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Foundation Project Administration

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MISSION

A mission of University Advancement is to support strategic priorities through philanthropy as we secure, preserve, and steward our donor's investments in the university

What is Foundation Project Administration?

Foundation project administration has been established as a resource for our campus partners to:

- Offer support, guidance, education, and training on the use of Foundation projects
- Outline roles and responsibilities
- Share the importance of spending donors' contributions timely and according to intent

Foundation Project Administration Guidelines

Guidelines have been created to provide guidance on Foundation projects.

-Roles & Responsibilities

-Project Agreements

-Spending Plan

-Expenditure Review

-Tools & Resources

-FAQs

https://www.csusm.edu/fs/foundation_project_administration/fdn_project_admin_guidelines.pdf

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Roles & Responsibilities

- Foundation Project Administration

- Project Director and fiscal authorities

- Directors of Philanthropy

- Donor Relations

Project Agreements

Effective November 2020, all new project agreements and updates to current project agreements are completed by Foundation Project Administration

- Ensures transparency with the Director of Philanthropy to ensure purpose is in line with donor intent
- Ensures allowable expenses are in line with the purpose of the project
- Allows for proper tracking and stewardship

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Spending Plan

Establishing a spending plan:

- Ensures funds received are properly spent, stewarded, and administered
- Ensures tracking of spend

A completed spending plan is required for:

- Endowment spend allocations
    - Annually
- Campus program funds
    - Specifically for funds with minimal-to-no financial activity

Foundation Project Administration will identify projects that require the spending plan form. We will send that form via adobe sign for the Project Director to complete.
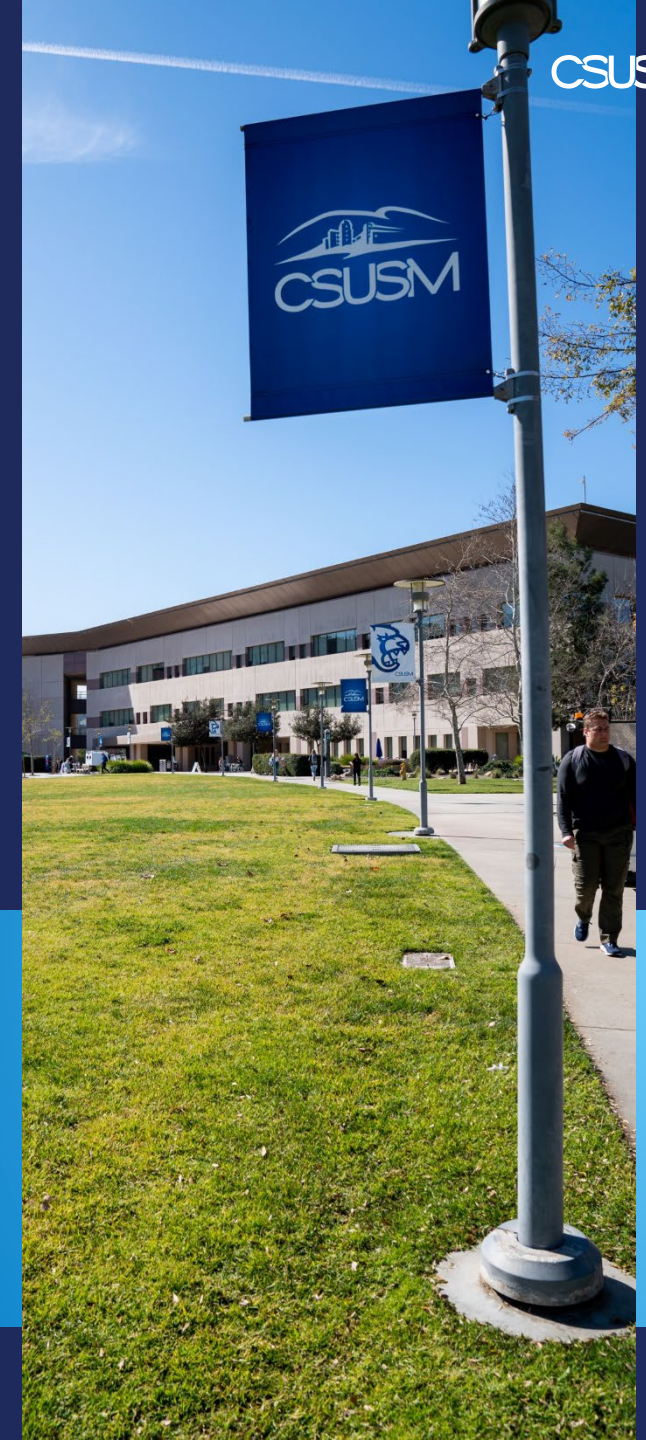
Foundation Campus Program/Endowment Spending Plan
Fiscal Year __/__

