



ACCOUNTING

PHILANTHROPIC DEPARTMENTAL FUNDS POLICY

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Effective Date: February 2023 – supersedes all previous policy

- **Definition:** A **Philanthropic** departmental fund is established by and for the benefit of the college and the on-campus department/program to support student success and faculty initiatives.
- **Purpose:** A Philanthropic departmental fund serves to enhance the educational experience by removing financial barriers and providing access to essential educational resources to further inspire student success and faculty innovation.

Policy

1. A minimum of \$500 is required to establish a departmental fund. If balance falls below \$500 for more than 2 years, the Foundation holds the right to reallocate funds to another fund deemed appropriate. It is funded by deposits generated by the department. Such deposits must be made on a timely basis. Departmental personnel should deposit funds within **two weeks** after receipt to ensure prompt acknowledgment to donors, banking transactions and accurate record keeping. The primary source of funding for each account should be philanthropic in nature. **Student/material fees/sales of merchandise are not allowed as revenue to accounts.**
2. **Allowable** expenses are those that reasonably facilitate the operation of the department. Examples include:
 - Reimbursements for minor supplies, tools, meeting refreshments, travel expenses, services, etc.
 - All expenses must be documented with **itemized** invoices, itemized receipts or other evidence (**i.e. Student name and ID number for enrollment related fees**)
****PLEASE NOTE: Venmo/PayPal/Apple Pay/bank or credit card statement screenshots do not satisfy the requirement for a receipt and must be accompanied by an itemized invoice/receipt****
 - If adequate documentation is not provided, the Foundation has the right hold the check request until such documentation is provided.
 - If a check is written for advance funds, documentation must be provided in a timely manner. If such documentation is not provided, the Foundation reserves the right to put a hold on the fund until documentation is provided.
 - Repeated instances of failure to provide documentation will result in the fund being closed and the monies returned to the District or responsible party.
3. Payments for services are allowable with the following conditions:

For internal use only.



- Payments to College employees for services outside of normal working hours **and** for services not part of their normal duties may be paid directly to the payee. The Foundation must have the payee's W-9/social security number and a current address on file in case the cumulative annual payments exceed \$600, in which case the payee will be issued an IRS Form 1099 at year-end.
 - Payments for one-time-only services that are performed off-campus, e.g. athletic referee/officials, may be made directly to the payee as long as a W-9/social security number and a current address are file with the Foundation.
5. **Non-allowable** expenses include those that benefit an individual rather than the department as a whole, or those that should properly be paid by the District (i.e.: equipment purchases.) Example:
- Major equipment that carries a warranty, has liability issues and/or will require an inventory tag. *These must be purchased through the District.
 - Expenses that promote a political cause
 - Expenses for travel or participation in events that have minimal or no benefit to the College or department.
 - Reimbursement of any alcoholic beverage expenses when students are present.
6. All signature lines on the Foundation Check Request form must be signed with authorized signatures for the check to be issued.
7. The Foundation and its Board of Directors reserve the right to reallocate funds for departments/programs that no longer exist or remain inactive/fall below the minimum requirement for 2 years. Funds will be reallocated to a fund of similar nature or to another fund deemed acceptable by the Foundation and its Board of Directors.