



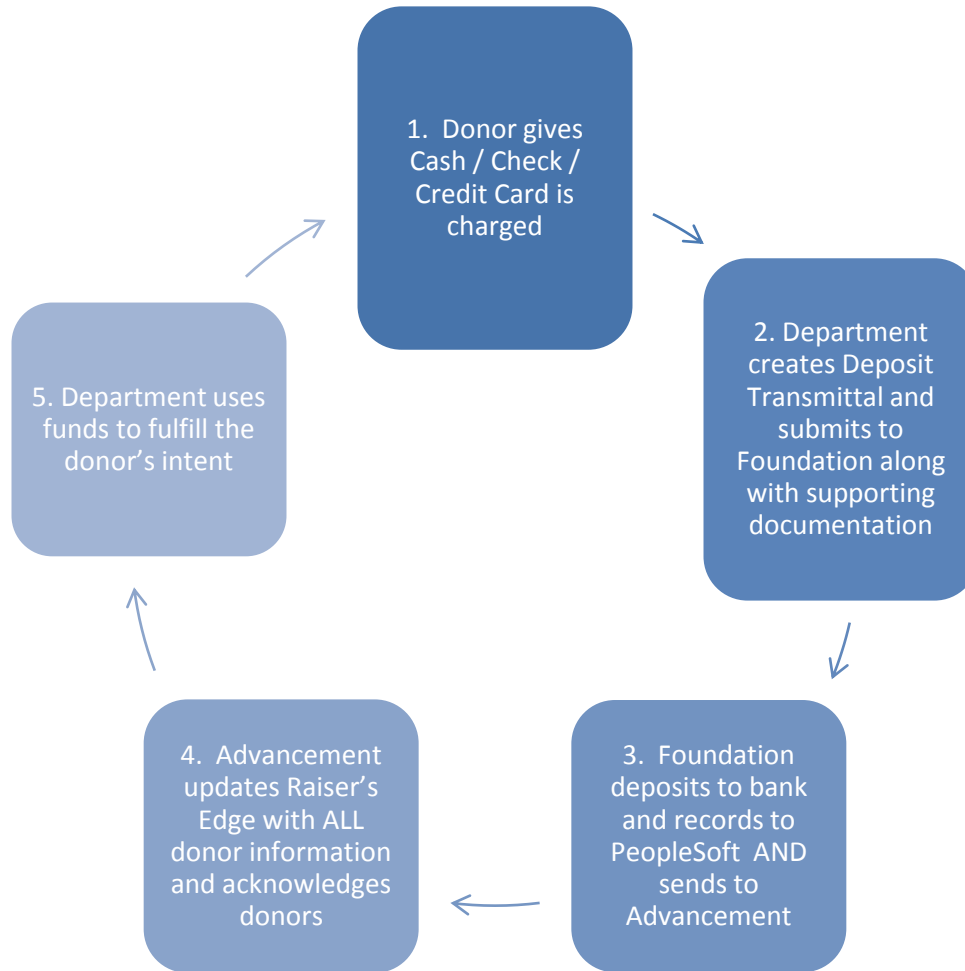
**FIU Foundation, Inc. &  
University Advancement**

***Have a Bite, Deposit Right!***

# Agenda

- Gift Acceptance
- Supporting Documentation
- Completing the Deposit Transmittal Form (Foundation)
- Completing the Pledge/Gift Agreement Transmittal (Advancement)
- Foundation Advancement Initiative

# Cycle of a Deposit



# Gift Acceptance

- Florida International University 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 \$10.20 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 \$102
- Types of University Funds
  - ✓ Auxiliaries / Agencies – business type activities or fundraising events with a non gift portion
  - ✓ Contracts and Grants – funded by Federal, State and Local government agencies

# 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
  - ✓ Ignite Campaign documentation
- Grant application including detailed budget if required by the grantor

# Deposit Transmittal Form

- Must accompany any donated funds 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: <http://foundation.fiu.edu/Pages/Online-Forms.aspx>

# Completing the Deposit Transmittal Form

FLORIDA INTERNATIONAL UNIVERSITY FOUNDATION, INC.

