

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.

Fund administrators are required to complete the Fund Administrator Training ([UF_ADV006](#)).

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

Financial Statements – copies of UFF’s IRS determination letter and tax returns

UFF Policies and Procedures

UFF’s Accounting System (FAS) can be accessed at:

https://fasweb.uff.ufl.edu/FAS/login_prompt.asp

This site provides financial information about each of the funds under a fund administrator’s direction, including financial statements, balance available for spending, and information regarding the fund’s purpose. IDs and passwords are issued to all fund administrators.

Important Contact Information

For questions regarding: Contact: Telephone#:

DISBURSEMENTS

Disbursements	Disbursements Office	
	Kathy Croley	392-5865
	Valencia Cromarty	392-9878
	Maureen McNally	392-9881

FINANCE & ACCOUNTING

General Accounting Issues	Lorraine Burton	392-9503
Fund-to-fund Transfers	Janet White	392-5920
Funds – new or changes	Sharon Guarascio	392-5971
Gifts-in-kind (art, etc.)	Ken Verner	392-5919
Insurance	Iwona Esser	392-2154
Investments	UFICO	392-1693
Other Assets and Liabilities	Ken Verner	392-5919
Real Estate	Ken Verner	392-5919
Gifts of Securities	Janet White	392-5920
Trusts and Annuities	J.A. Lopez	392-5958
On-line Access	Sharon Guarascio	392-5971

RECORDS

Address Changes	Gifts and Records	392-9876
Corporate Matching Gifts	Gifts and Records	392-9876
Deposits and Receipts	Gifts and Records	392-9876
Memorial or Tribute Gifts	Gifts and Records	392-9876
Payroll Deduction Gifts	Gifts and Records	392-9876