
Restricted Gift Administration Training for Yale's Business Community

Presented by Gift Administration



Objectives

Enhance your ability to effectively administer restricted gifts by providing participants with:

- A basic understanding of the different types of gifts Yale receives
- An explanation of how Yale's endowment fund operates
- A better understanding of the roles and responsibilities of Gift Accounting and Contribution Processing
- An overview of how a new gift award is established
- An explanation of your fiduciary responsibilities for your department's restricted funds
- An overview of the "rules & tools" available to business offices



Index

- Types of gifts
- Endowment basics
- ALICE (Yale's restricted fund database)
- The role of Gift Accounting
- How is a new gift award established?
- The fiduciary responsibilities of the business manager
- Gift compliance
- Accounting for gifts
- Rules and Tools
- On-line references



Types of Gifts



Endowment Gifts

- Endowment gifts are meant to provide lasting support to the University and only the income from the gift may be spent.
- The gift itself (principal) cannot be spent and will remain invested in the University's endowment in perpetuity (true endowment fund) or for a specified period of time or until a specific event has occurred (term endowment).
- Use of revenue generated by these funds is guided by donor intentions of gift



Expendable Gifts

- Expendable gifts provide the University with the flexibility to
 - use the full amount of the gift to meet current needs,
 - spread the use over a number of years; or
 - with the approval of the **Provost**, invest it in the University's endowment as a university fund functioning as endowment ("UFFE").
- Gifts under \$100,000 are generally most helpful to the University if they are fully expendable.
- Unless a donor specifically states that a gift's principal may not be spent, it will be classified as an expendable gift.



Gift Assessments

- Endowment funds are imposed a charge which represents a pro rata portion of costs incurred by the University in carrying out the purposes of the funds. The assessment is charged annually and is withheld from the spending distribution when it is posted to the endowment fund. It typically ranges between 6% and 8% of annual endowment income. It is calculated annually based on the prior fiscal year's actual costs.
- Expendable funds** are subject to the University's indirect cost recovery policy, which allocates 12 percent of the gift amount to offset a portion of the full costs associated with the program funded by the gift.

** *Gifts not earmarked for endowment or plant*



Types of Gift Funds

- Gift Administration uses the word “fund” to refer to a single award (The “A” in “PTAEO”), or the corresponding source
- **Expendable Gifts – Operating (EXPOP; 50000 – 59999)**
- **Endowment and Similar Funds (ENDOW; 00100 – 29999)**
- **Plant Funds (EXPPC; 60000 – 61999)**
- **Student Loans (SLOAN; 30000 – 31999)**



Endowment Basics



Endowment Basics

- Yale's Endowment is managed internally by Yale's Investments Office, lead by David Swensen, Yale's Chief Investment Officer.
- Over the past ten years Yale's Endowment has grown from \$15.2 billion to \$25.6 billion.
- Over the last decade, annual spending distributions from Yale's Endowment have grown from approximately \$400 million to approximately \$1.2 billion, which is equal to nearly 34% of the University's total operating budget.



Endowment Basics

- The unrestricted portion of Yale's endowment provides approximately \$238 million to the University's annual operating budget
- Approximately 75% of Yale's Endowment is restricted and can be used only for the specific purposes for which the donors made their original gifts.
- The restricted portion of Yale's Endowment supports the following purposes:
 - 24% - professorships, teaching, and lectureships
 - 17% - scholarships, fellowships, and prizes
 - 4% - maintenance
 - 3% - books
 - 27% - miscellaneous specific purposes



Endowment Income

- **University Spending Policy**
 - The spending policy combines a long-term spending rate target with a smoothing rule, which adjusts spending in any given year gradually in response to changes in Endowment market value. The target rate approved by Yale Corporation currently is 5.25%.
- **Spending Distributions**
 - Existing endowment funds receive an annual distribution in September based on the units held as of the previous fiscal year
 - New endowment funds and new gifts to existing funds receive a pro rata spending distribution based on the fiscal quarter the gifts are received

Fiscal Year Quarter	Pro rata annual income distribution for current fiscal year
Q1(July 1 through September 30)	75%
Q2(October 1 through December 31)	50%
Q3 (January 1 through March 31)	25%
Q4 (April 1 through June 30)	0%