Foundation Project Information

Project Number (86xxx Campus Program, 82xxx Endowment Spend): _____

Project Name: _____

Project Purpose: _____

FY2021/2022 Spending Allocation: _____ **Total Project Available Balance (as of 7/1/2021):** _____

Spending Plan / Justification of Unexpended Balances
For assistance please contact fndprojectadmin@csusm.edu

Example:
Jul-Oct: ABC event and outreach activities. Programming expenses including supplies and equipment.
Nov-Feb: No activity
Apr-Jun: XYZ Seminar and student summer camps.

Prepared by:

Project Director (printed name): _____

Project Director (signature): _____ Date: _____

University Advancement – reviewed/accepted by:

Endowment/Program Manager: _____ Date: _____

Development Officer: _____ Date: _____

AVP Development: _____ Date: _____

Spending Plan Instructions and Procedures

Purpose:

- To ensure funds are spent timely and according to donor intent.
- This spending plan applies to both the annual endowment spend allocation and current-use projects for campus programs with limited to no financial activity.
- Completed plans will be reviewed on an annual basis ensuring execution of the spending plan. Non-compliance will be communicated to senior leadership.

Instructions for completion:

- Project Director to complete spending plan for each respective campus program and/or endowment spend allocation. Please bullet point spending plan by month. May include attachments.
- Please contact Foundation Project Administration at fndprojectadmin@csusm.edu for assistance.

Process and timeline:

- Mid-end of July each fiscal year
  - The spending plan form will be provided to Project Directors for their respective projects, after Auxiliary Accounting has provided the annual endowment spend allocation
- On or before September 1st
  - Project Directors shall submit the completed spending plans to Foundation Project Administration
- Month of September
  - Foundation Project Administration will review and sign the completed spending plan forms
- On or before Oct 15th
  - Development officer to review and sign the spending plan form
- On or before Oct 31st
  - AVP Development final review and signature
- November
  - Project Director and assigned fiscal authorities will receive a copy of the completed spending plan form
- November – June
  - Foundation Project Administration will review / monitor the spending plan on an annual basis ensuring spending is on track
- April - June
  - Early April, Donor Relations to contact Project Directors to complete an impact report survey
  - Survey completion due early June

Expenditure Review

As fiduciaries of donor funds, Foundation Project Administration will monitor balances monthly and review expenditures ensuring all projects have been reviewed.

Review will consist of:

- Random selection of expenditure transactions to verify alignment with donor intent
- Quarterly review results shared with the Director of Philanthropy

Review Findings:

- Shared with Project Director and fiscal authorities
- Consistent non-compliance will be communicated with leadership

Tools & Resources

- **Who To Contact**
  - List of topics and contacts

- **Program/Endowment Info Session**
  - Pre-recorded info session on Foundation project including Foundation Project Administration, Donor Relations, Auxiliary Accounting

- **Resource Links**
  - How to complete a financial transfer form
  - How to run finance Data Warehouse reports
  - Commonly used accounting codes
  - Donor Bill of Rights
  - CSUSM Foundation Board reporting transparency

- **Foundation Project Administration resource link**
  - https://www.csusm.edu/fs/foundation_project_administration/index.html

- **FAQs**
  - Extensive list of frequently asked questions

Foundation Project Administration will:

- Provide guidance, support, and training to our campus partners on Foundation projects
- Ensure our donors' contributions are being utilized as intended
- Strengthen our donor's relationship with the university through financial transparency with impact reporting for potential future contributions