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  
Valetina 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