ALICE Database



ALICE Database

- ALICE is a searchable database of gift funds and their restrictions
- ALICE originally was the acronym for “ALI Information Concerning Endowments”
- Whereas ALICE now includes information on expendable funds, plant funds and student loans as well as endowment funds, it is now the acronym for “Award Set-up LIfeCYCLE”



ALICE Database

Yale University
Funds Management

V3.0
Record 46 of 8773

Record ID: cw236
ALICE-Yale-RW

Main Menu | Source List | Detail | Abstract | Previous | Next | Checklist | Find | Excel | Print | Switch User

[Report a Concern with this fund](#)

COLGATE AUSTEN

FUND # **06185** | Source Group **ENDOW**

Fund Full Name: <input type="text" value="Austen Colgate Fund"/>	School Name: <input type="text" value="49"/> UNIVERSITY GENERAL
Date Est.: <input type="text" value="12/31/1930"/> Original Gift: <input type="text" value="\$700,566.50"/>	Recovery Flag: <input type="text" value="M"/> Org: <input type="text" value="500104"/> Funds Management
No Donor Info. <input type="text" value=""/> Donor Name: <input type="text" value="Austen Colgate, B.A. 1886"/>	Dept: <input type="text" value="G01951"/> UGDIV University General
In Honor of: <input type="text" value=""/>	Division: <input type="text" value="D03474"/> University General Div
Award: <input type="text" value="D6185A"/> Term: <input type="text" value=""/>	Fund Type: <input type="text" value="Total Return"/> Purpose code: <input type="text" value="44"/> Scholarship-General
Special Notation: <input type="text" value=""/>	Prime Project: <input type="text" value="1004214"/> Prime Task: <input type="text" value="00"/>
Type: <input checked="" type="radio"/> Bequest <input type="radio"/> Gift <input type="radio"/> Other	Designation: <input type="text" value=""/>

Financials, Reporting, Abstract	Current & Past Holders	Financial History																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Endowment Units 7/1/11</td> <td style="width: 20%; text-align: right;">6,404.0200</td> <td style="width: 30%;">Final Balance June 30, 2011</td> <td style="width: 20%;"></td> </tr> <tr> <td>New Units 7/1/11 - 9/30/11</td> <td></td> <td>Annual Income Distribution 2011-2012</td> <td style="text-align: right;">\$791,472.83</td> </tr> <tr> <td>Principal & capitalized Yield June 30, 2011</td> <td style="text-align: right;">\$992,017.69</td> <td>New Income from New Gifts 7/1/11 - 9/30/11</td> <td></td> </tr> <tr> <td>New Principal 7/1/11 - 9/30/11</td> <td></td> <td>Other Income 7/1/11 - 9/30/11</td> <td></td> </tr> <tr> <td>Annual Market Value June 30, 2011</td> <td style="text-align: right;">\$18,301,496.95</td> <td>Balance as of September 30, 2011</td> <td style="text-align: right;">\$791,472.83</td> </tr> </table>	Endowment Units 7/1/11	6,404.0200	Final Balance June 30, 2011		New Units 7/1/11 - 9/30/11		Annual Income Distribution 2011-2012	\$791,472.83	Principal & capitalized Yield June 30, 2011	\$992,017.69	New Income from New Gifts 7/1/11 - 9/30/11		New Principal 7/1/11 - 9/30/11		Other Income 7/1/11 - 9/30/11		Annual Market Value June 30, 2011	\$18,301,496.95	Balance as of September 30, 2011	\$791,472.83			<div style="background-color: #003366; color: white; padding: 5px; width: fit-content; margin: 0 auto;"> Print Donor Financial Sheet </div>
Endowment Units 7/1/11	6,404.0200	Final Balance June 30, 2011																					
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Report Y/N: <input type="text" value="No"/>	Report Frequency: <input type="text" value=""/>	Last Report: <input type="text" value=""/>	Reply to: <input type="text" value=""/>
Recipient(s): <input style="width: 100%;" type="text"/>		Next Report: <input type="text" value=""/>	Reply date: <input type="text" value=""/>
		Last Report Type: <input type="text" value=""/>	Reply type: <input type="text" value=""/>
		Last Fin. Report: <input type="text" value=""/>	Reply from: <input type="text" value=""/>
Drafted by: <input type="text" value=""/>			

