Gifts

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Gifts: Overview

Definitions

GIFT - A an irrevocable and voluntary transfer of something of value (money, securities, real estate, equipment, art, etc.) to the university by a donor who has no expectation for compensation for the transaction. (See MAPP for policy and procedures of Gift Handling) http://www.uh.edu/mapp/05/050101.pdf

PLEDGE - A written commitment to make a gift. The pledge information should include the purpose, destination and schedule of payments.

PLEDGE PAYMENT – Payment on pledge which is treated as a gift.

Tips

Gifts can be in the form of cash contributions or property contributions. The majority of the Department's gifts are in the form of cash contributions.

Gifts can only be deposited to Ledger 4 cost centers. Donor gifts must be deposited to one of the cost centers provided in the section titled "Gift Cost Centers."

Gifts cannot be accepted from students who are enrolled at the university. These types of payments must be made through the Office of Scholarships and Financial Aid.

Checks received from donors that: (1) are a governmental entity and (2) are awarding a non-competitive scholarship are not technically considered a donor according to the Donor & Alumni Relations Office. This type of check can be entered in the Donor & Alumni Relations system as a "non-gift Extramural Transaction."   For instance, a check received from a governmental institution to support a specified student, would be considered a non-gift Extramural transaction. These checks could be deposited as a Cash Deposit Journal using PS account code 55300.

Summary of How Gifts are Handled:

If Received and Deposited by the Department:
1. Department receives a gift and verifies the purpose and cost center to deposit it to.
2. Department writes a receipt.
3. Department prepares a Gift Transmittal Form and it is signed by the DBA and forwarded to the NSM Development Office. Signature of person who receives the check in NSM must be obtained and kept on file in the department with the gift paperwork. If the gift is a *matching gift*, a copy is also provided to the department Financial Coordinator in charge of managing gift activity.
4. NSM Development Office forwards the check, GTF, and supporting documents to Donor & Alumni Records Office.
5. Donor and Alumni Records Office prepares the gift for deposit by the Treasury Office.
6. The deposit is posted to the PeopleSoft 1074 and to the Gift Activity Report – Gifts Section.
7. Department reconciles the posted transaction to its internal financial records.
(Also see Department Procedures for Cash Handling.)

If Received and Deposited by the UH Department of Donor & Alumni Records:
1. The types of gifts received by this office include credit card charges, endowment funds, matching company gift payments, and pledge payments.
2. The gift is sent to Treasury for deposit.
3. Treasury deposits it to the cost center indicated.

4. The deposit will then post to both the PeopleSoft 1074 report and to the Gift Activity Report – Gifts Section or Pledge Payment Section.
5. Department reconciles the Gift Activity Report monthly.

Gifts-In-Kind:

Gifts-in-kind are non-cash donations of materials or assets, such as equipment, software, printed materials, etc.

1. The Department must prepare a Gift Transmittal Form (GTF) and supporting documentation, such as donor letter and estimated appraisal of items.

2. Department staff will data enter the transaction in FMP Checkbook.

3. The GTF is then signed by the DBA and submitted to the NSM Development Office for submission to Donor & Alumni Relations. A copy is maintained for department records and provided the department staff responsible for reconciling Gift Activity Reports.

4. The transaction will appear on the Gift Activity Report which is sent to departments on a monthly basis. Once it posts to the Gift Activity Report, a copy of the report will be given to the department staff responsible for reconciling FMP Checkbook so that the transaction can be reconciled.

Note: Gift-in-Kind transactions do not post to an actual cost center since it is not a cash transaction.

Refer to the UH System guidelines on gifts-in-kind at: http://www.uasys.e.uh.edu/policies/value.html

Matching Gifts Procedure

3/30/05, 08/31/05, 1/3/07, 4/8/09

These instructions apply to the matching gift portion of a donation. An individual donor sends their check directly to the department. If their company has a matching gift process, a Matching Gifts Form will be included with the check. These are instructions for handling that Matching Gift Form.

