



Business Process Guide UW Foundation Funds

January 2023

Questions about the Guide's procedures?

Contact:

UW Foundation
Marion H. Rochelle Gateway Center
Phone: (307)766-6300
Email: fdn-accounting@uwyo.edu

Questions about the Guide's structure?

Contact:

Financial Affairs Support Team (FAST)
Merica Hall – Second Floor
Phone: (307) 766-4340
Email: Fast@uwyo.edu

Table of Contents

- I. [Overview](#)
- II. [Definitions](#)
- III. [Forms](#)
- IV. [Roles and Responsibilities](#)
- V. [Processes](#)
- VI. [Training and Reports](#)
- VII. [Appendix:](#)
 - [UW Foundation Funds Allowability & Purchasing Process Flowchart](#)
 - [UW Regulation 12-5/UW Foundation Investment Policy](#)

I. Overview

As an independent, nonprofit corporation, the University of Wyoming Foundation (Foundation) is appointed to raise, receive, and manage private gifts to maximize support for the University of Wyoming.

This guide includes information about Foundation funds, procedures related to processing Foundation fund expenditures, and report information. It is intended for all university employees who work with Foundation funds and perform accounting functions.

II. Definitions

a) Discretionary Funds (Expendable)

Typically gift funds held at the Foundation that are not as restricted as endowments/scholarships and are spent at the discretion of the President, VP, Dean, or Department/Division Head. Discretionary accounts will be set up with a limit of one per WyoCloud Org. Use of discretionary funds must have a university business purpose.

Departments may use their discretionary accounts with university payments methods (P-card, purchase requisition, expense report, IDT, etc.) **ONLY** if the expenditure is **ALLOWABLE** and follows university guidelines. (ex. hotel, airline, rental car, etc.).

Discretionary funds are also used to make purchases that are not allowed in the UW system through the [Form 100](#) process such as,

Allowed Expenses:

- Recognition Gifts for Donors, Faculty/Staff, or Students (plaques, flowers, non-monetary items)
- Flowers given to individuals (sympathy arrangements, congratulations, honoring an individual)
- Expenses related to UW retirements and departmental parties/retreats (catering, liquor, musicians, deposits)

b) Endowment Funds (Non-expendable)

Restricted gifts are invested in a pool of funds that generate payout to be spent per the donor's intentions.

c) Expendable Gifts (Expendable)

Gifts which a donor intends to be spent for a specific purpose. These gifts are invested in short-term instruments until spent.

d) Sister Account

A sister account is an account that is set up within UW's WyoCloud Chart of Accounts (university side) that replicates the Foundation's Fund Source number (Foundation side) for charitable contributions. The sister account provides the mechanism for the department to spend the charitable contributions. When there is a deficit in the sister account, the Foundation transfers available funds to cover the deficit. Transactions need to be validated monthly to prevent overspending of charitable contributions.

III. Forms

Foundation forms are located on the F-Reports Drive.

Email Foundation Accounting (fdn-accounting@uwyo.edu) to request the *F-Report Access Form* that is completed by the user to obtain access to the Drive. **Please note that the Foundation requires training before access is granted.**

Form Name	Form Purpose
<i>Form 100</i> Expenditure Voucher	Used for a department to seek reimbursement in the form of a check for the expenditure of ALLOWABLE discretionary fund expenses. What is “allowable” is discussed in the training, and if there is a question on what is allowable the Foundation is happy to answer any questions. Payment is made directly to the supplier or reimbursed to an individual via check only. If payment is made to a supplier, it will be sent to the department for mailing.
<i>Form 300</i> Transfer	Used to transfer funds from one Foundation account to another Foundation account. Criteria of fund receiving should be more restrictive than fund sending dollars.
Foundation Deposit Advice Form	Form used to deposit funds to a new or existing Foundation account. The form is initiated by the department that receives the donation and sent to the Foundation.
Signature Authorization Form	The form that the Foundation keeps showing the signatures of all the authorized people on the account. The form must be updated when the signers change.

IV. Roles and Responsibilities

a) UW Foundation (Foundation)

Accepts the charitable contributions on behalf of the university and ensures that the funds are properly invested, accounted for, and spent per the donor’s intentions.

b) Campus Department

The campus department is given the authority to spend foundations funds, according to the fund's classification and per the direction of the Foundation.

- Foundation financial personnel should be consulted in the event a gift is received directly by a campus department.
- Each university college or department is assigned to a Director of Development at the Foundation for soliciting and stewarding. Please contact foundation@uwyo.edu to determine who the Director is for your department and if you have questions regarding stewarding and soliciting.