Income Assignment Summary	For scholarships.
Documentation of Use Restrictions	<p>[Excerpt from provision of will of Austen Colgate]:</p> <p>"...such moneys to be used for founding scholarships...in such manner as shall seem wise to the persons charged with the government and administration of such institutions."</p>



ALICE Access and Resources

- Link for access form:
<http://yalebiz.yale.edu/reporting/alice>
- Must complete this training course to get access to ALICE
- Training videos available on ALICE splash page:
 - ALICE Basic Training Video
 - ALICE Search and Retrieval
- New Gift Income Estimator



New Gift Income Estimator

Input the amount of the gift and the anticipated gift date. This Calculator will estimate income for the current fiscal year and the entire next year.

Gift Amount	<input type="text" value="\$50,000.00"/>
Gift Date	<input type="text" value="3/1/2012"/>
Current Year Income	<input type="text" value="\$656.25"/>
Next Full Year Income	<input type="text" value="\$2,625.00"/>

The Role of Gift Accounting



Responsibilities of Gift Accounting

- Gift Accounting is responsible for setting up new gift funds, maintaining the accuracy of the University's restricted funds database and all related accounting, including:
 - Setting up new funds, including expendable, endowment, funds functioning as endowment, plant and student loans
 - Fund revisions (ALICE abstract, Oracle source attributes that are used for financial reporting, etc.)
 - Preparing annual endowment income budget and Gift Accounting year-end general ledger closing



Contacting Gift Accounting

- To respond to our varied “customers,” we have begun tracking inquiries to giftawards@yale.edu
 - All types of restricted gift questions can be sent to this email address (i.e., award set-up, compliance, budget, etc.)
 - Inquiries are triaged, and assigned to the staff member who can best address it
 - Inquiries are tracked to completion
 - Establishing metrics to measure response time



Contacting Gift Accounting

- For urgent matters or if you need to discuss a complicated issue, call anyone below.

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>
Karen Harris	Associate Controller	203-432-8310
Vincent Alberino	Accounting Manager	203-432-9827
Beverly Santora	Award Set Up Manager	203-432-8263
Cheryl Stefanowicz	Financial Analyst	203-436-8354
Dana Whealn	Financial Analyst	203-432-8240



How a New Gift Award is Established



What is Required to Establish a New Endowment Fund?

- Receipt of gift, or in the case of a multi-year pledge, the first pledge payment
- Copy of will, if gift is received through bequest
- Donor agreement, signed by the donor and by the Vice President of Development
- Minimum amount for which a new endowment fund may be established is generally \$100,000

<http://www.giftguide.yale.edu/>



&



What is Required to Establish a New Expendable Fund?

- Receipt of gift, or in the case of a multi-year pledge, the first pledge payment
- Expendable funds often do not have a signed donor agreement. Letter or email from donor setting forth restrictions on use is an acceptable substitute for a signed donor agreement
- Minimum amount for which a new expendable fund may be established is generally \$25,000



Request to Set Up New Spendable Gift or Endowment Award

- *Form 2203 FR.10 Request to Set Up a New Endowment or Spendable Gift Award* can be found on the Yale Policies & Procedures website
- This is a mandatory form that must be completed and sent to giftawards@yale.edu when requesting a new spendable award, endowment fund or plant fund
- This form should be sent to giftawards@yale.edu by Self-Support schools or units
- For centrally supported units, this form will be sent by the Office of the VP of Development



Expendable Gifts Under \$25,000

- Expendable gifts received by Contribution Processing that are under \$25,000 and already have a designation and award established for that same purpose will be deposited into the existing fund for the recipient Department
- Expendable gifts received by Contribution Processing that are under \$25,000 but do not have a corresponding designation and award established, will be deposited into a University-wide fund to which the appropriate recipient department has access (52995A or 52996A)
- Departments can send an email to contribution.processing@yale.edu to request donor documentation for gifts deposited to these funds so they can understand the restriction on the gifts
- Departments can run BUG419a to review gifts received by designation name and donor name



