

**Eastern West Virginia Community and Technical College Foundation
Administrative Procedure**

**Processing Gifts and Disbursements
AP -2.1**

General Statement: Keeping accurate and appropriate records is vital to the financial management and development programs of the Eastern West Virginia Community & Technical College Foundation, Inc. The Foundation, in conjunction with the College President's Office, is responsible for receiving, depositing, acknowledging, and keeping a record of all gifts, and for processing and recording expenditures from Foundation funds.

All monies or assets of which the Eastern West Virginia Community & Technical College Foundation, Inc., is trustee or custodian, will be held and applied by gift or otherwise to Eastern West Virginia Community & Technical College, consistent with the mission, purpose and related policies and procedures of the Foundation and the College.

Implementing Procedures

I. Receiving Gifts

- A. The College President's Office coordinates Foundation and College fund raising activities, including receipting and acknowledging all gifts.**
- B. Authority to deposit contributions in the form of cash, including checks or money orders, in the Foundation's checking account has been delegated to the College president or his/her designee. All checks/cash must be deposited immediately.
 - 1. For office record-keeping purposes only, a Deposit Transaction Record form must be completed for all deposits to the Foundation checking account. The form must indicate any restrictions on the gift or deposit, and a photocopy of the check should be attached to the file copy of the transmittal record. In the event of electronic deposits, a copy of the original authorization and/or transmittal will be attached.**

Any College personnel who receives a donation should immediately forward the gift to the President's Office along with pertinent information on the donor.**
- C. A receipt or acknowledgement will be issued to the donor for all contributions.**
- D. The Foundation Treasurer will handle processing of all gifts of marketable securities. College employees who are contacted about such gifts should immediately notify the College President.**
- E. Non-cash or in-kind gifts must have the approval of the College President before they can be accepted.**

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1. **The College President will coordinate the transfer of ownership and physical possession of the donated item(s) with the donor.**
2. **If accepted, the gift will be receipted by letter of acknowledgement of the gift, signed by the College President. No monetary value will be assigned to such gifts.**
3. **The College President will advise the donor of non-acceptance and, if appropriate, the reasons or the terms and conditions under which the gift may be accepted.**
4. **The gift will be transferred to the College by letter signed by the Foundation Treasurer.**

II. Recording Gifts

- A. **Records of all gifts and donations to the Eastern West Virginia Community & Technical College Foundation are maintained in the Foundation Office.**
 1. **All monetary gifts are recorded in the Foundation's accounting software on a regular basis.**
 2. **Non-cash gifts are recorded when received on the Property Gift Receipt/Record form.**
- B. **The Board of Trustees will receive a report of all recorded gifts, including name and address of donor, purpose of gift, and whether it is in tribute or a memorial gift.**

III. Expenditures from Foundation Funds

- A. **Expenditures from Foundation funds will follow all applicable Foundation policies and procedures as well as those for the College which are not in conflict with the Foundation policies and procedures, corporate charter or bylaws.**
- B. **An updated running balance of expenditures for all Foundation accounts will be maintained for each individual account. This information is available in the accounting software for purposes of generating financial reports for the Foundation Board of Trustees.**
- C. **The signatories for Foundation checks are the Foundation President, Foundation Vice President, Foundation Secretary, and Foundation Treasurer. Two signatures are required on all checks.**
- D. **Disbursements**
 1. **Request for Foundation Funds & Payment Methods - A Foundation Purchase Order is completed whenever payment is due to a business or individual for services rendered, reimbursements, operating costs, scholarships, advances,**

professional development, fund raising, special purposes, or other expenses of the Foundation. A copy of the invoice or pertinent information related to the request must be attached to the Purchase Order form. The form must be completed and signed by the requestor, authorized by the College President, and processed by the Foundation Business Office. Approval of the Foundation Executive Committee is required if the request totals over \$1,000, is unbudgeted, or if it is over the previously approved budgeted dollar amount for the activity. Foundation payments may be made by check or credit card.

i. Check Payment

- a. Checks will be signed by two designated Board Member Signatories.**
- b. Signed checks are delivered or mailed to the payee along with a photocopy of the invoice. Original invoices are maintained on file with the Purchase Order.**

ii. Credit Card Payment

- a. The Foundation Credit Card will be held by a designated member of the College Foundation Leadership Staff. The credit card may be used by approved staff or board member for specific events, meals, conferences, etc.**
- b. A Purchase Order must be completed for predetermined costs that are known in advance.**
- c. For variable costs that are not known in advance, the requester will be required to submit an estimation of costs for the expense, and the EWVCTC President will review the request for approval. If the actual costs are over the approved purchase order or additional supplies are needed in addition to the approved Purchase Order for a specific event/effort, persons may make last-minute expense purchases, if given authority. Purchasing above the Purchase Order amount in a last-minute circumstance can be conducted by emailing the EWVCTC President or in the absence of the President, the Foundation President and obtaining written approval via email or written documentation.**
- d. The credit card user must obtain written permission via email from the College President to exceed the requested amount for emergencies or otherwise.**
- e. All receipts and supporting documentation will be submitted with the credit card to the cardholder after use no later than 24 hours upon**

use or return to campus. If the cardholder allows another authorized user to use the card, it will be returned to the card holder immediately (within 48 hours) after the event unless notified differently.