The Financial Coordinator who deposits the individual donor check will:

1. Complete a Gift Transmittal Form and submit the check, GTF and Matching Gift Form to the NSM Development Office.

2. Data enter the matching gift in FMP, making reference to the original individual donor. See FMP data entry instructions in the Chemistry Desk Manuals.

3. Scan and save a single copy of the Matching Gift Form, GTF and back up documents for any gifts that have a **matching gift,** to the *Pending Gifts* folder located in ChemAdmin/ChemScan/GiftActivityReports.

4. Notify the Assistant DBA of the pending gift via email.

The matching gift check will be sent by the company directly to the University Advancement Office. Once University Advancement receives it, they will post it to the Gift Activity Report. A copy of the Matching Gift Activity Report is distributed weekly via listserv. These are the instructions for handling the matching gifts verification process.

The Assistant DBA will:

1. Maintain the *Pending Gifts* folder for **pending matching gifts forms** and ensure it is in a location accessible to the DBA.

2. Review the Matching Gift Activity Report for expected matching gifts. When posted,

   a. Verify the cost center, amount, PS account code, name of the individual, and name of the donor.

   b. Update the quantity and estimated date of the matching gift data entry record in FMP, which should have been entered when the Matching Gift Form was initially received.

   c. Append the copy of the Matching Gift Activity Report to the appropriate Matching Gift Form located in the *Pending Gifts* folder.

   d. Move the scanned copy of the Matching Gift Form packet from the *Pending Gifts* folder to ChemAdmin/ChemScan/GiftActivityReports.

3. Follow up on any outstanding gifts in the *Pending Gifts* folder on a monthly basis. Contact University Advancement to follow up on outstanding matching gifts over 90 days old.

The reconciler will:

1. Ensure the matching gift is posted to the 1074 report.

2. Verify the cost center, amount, PS account code, name of the individual, and name of donor for the matching gift transaction.

3. Reconcile/expend the FMP matching gift transaction once verified and posted to the 1074 report.

Gift Activity Reports: Understanding the Report

Departments are responsible for reviewing and reconciling Gift Activity Reports monthly.

Gift Activity Reports are sent to DBA's monthly via email by the following individual. To be added or removed from the email distribution list, please contact:

        Sara Haynes, Donor and Alumni Records
        Extension 3-8852, smhaynes@central.uh.edu

The Gift Activity Report has three (3) sections: Gifts, Pledge Payments, and Pledges.

GIFTS – **Cash contributions received by UH.** These contributions are sent to and deposited by UH departments.

Quid Pro Quo – goods or services in exchange for donation

Receipt # = unique # assigned to every gift

Gift Purpose – identifies the purpose of the gift.

Appeal – number assigned to mass solicitation responses

Amount of the deposit

	NAME	GIFT/PLEDGE AMT	QPQ	DATE OF RECORD	RECEIPT#	GIFT PURP	DEPT	ALLOCATION/ FUND	APPEAL
GIFTS									
48970 (Alum) Mr. and Mrs.		$ 200.00		9/20/2004	889600	Oper		HC17	4HG!A
			Match:						
	Department Learning Leading Fund								

Donor #, name, & address. Donor type is in parenthesis. Alum = alumni

*Identifies the cost center/fund name. If the deposit is a matching gift, the matching company is named inhere.

Name of Department

Speedtype & PS account code

PLEDGE PAYMENTS – **Cash contributions made by pledges.** These contributions are sent directly to the Department of Alumni Record.

Pledge amount paid/received is indicated here.

Amount pledged is indicated here with the pledge #.

When dept is blank, indicates that deposit is to an endowment cost center.