V. Processes

a) Account Setup

1. All gift deposits should come to the Foundation. The Foundation sends gift receipts (for tax purposes) and a thank you to the donor.
2. Even non-gift dollars related to fundraising activities or to an established Foundation account should come to the Foundation. Non-gift items are fundraising activities that do not qualify as a charitable contribution per IRS regulations. Examples: fundraising galas and auctions, royalties gifted to the University, and merchandise sales.
3. Foundation dollars never disappear until the department spends them. The biennium does not affect Foundation dollars. However, in the case of endowment funds, expendable funds may be reinvested per the Foundation's Investment Policy.
4. The **set-up of accounts** includes the account information at the Foundation and the [Sister Account](#) that is set-up on the university side and mirrors the WyoCloud Fund Source.
5. The Foundation assesses fees:
 - Effective July 1, 2021, the UW Foundation will assess a 1.25% advancement fee on all gifts and on all appropriate non-gifts (such as royalties, fundraisers, ticket event sales, etc.). Endowment funds are also assessed an annual fee of 1.25% (1.0% on funds provided by the State of Wyoming under its matching program) which is assessed quarterly based upon the market value of the funds.
6. All restricted accounts should have specific use of funds associated with them.

If the department isn't sure what the funds should be used for, email fdn-accounting@uwyo.edu to obtain the information. **It is important that departments spend gift dollars per the donor's instructions.**

- Criteria Is included on the CDO reports posted in the F Reports drive.

7. Refer to the university's [Chart of Accounts](#) Fund Class and Fund Source information to gain a better understanding of a particular Foundation account structure (e.g. Restricted Expendable, Restricted Non-Expendable, Endowment, etc.).

8. Forms:

a) Expenditure Voucher Processing

Form 100, Current form is located on the F-Reports Drive; make sure the most current *Form 100* is used.

Form Fields:

- **Date:** Date the form is completed
- **Amount:** Requested check amount
- **Account Number (fund.org):** Account the money will be taken from
- **Name of Account:** The Foundation name on the account
- **Department & College:** The department requesting the check and the college the department is associated with
- **Payee:** The name of the person or business the check is payable to
- **Payee Certification:** Payee's signature if reimbursing a UW employee
- **Business Purpose:** Be sure to answer the questions Who, What, Where, & Why – Also indicate UW employees and non-UW people
- **Authorized Signature:** This signature is checked against the *Signature Authorization Form* on file for the account
- **Printed Authorized Signature Name:** This helps identify the signature to check against the *Signature Authorization Form* on file for the account
- **Department Contact info:** The name and number of the person who would be able to help if there are questions

b) Foundation Transfers

Form 300, Transfers between Foundation Accounts. Current form is located on the F Reports Drive: make sure the most current Form 300 is used.

- The form is initiated by the department to transfer funds between Foundation accounts, examples:

- College of Law transfers funds to the Art Museum to pay for a table at the Art Museum Gala.
- College of Education transfers Foundation funds to a Student Foundation account to fund a specific activity.
- Departments may use a *Form 300* to transfer funds from one Foundation account to another to cover deficits and close-out accounts.
- The appropriate way to cover deficits in a Foundation account using another Foundation account is to process corrections on the university side first.
- Funds cannot be moved from a restricted/non-expendable account to a discretionary/expendable account. **Most transfers are from discretionary accounts.**

Form Fields:

- **Date:** Date the form is completed
- **Amount:** Amount to transfer
- **Transfer From Account:** The account that the department is transferring the money out of at the Foundation
- **Foundation Account Name:** The name of the foundation account that corresponds to the transfer FROM account
- **Transfer To Account:** The account that the department is transferring the money to at the Foundation
- **Foundation Account Name:** The name of the foundation account that corresponds to the transfer TO account
- **Explanation of transfer:** Brief description of what the transfer is for
- **Backup documentation** should include invoice from department, memo, letter, account balances if covering a deficit, etc.
- **Authorized Signature:** This signature is checked against the Signature Authorization Form on file for the account
- **Printed Authorized Signature Name:** This helps identify the signature to check against the Signature Authorization Form on file for the account
- **Department Contact info:** Contact information of the person who can help with questions

