



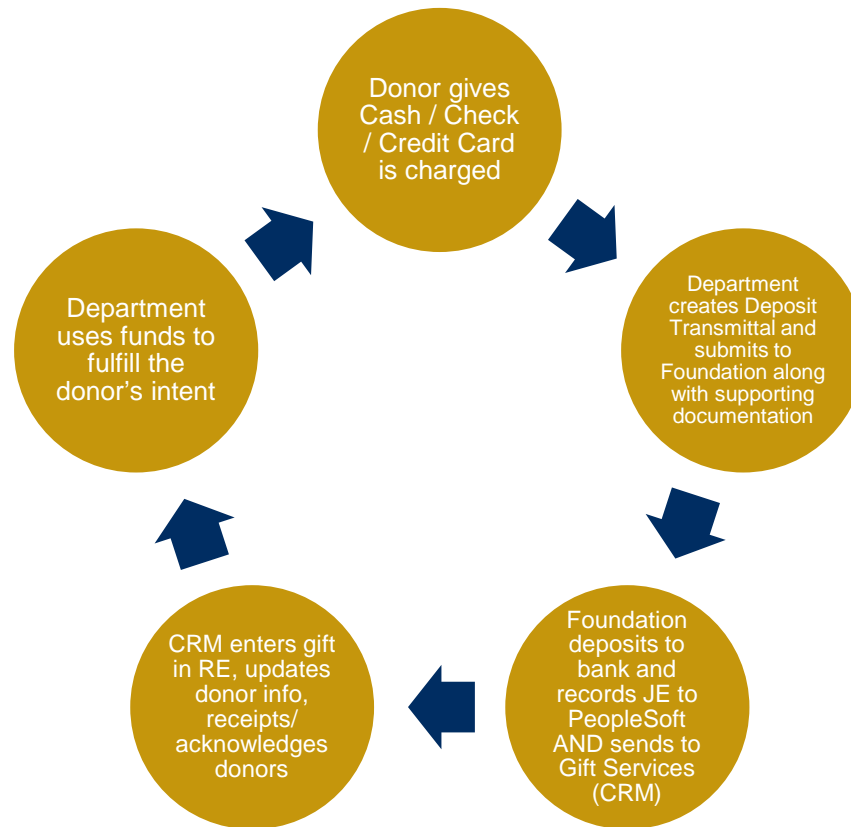
Deposit Transmittal Training

FY 2018-19

Presentation Highlights

- Life Cycle of a Deposit
- Gift Acceptance
- Supporting Documentation
- Completing the Deposit Transmittal Form (Foundation)
 - Key Performance Indicators (KPI)
- Foundation Advancement Initiative
- Completing the Pledge/Gift Agreement Transmittal (Advancement)

Life Cycle of a Deposit



Gift Acceptance

- FIU Foundation, Inc. is a 501(c)(3) tax exempt organization
- Exists to encourage, solicit, receive and administer gifts for scientific, educational and charitable purposes for the advancement of FIU and its mission
- What is a charitable contribution?
 - ✓ A donation or gift to, or for the use of, a qualified organization
 - ✓ Voluntary and is made without getting, or expecting to get, anything of equal value
- A donor may NOT retain any explicit or implicit control over the use of a gift after acceptance by the organization

Is this a gift?