	NAME	GIFT/PLEDGE AMT	QPQ	DATE OF RECORD	RECEIPT#	GIFT PURP	DEPT	ALLOCATION/ FUND	APPEAL
PLEDGE PAYMENTS									
425200 (Staff) Ms.		$ 20.00		8/2/2004	888551	End		31103*	3H!!F
	Pledge # 827656: $240.00						Bal: $20.00		
	*Melinda M. Irwin Scholarship Endowment								
74908 (Alum) Mr.		$ 5.00		8/2/2004	888592	End		31103*	3H!!F
	Pledge # 827657: $60.00						Bal: $5.00		
	*Melinda M. Irwin Scholarship Endowment								
283721 (Staff) Mr.		$ 5.00		9/27/2004	890105	Oper	CSC	42904*	5HN!2
	*Computer Science Learning Leading Fund								

NAME	GIFT/PLEDGE AMT	QPQ	DATE OF RECORD	RECEIPT#	GIFT PURP	DEPT	ALLOCATION/ FUND	APPEAL
PLEDGES								
283721 (Staff) Mr.	$ 5.00		9/27/2004	890105	Oper	CSC	HC14052RA-42904*	5HN!2
					*Computer Science Learning Leading Fund			
Pledge subtotal	**$5.00**							

The Matching Gift Activity Report: Understanding the Report

This report identifies gifts that were paid as part of a matching contribution. Some corporations, such as Shell Oil, will contribute an amount equal to that of a deposit made by one its employees. The employee sends a check and a Matching Gift Form to the department. The department deposits the employee's gift and the Treasury Office sends the Matching Gift Form to the matching company as a request for payment. The company sends the payment directly to the Treasury Office. When the payment is received, it is posted to this report.

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Information about the individual/employee who initially provided the matching gift

Gift Purpose – identifies the purpose of the gift.

Speed type and PS account

Appeal – number assigned to mass solicitation responses

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Matching Gift Activity Report
From 8/22/2004 to 8/28/2004
UH main campus (Natural Sciences & Mathematics)

Matching Company	Matching Amount	ID #	Name	Date of Record	Matching Receipt	Gift Purp	Dept	Allocation/Fund	Appeal
0000132943(Ck# 200784850)	$ 100.00		Dr.	08/11/2004	875224	OASDS	ANN	6	4HG!B
0000130379(Ck# 11091) ...tion	$ 300.00 500.00 70.00		Mr. Mr. Ms.	08/06/2004 08/06/2004 08/06/2004	852265 854942 854855	OASDP OASDP OASDP			N!3 N!3 N!3
0000130821(Ck# 102414)	$ 100.00		Mrs.	08/26/2004	875880	OASDP		HC29	
0000131374(Ck# 5553019620) ...ny Foundation	$ 18.00 175.00		Mr. Dr.	08/06/2004 08/06/2004	710086 710069	OASDS OASMS	ANN CHM		

$1,263.00   Matching Gift Total for Natural Sciences & Mathematics

$1,263.00   Matching Gift Total for UH main campus

C:\Documents and Settings\Iria\Desktop\Gifts.doc

Reconciling the Gift Activity Report

When Gift Activity Reports are received, the following steps should be taken.

Filing the Department copy of the Report

The Department of Chemistry saves the electronic reports in the following shared network folder: Chem Admin/ChemScan/Gift Activity Reports/FY20xx. Only those reports with Chemistry Department activity need to be saved.

Reconciling the GIFTS section of the report

➢ Identify the Department transactions, if any, which appear on the report.
➢ Find the corresponding transaction in the department FMP database. The transaction should have been entered when the deposit was first received and deposited. *Note: Gifts-in-kind will appear in the FMP Checkbook log only. Give a copy of the Gift Activity Report to the department staff responsible for reconciling the FMP Checkbook log.*
➢ Verify the amount, cost center, PS account code, name of the individual, and name of the donor. All must match. If not, research and resolve the discrepancy.
➢ Verify that the FMP entry is properly subaccount coded.
  o DGA – Donor Gift Alumni
  o DGC – Donor Gift Company
  o DGI – Donor Gift Individual
➢ Verify that the Gift has correctly posted to the PeopleSoft 1074.
➢ Reconcile/expend the matching gift transaction in FMP.

Reconciling the PLEDGE PAYMENTS section of the report

➢ Identify the Department transactions, if any, which appear on the report.
➢ Data enter the transaction in the department FMP database.
  o Enter the donor name in vendor field of FMP.
  o Subaccount code as one of the following: DGA, DGC, or DGI.
➢ Keep the report in the *Pending Gifts* folder until the financial period closes.
➢ Once the period closes:
  o Move the copy from the *Pending Gifts* folder to the Gift Activity Reports folder.
  o Verify that the Gift has correctly posted to the PeopleSoft 1074.
  o Reconcile/expend the pledge payment transaction in FMP.

