## Agenda

- Welcome & Introductions
- Annual Compliance Application
- Revenue Management
- General Network Support
- Treasurer Policies & Best Practices
- Portal Demo
- Questions
### 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 external assets: [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 mid-Oct.

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- As a public trust and as the beneficiary of fundraising and outreach activities, the University is obligated to assure that the funds raised and the activities conducted on its behalf meet the required legal and fiduciary standards, and exemplify prudent business practices.

- The Administrative Guidelines are set forth to enlist the vitally important volunteer leadership of support groups in the implementation of the policy and in the University’s stewardship of activities conducted in its name.

- When a support group uses University departmental and agency accounts or Campus Foundation agency accounts, the disbursements must comply with University policy and procedure for fund use and review. Groups with assets administered wholly within University and Campus Foundation accounts are deemed to be in compliance with University financial auditing and reporting requirements for support groups, and therefore meet the minimum reporting standards. A group with externally-held assets is required to provide more comprehensive reports regarding stewardship of the external assets.

- Each application will have 7 sections:
## Required Elements

- Bank statements for all external bank accounts for the last FY (July 01 – June 30).
- E-signatures by two officers.
- Members & officer information.
- Copy of the Network’s latest bylaws with the three required statements.

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Your Network’s latest bylaws must contain the following statements:

- The Chancellor and the head of the sponsoring department(s) (or designee) are ex-officio voting members of the governing body; and

- In the event of dissolution, or if a support group elects to become a non-recognized organization, its assets shall be transferred within three months to The Regents or to the Campus Foundation, as designated by the Chancellor, to be administered consistent with the terms of the individual gifts and the purposes of the support group; and

- The President (or designee, including the University Auditor and the Director of Financial Controls and Accountability) and the Chancellor (or designee and/or campus Internal Audit) shall be authorized to receive information, records, and photocopies of transactions relating to the account(s) as may be necessary from any financial institution with which the organization maintains accounts.
Key Compliance Checkpoints:

- Networks should not be soliciting for or collecting scholarship funds/gifts without obtaining approval from our Solicitations department.

- Funds collected directly by the Networks and deposited into their external bank accounts should only be used for programmatic support.

- Donors should make gifts payable directly to the UCLA Foundation. This insures accurate processing and timely issuance of the tax receipt. **No middle party should be included.**

- All scholarship funds should be housed at the UCLA Foundation.

- A Network shall not independently engage fundraising consultants or fundraising personnel. Please work with your designated staff liaison.
Revenue disbursements are for funds collected via an online giving or events site without a gift component.

- Automated Clearing House (ACH)

After an individual has incurred an expense for consumables and/or non-consumables and the event is complete, they can be reimbursed for their expenses by providing proof of payment and original, itemized receipts.

- Bruin Buy or Express

Revenue disbursements are for funds collected via an online giving or events site. If there is no gift component and it is strictly ticketed/registration revenue, funds can be disbursed back to the Network’s external bank account. Revenue is disbursed and cleared through the Automated Clearing House (ACH).

After an individual has incurred an expense for consumables and/or non-consumables and the event is complete, they can be reimbursed for their expenses by providing proof of payment and original, itemized receipts. This is processed through either our Bruin Buy or Express systems. The type of purchase determines which University system will be used and could result in two separate reimbursements for the same individual. Depending on what was purchased, a reimbursement may be released electronically (EFT) or via a paper check.
<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>*Original, itemized receipts *Updated, signed w9</td>
<td>*Original, itemized receipts *Updated, signed w9</td>
<td>*ACH Form *Updated, signed w9</td>
</tr>
<tr>
<td>Paper/EFT/ACH</td>
<td>Paper only. No option to receive funds via EFT.</td>
<td>Paper &amp; EFT. If EFT, must fill out EFT form.</td>
<td>ACH is used. No paper option.</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>

- ACH and W9 form can be found on the portal.
- Reimbursements to a network will always be processed via Bruin Buy.
- Those marked with an asterisk are reimbursements to an individual only.
Reimbursement Requirements & Points of Reference:

- An original itemized receipt must show proof of payment (amount paid and method of payment). If this is not available, a secondary document, such as a copy of the redacted credit card statement is required.

- All reimbursements require a business justification. Please make sure to include the What, Where, Who, Why, & When?

- All original, itemized receipts for reimbursement should be submitted within a reasonable amount of time not to exceed 45 days after the expenses were paid/incurred.

- Standard vendor payment terms are net-30 from the date of invoice or submission of the expense report.

- Payments processed by Alumni Affairs on behalf of the Network and issued directly to a vendor that involve an agreement with contractual language must be reviewed by UCLA Purchasing prior to the goods/services being rendered.
Important Guidelines for Entertainment Reimbursements:

• Supporting documentation for entertainment reimbursements (consumables) must include a numbered guest list, name of attendees, their affiliation, and their role/relationship to the University (faculty, student, staff, donor, etc.).

• The justification should include the reason as to why food was provided at the event.

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

• Alcohol is discouraged at events where those < 21 years of age will be present.