Bug419a FYTD Miscellaneous Restricted Gift Report



Yale University

Fiscal Year to Date Miscellaneous Restricted Gift Report

Date Report as of: 11-Jun-2014

Page 1 of 5

Fund # : 56215

Fund Name : YALE 54/60 FUND

Fund Prime Organization :UGDIV Funds Management 500104

Selected Limits
Source Cd : 56215
Division Code : All
Sub Division 1 Cd : All
Department Nm Start with : All
Organization Unit Code : All
Fiscal Period : 201012

FY Beginning Balance : JUN10-10

\$'s

\$1,629,618.70

Revenue:

Org Unit Code / Name	Project # / Name	Expense Type # / Name	Date gift rec'd	Designation #/Name	Donor #/Name	
500104 / Funds Management	1004214 / ugdiv general endowment activi	451101 / Contributions	Dec 21, 2009	08795:1954/60 Fund	74713 Laisy, Albert	2,500.00
500104 / Funds Management	1004214 / ugdiv general endowment activi	451101 / Contributions	Jan 25, 2010	08795:1954/60 Fund	5046 Tate, William	1,000.00
500104 / Funds Management	1004214 / ugdiv general endowment activi	451101 / Contributions	Jul 06, 2009	08795:1954/60 Fund	74387 Shaw, Bradford	500.00
500104 / Funds Management	1004214 / ugdiv general endowment activi	451101 / Contributions	Apr 20, 2010	MONTHLY INVESTMENT		100.00



Procedure for Setting Up New Gift Award (Over \$25,000) Centrally Supported Unit

- If Department receives gift and a new fund is required
 - Department should send a request to **Contribution Processing** and request a new designation be set up via email address gift.designations@yale.edu
 - The designation will be pointed to the appropriate holding account
 - Any supporting documentation for the gift from the donor should be included in the request. Please be specific as possible
 - The documentation will be entered into the system by Contribution Processing and will trigger action by Gift Accounting in our Award Set-Up database
 - Gift Accounting will contact the Provost Office to obtain instructions as to where the award should be set-up. **Departments DO NOT contact the Provost Office**
 - Once set-up in the system, ALICE will generate an email with the abstract to the appropriate lead administrator and/or operations manager



Procedure for Setting Up New Gift Award (Over \$25,000) Self Supported Unit

- If Department receives gift and a new fund is required
 - Department should send a request to Contribution Processing and request a new designation be set up via email address gift.designations@yale.edu
 - The designation will be pointed to the appropriate holding account
 - Any supporting documentation for the gift from the donor should be included in the request. Please be specific as possible
 - The documentation will be entered into the system by Contribution Processing and will trigger action by Gift Accounting in our Award Set-Up database
 - Gift Accounting will contact the Lead Administrator for PTO of new award
 - Once set-up in the system, ALICE will generate an email with the abstract to the appropriate lead administrator and/or operations manager



Departmental Notification of New Restricted Awards

ALICE abstracts are distributed by Gift Accounting to Lead Administrators and Operations Managers electronically

- Electronic distribution is made to Lead Administrator or Operations Manager as populated in Oracle HR
- Lead Administrator is responsible for distributing the abstract to department coordinators who manage or charge to the restricted gift awards



Fiduciary Responsibilities of the Business Manager



Departments Should be Spending Their “Most Restricted” Funds First

- Gift funds should not be accumulated and saved for “a rainy day”
- Preserving gift funds by spending unrestricted funds for the supported purpose violates University policy
- Proper stewardship includes appropriately spending funds for the restricted purpose for which they were given
- Restricted funds coded as purpose code 65, “General Support” are loosely restricted and have restrictions that are sufficiently broad as to be easily met through normal business activity



Questions to Consider: Expenditure of Restricted Funds

- Do you have copies of summary interpretations of donor restricted funds?
 - *As a restricted fund steward, you should have copies of fund abstracts/indentures*

- Does the budgeting process consider the availability of restricted funds and gifts to support operations?
 - *All Funds Budgeting – spend restricted funds first!*

- *Do you need further guidance as to how you should be spending gifts within specific purpose codes?*
 - *We have defined all purpose codes at:*
coa.yale.edu/ptaeo



Questions to Consider: Expenditure of Restricted Funds

- Are you confident that all expenditures charged to a restricted fund meet the purpose for which the donor made the gift?

