 and a non-34 fund, then the primary Gift Purpose Codes are automatically different (because non-34 funds do not *have* Gift Purpose Codes). All of these journals will show line errors that require CCO to override the error and approve the journal. This override will only be permitted if there is sufficient justification for how the transaction is consistent with the primary gift purpose of the debit SpeedType. For example, it may be appropriate to transfer *M* (departmental discretionary) funds to the department's fund 10 to cover certain costs within the department (note, generally, the costs should be allocated to fund 34).

- ▪ The only exception to this rule is if the Gift Expense Code on the debit side only is designated as *U* (Unrestricted). *U* money can be moved (debit side) to any other gift code (credit side) with approval only from the departmental Gift Approver and not CCO.

A gift journal entry cannot move money from a SpeedType that is *not* for entertainment, donor cultivation, or personnel recruitment (a blank Gift Expense Code 2) to a SpeedType designated for these purposes (Gift Expense Code 2 of *Y*). Essentially, non-alcohol designated money or expenses cannot be moved to alcohol designated FOPPS. In accounting terms, if the Gift Expense Code 2 is blank (a non-alcohol account) on the debit side of the journal entry, then the credit side cannot be a *Y* (an alcohol account).

The Campus Controller or CCO cannot override this edit. If you believe a legitimate correction needs to be posted that violates this rule, the Campus Controller or CCO will have to contact the OUC for an override.

- ▪ Funds *can* be transferred from a *Y* designated gift to a non-alcohol gift, but a warning will be displayed to notify the journal creator/approver that the journal is moving money out of an alcohol designated fund. Once money has been moved out of a *Y* fund it cannot be moved back in.

Reference Field
Using the Gift Fund Journal page, when a new line is added to a gift journal the journal line reference field automatically populates with the SpeedType and the gift expense code 1 of the previous line. For example, if ST 13467676 with gift expense code M is entered on line 1 of the journal then the reference field on line 2 automatically populates with *13467676M* when line 2 is added to the journal. And if, for example, the SpeedType used on the second line is 13463663, when the journal is validated, *13463663R* will populate the Reference field of the first line. This automatically references the offsetting SpeedType and gift purpose code.

	GIFT ACCOUNTING

A journal creator is not restricted by this convention. The user may choose to enter ST 13467676 on line 1 and 2 of the journal before making the appropriate offsetting entries on lines 3 and 4. This is allowed and the journal line reference fields will be updated properly upon validation of the journal.

If three or more SpeedTypes are included in a single journal, the journal line reference field will display *multiple* where there are multiple offsetting entries. For example a single debit entry with two offsetting credit entries will display *multiple* on the debit line and the credit lines will display the debit SpeedType. The opposite occurs when there are multiple debit lines offsetting a single credit line. Examples appear below.

If more than one debit SpeedType and more than one credit SpeedType are involved then each of the reference lines will display *multiple*, shown below.

If the journal is created on the regular journal page, the reference field will be populated according to these rules upon validation.

B. Cash Transfers

If you need to do a cash transfer involving a fund 34, use the Gift Fund JE page, *not the regular cash transfer panel*. If you use the regular cash transfer page, the JE errors out when the validation process is run.

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Cash transfers are subject to all the same restrictions as any JE discussed in previous sections.

C. Automated Cash Transfers

Linked SpeedTypes have their money at the Foundation, not at the university. One of the reasons for the one-to-one relationship is to facilitate automatic transfers from the Foundation account to the SpeedType. CUF transfers funds by wire from the CUF account to the university's gift SpeedType based upon actual expenses up to the amount available in the CUF account. Thus, it is a deficit in the SpeedType that triggers the transfer.
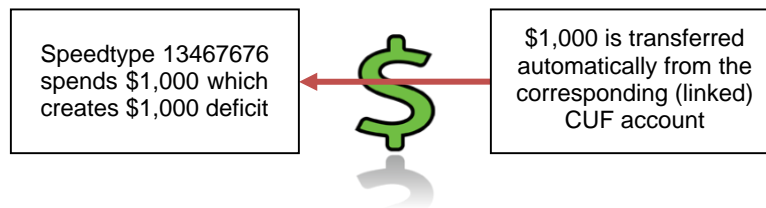
The automatic transfer process:

- Identifies the cash deficit of each SpeedType that has a Gift Attribute of Foundation Related checked
- Prepares a transfer request for the SpeedTypes equal to the cash deficit times the **threshold** (defined below) limited by **tolerance** (defined below) and **available balance** in the CU Foundation fund (defined below)
- Submits the transfer request to the CU Foundation
- Records (posts) the cash receipt and related gift revenue in the SpeedTypes after the CU Foundation confirms the transfer.

