

Accounting Handbook

Gift Handling Guidelines

Background

Development Guidelines

1. Purpose

Increasing the academic and programmatic strength of the University of Houston-Clear Lake by attracting resources and funds from private sources is a major institutional objective. To accomplish this successfully, all development efforts of the University must be well coordinated. At the University of Houston-Clear Lake, the Division of University Advancement is responsible for coordinating all solicitation efforts by University personnel for funding from private sources. These sources include corporations, businesses, associations, foundations, and individuals. Institution-wide development efforts are initiated and coordinated by the Division of University Advancement.. The University of Houston System through the Vice Chancellor for University Advancement serves as the central coordinating point for solicitation and administration of contributions from all campuses comprising the System. Therefore, development efforts (solicitations and gift income reporting procedures) must conform to the requirements of the University of Houston System. The Vice President of University Advancement must approve all private fund-raising plans prior to any solicitation effort. The President has delegated day-to-day responsibilities for the application and approval process to the Division of University Advancement which has the prime responsibility within the President's office for managing the overall development efforts of the University. Efforts requiring substantial assistance must be submitted for approval by the President's office through the Division of University Advancement. Prior to its submission they must be approved by the appropriate Vice President or Dean. Priorities within their respective areas of responsibility must also be approved by the appropriate Vice President or Dean.

2. Responsibilities of Key Offices

Responsibilities of the various components of the University of Houston System and the University of Houston-Clear Lake on matters of University Advancement are as follows:

2.1 University of Houston System

The University of Houston System through the Office of the Vice-Chancellor for University Advancement serves as the central coordinating point for the solicitation and coordination of contributions and gifts from all University of Houston campuses comprising the System. Within the Vice Chancellor's office, the Office of Gift Processing and Records has the primary function of recording all gifts from private sources, both restricted and unrestricted, and maintaining current files on all donors and pertinent information about them. This office is also responsible for issuing official receipts for all gifts, processing matching gifts and preparing the gift reports for the Board of Regents.

2.2 Office of the President, University of Houston-Clear Lake

The Office of the President has the ultimate responsibility for direction and coordination of solicitation efforts for contributions from private sources for all personnel employed by the

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University of Houston-Clear Lake. To this end, the President has designated the Division of University Advancement, as the central coordinating mechanism for University-wide development efforts. This includes the responsibility of reporting all University of Houston-Clear Lake contributions and gifts to the University of Houston System, which in turn prepares reports to be presented to the Board of Regents and other appropriate University personnel.

2.3 Division of University Advancement

The Division of University Advancement is designated by the President to coordinate all University development activity with private sources. The Division of University Advancement will keep records of all transactions and related correspondence regarding the development efforts of the University. The Associate Vice President for University Advancement is the initial point of contact for all inquiries for members of the University's faculty and staff. The development functions of this office are as follows:

2.3.1 Create and implement institution-wide development efforts.

2.3.2 Serve as a coordinating point for all development efforts of the University of Houston-Clear Lake.

2.3.3 Serve as a reporting mechanism to the University of Houston System Vice Chancellor for University Advancement and the University of Houston-Clear Lake's Vice President for Administration and Finance.

2.3.4 Provide solicitation expertise to development efforts approved by the President.

2.3.5 Serve as an information resource base regarding gifts/contributions, donor profiles, and related topics.

2.3.6 Develop procedures to implement the University's development guidelines.

2.4 Office of Vice President for Administration and Finance

The Office of the Vice President for Administration and Finance at the University of Houston-Clear Lake has the fiduciary responsibility regarding all contributions/gifts to the University. All contributions/gifts received and reported to the Division of University Advancement will be transferred with the appropriate paperwork to the University of Houston System for processing and deposit unless otherwise designated. All gifts-in-kind that involve future expenditures for upkeep, maintenance, or installation must be approved by the Vice President for Administration and Finance and the Vice President of University Advancement prior to their acceptance.

3. Contributions Guidelines

In order to facilitate a comprehensive and coordinated approach to development efforts of the University of Houston-Clear Lake, as well as fulfill the reporting requirements of the University of Houston System, the

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University personnel must adhere to the following guidelines. For the purpose of these guidelines, gifts/contributions are to be defined as a voluntary transfer of real or personal property without compensation. All gifts to the University of Houston-Clear Lake (restricted and unrestricted cash, checks, securities, gifts-in-kind, grants, scholarships, endowments, and all other forms not herein described from any college/program or entity) are to be reported to the Division of University Advancement in accordance with the following guidelines:

3.1 All development plans of the University must be approved, prior to their implementation, by the President and all development plans, prior to their submission to the President must be approved by the appropriate Vice President or Dean.

3.2 University personnel shall deliver to the Division of University Advancement all information regarding contributions, checks, accompanying letters, restrictions, donor information, postmarked envelopes, and any other pertinent data derived from fund-raising activity, after the President's approval of the basic plan.

3.3 Should the contribution be a matchable gift, the college, program or office receiving the gift must remit to the Division of University Advancement information regarding the original gift and the completed original matching gift form (if applicable) as supplied by the donor. Most companies which match gifts have online forms to be completed by the donor.