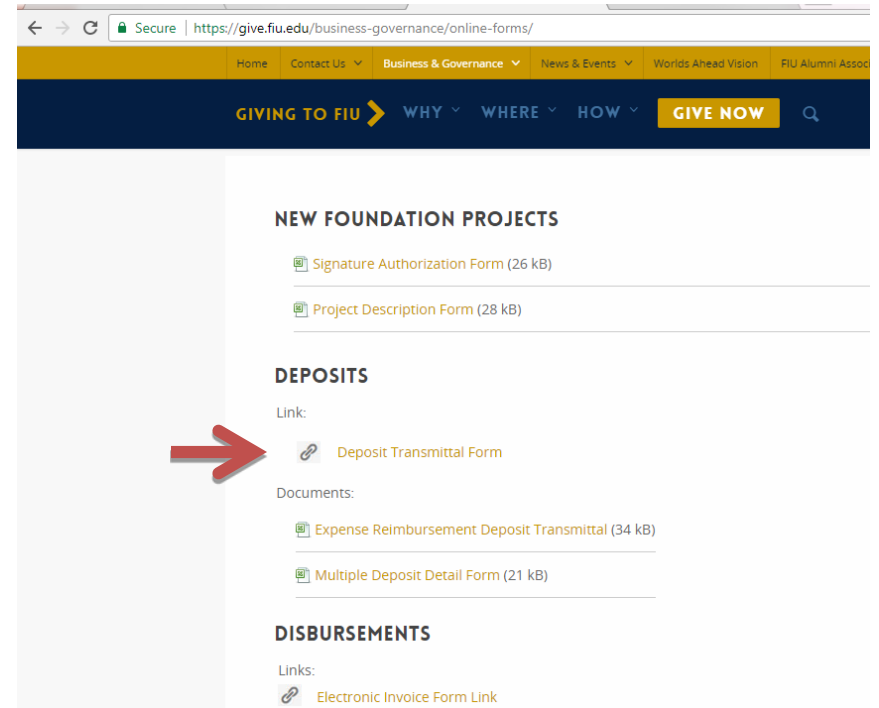
- Sponsorships where donor only receives name/logo recognition are considered a gift
- Donation where the donor only receives token items valued at \$10.70 or less are considered a gift
- Donation where the donor only receives “insubstantial benefits” are considered a gift
 - ✓ Insubstantial is defined as a benefit of 2% or less of the gift amount and is capped at \$107 (for 2017)
- Philanthropic grants requiring acceptance by a 501 (c)(3)

Supporting Documentation

- Documentation of the donor's intent for the use of the funds
 - ✓ Gift Agreement
 - ✓ Any written communication from the donor (letter, email, memo line on check, etc.)
 - ✓ Pledge Card/Agreement
 - ✓ Ignite Campaign documentation
- Grant application including detailed budget if required by the grantor

Deposit Transmittal Form

- Must accompany any donation to be deposited in the Foundation (use a separate form for expense reimbursements)
- Ensures proper recording of your department's funds
- Ensures accountability to our donors
- Supports the proper flow of information to management on fundraising goals
- For the latest form please visit:
<https://give.fiu.edu/business-governance/online-forms/>



The screenshot shows a web browser window with the URL <https://give.fiu.edu/business-governance/online-forms/>. The page features a navigation bar with links for Home, Contact Us, Business & Governance, News & Events, Worlds Ahead Vision, and FIU Alumni Assoc. Below the navigation bar, there is a section titled "NEW FOUNDATION PROJECTS" with links for "Signature Authorization Form (26 kB)" and "Project Description Form (28 kB)". A section titled "DEPOSITS" contains a "Link:" section with a red arrow pointing to "Deposit Transmittal Form", and a "Documents:" section with links for "Expense Reimbursement Deposit Transmittal (34 kB)" and "Multiple Deposit Detail Form (21 kB)". A section titled "DISBURSEMENTS" contains a "Links:" section with a link for "Electronic Invoice Form Link".

Completing the Deposit Transmittal Form

- Click on the link to prepare the deposit transmittal form
- Log in by entering your FIU MyAccounts Username/Panther ID and Password


Secure | <https://imagenowweb.fiu.edu/imagenowforms/webform/f4eb89b3-6efa-4268-8132-de3ce3c811d3/>

FIU | FLORIDA INTERNATIONAL UNIVERSITY

Enter your FIU MyAccounts UserName or PantherID and Password (e.g.: jdoe001, 1234567)

MyAccounts UserName

Password



Please sign in with your FIU MyAccounts username and password to access FIU information systems, such as eTraining, eCampus, Qualtrics and FIU Phonebook.

Need Help Logging In?

If you forgot your username/password, [click here](#) to visit the MyAccounts web site.

If you still have trouble logging in, contact the UTS Support Center online at uts.fiu.edu or by calling 305-348-2284.