Threshold

The threshold is a percentage of the CUF account available balance that will be retained at the university. This amount is negotiated by the CU Treasurer and the Foundation to maximize returns at both organizations. The threshold is currently set to 0%. Therefore, the university will always have a $0 cash balance after processing a transfer from the CUF. If, for example, the threshold were set to 1% on a CUF account with a balance of $100,000, then the CU SpeedType would have a cash balance of $1,000 after receiving the transfer from the CU Foundation.

Tolerance

The tolerance is a dollar value for both an upper and lower limit that restricts the amount of cash requested by the cash transfer process. The upper limit tolerance ensures that the university does not request more cash than the Foundation has liquidated. For example, if $6,000,000 is needed from a construction gift fund, the Foundation needs more time than is available through the automated transfer

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timeframe to rearrange its investment portfolio. Currently, the upper and lower limit tolerances are set to $500,000 and $0 respectively. For transfer requests that exceed the $500,000 upper limit tolerance, the system will create a detail report to provide to the CU Foundation. The CU Foundation will initiate the transfer within the week. The $0 lower limit means that a deficit of any amount initiates an automatic transfer during the normal transfer schedule.

Available Balance

For linked SpeedTypes, the CUF available balance can be checked in a number of places in the Cognos Reporting System:

- bottom of the regular Revenue and Expense Statement Summary report
- upper right on the m-Fin Balance Sheet Summary
- upper right on the m-Fin Expenditure Type Summary
- upper right and in SSQ Avail. Bal. table on the m-Fin Operating Summary
- upper right of the m-Fin Revenue and Expenditure Summary
- upper right of the m-Fin Trial Balance Summary

The CUF available balance can also be found in the Finance System: **General Ledger > Chartfields > SpeedTypes**. This balance is updated each Thursday morning.

The available balance at the CU Foundation is generally equal to the cash balance of the CU Foundation fund. However, the available balance will be $0 if:

- The CU Foundation account status is Inactive

GIFT ACCOUNTING

- The source of the Foundation funding is earnings from an endowment account (pure or quasi) that was established after 02/09/2005 and does *not* have a fund agreement on file at the CU Foundation

- The source of the Foundation funding are earnings from an endowment account (pure or quasi) that was established after 02/09/2005, *does* have a fund agreement on file at the CU Foundation, but where the current value of the endowment is less than a minimum amount established by the Foundation to protect the integrity of the principal.

Transfer Schedule

This transfer is done weekly. The current transfer schedule is generally 1) each Friday of the month and 2) the last business day of the month.

The Foundation Automated Transfer Schedule is posted on the OUC website https://content.cu.edu/controller/finance/ with an example appears below.

Monda y	T ue sda y	W e dne sda y	T hursda y	Frida y
28-Apr-14	29-Apr-14	30-Apr-14	1-May-14	2-May-14
CUF receives file from Univ Treasurer		End of Month Wire Transfer and upload file		
5-May-14	6-May-14	7-May-14	8-May-14	9-May-14
		CUF receives file from Univ Treasurer		Wire Transfer 1 and upload file
12-May-14	13-May-14	14-May-14	15-May-14	16-May-14
		CUF receives file from Univ Treasurer		Wire Transfer 2 and upload file
19-May-14	20-May-14	21-May-14	22-May-14	23-May-14
		CUF receives file from Univ Treasurer		Wire Transfer 3 and upload file
26-May-14	27-May-14	28-May-14	29-May-14	30-May-14
Memorial Day Holiday		CUF receives file from Univ Treasurer		End of Month Wire Transfer and upload file

There are two events to pay attention to. The first is the **CUF receives file** which is when the Finance System sends the file to CUF. It contains how much money has been spent as of the previous day (Tuesday) and, therefore, how much money to transfer. This file transfer is done on the Wednesday before the **Wire Transfer** takes place the following Friday, which is the second event. The end of month file transfer is made two business days before the wire transfer. Holidays and months when there is just a day or two between the Friday transfer and month-end transfer may alter the schedule slightly.

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The money is transferred into the appropriate Revenue account 240xxx with a journal line reference of TSF-FDN. If there are insufficient funds in the CUF account to cover the entire amount spent, then the CUF will transfer the available amount but the SpeedType will remain in deficit.

