

Guidelines for Use of Foundation Funds

Background

The UW-Whitewater Foundation has been entrusted by its donors to manage and distribute charitable donations to benefit the University of Wisconsin-Whitewater. Many of these donations are made with a very specific purpose in mind, and the Foundation ensures that such funds are distributed for that purpose. However, many donations are made to accounts that are under the broad discretion of a college dean, department chair, director, or similar position. Even in these cases the Foundation has a responsibility to ensure that all such discretionary funds are distributed in a manner consistent with the mission of the University. The following policy details what funds may be accepted by the Foundation and how such funds shall be managed by giving an overview of acceptable and not-acceptable expenditures.

Deposits

Acceptable Deposits

- The only deposits that may be made into Foundation accounts are charitable gifts to benefit UW-Whitewater, and income from fund-raising related activities that require a charitable gift receipt, such as golf outings.
- All deposits must honor the intent of the donor, and if made by check, must be made out to the UW-Whitewater Foundation and not the University.

Not-Acceptable Deposits

- Any funds that are not charitable in nature that are incurred by University personnel in the due course of their job duties. No deposits will be made that attempt to circumvent University purchasing guidelines.
- Checks made out to the University of Wisconsin – Whitewater or any other entity that is not the UW-Whitewater Foundation.

Expenses

Acceptable Expenses – Paid by the University and Reimbursed by Foundation

The following expenses may be drawn from Foundation accounts but **must** be approved by the University and charged to an appropriate account that the Foundation will reimburse:

- Ordinary, reasonable and necessary expenses incurred in the conduct of the department or program (E.g., equipment, computer software, curriculum materials).
- Scholarships or any other student award. (These must be placed on the student's account at the University.)
- Payments made to University faculty and staff, such as awards, stipends or supplemental income from endowed professorships.
- Other payments to students to assist them with their direct educational expenses. (*Example: payment to attend a seminar including travel.*)
- Newsletters or printing consistent with the University's campus identity standards
- The Foundation may directly pay a vendor for the above activities only as an occasional exception and only with the permission of the University Chancellor.

Acceptable Expenses – Directly Paid by Foundation

The following expenses may be paid directly to a vendor by the Foundation but not directly reimbursed to a University employee:

- Food for a departmental sponsored student meeting, student awards ceremony, retirement reception or employee recognition event.
- Hosted meals or entertainment as part of conducting University business
- Payment of admissions charges to social or business events in which attendance is required or recommended as part of an employee's official duties.
- Plaques, certificates and awards for University-related service
- Flowers for a funeral for individuals associated with the University
- Membership in civil organizations or trade associations that are required as part of employment
- Other direct payments of a similar nature may be made with permission from the Foundation President in consultation with appropriate University personnel.

Acceptable Expenses – Foundation Related Business

Foundation-related business expenses may be directly reimbursed to a University employee. Such expenses include:

- Travel for the cultivation, solicitation or stewardship of Foundation donors.
- Travel for activities sponsored by the Foundation.
- Travel for professional development activities related to Foundation work.
- Foundation administrative expenses.

Employees who incur a significant amount of such expenses will be required to make use of a Foundation corporate card.

Exceptions for Direct Reimbursement of University Employees

Other direct reimbursements to University employees consistent with the above policy may be made under extraordinary circumstances. However, such exceptions require written permission from the Foundation President in consultation with appropriate University personnel.

Not-Acceptable Expenses

The following expenditures may neither be reimbursed to the University nor paid directly by the Foundation.

- Any spending meant to circumvent University purchasing guidelines.
- Direct payment in the form of salary or bonus to a University employee or an individual conducting University-related work.
- Donations to other not-for-profit entities unless the support is structured as from the University as a whole where the Chancellor has determined that the organization or event is important for University-wide public and community relations.
- Payments to students for non-educational expenses. (*Example: student with financial need requires help to pay rent.*)
- Fines, penalties, parking tickets, criminal or civil penalties on behalf of an individual
- Maintenance or replacement of University employee's personal property.
- Employee meal expenses in which the primary purpose is social, or in which the meal plays a major role. (*Example: colleagues going to lunch and simply discussing business*) This includes any sort of holiday party including Administrative Professionals Day.
- Employee birthday, anniversary, holiday etc. gifts or cards.
- Reimbursement for excess travel expenses
- Reimbursement for personal expenses incurred when conducting University work that have been reimbursed by the University or any other source.
- Office holiday decorations
- Membership in civil organizations or trade associations that are not required as part of employment
- Requests for petty cash funds
- Lobbying or political activities
- Exceptions to the above will be rare and may only be made with permission from the Foundation President in consultation with appropriate University personnel.

Process

The Foundation Accountant has the authority to deny any expense from a discretionary account. Upon notifying the department of this denial, it may be appealed to the Foundation Manager who will consult the Foundation President. The Foundation Manager will then notify the department of the final decision. The Foundation President may consult with the Foundation's Executive Committee as part of this process. **It is highly recommended that if people have questions that they contact the Foundation for assistance prior to incurring the expense.**