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**UNIVERSITY OF WISCONSIN-WHITEWATER
GIFT POLICIES AND PROCEDURES
BUDGET/PLANNING POLICY PAPER
(Revised 10/96)**

Summary

The purpose of this policy paper is to establish guidelines for the acceptance of gifts-of-money and gifts-in-kind (hereinafter referred to as "gifts") and the establishment of gift accounts in compliance with Systemwide policy related to extramural support (GAPP 2).

Background

This paper sets forth University of Wisconsin-Whitewater policy related to gifts. Each principle investigator/gift point-of-contact is expected to comply with these policies and procedures in securing, accepting, administering and expending gifts. Sound administrative procedures are indispensable in assuring that a proper campus atmosphere exists to maintain proper relationships with outside sponsors.

Constraints

In addition to the policies and procedures set forth in this paper, gifts-of-money and gifts-in-kind are subject to the following rules and regulations:

- All applicable University of Wisconsin System General Administrative Policy Papers (GAPP) and State policies and procedures.
- Rules and regulations of the donor.
- State statutes.
- Regent Resolutions.
- All applicable Federal Office of Management and Budget (OMB) Circulars (i.e., Federal Challenge Grants, etc.).

POLICY

Definition of Terms

Extramural support of the type "gifts", as outlined in this paper, is subject to the following definition of terms:

1. **Gifts-of-Money:** To qualify as a gift-of-money, all of the following conditions must be met:
 - a. Funds provide general, unrestricted support for broadly defined activities in one or more program areas, such as research, public service, instruction, fellowships, traineeships, etc. (*Designating a gift-of-money for use by a specific department, school, unit or existing program is acceptable and meets the test for being unrestricted.*)
 - b. Detailed reports are not required, neither periodic or final, nor fiscal or technical. The gift point-of-contact may provide the donor with a brief statement that the expenditures were in accord with the intent of the gift.
 - c. No provisions (delays, advance notice) are imposed by the donor concerning publication of data and information derived from the activity.

- d. There is no specific time limit on the expenditure of the funds.
- e. Rights to any patent/copyright are not retained by the donor.
2. **Gifts-in-Kind:** Any donation besides money. A contribution of personal or real property, offered without restrictions as to use, requirements for reporting, or disposition.
3. **Significant Anticipated Costs:** Costs beyond those which can easily be absorbed by the receiving unit. Significant costs could include shipping, remodeling, staff training, operating costs, maintenance associated with computer equipment, etc. If significant anticipated costs are associated with a gift, the Controller must review and concur with the validity of the cost analysis.

Institutional Rules Regarding Acceptance of Gift/Request for Account

1. Donors should consult their tax advisor on the tax deductible status of a gift.
2. Donors should consult a qualified professional, not affiliated with University of Wisconsin-Whitewater, to establish the value of gifts-in-kind for tax purposes. University of Wisconsin System policy prohibits employees from assessing the value of a gift to be reported by the donor.
3. The campus professional best qualified to determine the value of a gift-in-kind should do so and include this estimate on the **Acceptance of Gift/Request for Account** form *for campus inventory purposes only*.
4. All costs associated with a gift are the responsibility of the accepting unit. The department/unit and college/division are responsible for any and all expenses incurred, in administration of the award, over the gift income received.
5. The University of Wisconsin-Whitewater Foundation is an "arms-length" corporation serving the campus. As such, the Foundation is an autonomous organization distinct from the campus. Gifts from the Foundation to the University of Wisconsin-Whitewater are to be treated in accordance with the policies and procedures pertaining to acceptance of a gift from any external agency, foundation or person. Under some special circumstances, a department/unit or college/division may enter into an agreement with the University of Wisconsin-Whitewater Foundation in which the Foundation receives donations on behalf of the department/unit or college/division, then transfers these donations to the appropriate 133 (gift) account (see PROCEDURE, paragraph 6).

Authority to Accept Gifts and Processing of Gift Acceptance

1. **Gift Acceptance:**
 - a. The appropriate college dean/division director is responsible for accepting gifts-of-money and for subsequent gifts to established accounts. Formal acceptance by the University cannot be made until processing of an **Acceptance of Gift/Request for Account** form is complete and the Board of Regents has accepted the gift.

- b. The Office of Research and Sponsored Programs will prepare the gifts reporting required to the Board of Regents for acceptance by the University of Wisconsin System. The Executive Director of Budget, Planning and Analysis will review the reports and submit them to System Administration.
- c. No University employee is to accept donated hazardous substances or chemicals from outside sources unless a specific written plan exists for the use of the entire quantity of the substance or chemical within six months of its receipt.

2. *Processing of Gift Acceptance:*

- a. Every deposit transaction must be processed through the Office of Research and Sponsored Programs for accounting, inventory and record-keeping purposes.
- b. An **Acceptance of Gift/Request for Account** form must be completed, approved and submitted to the Office of Research and Sponsored Programs prior to the formal acceptance of all gifts.

PROCEDURE

1. The gift point-of-contact secures a gift, completes the **Acceptance of Gift/Request for Account** form (instructions for completion of the form are located on the reverse side of the form) and submits it to the Office of Research and Sponsored Programs. All portions of the form must be completed before submitting it (including section III. AUTHORIZED SIGNATURES). The following attachments should be included with the form:
 - a. all correspondence from the donor, including the check or cash, and
 - b. a cost analysis reviewed by the University of Wisconsin -Whitewater Controller if and only if significant anticipated costs are associated with the gift.
2. The Assistant Dean for Research and Sponsored Programs in coordination with the Budget, Planning and Analysis Office will process the **Acceptance of Gift/Request for Account** form and set up a gift account and budget authority (if required).
3. The original completed **Acceptance of Gift/Request for Account** will be retained by the Office of Research and Sponsored Programs and copies forwarded only to the following:
 - a. Department Chair/Unit Director,
 - b. Facilities Planning & Management,
 - c. Gift Point-of-Contact
 - d. Grant/Auxiliary Aides Accountant, and
 - e. Executive Director of Budget, Planning and Analysis.

4. A semi-annual report detailing gift activity will be completed in December and June of each fiscal year and forwarded to the following:
 - a. Assistant Chancellor for Administrative Services,
 - b. Chancellor,
 - c. College Dean/Division Director,
 - d. Controller,
 - e. Department Chair/Unit Director,
 - f. Facilities Planning and Management,
 - g. Grant/Auxiliary Aides Accountant,
 - h. Provost and Vice Chancellor for Academic Affairs,
 - i. Safety and Risk Management, and
 - j. Executive Director of Budget, Planning and Analysis.
5. The college dean/division director will be responsible for forwarding a letter of gratitude to the donor for gifts of \$500 or less. The Office of Research and Sponsored Programs will process a letter of gratitude from the Chancellor for gifts exceeding \$500 in value. NOTE: If the gift is to the University of Wisconsin-Whitewater Foundation, the letter must clearly acknowledge the Foundation as the recipient.
6. Each quarter, the grant accountant will:
 - a. Process transfers of expense to department/unit and/or college/division accounts to cover deficits in gift accounts.
 - b. Under some special circumstances a department/unit or college/division may have arranged with the University of Wisconsin-Whitewater Foundation to serve as the recipient of a cash gift. If supporting documentation is available, the University grants accountant will invoice the Foundation to recover expense overages in the department's/unit's or college's/division's gift account. If the expenses exceed the account's balance and the money available from the Foundation, the expenses over revenue (deficit) will be transferred to an account of the responsible department/unit and/or college/division.