If you have a Parent/Child arrangement, the transfer is made to the Parent based upon cash transfers from Parent to Child to cover expenses in the Child SpeedType. The cash transfer from the Parent creates a deficit which triggers the transfer. The following diagram shows this.

CUF Account
$3,000 transferred automatically to university due to deficit in Parent SpeedType

Parent SpeedType
Parent SpeedType does a cash transfer of $1,000 to each of three child SpeedTypes. After the cash transfers, the Parent has a $3,000 deficit. This deficit triggers a $3,000 transfer from the linked CUF Account.

Child SpeedType $1,000	Child SpeedType $1,000	Child SpeedType $1,000

D. Automated Transfer Exceptions

Normal business operations that incur expenses are reimbursed by the automated transfer process discussed above. However there are a few exceptions.

Transfers greater than $500,000

Transfers in excess of $500,000 are not processed in the week requested. The CUF needs more time to liquidate investments of this size. Allow one week for the transfer to be executed. No special request or paperwork is required—it just takes longer.

Manual Transfers

A [CUF Transfer Form](#) is still required to:

- Liquidate an Endowment or Quasi-Endowment
- Transfer CUF Account funds to a SpeedType that is not in fund 34
  - Fund 50   Loan Fund
  - Fund 71   Capital Construction Fund
- When the donor specifies certain signatures required for spending
- To correct errors in deposits.

An example appears on the following page.

GIFT ACCOUNTING

University of Colorado Foundation

Request for Liquidation of Principal of Quasi Endowment or Transfer to Speedtype

Fill out the form completely, keep a copy, and mail as below. Questions to (303) 541-1231.

From:

_____   _____
University Department   Date

Requested by:

_____   _____
Phone Number   University Campus Box Number

_____   _____   _____
Printed Name   Signature   E-Mail Address

Approved by Fund Manager:

_____   _____   _____
Printed Name   Signature   E-Mail Address

Withdrawal of funds from the University of Colorado Foundation is requested as follows:

CAMPUS: _____   FUND # : _____
CU Foundation Fund Number   CU Foundation Fund Name

_____
Amount

Funds will be transferred to the distributions fund unless specified above.
*Enter the speetype **only** if funds are to be transferred directly to the University.*

Purpose of Withdrawal: (Appropriate purpose for withdrawal MUST be in accordance with Fund Agreement.)

_____

_____

Mail/Deliver To: University of Colorado Foundation
                        Accounting Department
                        4740 Walnut Street
                        Boulder, CO 80301

          or: Boulder Campus
                        Campus Box 57
                        Accounting Department
                        Fax: 303-541-1297

Transfer Date:

updated 5/31/11

GIFT ACCOUNTING

XI. GIFT IN KIND

Gift in kind (GIK) arises when the university receives non-monetary gifts, including art, books, manuscripts, antiques, collections, equipment, software, or intellectual property (e.g., patents) to be used in operations. Services and labor are not addressed by the *Gift In Kind Transaction* policy because they are not recognized as such by the IRS. However, services and labor *can* be accepted as in-kind contributions to sponsored projects and is discussed later in this section.

GIK transactions route through the recipient CU campus and not the Foundation. in accordance with the *Gift in Kind section* of the Accounting Handbook.

In brief, it states that any GIK either

- valued at over $5,000 *or*
- attached to a written contract or agreement (this includes a tax receipt) or subject to additional external reporting requirements *or*
- that is an addition to an existing collection valued at over $5,000

requires

1. the completion of a GIK Acceptance Form *and*
2. the approval of the campus Controller prior to taking custody *and*
3. a statement of intent that the gift in kind will be used in the conduct of official university business for a minimum of three years, including if the gift in kind will be used for the benefit of any sponsored project.

Donations of GIK valued at less than $5,000 and not accompanied by a bilaterally executed written agreement are not recorded in the Finance System (unless required by another university policy) and do not require a GIK Acceptance Form (except that a GIK of any value to Athletics is recognized). Contact the Office of University Treasurer about a receipt to support a tax deduction.

A GIK valued at over $100,000 requires an appraisal paid for by the donor if the donor requests IRS Form 8283, *Noncash Charitable Contributions*. If Form 8283 is *not* requested, the campus Controller may approve payment for an appraisal. For donor tax benefits, CU must use the gift for at least three years.

