

University of Florida Foundation, Inc. (UFF) Information for Fund Administrators

Responsibilities of a UFF Fund Administrator

Fund administrators are designated by the appropriate Vice President, Dean, or Director. The fund administrator is responsible for ensuring that a fund is being administered in accordance with donor intent, UFF and University policies, and state and federal laws.

The fund administrator must be aware of specific donor restrictions governing a fund.

Responsibilities of the fund administrator include:

1. Ensuring that monies are being managed in accordance with donor intent and all University and UFF policies.
2. Ensuring that monies are being expended in accordance with Internal Revenue Code rules and regulations (e.g. allowable business expenses).
3. Ensuring that monies are being managed in accordance with all applicable state and federal laws.
4. Ensuring there are sufficient monies in the fund to meet the fund's commitments.
5. Managing the unexpended balance in the fund according to sound fiduciary principles. (Are available monies being fully utilized? Are monies transferred to UF only when actually needed for expenditure? How should those funds be invested?).
6. Complying with all applicable Institutional Review Board and Institutional Animal Care and Use Committee policies and regulations governing human and animal research. Before expenditure, monies requiring such oversight must be moved to the Division of Sponsored Research.

A fund administrator should be aware of all gifts made to the fund and all expenditures made from the fund and must convey to all users of the fund the need to spend money appropriately and the requirements for proper documentation. The fund administrator should also evaluate all costs associated with the expenditure of monies from the fund.

Information Resources

An excellent source of information about UFF and its policies is UFF's website at

www.uff.ufl.edu

UFF employees can be located by name or department under Contact Directory.

The Document Library includes:

Business Forms – to process transactions with UFF