Completing the Deposit Transmittal Form

- ✓ **Contact PID, Date and Department:** automatically entered when you log in
- ✓ **Requested by PID:** Panther ID # of individual for whom you are the completing the form (not a required field, will default to Contact PID)
- ✓ **Solicitor Name:** Enter last name for the corresponding solicitor (Major Gift Officer) for this gift. Please contact the Advancement Office #7-3623 or #7-2472 if not known. The form allows for multiple solicitors to be selected.
- ✓ **Was a board member involved with soliciting this gift?:** Select from the dropdown box “yes” or “no”. If yes, select the board member who was involved with soliciting this gift.

Contact PID:	<input type="text" value="1415468"/>	<input type="text" value="Jacqueline Gonzalez"/>	Requested By PID:	<input type="text" value="1415468"/>	<input type="text" value="Jacqueline Gonzalez"/>
Date:	<input type="text" value="12/17/2018"/>		Contact Phone #:	<input type="text" value="(305) 348-2359"/>	<input type="text"/>
Department Name:	<input type="text" value="111302000"/>	<input type="text" value="FIU Foundation"/>	Solicitor Name: (last name)	<input type="text"/>	<input type="text"/>
Was a board member involved with soliciting this gift?				Select...	
				Which Board Member?	
What KPI does this gift advance?	Select...			<input type="text"/>	%

Completing the Deposit Transmittal Form

✓ What key performance indicator (KPI) does this gift advance? Select one of the following or indicate that none apply:

- Student Support – this includes support for scholarships, internships, conferences, mentoring programs, extracurricular training or professional opportunities. Also, initiatives that impact STEM (science, technology, engineering, and math) education, improving first to second year retention rate of our first time in college students, boosting our six year graduation rate, improving our four year graduation rate of state college transfer students, increasing enrollment via digital technologies, increasing the number of Ph.D. degrees and any other educational opportunities.
- Faculty Support – this includes professorship and chairs and support for research.
- Preeminent Program - The Bridge Engineering Program
- Preeminent Program - The Center for Children and Families
- Preeminent Program - The Extreme Events Institute
- Preeminent Program - The Institute for Water and Environment
- Preeminent Program - The STEM Transformation Institute
- Preeminent Program – Forensic Institute for Research, Service and Technology
- Emerging Preeminent Program – Cybersecurity@FIU
- Emerging Preeminent Program – Translational Molecular Discoveries
- Emerging Preeminent Program – Wolfsonian Public Humanities Lab
- Endowment
- None

Completing the Deposit Transmittal Form

FORM OF DEPOSIT						
Deposit Type:	<input type="text" value="Gift"/>					
Payment Type:	<input type="text" value="Check"/>	Click here if this a new Constituent: <input type="checkbox"/>	Attach Multiple Deposit Detail Form: <input type="checkbox"/>			
Amount:	Constituent ID:	Donor to be Acknowledged:	Donor Address:	Telephone:	Check#:	Payor Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Only one form of deposit may be submitted per Deposit Transmittal. For example, submit cash separately from checks. Attach "Multiple Deposit Detail Form" for various donations. [LINK TO WEBSITE](#)

- **Deposit Type:**
 - Gift
 - Pledge payment
 - Dues
 - Gifts from events – select if the funds are a result of the charitable proceeds from an event. Also, include a detailed spreadsheet with the following: Donor names, Ticket/Event price, Fair Market Value of any benefits received by the donor, Charitable Gift Amount (ticket price less than fair market value of any benefits received by the donor)
 - **Payment Type:** *Only one type of payment may be used per deposit transmittal form.*
 - Wire
 - Cash
 - Check
 - Credit Card - *NOTE: Visa/MasterCard/Discover CC gifts need to be reported on separate deposit transmittal forms from AMEX gifts. The form will need to be printed and CC number information will need to be hand-written on the form.*
- **If you are submitting various checks or cash for the same project, please make sure to select the “Attach Multiple Deposit Detail Form”**
- **Amount:** Enter total amount of deposit.