- f. The Foundation Credit Card balance will be paid on or before the due date. If not paid by due date, any interest fees will be paid upon receipt of the next billing cycle statement. The use of the Foundation Credit Card may be suspended until all outstanding bills are paid in full.
- g. The monthly credit card statement will be sent to a member of the Executive Committee for review and approval before payment is made.

2. Account Classifications

- i. Administration (interest earned)
- ii. Agriculture
- iii. Arts, Humanities, and Music
- iv. Capital Projects
- v. Commencement
- vi. Friend and Fundraising Initiatives
- vii. IREED
- viii. Phi Theta Kappa
- ix. Professional Development
- x. Program Development
- xi. Scholarships
- xii. Student Advancement
- xiii. Unrestricted

E. Advance Payments/Reimbursements

- 1. All advances must be approved by the Foundation Board of Trustees and the College President. The requesting department/division head is responsible for advising the College financial officer that an advance payment is being

requested from the Foundation and obtaining his/her approval prior to contacting the Foundation.

2. The requestor will submit a completed Request for Funds form indicating that the funds are an advance payment for the College.
 - i. The form must include the cost code to which the reimbursement will be charged and an original estimate/invoice or summary of charges.
 - ii. For IRS reporting purposes, the vendor/payee must provide his taxpayer identification (TIN) or social security number. For payees who receive \$600 or more, the Foundation is required to file IRS form 1099 - Misc. (Note: the exception is attorney fees; the filing is required regardless of amount.)
 - iii. For reimbursement from the College, the Foundation will prepare an invoice for signature by the Foundation Treasurer and submit it to the College Business Office - Accounts Payable Department along with a photocopy of the canceled check (front and back). When the Foundation receives reimbursement from the College, the information is noted on the invoice and in the Advances to be Reimbursed section of the appropriate file binder.

F. Bank Statements

1. Original bank statements and canceled checks are kept in the Foundation Files. Copies are forwarded to the Foundation Treasurer.
2. Statements are reconciled with the Foundation's accounting software on a periodic basis.

G. Payroll Deductions

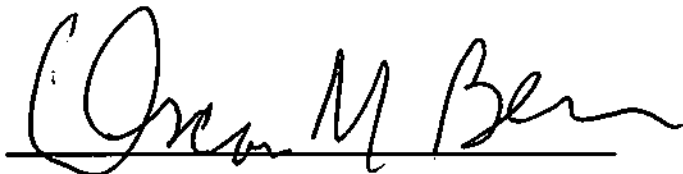
1. Employees may make contributions to the Foundation through a payroll deduction plan. Bi-weekly checks are issued to the Foundation for these payroll deductions, and they are deposited and recorded in the financial accounting software records.
2. Employees may designate deductions as either restricted (for particular areas of support) or unrestricted, and the funds are recorded in the appropriate accounts in the financial software records. A list of employees and the amount of their deductions is provided by the Business Office and is maintained in the appropriate Foundation file binder.
3. Employees pay stub at the end of the year provides a record of the full amount of their gift to the Foundation. No monthly acknowledgement is sent to

employees. Each employee receives an acknowledgement letter at the end of the year for tax purposes.

IV. Transfers between checking and endowment/investment

To protect the integrity of donor intent, restricted funds must be recorded and tracked with all due diligence, regardless of the depository.

- A. Gifts which are expected to be disbursed within a short time frame (for example, 60 days or less) may be held in the Foundation checking account.
- B. Restricted gifts which accumulate over time, such as memorials or gifts honoring an individual/group must be transferred to the appropriate investment/endowment sub-account on a quarterly basis. Unrestricted gifts may be held in checking to supplement the budget for current operating expenses of the Foundation. A quarterly report of such gifts should be submitted to the Foundation Treasurer.
- C. Gifts for which expenditure is not anticipated in the near future must be transferred immediately to endowment with a transmittal memo to the trustee indicating the anticipated expenditure schedule or date, if known.
 - 1. For restricted gifts, the memo should identify the appropriate sub-account.
 - 2. Unrestricted gifts are to be deposited in the endowment fund's general account.



President, Board of Trustees



Date