

University of Florida Foundation, Inc.
Administration of Funds

Policy #: 5.01
Effective Date: September 26, 2008
Responsible Department: Finance and Accounting

1. **PURPOSE**

To set forth the general structure by which assets are managed and administered in UFF funds.

2. **APPLICABILITY**

All assets held by UFF for the benefit of the University.

3. **POLICY**

In order to ensure compliance with donors' restrictions on the uses of their gifts, the Foundation places all assets into identifiable funds. Each fund is assigned a fund administrator in the college/unit for which the gift is restricted.

Fund administrators must be employees of the University, UFF or any other University direct support organization, Shands Hospital or its affiliates, or an emeritus professor. The fund administrator, in conjunction with his or her supervising dean, director, or vice president, is responsible for disbursing monies for the purpose intended by the donor.

New fund administrators are appointed by the dean, director, or vice president of a college/unit. If the new fund administrator will be the dean or director, or if the dean or director is not available to appoint a new fund administrator, the request to appoint a new fund administrator will require the signature of the appropriate vice president. Associate or assistant deans may not appoint fund administrators.

Endowed funds consist of a principal fund (odd numbered) and a spendable fund (even numbered). All endowment gifts are deposited into the principal fund. Net spendable income [insert linked policy] is transferred to the spendable fund quarterly, which then becomes available for current or future use.

For non-endowed funds, no distinction is made between principal and income, as both gifts and income, if any, are available for use.

In most cases, the wishes of the donor provide the criteria for determining a fund's restricted purpose. For unrestricted gifts, funds are established for the general use of a given department, school, center, or program, with no additional specific donor restrictions.

A new UFF fund may be established for any purpose which is within UFF's mandate to further the mission of the University. Endowment funds may be opened with a pledge of at least \$30,000 over no more than five years. A non-endowed fund may be established with at least \$2,000 and an expectation that the fund will be used for other than a one-time use. UFF cannot establish funds for programs or purposes:

- that involve contract deliverables, fees-for-services, proprietary research, drug protocols, services within the mission of the Division of Continuing Education (DOCE), or sales of merchandise;
- that would jeopardize UFF's tax-exempt status; or
- that are funds of student organizations, including fraternities and sororities.

The University of Florida Division of Sponsored Research, DOCE, or the Division of Student Affairs should be contacted for further information on these types of transactions

Expenditures from a fund require written approval of the fund administrator and the college/unit dean, director or vice president, or his or her designee as set forth in the [Endowments Policy](#). These expenditures must comply with all UFF expenditure policies.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Accounting Coordinator (jkratzer@uff.ufl.edu) or the Associate Controller (awest@uff.ufl.edu).

Certified as approved by the Executive Committee of the UFF Board of Directors on: September 26, 2008.



Susan G. Goffman, Secretary

Revision history: Original version
Revised May 22, 2008.
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