Reconciling the PLEDGES section of the report

➢ Because this section is only a promise to make a pledge, no action is taken by the department. It is kept for information purposes only.
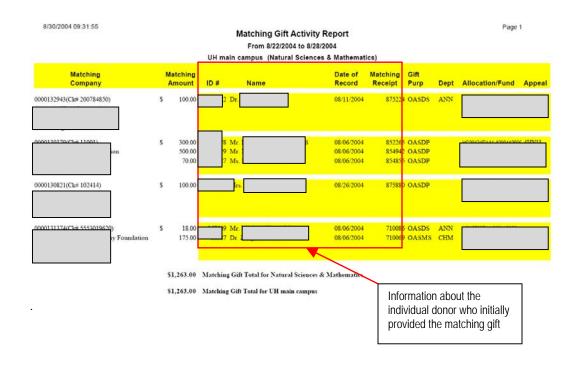
Reconciling the "Matching Gift Activity Report"

When a Matching Gift Activity Report is received, the following steps should be taken.

Filing the Department copy of the Report

The Department of Chemistry saves the electronic reports in the following shared network folder: Chem Admin/ChemScan/Gift Activity Reports/FY20xx. Only those reports with Chemistry Department activity need to be saved.

Reconciling the Matching Gifts Report

- ➢ Identify the Department transactions, if any, which appear on the report.
- ➢ Find the department copy of the Matching Gift Form, which should have been provided at the time the donor's gift was received and then filed in the *Pending Gifts* folder.
- ➢ Verify the amount, cost center, PS account code, name of the donor and name of the matching company. All must match. If not, research and resolve the discrepancy.
- ➢ Once the period closes:
  - o Verify that the Gift has correctly posted to the PeopleSoft 1074.
  - o Reconcile/expend the matching gift transaction in FMP.

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Matching Gift Activity Report
From 8/22/2004 to 8/28/2004
UH main campus (Natural Sciences & Mathematics)

Page 1

Matching Company	Matching Amount	ID #	Name	Date of Record	Matching Receipt	Gift Purp	Dept	Allocation/Fund	Appeal
0000132943(Ck# 200784850)	$ 100.00	2 Dr.		08/11/2004	87522	OASDS	ANN		
0000130370(Ck# 11003)	$ 300.00	8 Mr.		08/06/2004	852265	OASDP			
	500.00	9 Mr.		08/06/2004	85494	OASDP			
	70.00	7 Ms.		08/06/2004	85485	OASDP			
0000130821(Ck# 102414)	$ 100.00	rs.		08/26/2004	87588	OASDP			
0000131374(Ck# 5553019620)	$ 18.00	9 Mr.		08/06/2004	710085	OASDS	ANN		
Foundation	175.00	7 Dr.		08/06/2004	71006	OASMS	CHM		

$1,263.00   Matching Gift Total for Natural Sciences & Mathematics

$1,263.00   Matching Gift Total for UH main campus

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Information about the individual donor who initially provided the matching gift

Gift Transmittal Form

Appeal Codes

Appeal codes are used for mass solicitations in order to track your responses. You will find the Appeal Code Request form on the intranet site www.uasys.e.uh.edu <file://www.uasys.e.uh.edu> on the right hand side under Forms and Services.

Gift Purpose Code (Attached)

Gift Transmittal Forms (GTFs) require various codes for the processing of donor gifts. For a complete listing of Gift Purpose codes and their definitions:

- Go to www.uasys.e.uh.edu
- Click on Policies and Guidelines
- Go to Guidelines and Best Practices
- Click on GTF Gift Purpose Codes

Allocation Code

The allocation code is your speed type converted. For example: 00730-6065-H0650-F9012-NA is the cost center; the speed type is: 13747 = allocation HE13747RN. These are furnished by the person filling out the GTF.