3.4 All offers of gifts-in-kind especially those which may involve future expenditures for upkeep, maintenance, installation and so forth must be approved prior to their acceptance by the appropriate supervisor and the Vice President for Administration and Finance and the Vice President for University Advancement. The burden of determining the value of these gifts for tax purposes is determined by the UH Gift Acceptance Committee.

3.5 All gifts designated for the University of Houston-Clear Lake or function thereof shall be delivered directly to the Division University Advancement. All related correspondence, donor information, postmarked envelope, and completed matching gift form (if a matchable gift) must accompany the original gift for deposit.

3.6 All gifts of securities shall be delivered to the Division of University Advancement immediately or not later than the business day following their receipt. Additional information required for the processing of these gifts includes permission to sell stock or statement as to retention, the desired use of the proceeds (if restricted), and proper signature on stock certificates.

3.7 A special fund shall be established within the Office of the President to receive all unrestricted gifts to be reallocated at the President's discretion to the appropriate subunit receiving the gift and for other University projects.

3.8 All plans for deferred giving must be approved by the Division of University Advancement prior to their acceptance.

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4. Acknowledgement Letters

The following are guidelines for acknowledging gifts:

4.1 The Division of University Advancement shall coordinate acknowledgment of all gifts.

4.4 The President shall acknowledge all gifts valued at more than \$10,000. The Vice President for University Advancement acknowledges all gifts valued at \$1,000 through \$9,999. The Vice President of University Advancement shall entertain special requests for letters of acknowledgment for gifts below \$1,000 in value.

REFERENCES:

[SAM 01.C.04](#) – Reporting/Investigating Fraudulent Acts

[SAM 03.F.04](#) – Cash Handling

[SAM 08.A.01](#) – Management and Development of University Advancement Activities

[SAM 08.A.02](#) – Private Support Organizations and Foundations

[SAM 08.A.03](#) – Gift Acceptance

[SAM 08.A.05](#) – Gifts by System Employees Through Payroll Deductions

UH UA Gift Acceptance Manual –

See page 5 for:

University Advancement Cash/Check Handling Procedures

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University of Houston-Clear Lake Division of University Advancement Cash Handling and Gift Acceptance Policies and Procedures FY22

This document establishes guidelines for cash handling functions within the Division of University Advancement. All policies and procedures outlined within this document are subject to all applicable state laws and regulations and established policies and procedures by the University of Houston-Clear Lake and the University of Houston System, in accordance with SAM 01.C.04, SAM 03.F.04, SAM 08.A.01, SAM 08.A.02, SAM 08.A.03, SAM 08.A.05, UH UA Gift Acceptance Manual.

PROCEDURE:

1. All employees that open mail or have checks/cash hand delivered to/from them, must review UHCL UA Cash Handling and Gift Acceptance Polices and Procedures, have all relevant Cash Handling training and have a completed Cash Handling Authorization form on file with General Accounting.
2. The receipt of funds must be accounted for :
 - a. Division of University Advancement record all currency/checks in an Excel journal entry log documenting, at a minimum, the date, amount, and source.
 - b. Checks - must be made payable to UHCL and restrictively endorsed upon receipt. The back of checks are endorsed with a rubber stamp available in the Division of University Advancement.

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3. All cash receipts will be kept in safe within the department, under the supervision of an established "Custodian," as indicated by having completed a Cash Handling Authorization form and signing as that role, until it is deposited or handed over to appropriate department. Access must be limited to only approved employees.
4. Any funds belonging to UHCL's Division of University Advancement must be deposited according to the following:
 - a. Cash receipts totaling \$99.99 or less must be deposited within five (5) business days of receipt of the first cash receipt. (No amount of cash receipts may be held for longer than five (5) business days.)
 - b. Cash receipts totaling \$100.00 or more must be deposited within one (1) business day.
5. All funds must be deposited at the Student Business Services office:
 - a. In person
 - b. The same day the deposit journal is initiated.
 - c. In a locked deposit bank bag
6. A deposit coversheet is required for all deposits.
7. A "DEP-" (deposit) PeopleSoft journal entry is prepared by the depositor.
 - a. Supporting documents include the deposit coversheet and any other relevant documentation needed. Sensitive information is redacted.
8. The journal entry is submitted into PeopleSoft for approval through the appropriate workflow approval path to obtain the needed department business administrator's approval before depositing with Student Business Services.
9. After receiving the department business administrator's approval, the deposit, along with the 2 copies of the approved journal coversheet are transported to Student Business Services in a locked deposit bank bag.
10. At Student Business Services, after reviewing and approving the deposit, the cashier will sign and date one of the journal coversheets, which will be retained by the depositing department for their records.
11. For the Division of University Advancement, the receipt of currency/check is documented using a Journal Entry Log or other log recording each deposit's reference number, journal ID, check date, check number, deposit date, amount, description, and vendor name. These logs are retained by the department according to retention policies.