If your department receives an offer of a gift in kind, consult the Accounting Handbook to be sure you are incompliance *before* accepting the gift or making any commitments. Direct any questions to the campus Controller.

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Sponsored Projects & GIK

Some sponsored projects that include cost sharing meet their cost sharing obligation by the use of third party in-kind contributions. Often, these include labor or services which are purposely excluded from the *Gift in Kind* section of the Accounting Handbook. If you have responsibility for a sponsored project that includes in-kind contributions you must follow the CU Boulder *Cost Share Policy* as well as the *Gift in Kind* section of the Accounting Handbook as it applies to the situation. The following is from the In-Kind Contributions section of the *Cost Share Policy:*

> **In-Kind** contributions represent non-cash support such as volunteer services, donated use of University [1] or non-university equipment or facilities, or services of employees from non-university organizations. The value of in-kind contributions is what it would have cost had CU Boulder directly paid for the item or service. Special rules apply to the valuation and documentation of in-kind contributions as specified in Section C.23.(c)-(h) in OMB Circular A-110, and University policies governing gift in-kind transactions.
>
> Non-cash contributions shall comply with the valuation guidelines of OMB A-110 Subpart C.23 and University policy. The PI is responsible for obtaining documentation from the donor as soon as possible after the cost sharing commitment is completed but no later than the conclusion of the project. One of the following is required to support these contributions:
>
> 1. A signed, dated letter from the donor describing the donation, its purpose, its value, and, verifying the information is true and correct;
>
> 2. A statement and signature on the commitment letter certifying that the commitment has been fulfilled; or
>
> 3. A completed Certificatio*n of In-Kind Cost Sharing Contributions* form.

XII. ALCOHOL AND GIFT FUNDS

Alcohol (i.e. entertainment, donor cultivation, or personnel recruitment) is a supplemental designation on a fund 34 SpeedType in the Gift Expense Code 2 field on Gift Attributes tab of the SpeedType panel in the Expense System. If the field has a Y, then resources from this SpeedType can be used to purchase alcohol for official university business in compliance with the *Propriety of Expenses* APS and other governing policies and procedures. If the field is blank, alcohol cannot be purchased from that SpeedType.

---

[1] University facilities and/or services are eligible for cost sharing when they are chargeable, such as those types of services provided by Internal Service Centers.

GIFT ACCOUNTING

Y designation allows for alcohol purchase	Gift Expense Code 1:	M	Campus/School Discretionary
	Gift Expense Code 2:	Y	Entertn/DonrCultvte/PersRcruit

The basic rules for alcohol and gift funds are:

- Gift Purpose Code Y must be compatible with GPC 1. The spreadsheet at https://content.cu.edu/controller/finance/gift_purpose_codes.html contains compatibility information in the Y Code Compatible column.
- Finance System **does not permit** a transfer of funds from a SpeedType that is not designated for alcohol to one that is. (Non-Y→Y = Not allowed.)
- Finance System gives a **warning message** if funds are transferred from a SpeedType designated for alcohol to one that is not. (Y→Non-Y = Warning) This money cannot be moved back to the Y FOPPS.

The rules governing the purchase of alcohol from university FOPPS are complex and exacting. The *Alcoholic Beverages Purchased for University Events* APS and PPS sets forth the parameters and specific procedures. The primary determining factor rests with the type of event. The use of gift funds for alcohol purchase is restricted to:

- Official Functions
- Fundraising Events.

A. Official Functions

An official function is a meeting, meal, or other function, that is hosted by an organizational unit, attended by guests and/or associates or employees, and held for official university business. The following applies to alcohol purchased for official functions:

1. Alcohol purchases shall only be made from a Fund 34 SpeedType with a Gift Purpose Code 2 of Y, designating that the SpeedType is restricted for purposes including entertainment, donor cultivation, or personnel recruitment.

2. Purchases must be coded in the Finance System as Official Functions with Alcohol, Account 550102.

3. When alcohol (in any dollar amount) is being purchased for an official function, the Official Function form must be completed. (However: For transactions in the Expense System, official function and alcohol information is provided directly in the transaction screen, and the system routes the report for appropriate approval. Therefore, the paper Official Function form is **not** required for Expense System processing. See "Paper Forms and the Expense System," below.)

   - The form must be approved by the organizational unit and by the Vice President/Vice Chancellor for Finance or his/her delegate(s).

GIFT ACCOUNTING

- If the **total cost** of food and beverage (including alcoholic beverages and including all related taxes/tips) is **greater than $10,000,** or if the **per-person cost is greater than $85** (regardless of total cost)**,** then the Official Function form must also be approved by an appropriate officer.