VI. Training and Reports

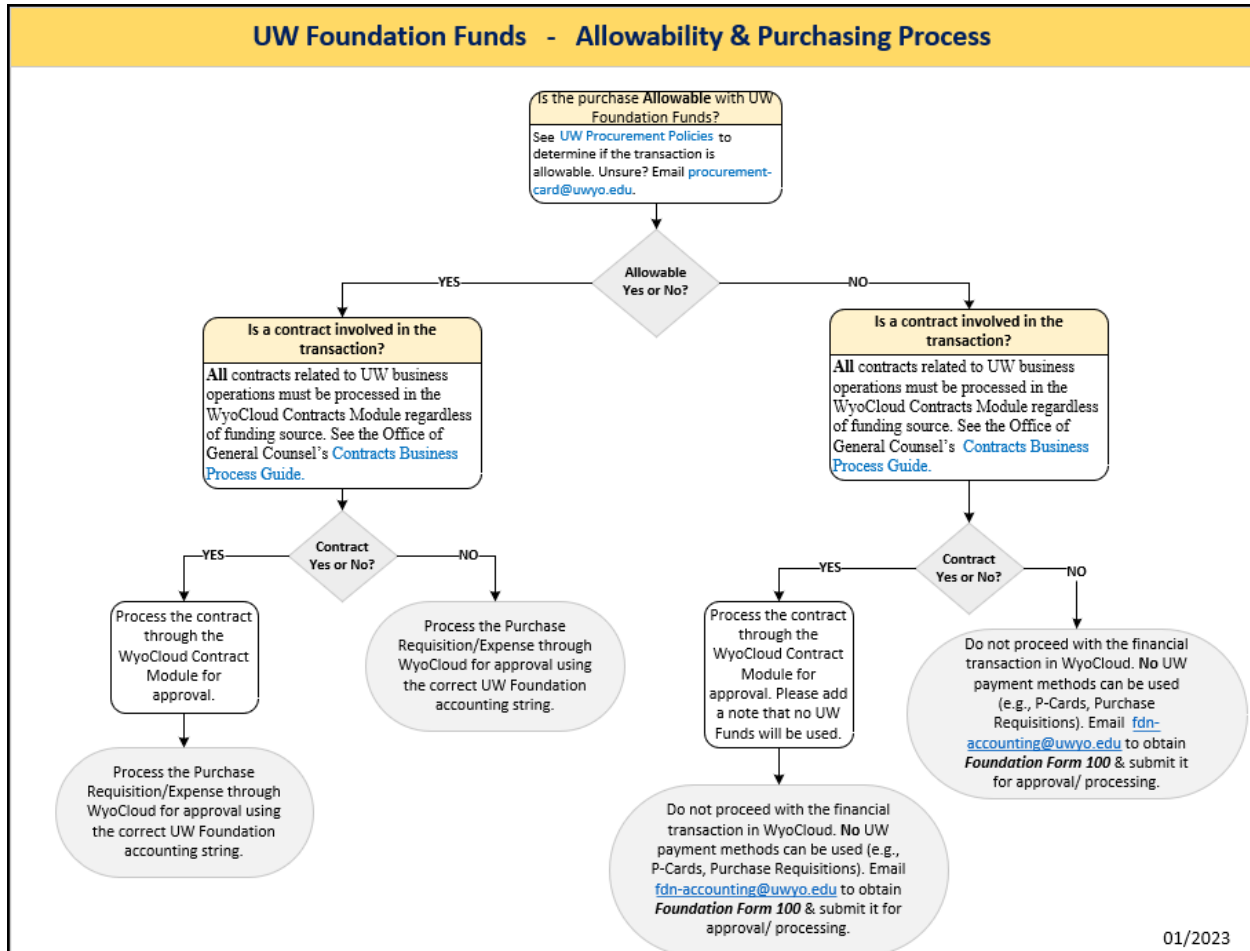
The Foundation offers training to acquaint users with their processes and reports. Please contact fdn-accounting@uwyo.edu to schedule training and obtain access to the F-Drive where the reports are located.

Training		
Introduction to F-Reports (mandatory training to gain access to the F-Reports).		
Training on Automatic Transfers, Deposit Information, CDO & General Ledger Report at a more advanced level, <i>Form 100</i> , Use of Discretionary Funds (allowable/disallowed) and <i>Form 300</i> transfers.		
Reports		
Report Title	Location	Purpose
Monthly CDO Report	F-Reports Drive	<ul style="list-style-type: none"> • Summary report of Foundation accounts • Posted monthly (for last month’s balances) • Ending monthly balances for all gift accounts by college or department for UW cash balances and Foundation side of the account • Breakdown of expendable and nonexpendable funds • Projected annual income to be earned on permanent funds • Provides description of the restrictions set forth for each gift account by the donor
Transaction Ledger Report	F-Reports Drive	<ul style="list-style-type: none"> • Detail by transaction (general ledger report) for only the Foundation side • Posted monthly or quarterly, based on the college/department’s request
Account Analysis Report	Account Analysis Report QRG provides details on running the report	<ul style="list-style-type: none"> • Primary university financial report that pulls all transactions affecting an organization's (department/college) budget from the General Ledger (GL) which is the main accounting record-keeping system that groups accounts to store all business transactions.

		<ul style="list-style-type: none">• An account analysis report should be ran on the fund source (not the organization) in order to catch all transactions that may have posted to the fund source on all organizations.
--	--	---

VII. Appendix

Flow Chart



UW Regulation 12-5 - Adopts processes and procedures for the accumulation and/or reinvestment of funds as set forth in the *UW Foundation's Investment Policy*. Please contact fdn-accounting@uwyo.edu to obtain additional information about the policy.