• University meal limits can be found here: [http://policy.ucop.edu/doc/3420364/BFB-BUS-79](http://policy.ucop.edu/doc/3420364/BFB-BUS-79) (Breakfast $26, Lunch $45, Dinner $78, Light Refreshments $18)

• The maximum per-person expenditures listed above include the cost of the food and beverages, labor, sales tax, delivery charges, and other service fees.

• The costs of room rental, room setup fees, media rental, and decorations, etc., are not included in the per-person costs unless those costs cannot be separated by the vendor.
Important Guidelines for Entertainment Reimbursements (cont.):

• If a reception before a meal includes beverages and hors d’oeuvres, the combined charges for the reception and the meal should be treated as a single event for purposes of calculating per-person costs. There should be a clear distinction between these if they are to be considered two separate events (different guests, time, or purpose).

• A self-supporting event that has a ticketed component can not be used as a justification as to why meal limits are being exceeded.

• Meals for 11 or more participants that will exceed the University’s per meal allowances should be pre-approved. Please submit pre-conceptual approval requests and include Banquet Event Order (BEO), event justification, estimated # of guests, and overage justification. An overage justification should explain the steps taken to bring down the costs of the event and how the vendor provides a service that is unique.

• Pre-conceptual approval requests should be submitted via email to the Alumni Finance team at least 7-10 business days prior to the event is taking place.
GENERAL NETWORK SUPPORT

UCLA
Opening a Bank Account & Obtaining a TIN

- Determine the business need and preferred bank.
- Identify at least two authorized signers on the account.
- Discuss opening an account with UCLA Alumni Affairs Network Staff.
- Submit a formal request 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.

Steps for opening a bank account and obtaining a TIN:

- Determine the business need for your network group to obtain a bank account at a financial institution.

- Identify a preferred financial institution for opening your account. Identify at least two authorized signers the Network would like listed on the bank account.

- Discuss opening an account with UCLA Alumni Affairs Network Staff and submit a formal request to the Alumni Affairs Budget Director via email.

- Once approved, the Budget Director will obtain a TIN (Tax Identification Number) which will be required to open a bank account.

- Open a bank account at your preferred financial institution. Documentation requirements will vary.
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.

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**Notes on Insurance:**

- Additional wording & specific language can not be requested online. (paper only)

- Paper application and instructions are available on the portal.

- If you are an emerging network, send your insurance requests to [alumnisupportgroupservices@support.ucla.edu](mailto:alumnisupportgroupservices@support.ucla.edu). If you are an established network, please send your insurance requests to [plsdsteam.service@mercer.com](mailto:plsdsteam.service@mercer.com) or fill out an online application. (dropdown menu)
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/
  • It can be emailed to pldsteam.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.
Insurance – Frequently Asked Questions

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 one 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.
Additional Support Available to the Networks:

- Both online giving and event sites are available to help facilitate the collection of funds and gifts. Please work with your staff liaison to set up event sites.

- If there is no gift component, Alumni Affairs will absorb the credit card fees. PayPal and Event Brite normally collect a 2-3% fee to collect funds.

- Tablets are now available for Silent Auctions in addition to regular ticketed events.

- Collecting cash on-site is discouraged but we realize this may be unavoidable. An example of when cash may need to be collected on-site is an event that includes an opportunity drawing. Please refer to Alumni Affairs Cash Handling Financial Policy and UCLA’s Policy for Cash & Cash Equivalents.
NETWORK TREASURER GUIDELINES & BEST PRACTICES

-- UCLA --
Treasurer Policies & Requirements:

• Obtain and maintain its own taxpayer identification number (TIN).

• Establish only a single checking account (for non-tax exempt organization).

• Maintain a written record of authorized check signers. Such authorizations shall be approved by the Board of Directors and any changes to the list of authorized signers shall be made on a timely basis.

• Assure that bank statements are delivered directly by the bank to an identified individual who is not an authorized check signer or who does not prepare checks for signature, and who is responsible for promptly reconciling the account each month.

• Perform a monthly reconciliation of the Network's funds.

• Require two signatures on all checks in excess of $1,000.

• If the Treasurer must issue a reimbursement to him/herself, there must be two authorized signers for the check, not including the Treasurer.
Notes on Treasurer Best Practices:

• Obtain and 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 Policy Highlights:

• University of California Policy link: http://policy.ucop.edu/doc/3410203/AM-C173-61

• 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.

• The maximum amount of petty cash allowed is $250.

• A custodian of the fund, who is directly responsible for the safekeeping and disbursement of the fund's cash, must be appointed by the Network.

• Petty Cash Disbursements: Expenses paid from a petty cash fund can only be made for the purpose(s) for which the fund was authorized and must be supported by receipts, which should include name of vendor/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.

• Reimbursements should be made to a fund custodian as needed.
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.

Petty Cash Policy Highlights:

- When not in use, the fund’s currency must be placed in a safe or a locked receptacle, which is kept in a properly secured area.
- 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 of cash balances must be performed in the presence of the petty cash custodian and must be documented.
- Any major discrepancies should be reported to the Network’s Treasurer and Board of Directors.
The site can be found here: https://supportgroups.ucla.edu/
QUESTIONS?
CONTACT INFORMATION

ALUMNI AFFAIRS FINANCE TEAM

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Alumni Affairs Support Group Services
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THANK YOU!

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