Completing the Deposit Transmittal Form

FORM OF DEPOSIT

Deposit Type:

Payment Type: Click if new Constituent or Constituent ID not known: Multiple Deposit Detail Form:

Amount: Constituent ID: Donor: Donor Address: Telephone: CC Type: CC Number: Expiration Date:

Donor to be acknowledged:

Personal touch to be included in acknowledgment letter from leadership:

- **Constituent ID(s)** –Identifies the donor in Raiser's Edge (donor database), if such record has been created. Once entered, the Donor, Address, and Telephone will populate automatically. **Please contact Research & Prospect Management if you need assistance with determining the Constituent ID.** If this is a new donor to the University, please check the box “Click here if this is a new Constituent”. This will allow you to manually enter the Donor, Address, Telephone, and Payer Name Information.
- **Donor** – person/organization that should be acknowledged for the gift. Include any additional information in the comments section, such as “soft credit” details, position of the donor for example - “President” of Company ABC, etc.)
- **Donor Address** – valid address for tax receipting purposes
- **Telephone** – valid phone number/ email for tax receipting purposes
- **Check Payer** – name of the person/organization who is issuing the payment. This can be the same as the donor or a different person/organization.
- **Donor to be acknowledged:** enter the name of the person/organization that should be recognized for this gift (donor relations purposes and as contact for receipt/acknowledgment purposes).
- **Personal touch to be included in acknowledgment letter from leadership:** provide any special instructions that will assist in crafting a personalized acknowledgment letter to the donor (i.e. special salutation, personal note, etc.)

Completing the Deposit Transmittal Form

DISTRIBUTION OF DEPOSIT									
Project Name:	Project ID:	Fund:	Activity (if any):	Account:	Amount:	Gift Fee:	Gift Fee Amount:	Net Gift:	
<input type="text"/>	<input type="text"/>	Select... ▼	<input type="text"/>	Select... ▼	0.00	Select... ▼	0.00	0.00	
Totals:					0.00		0.00	0.00	

- Enter either the project name or the 7 digit Project ID – note that fields will begin to populate once a few characters are entered

Note: If this is a new gift and a new project is required, please indicate Project ID 1099999 “Revenue Suspense”. Refer to the Foundation website for guidelines on “How to Create a Foundation Project.” Please keep in mind that the funds will not be available for use until they are transferred to the new project, as such, please submit the required documentation within 10 business days.

Completing the Deposit Transmittal Form

DISTRIBUTION OF DEPOSIT								
Project Name:	Project ID:	Fund:	Activity (if any):	Account:	Amount:	Gift Fee:	Gift Fee Amount:	Net Gift:
<input type="text"/>	<input type="text"/>	Select... ▼	<input type="text"/>	Select... ▼	0.00	Select... ▼	0.00	0.00
<input type="button" value="Add Row"/>		<input type="button" value="Delete Row"/>		Totals:	0.00		0.00	0.00

- **Fund:**
 - ✓ 900 – Unrestricted, generally discretionary type
 - ✓ 901 – Restricted, majority of donations (scholarships, programs, etc.)
 - ✓ 903 – Permanently Restricted, endowments (corpus)

- **Available accounts are:**
 - 614001 – Contributions
 - 614003 – Dues Revenue
 - 611001 – Sales Tax (should only be used for event revenues that have a FMV)
 - 614002 – Annual Giving Revenues (should only be used for donations recorded to Annual Fund Project 7010000)
 - 614004 – Board of Directors Dues Revenue (should only be used by Foundation Staff and for donations recorded to Annual Fund Project 7010000)
 - 614005 – Council 100 (President's Council) Dues Revenue (should only be used for donations recorded to President's Council project 7010012)
 - 619099 – Other Revenue (should only be used for event revenues that have a FMV)
 - 615101 – Investment Earnings (should only be used by Foundation Staff)
 - 675101 – Rental Income (should only be used by Foundation Staff)
 - 677001 – Gain/Loss on Investments (should only be used by Foundation Staff)

Completing the Deposit Transmittal Form

DISTRIBUTION OF DEPOSIT									
Project Name:	Project ID:	Fund:	Activity (if any):	Account:	Amount:	Gift Fee:	Gift Fee Amount:	Net Gift:	
<input type="text"/>	<input type="text"/>	Select... ▼	<input type="text"/>	Select... ▼	0.00	Select... ▼	0.00	0.00	
<input type="button" value="Add Row"/>		<input type="button" value="Delete Row"/>		Totals:		0.00	0.00	0.00	

- **Amount:** Enter amount
- **Gift Fee:** Select (Yes/No) from drop down menu. *As per the Foundation Advancement Initiative Policy, the gift fee applies to gifts / pledges made after November 19, 2010. The fee **DOES NOT** apply to gifts for First Generation Scholarship, Building Funds, and if specifically prohibited by the grant agreement. Refer to the Foundation website for the entire policy.*
 - Gift fee amount and Net gift are automatically generated.

