UCLA Alumni Network

Finance & Treasurer Training
Agenda

- Welcome & Introductions
- Annual Compliance Application
- Solicitation Reminders
- New Fund Reports
- Revenue Management
- General Network Support
- Treasurer Policies & Best Practices
- Portal Demo
- Questions?
Support Group Services

Support groups are an important source of financial and volunteer assistance to UCLA departments and programs. This website was created to provide support group officers and others with quick and easy access to information on how support groups operate at UCLA. Support group officers, members, and others should take the time to review two useful documents available on this website:

- **UCLA Support Group Resource Manual** is a publication that contains many topics of interest for those managing a UCLA support group—everything from maintaining official recognition to working with a Development Office on fundraising to getting reimbursement for expenses.

- **UC Administrative Guidelines for Support Groups**, issued by the UC Office of the President, is a good source of information on the overall structure under which all support groups must be recognized and operate at the University.
Compliance

• The University is obligated to assure that funds raised meet the required legal & fiduciary standards. [http://policy.ucop.edu/doc/6000596/SupportGroups](http://policy.ucop.edu/doc/6000596/SupportGroups)

• The application helps to monitor internal and external activities and assets. Application can be found here: [https://supportgroups.ucla.edu/](https://supportgroups.ucla.edu/)

• Each application will have 7 sections.

• Once a Network is deemed compliant, a Certificate of Recognition will be issued.

• Applications open during Aug – Sep and will be due during late October.

• Required elements are 12 bank statements for all external bank accounts for the last FY (July 01 – June 30), e-signatures by 2 officers, member information, copy of network’s latest bylaws.
Compliance Checkpoints

• Approval for solicitations for scholarship funds.

• Network’s external bank accounts are for programmatic support only.

• Gifts should be made payable to UCLA Foundation. No middle party should be included.

• All scholarship funds are housed at UCLA Foundation.

• All requests for external bank accounts need to be routed and approved by Alumni Compliance.
Solicitation Reminders

- Approval for solicitations of UCLA Foundation funds is required before it can be mailed, emailed or posted online.
- Prior to the event date, please email your staff liaison to create the solicitation content and to obtain solicitation approval.
- To obtain solicitations review and approval,
  - **Online/EA Mailer:** Please work with your staff liaison to create an online giving site or an EA Mailer. Once content has been created, your online giving site/EA Mailer will be routed to the Solicitations office for approval.
  - **Direct Mail:** Please work with your staff liaison for a direct mail piece. Email your staff liaison all related documents, including but not limited to the solicitation letter and remittance form. This will be directly routed to the Solicitations office for approval.
  - For questions about solicitations, please contact your staff liaison.
New Scholarship Reporting

- Donor reports will be distributed in conjunction with the quarterly Fund Activity Reports.
- The donor report will list total contributions per quarter along with the list of donors.
- Amounts by donor will not be disclosed.

UCLA Alumni Association Donor Fund Activity Report
April 1 - June 30, 2016

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>DESIGNATION DESCRIPTION</th>
<th>GIFT/PLEDGE PAID AMOUNT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>86753o</td>
<td>Bruins Scholarship Fund</td>
<td>$300</td>
</tr>
</tbody>
</table>

Donors:
- Bruin, Joe
- Bruin, Josephine
REVENUE MANAGEMENT
Disbursement vs. Reimbursement

- Revenue **disbursements** are for funds collected via an online giving or events site without a gift component.
  - Automated Clearing House (ACH), similar to an EFT.

- After an individual has incurred an expense for consumables and/or non-consumables and the event is complete, the individual can be **reimbursed** for their expenses by providing proof of payment and original, itemized receipts.
  - Bruin Buy or Express
### Disbursement vs Reimbursement

<table>
<thead>
<tr>
<th>Description</th>
<th>Reimbursement A*</th>
<th>Reimbursement B*</th>
<th>Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Consumables (food, beverages, etc.)</td>
<td>Non-consumables (markers, tape, etc.)</td>
<td>Funds collected from an OLG/Events site</td>
</tr>
<tr>
<td>System/Process</td>
<td>Express</td>
<td>Bruin Buy</td>
<td>ACH</td>
</tr>
<tr>
<td>Required Forms</td>
<td>• Receipts</td>
<td>• Receipts</td>
<td>• ACH Form</td>
</tr>
<tr>
<td></td>
<td>• W-9</td>
<td>• W-9</td>
<td>• W-9</td>
</tr>
<tr>
<td></td>
<td>• EFT form (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Notes</td>
<td>Follow meal limits &amp; provide guest list.</td>
<td>Provide business justification.</td>
<td>Please work with AA staff liaison.</td>
</tr>
</tbody>
</table>

- Forms like the [W-9], [ACH], [EFT] form can also be found on the support site.
- Reimbursements to a network will always be processed via Bruin Buy.
- Those marked with an asterisk are reimbursements to an individual only.
- All receipts must be original and itemized receipts.
• Original, itemized receipts that show form of payment.

• Business justification.

• All supporting documentation should be submitted within 45 days after expenses have been incurred.

• University works on a net-30 day policy.

• Contractual language must be reviewed by UCLA Purchasing if expenses will be paid with University funds or monies held at the UCLA Foundation.
Entertainment Guidelines

• Attendance list is required (include affiliation).

• Business justification.

• Tips should not exceed 20% of pre-tax total.