- Do any of the funds in your department contain restrictions that cannot be met because the donor's intent is no longer practical due to circumstances that were not contemplated at the time of the gift?
 - *Submit inquiry to giftawards@yale.edu*
 - *Your inquiry will be reviewed by the Financial Compliance Officer, and if appropriate, will be forwarded to the Office of General Counsel*
 - *Possible candidate for cy-pres = French term for "as near as possible". When the original objective of the donor became impossible, impracticable or illegal to perform, the cy-pres doctrine allows the court to amend the terms of the gift as closely as possible to the original intentions*



Gift Compliance



Front-line Stewards of Restricted Gifts

Responsibilities of Departments which have restricted gifts:

- Must be aware of donor restrictions for all gift funds within your organization
- Must have access to fund abstracts that detail fund restrictions
- Must ensure that any expenses charged to a restricted gift are allowable and comply with donor imposed restrictions
- Must assist with the preparation of any donor reporting for which your area is responsible

For questions regarding the proper use of a restricted gift fund you may contact Gift Accounting at giftawards@yale.edu



Recent Internal Audit Findings

- Restricted gifts or endowment income not being used in line with purpose code or gift restrictions
- Changes to abstracts are not updated or documented in ALICE. Examples include requests to change purpose code, donor restrictions, assignment of income, etc.
- Lack of documentation regarding YE transfers of restricted gift balances (e.g. ensuring fund balances are being used in line with donor intent)
- The transfer of unrestricted fund balances or recording of unrestricted income to restricted funds



Gifts From Faculty That Are Not Tax Deductible

- Per Policy 2200:
 - Faculty member/staff or immediate family who wants to “gift” the University money and retain control over the funds for their own private benefit. Benefit could mean purchasing equipment only for THEIR lab, paying their own salary or paying the salary of someone who works directly for them
 - Per IRS regulations, gifts to the University where the donor retains control and receives a benefit are NOT tax deductible
 - These should not be recorded as gifts (i.e., not deposited to a gift account and not recorded using et code 451101)
 - These “gifts” should be recorded as Miscellaneous Income and deposited into a non-restricted source group, such as a current use account
 - The Faculty member will not receive a tax receipt



Gifts From Faculty That Are Tax Deductible

- Per Policy 2200:
 - Faculty member wants to gift the University, or in most cases his/her Department, the money and receive a tax deduction for the gift
 - The gift can be recorded using ET code 451101 and a tax receipt may be generated ONLY IF the money is controlled and administered by the Department or University
 - The gift cannot be deposited into a gift account that is under the control of the Faculty member who made the donation
 - The gift should be deposited into a general Departmental/University gift account that is administered by someone other than the Faculty member or his/her direct operational manager



Gift Account Transfers to Outside Organization

- Gifts accounts are comprised of donations made to the University, a 501(c)(3) tax-exempt organization
- As the recipient of the gift, Yale provides the donor with the official tax receipt
- Gift funds should not be considered personal funds and are not allowed to be transported amongst different Universities or other 501(c)(3) organizations



Accounting for Gifts



Fund Accounting 101

- Contribution Processing enters gifts and pledges into DARCY and maintains donor documentation
 - Routes the donor's contributions to the appropriate designation
 - Sends donors their official University tax receipt and their pledge reminders
- Contribution Processing credits the revenue expenditure type 451101 – “Contributions”
 - **Departments should NEVER post a transfer to 451101**
 - **This expenditure type is used ONLY by Contribution Processing to record the gift revenue**



Fund Accounting 101

- Endowment funds have two balances
 - NP = Non-operating, or principal portion
 - OP = Operating, or spendable income portion, generated by the endowment fund
- Part of the non-operating balance is the Historic Book Value, also referred to as "HBV" which is the original value of a gift at the time it is given
- Departments should never post transactions to the NP balance of an endowment account



Fund Transfers

- Transfers - See Procedure [1305 PR.05 Reclassifications and Transfer of Funds](#)
 - **Movements of Gift/Endowment Income** The table below reflects unique revenue expenditure types that should be used when moving gift balances or endowment income to fund expenses matching the intended purpose of the award. An explanation of use is provided.