4. For bulk purchases of alcohol made by the President/Chancellor, Official Function forms will be completed when items are subsequently removed from inventory for specific university events.

B. Fundraising Events

A fundraising event is a gathering of a number of people for an identified organizational unit or university function (e.g. scholarships), where goods and/or services (e.g. dinner) are provided to those attending. The value of the goods and/or services provided are non-gift components of any money given to the university by those attending, or on behalf of those attending the event. If there is a "gift" component to the event fees, sponsorships, or contributions that will go to the university, then it may qualify as a fundraising event.

All fundraising events must be authorized by the Office of University Controller (OUC) prior to conducting any advertising or activities related to the event. Contact the Fundraising Compliance Coordinator in the OUC, (303) 837-2125, to review the event to determine whether it qualifies as a fundraising event. Any event announcement, invitation, or brochure must be reviewed *before* it goes public. Visit the OUC fundraising events webpage and consult the *Fundraising Events section* of the Accounting Handbook for details about how to conduct a fundraising event.

Once OUC authorizes the fundraising event, a unique Fund 34 SpeedType is either created or reactivated by OUC. Each of these requires:

- Fundraising Authorization (FA) form
- Budget
- Drafts of planned publicity materials
- SpeedType (if this is a recurring event)
- Fundraising Agent Agreement (if any)

All event expenses are charged to the fundraising event SpeedType. Event revenues are first deposited into the University Treasurer's SpeedType 13468785 (34-10612-38171, UCB-Treasury Gift Clearing), account 070504 (Treasury Gift Clearing Suspense). The department then directs the Treasurer to deposit the revenues into the fundraising event SpeedType using one or more appropriate revenue account codes 240410-240414. Sales tax should be recorded in 100400. Please note that all checks must be payable to the University of Colorado, not the Foundation.

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The net proceeds from the event are transferred from the "event" SpeedType to a "purpose" fund 34 SpeedType(s) that meets the fundraising purposes(s) of the event. Net proceeds may also be transferred to an existing CUF endowment by Payment Voucher if that was the fundraising purpose. Approval of the journal entry transfer or Payment Voucher is done by the OUC after review of the Finance System entries and the department's required submitted reports. After the event accounting is completed, the SpeedType is inactivated until the next time the same event is held.

The following applies to alcohol purchased for a fundraising event:

1. Alcohol purchases shall only be made from a Fund 34 SpeedType with a Gift Purpose Code 2 of Y, designating that the SpeedType is restricted for purposes including entertainment, donor cultivation, or personnel recruitment. In addition, the SpeedType must have a Gift Purpose Code 1 of SE, which further restricts its use exclusively for fundraising events. (Note that the Y does not relate to how event proceeds may be used. That is, it does not authorize the proceeds to be used for alcohol.)

2. The Fundraising Authorization form (including the section on alcoholic beverages) must be completed. It must be approved by the individuals/organizational units identified on the form, including the campus Controller.

3. If alcohol is sold at the event, it must either be held in a licensed establishment such as a hotel or restaurant, or the alcohol must be served by a vendor in possession of a valid liquor license for the particular location. For more, review the Events with Alcohol page and consult with the Campus Alcohol Agent.

4. Alcohol that is not charged for separately (e.g. it is included in a registration fee or cover charge for the entire event) and is served at a private event (by invitation only) may not require use of a licensed establishment or a licensed vendor. Before pursuing this approach, c For more, review the Events with Alcohol page and consult with the Campus Alcohol Agent.

This discussion on fundraising events is brief. The best source of step-by-step information is the *Fundraising Events section* of the Accounting Handbook. The most important thing is to contact the OUC Fundraising Compliance Coordinator *early* to get helpful assistance and the most current information.

Karen Ichiba	Fundraising and Gift Compliance Coordinator	303.837.2125	karen.ichiba@cu.edu

XIII. BEST PRACTICES

GIFT ACCOUNTING

All university expenditures must follow applicable policies, procedures, and regulations. For gift funds, this is especially important to provide reasonable assurance that funds are used in accordance with donor wishes. The additional controls as described in this chapter seeks to accomplish this. Keep in mind the following as you work with your gift funds:

- Check the Gift Purpose Code and Gift Description before making a purchase or preparing a JE to verify that the expense is in accordance with the gift restrictions.
- Check the available balance in the CUF before spending funds in a linked SpeedType.
- Monitor fund 34 transactions by doing a pre-purchase and post-statement review to:
  - Ensure that the transaction reflects the wishes of the donor
  - Be certain applicable policies and procedures are followed
  - Reconcile university financial statements against the CUF monthly statements:
    - Verify that withdrawals from their account show up in your SpeedType
    - Verify that any additional contributions that you are aware of appear on the CUF statement
    - Contact CUF Accounting to begin receiving CUF reports: 303-541-1231 or accounting@cufund.org
    - See an example of a CUF report below.
- Think of a JE as an exception rather than the rule.

