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**Subject:** [Pcbodist] Reminders for the Foundation Project Administration Program  
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## Partners in Campus Business Operations Reminders for the Foundation Project Administration Program

### *Sent on Behalf of: University Advancement*

Hello Campus Partners,

Sharing some reminders on the Foundation Project Administration Program.

**Foundation Project Administration** was established within University Advancement as a resource for our campus partners and to ensure our campus fiduciary responsibilities on behalf of our donors.

- We offer support, guidance, education, and training on the use of Foundation project funds.

**Foundation Project Administration Guidelines** are available and posted on the campus website:

[https://www.csusm.edu/fs/foundation\\_project\\_administration/index.html](https://www.csusm.edu/fs/foundation_project_administration/index.html)

### **Project Agreements**

Please contact Foundation Project Administration ([findprojectadmin@csusm.edu](mailto:findprojectadmin@csusm.edu)) for updates to Project Directors and/or fiscal authorities for your current Foundation projects.

### **Foundation Project Spending Plan document**

- **Effective November 2021** - To ensure donors' contributions are being utilized as intended, stewarded, and administered, a spending plan form is required for annual endowment spend allocations and campus programs with minimal-to-no financial activity.
- Foundation Project Administration will send the required spending plan form and instructions to the identified Project Directors to complete.

Those with fiscal authority to the respective Foundation project will also receive a copy of the completed spending plan form.

**Foundation Project Spending Plan Process** timeline for **FY 2022/2023**:

- Mid-end July
  - The spending plan form will be sent via Adobe Sign by Foundation Project Administration to Project Directors for their respective projects after Auxiliary Accounting has provided the annual endowment spend allocation.
- On or before October 1
  - Project Directors shall complete the spending plan form.
- October 2022
  - Foundation Project Administration and University Advancement will review/sign the spending plan form.
- On or before November 1, 2022
  - Project Directors and assigned fiscal authorities will receive a copy of the completed spending plan form.
- November 2022 – June 2023
  - Foundation Project Administration will review/monitor expenditures to the spending plan.

Thank you for your support in ensuring we are good stewards of our donors' gifts.

Thank you,  
Veronica

*Veronica Roman*

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