ET#	ET Name	Use/Description
451106	Gift - Reclass/Move	To move a gift balance or income to fund expenses matching the intended purpose of the award. Use for both debit and credit. Indicates gift restriction is met.
469206	Endowment Income - Reclass/Move	To move endowment income or spendable balance from/within an endowment to fund expenses matching the intended purpose of the award. Use for both debit and credit. Indicates that any endowment restriction is met.

**NEVER transfer unrestricted funds
to a restricted award.**



Fund Transfers

- Direct charging expenses that meet the restrictions of a gift provides the most accurate tracking of expenditures
- However, if a transfer of a gift balance or endowment income is required, Departments should document how these entries are being used to fund expenses that match the intended purpose of the award
- This will provide support for inquiries that may come from internal/external audit or the donor
- Transferring funds out of a restricted gift source to an unrestricted source group should only be processed when the donor restrictions have been met



Restricted vs. Unrestricted Revenue Sources

- Do not transfer unrestricted fund balances to a restricted fund
- Do not record other unrestricted “non-gift” revenue to a restricted fund. This includes, but is not limited to, Miscellaneous Income and Other Income
- Fiduciary income received for a restricted purpose should be recorded to a restricted fund
- Royalty income can be recorded on a restricted gift account if the purpose for which it can be used is restricted (i.e., reinvestment of royalty income to principal of endowment or only use for scholarship purposes)
- Restricted funds should only receive revenue from the following sources:
 - Contributions
 - Endowment spending
 - Fiduciary income (only if restricted)
 - Royalty income (only if restricted)



Restricted Gifts For Which The Purpose Has Been Fulfilled

- Departments should periodically review, no less than annually, restricted expendable funds to identify if the restricted purpose has been fulfilled
- For example, a restricted expendable fund established with a gift, the purpose of which was to acquire a piece of equipment and the equipment has now been acquired
- For existing expendable awards, when a restricted gift purpose has been fulfilled, yet a small balance remains, use standard form:
 - Form 2203 FR.06 REQUEST TO: Transfer Restricted Spendable Gift Where Purpose Has Been Fulfilled
 - Use Summary with Respect to Fund Balance to review EXPOP awards



Restricted Gifts For Which The Purpose Has Been Fulfilled

- If the fund has a residual balance, the remaining balance may be reclassified to an unrestricted fund or recovered for unrestricted purposes, after which the fund may be closed
- If the fund has a residual balance, Form 2203 FR.06 requires approval by the department's cognizant Deputy Provost (for Centrally-Supported units) or by a school's Lead Administrator (for Self-Supported units)
- If the fund has a zero balance it may be closed by completing the same form (Form 2203 FR.06)



Accounting for Fiduciary Income

- Fiduciary income is income received by Yale from funds held by a trustee for the benefit of the University
- Fiduciary income should be recorded using ET code 475001
- Fiduciary income should be recorded in the source group based on the restricted nature of the income
 - Income received for a restricted purpose should be recorded in a restricted source group (ENDOW or EXPOP)
 - Only unrestricted University fiduciary income should be recorded to GA or Special Program source groups



Rules and Tools

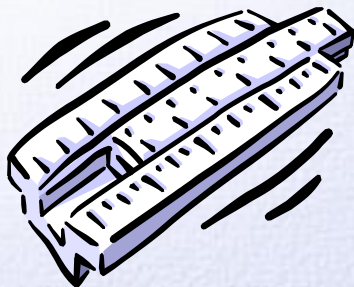


Rules

Policies, Guidelines and Procedures Covering Gifts

- Gifts to the University (*Policy 2200*)
- Funds Functioning as Endowment (*Policy 2203*)
- Gift Processing and Stewardship (*Procedure 2200 PR.01*)
- Group Gift Guidelines (*Guide 2200 GD.01*)

Check the policy, if you are still unsure, contact
giftawards@yale.edu



University Funds Functioning as Endowment (UFFE)