## DEPOSIT TRANSMITTAL

Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_

- Contact information is important for follow up and to ensure donation is properly recorded





# Completing the Deposit Transmittal Form

**DEPOSIT TYPE (select one):**

**Gift**

**Royalties**

**Pledge Payment (Installment # )**

**Chapter Dues:**

\_\_\_\_\_

**Ticket Event**

\_\_\_\_\_

**(Must attach copy of event notice/flyer)**

**Gift Amount: \$**

\_\_\_\_\_

**Other:**

\_\_\_\_\_

- Indicate installment number if this is a pledge payment , this may be important in determining whether the 3% Foundation Advancement Initiative applies

# Completing the Deposit Transmittal Form

7020001 /  
619017

*\*Enter data only in the unshaded boxes*

Project Name	Project ID	Fund	Activity (if any)	Account	Amount	Gift Fee	Gift Fee Amount	Net Gift
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
							0.00	-
Totals					-		-	-

*must equal  
remittance amount*

- Project ID is the 7-digit PeopleSoft identifier for accounting purposes
- Fund describes whether it is unrestricted (900) temporarily (901) or permanently restricted (903 / endowment)
- Account describes the revenue type (typically “Contributions”)
- Fund and Account contain drop down fields
- Form calculates the Foundation Advancement Initiative
- If depositing more than one gift with this form, include a Deposit Check Listing

# Completing the Deposit Transmittal Form

## ACKNOWLEDGMENT:

Solicitor:	_____	
Check Payer:	_____	Constituent ID(s):
Donor to be Acknowledged:	_____	Constituent ID(s):
Title of Donor:	_____	

**DO NOT send acknowledgement from Central Advancement**

- Critical section for receipting and acknowledging our donors
- Critical for maintaining good data in Raiser's Edge
- Constituent ID is the unique Raiser's Edge identifier
- Contact Research and Prospect Management if you need to obtain a Constituent ID

# Completing the Deposit Transmittal Form

**ADDITIONAL INFORMATION:**

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: \_\_\_\_\_

- NEW section
- Critical for updating Raiser's Edge
- Ensures proper reporting to donors and long term stewarding

# Completing the Deposit Transmittal Form

Address:       Home       Business

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Telephone:     Home     Cell     Business

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Additional Comments:

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Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Campus, MARC 531  
(305) 348-3758

- Critical for updating Raiser's Edge
- Ensures donors are accurately receipted

# Completing the Pledge/Gift Agreement Transmittal

# Foundation Advancement Initiative

- One-time three percent (3%) Foundation Advancement Initiative shall be imposed on all restricted endowed and non-endowed cash
- Initiative will be used to support capital campaign operations and university-wide development activities
- Initiative does not apply to donations or grants from corporations and foundations whose policies do not allow for fees to be assessed (provide written support)
- Initiative does not apply to donations restricted to
  - ✓ First Generation Scholarship
  - ✓ Building Funds
- Effective date of policy is November 19, 2010
- Foundation policies: <http://foundation.fiu.edu/Pages/Policies-and-Procedures.aspx>



# FIU Foundation, Inc. Website

[www.foundation.fiu.edu](http://www.foundation.fiu.edu)



Foundation

Search this site...



Giving

Home

Board of Directors

Business Office

Contact Us

Online Forms

Policies and Procedures



## Board of Directors

- Annual Giving
- Articles of Incorporation
- Contact Us
- Board Membership Gift
- Membership List
- Mission
- Bylaws
- Photo Galleries
- Board Meetings Schedule
- Committees

## Business Office

## Online Forms

### Title of Documents

- Deposit Transmittal
- Expense Reimbursement Deposit Transmittal
- Signature Authorization Form
- Project Description Form
- Deposit Checklist
- Financial Aid Scholarship Form
- Invoice
- Vendor Forms
- IRS W-9
- Lost Receipt Certification

# Questions?

**FIU**



**Be Worlds  
Ahead**

**Foundation Business Office**  
MARC 531

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Sr. Accountant  
305-348-3795

Aracely Lafarga  
Accounting Coordinator  
305-348-1961