• Alcohol is discouraged at events where minors will be present.

• If alcohol will be present, please make sure to use a vendor with alcohol liability.

• University meal limits are:
  - Breakfast $27
  - Lunch $47
  - Dinner $81
  - Light Refreshments $19

• Meal limits also include the cost of labor, sales tax, delivery charges, & service fees.
Entertainment Guidelines

• Event distinction (example: reception before a dinner).

• Ticketed revenue is not a justification for exceeding meal limits.

• If you anticipate an overage of meal limits, please submit pre-conceptual approval requests to the Alumni Finance team.

• Please include:
   Banquet Event Order (BEO)
   Event justification
   Estimated # of guests
   Overage justification
GENERAL NETWORK SUPPORT
Obtaining a TIN & Opening a Bank Account

• Determine the business need and preferred bank.

• Identify at least two authorized signers for the account.

• Discuss opening an account with UCLA Alumni Affairs Network Staff.

• Submit a formal request for a tax ID (TIN) to Alumni Compliance.

• Once approved, the Alumni Compliance office will obtain a Tax Identification Number (TIN).

• Open a bank account at your preferred financial institution.
Insurance

- **Insurance is Important:** It protects the Network, your attendees, the Alumni Association and the University.

- Please submit insurance requests for all events (> 5-7 business days in advance).

- Examples: General Body meetings, Board meetings, book clubs, game watches, etc.

- Submit requests online at: [http://ucla.marshcampusconnexions.com/](http://ucla.marshcampusconnexions.com/)

- Specific language/additional requirements may take longer.

- Recommendation: Designate one volunteer to be responsible for all insurance requests.
Insurance – Reoccurring Events

• If the same event is hosted at the same location on different dates, you can submit a paper application with multiple dates for these reoccurring events.
  • The Marsh site does not have the capacity to accept multiple dates for an event so a paper application is required.
  • The paper application can be found on the Alumni Support Group Portal by visiting: [https://supportgroups.ucla.edu/](https://supportgroups.ucla.edu/)
  • It can be emailed to [plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com)

• If the same event is hosted at different locations on different dates, you must request an insurance certificate separately.
  • This can be done via a paper application or an online application.
Q: Do we need an insurance certificate if the event will be hosted at the James West Alumni Center (JWAC) or elsewhere on-campus?

A: Yes, even if your event is on-campus a certificate of insurance (COI) should be requested. The entity paying for the majority of the event should be the entity responsible for requesting the certificate from Marsh. By requesting a COI, this ensures coverage is extended to your Network for anything that may occur during your event.

Q: Why do I need a certificate of insurance (COI) for every event?

A: Each event is unique and as a result, different levels of coverage may be deemed appropriate for your event. Please make sure to answer every question on the Marsh application to determine what type of coverage is appropriate for your network’s event.
General Network Support

• Collect funds via the online giving and event sites.

• If there is no gift component, Alumni Affairs will absorb the credit card fees.

• Other vendors normally charge a 2-3% fee to collect funds.

• Tablets for silent auctions are available.

• Collecting cash on-site is discouraged. If necessary, please refer to Alumni Affairs Cash Handling Financial Policy and UCLA’s Policy for Cash & Cash Equivalents
NETWORK TREASURER GUIDELINES & BEST PRACTICES
Network Treasurer Policies

- Maintain your own TIN.
- Establish one (1) account at your banking institution.
- Maintain a written record of all authorized check signers.
- Assure that bank statements are delivered or accessible to at least 2 individuals.

- Perform a monthly reconciliation of the Network’s funds.
- Require 2 approvals on all checks > $1,000.
- Reimbursements to the Treasurer by the Treasurer are discouraged. If the Treasurer needs to be reimbursed, please make sure there are 2 authorized approvers for the reimbursement and make sure this is documented. In this case the President should sign.
Treasurer’s Best Practices

• Maintain a listing of all external and internal financial accounts.

• Maintain original, itemized receipts & supporting documentation for all reimbursements.

• Provide the current balance of all external accounts at each meeting.

• Reconcile and review UCLA Foundation quarterly fund reports.

• Deposit all funds as soon as possible.

• Pay all debts to creditors in a timely manner.

• Ensure the Network is in compliance with all policies.
Petty Cash Funds Policy

- A petty cash fund may be established when there is evidence that a continuing cash advance should be kept on hand to permit the purchase of low-value supplies.

- Maximum amount is $250.

- A custodian of the fund must be appointed by the Network.

- Disbursements should be supported by receipts.

- Receipts should include name of payee, form of payment, amount paid, description of goods purchased.

- The total receipts plus the cash on hand must equal the specified amount of the petty cash fund at all time.
Petty Cash Funds

• Reimbursements of the petty cash fund should be made as needed.

• Keep petty cash in a safe or a locked receptacle.

• A cash count and verification of change and petty cash funds shall be performed on a periodic basis, at least bi-annually, by someone other than the fund custodian.

• Verification must be performed in the presence of the petty cash custodian and must be documented.

• Report discrepancies to Network’s Treasurer and Board of Directors.

• Debit cards are discouraged. If the Network decides this is necessary, please limit use to 1 debit card per Network. If the debit card is no longer necessary or the volunteer is no longer authorized to use it, please follow all necessary steps to cancel the debit card.
QUESTIONS?
CONTACT INFORMATION

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THANK YOU!