- A University Fund Functioning as Endowment (“UFFE”) is a fund that is treated by an institution as an endowment fund using unrestricted non-endowment sources and held for its own benefit
- The Corporation has delegated authority to establish and spend down/liquidate UFFEs to the University Provost
- Establishing, adding to or liquidating a UFFE **requires Provost approval**
- Minimum amount to establish is \$100,000 and expected to remain invested in endowment for minimum of 10 years

Forms are available on-line:

- New or add to UFFE - use Form 2203 FR.04
- Decapitalize a UFFE - use Form 2203 FR.05



Reinvesting Income to Principal

- If the **donor** requires reinvestment to principal and the endowment is a *direct charge fund that resides in your unit*, Departments need to send Form 2203 FR.03 to Gift Administration by May 31st each year so we can process the entry
- If the reinvestment of income to principal is not a requirement of the donor but the Department would like to perform reinvestment at the end of the year, Form 2203 FR.03 ***requires approval by the Provost***

***Form is available on-line at Policies and Procedures website (2203 FR.03) Request to Reinvest Income to Principal*



Tools

ALICE

How do I request Access?

- Download the form and get supervisor approval
- Centrally supported units must receive approval from Kathy Schoonmaker, Director of Business Operations, for the Provost Office. This approval will be obtained by Gift Accounting upon receipt of the completed form.
- Form can be found at:
<http://yalebiz.yale.edu/reporting/alice>

BRIO

Restricted Funds Bug Reports

412a - Provost Report

413a - 5 Year Summary

414a - Source Group Summary to assist with "all funds budgeting"

419a - Fiscal YTD Miscellaneous Restricted Funds Gift Report



Bug413a 5 Year Trend Summary



Yale University
BUG413a Restricted Funds: 5 Year Operating Income/Balance Trend Summary

Date: 06/09/2014
 Time: 11:14:12 AM

Troxell
 Award Num: 11447A
 Source Purpose Code: Specific Programs
 Prime Organization: UGDIV Funds Management 500104
 Period Ending: 2013 ADJ, as of report run date

Operating Income Summary

		FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	5 YR Total
Beginning Balance							
Expenditure Code	Expenditure Type Name						
311201	Unexpended Endow Income	5,687	11,301	17,161	5,059	9,372	5,687
Total Beginning Balance		5,687	11,301	17,161	5,059	9,372	5,687

Revenue

Expenditure Code	Expenditure Type Name						
469201	Distrib. of Spend. Recv'd by Funds from Pool	5,165	5,860	5,180	5,148	5,253	26,605
469210	Distrib. Of B Spend. Recv'd by Funds from Pool	1,220	0	0	0	0	1,220
Total Revenue		6,384	5,860	5,180	5,148	5,253	27,825

Expenses

Expenditure Code	Expenditure Type Name						
850300	Rare Books	-770	0	-17,231	-835	-370	-19,206
850351	Collection Monographs Rare	0	0	0	0	-10,505	-10,505
898000	Bank Fees	0	0	-50	0	0	-50
Total Expenses		-770	0	-17,281	-835	-10,875	-29,761

Ending Balance		11,301	17,161	5,059	9,372	3,750	3,750
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Assignment of Income: For the purchase of books for the Elizabethan Club.



On-line References



Reference Gift Administration Website for:

- **Frequently Asked Questions (FAQ's)**
- **Gift & Spending Policies**
- **Reporting Tools – ALICE**
 - **Endowment income estimator**
- **Contact Information**

<http://finance.yale.edu/gift-administration-treasury-services>



Additional On-Line Information

- [Yale Development Office website highlighting the many ways to give to Yale](http://giving.yale.edu/)
 - <http://giving.yale.edu/>
- [Gift amounts and minimums](http://www.giftguide.yale.edu/)
 - <http://www.giftguide.yale.edu/>
- [Endowment performance and history](http://www.yale.edu/investments/)
 - <http://www.yale.edu/investments/>



Training is Available Online

- Reference the Finance Accounting Manual to review training materials online

<http://finance.yale.edu/accounting-manual/all>



Documenting Fulfillment of Training Requirement

LAST STEP TO CERTIFY COMPLETION:

To acknowledge that you have completed the Restricted Gift Administration online training and record completion of the course, please copy the below link into your browser:

https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_courses_id=4965&p_std_id=#



Any Questions?