Note: Total Deposit amount in the “Deposit Transmittal” section has to match exactly TO THE Total amount of Deposit in the “Distribution of Deposit” section.

***If necessary add more distribution lines (for example, if the gift is to be allocated to various projects).*

Completing the Deposit Transmittal Form

ADDITIONAL INFORMATION

DO NOT send acknowledgment from University Advancement:

Does this gift require interim/progress report(s)?

Does this gift require FINAL report(s)?


Additional Comments:

Additional Information Section:

- Please review and complete this section carefully as it provides important information to assist us with meeting all requirements by the donor.
 - Does this gift require interim/progress report(s)?** If yes, indicate report due dates
 - Does this gift require FINAL reports?** If yes, indicate report due dates
 - Additional Comments:** include any important information pertaining to the gift (Ex. Soft credits, whether the gift is board contribution, if there are multiple solicitors, additional information that should be used to update Raiser's Edge (donor database), etc.)

Completing the Deposit Transmittal Form

ACKNOWLEDGMENT

I acknowledge that the above information is accurate and complete: 
Only one form of deposit may be submitted per Deposit Transmittal. For example, submit cash separately from checks.
Attach "Multiple Deposit Detail Form" for various donations. <http://foundation.fiu.edu/Pages/Online-Forms.aspx>

Deposits should be completed and sent over to the FIU Foundation, Inc. located in MARC 5th Floor, within 24 hours of receipt of the check, cash or credit card information. Please note: All donations must be submitted with donor documentation confirming donor's intent. Additionally, any donation that is equal to or greater than \$5,000 requires specific documentation in the form of a gift/grant agreement or letter from donor documenting the amount of gift and designation.

CLEAR FORM

Print

Acknowledgement Section:

- Make sure to select the "box" under the acknowledgement section.
- Once the form is validated for completeness, you will be able to print the form.
- Please deliver the form with all the pertinent supporting documentation and the checks, cash and or credit card information to the Foundation office in the MARC Building, 5th floor.
- **All donations must be submitted with donor documentation confirming donor's intent. Additionally, any donation that is equal to or greater than \$5,000 requires specific documentation in the form of a gift/grant agreement or letter from donor documenting the amount of gift and designation.**

Foundation Advancement Initiative

- Effective date of policy is November 19, 2010
- One-time three percent (3%) Foundation Advancement Initiative shall be imposed on all donations, except those detailed below
- Initiative will be used to support capital campaign operations and university-wide development activities
- Initiative does not apply to the following
 - ✓ Annual Fund
 - ✓ First Generation Scholarship Program
 - ✓ Building Funds
 - ✓ Alumni Relation Projects
 - ✓ Donations or grants from corporations/foundations whose policies do not allow for fees to be assessed (provide written support)
- Foundation Policies & Procedures: <https://give.fiu.edu/business-governance/policies-procedures/>

Completing the Pledge/Gift Agreement Transmittal

- New form online

[Pledge /Gift Agreement Form](#)

Completing the Pledge/Gift Agreement Transmittal

Remember...

- ✓ Always attach the backup documentation with the donor signature
- ✓ Make sure to include as much information as possible about solicitors, metrics, appeals, events, proposals and designation

Any Questions?



Thank You!

Contact Us:

Margarita Zabalo

Accounting Specialist

FIU Foundation, Inc.

Phone: 305-348-3795

Email: zabalom@fiu.edu

***Be Worlds
Ahead***

For Questions regarding Raiser's Edge and other Donor inquiries

Please Contact:

Yolanda "Yoly" Rodriguez

Director Gift Services

Data Management and Gift Services

Phone: 305-348-3623

Email: yrodrigu@fiu.edu

Olema Leon Gonzalez

Gift Services Manager

Data Management and Gift Services

Phone: 305-348-8318

Email: oleongon@fiu.edu