

**University of Florida Foundation, Inc.
Funding of Development Programs**

Policy #: 5.16
Effective Date: February 25, 2009
Responsible Department: Finance and Accounting

1. PURPOSE

To ensure correct accounting of cost-sharing between UFF and the colleges/units for development programs, as agreed by UFF and UF.

2. APPLICABILITY

All Advancement development staff.

3. POLICY

All college/unit development expenses are included in UFF's annual budget so UFF can track the University's total cost of fundraising. Individual college/unit development expenses are generally shared between the college/unit and UFF as set forth below:

	<u>College/Unit</u>	<u>UFF</u>
Salary, Benefits, Travel, and Entertainment		
Primary Development Officer	50%	50%
Secondary Development Officer	75%	25%
Additional Development Officers	100%	0%
Secretary and others	100%	0%
All other expenses	100%	0%

Travel and entertainment expenses shared by UFF and the college/unit are those individual expenses incurred by the development officer in his or her role of soliciting gifts for the college/unit. Expenses of deans, faculty, or others who may accompany the development officer are the responsibility of the college/unit.

For example, in the case of a meal attended by a dean, development officer, and donor or prospective donor, the expense is related to development and so would be shared as set forth above. Meetings and group functions for the college/unit, however, are the responsibility of the college/unit.

UFF will provide quarterly billings to the college/unit for expenses incurred on its behalf. The billing will detail the expenses and the cost-sharing ratio applicable to each expense category. Upon receipt of the quarterly billing, the college/unit shall promptly reimburse UFF.

For any development officer who used a UFF car as of 11/03 and who chose to retain the car, the billing to the college/unit will be as follows:

- annual lease value and major repair for primary development officer 100% paid by UFF
- annual lease value and major repair for additional development officers 100% paid by college/unit

4. **CLARIFICATION**

Authority is expressly delegated to the Executive Vice President to make exceptions to this policy as agreed upon with UF, to serve the best interests of UF and UFF. Requests for clarification of this policy should be sent to financeandaccounting@uff.ufl.edu.

Certified as approved by the Executive Committee of the UFF Board of Directors on February 25, 2009.



Susan G. Goffman, Secretary

Revision history: Original version
Revised February 25, 2009
Updated January 3, 2020