EXHIBIT 1 – DONOR CLARIFICATION LETTER

XIV. EXHIBITS

Check #
Dated
Amount

Dear   ,

The   has received the above-reference check which represents your gift to the
        . The University of Colorado Foundation has been designated by the University of
Colorado Board of Regents as the organization to receive and deposit private gifts to the
University.

However, your check was made payable to   rather than the University of Colorado
Foundation and we are, therefore, prohibited by state law from depositing it. For your
check to be deposited, you need only to sign and return the statement below which
authorizes the University of Colorado Foundation to deposit your check. If you prefer an
alternative arrangement, please indicate your instructions below. Your check will be held
until we hear from you.

Please know how much we appreciate your support of the University of Colorado.

Sincerely,

I hereby confirm that the above-referenced check is a gift for the benefit of the University
of Colorado which is to be deposited in an account with the University of Colorado
Foundation restricted to the_____.

Signature_____   Date _____

User: MCOPPAGE Marilyn Coppage	Current Date: 02/01/2007
Report: GL_MON_FUND_STAND_ALONE GL: Monthly Fund Report (Stand Alone)	Current Time: 09:06:37

University of Colorado Foundation

Monthly Fund Statement

As of 2/1/2007

Page: 1

INSTRUCTIONS: *Hold your mouse over the Amount until you see a drill icon and double click to get the detail.*

Fund Number: 0122939

Formal Name: Archaeological Field School

Fund Manager: Dufour, Darna

Address: UCB CB 233

Secondary Signers:

School Code: AS-Arts & Sciences

Purpose Code: M-Discretionary Support

Dept Code: 1AN-Anthropology

Fund Type: 2CE-Current Expendable Funds

Purpose: To provide support for the archaeological field school in the Department of Anthropology at the University of Colorado at Boulder.

Select All Detail

Balances

Object	Description	Amount	
10000	Claim on Treasury (Cash)	8,555.43	
20000	Accounts Payable-General	0.00	
Total Net Assets			**8,555.43**

Revenues & Expenses

Beginning Net Asset Balance			$13,000.00
Withdrawals			
50100	Transfers to Univ.	-4,444.57	
		Total Withdrawals:	**-4,444.57**
		Total Net Transfers:	**0.00**
Ending Net Asset Balance as of: 02/01/2007			**8,555.43**

Fund#: 0122939   **Archaeological Field School**

University of Colorado Foundation
Transaction Details-Fiscal Year to Date
As of 2/1/2007

Object	Posting Date	Reference Primary	Secondary Reference	Secondary Date	Batch Id	Description	Entity ID	Vendor Name	Net
			Object: 50100			**Transfers to Univ.**			
50100	08/07/2006	RW08072006	13467676	08/07/2006	RW080706	REGENTS OF UNIV REGENT WIRE TC	V006338	REGENTS OF UNIVERSITY OF COLORA	852.25
50100	08/31/2006	RW08312006	13467676	08/31/2006	RW083106	REGENTS OF UNIV REGENT WIRE TC	V006338	REGENTS OF UNIVERSITY OF COLORA	2,835.82
50100	09/18/2006	RW09182006	13467676	09/18/2006	RW091806	REGENTS OF UNIV REGENT WIRE TC	V006338	REGENTS OF UNIVERSITY OF COLORA	406.50
50100	12/18/2006	RW12182006	13467676	12/18/2006	RW121806	REGENTS OF UNIV REGENT WIRE TC	V006338	REGENTS OF UNIVERSITY OF COLORA	350.00
						Total for Object: 50100		**Transfers to Univ.**	4,444.57
								Report Total:	4,444.57

User: MCOPPAGE   Marilyn Coppage   **Page:** 1   **Current Date:** 02/01/2007
Report: GL_TRANS_DD   GL Transactions (Drill Down)   **Current Time:** 09:23:40