Important Information

• This session will be recorded
• Students will be muted
• If you have a question, please type them in the chat section
• Moderators will respond to questions in the chat
• There will be a coffee break
• This is your class – there are no stupid questions
• There will be a quiz at the end of the workshop for Professional Development credits
Agenda

- Introduction
- Mission
- Timeline and General Terms
- Resources
- Practical Applications Hands-on
To encourage, solicit, receive and administer gifts and bequests of property and funds for scientific, educational and charitable purposes, all for the advancement of Florida International University and its objectives.
What is a DSO?

**Statute 1004.28 Direct-support organizations**

1. A Florida corporation not for profit **incorporated**

2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university in Florida or for the benefit of a research and development park or research and development authority affiliated with a state university

3. An organization that a state university board of trustees, after review, has certified to be operating in a manner **consistent with the goals of the university** and in the best interest of the state.

4. At FIU – FIU Foundation, Inc., FIU Research Foundation, FIU Athletics Finance Corp, and FIU Health Care Network
Types of Gifts Received by Foundation

- **Cash**
  - Investment Pool*

- **Stocks**
  - Sell immediately;
    - Cash proceeds
  - Investment Pool*

- **Real Property**
  - Real Estate Subcommittee Review
  - New LLC

*All cash donations are invested in the Foundation’s investment pool, in accordance with the Board-approved Asset Allocation Policy, unless otherwise stipulated by the donor.*
Funds

Gift Classifications

- Unrestricted (Board Controlled)
  - Discretionary Funds
  - Annual Fund
  - Dues

- Temporarily Restricted (Donor-imposed restrictions; for current use)
  - Building Funds
  - Scholarships

- Permanently Restricted (Donor-imposed restrictions; endowment)
  - Endowed Scholarship
  - Endowed Professorship
  - Endowed Chair
Endowment Operations

Endowment Market Value

Corpus Fully Invested

Gains/Losses Fully Invested

Distribution Fully Invested Until Needed

- Objective to preserve principal
- Maintains Purchasing Power
- Distribution determined annually by the board – calculated as a percentage of a rolling 12 quarter average MV at 12/31

FIU Support Program Spending
Administrative Fee

- Program Spend
- Admin Fee
NAVIGATION:

- Visit Foundation website: http://give.fiu.edu
- Click on “About” tab at the top of the page.
- Then click on “FIU Foundation”
- On the left side of the page, click on “Financials” tab and the Operating Budget information is located at the bottom of the page
The Donor

$10,000 Scholarships

The Students

In this example the goal is to use a donor’s gift to fund scholarships
The Donation

$10,000 Gift

Business Unit Entry | Budget Entry | Tool
--- | --- | ---
FIU02 | Revenue | DBM
The Scholarship

$10,000 Scholarship

The Students

<table>
<thead>
<tr>
<th>Business Unit Entry</th>
<th>Budget Entry</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU01</td>
<td>Scholarship Expense</td>
<td>DBM</td>
</tr>
</tbody>
</table>
The Reimbursement

<table>
<thead>
<tr>
<th>Business Unit Entry</th>
<th>Budget Entry*</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU01</td>
<td>Revenue</td>
<td>DSO Reimbursement</td>
</tr>
<tr>
<td>FIU02</td>
<td>Transfer out</td>
<td>DSO Reimbursement</td>
</tr>
</tbody>
</table>

* The timing of scholarship disbursements are subject to timing, but generally they occur in September for Fall, January for Spring, and May for Summer. The Foundation reimburses the University on a monthly basis. Work with the Scholarship Office to submit the scholarship e-form.
Forecast and Budget Timelines

- **Feb 17**: DBM is open; Actuals Periods 1-7, Forecast Periods 8-12
- **Feb 22**: Position Tool Opens
- **Mar 9**: Position Data Refreshed
- **Mar 16**: Anticipated Spending Distribution Amounts
- **Mar 19**: CFO/Unit Budget Review Start
- **Apr 19**: ACTUALS 1-8; Salary Forecast data refreshed
- **Apr 23**: FCST DUE; FY 2020-21 FCST Due in DBM
- **BUDGET DUE; FY 2021-22 BUD Due in DBM**
Guidelines for Estimating FY 2020-21 Forecast

✓ Enter a 4-month revenue and expense forecast for EACH project

✓ Do not assume FY 2020-21 Original Budget = FY 2020-21 Forecast

✓ An allocation will run nightly that will automatically reduce all forecasted revenues by the 3% gift fee (exceptions built in).

✓ Expected pledge payments from signed pledged/ gift agreements in Raiser’s Edge as of January 31, 2021 that are due between March 1, 2021 and June 30, 2021 will be pre-populated for you in the Actual ledger using budget account R14001.
Guidelines for Estimating Forecast – continued

✔ Work with your Deans and Development Officers in forecasting NEW gifts.

✔ Do not forget to add projects to your forecast that did not have any activity during the first 8 months of the fiscal year but for which you expect revenues and/or expenses between March 1st and June 30th.

✔ Forecasted expenses for periods 9 – 12 must be less than or equal to the February 29th ending spendable balance plus forecasted non-endowed revenues, net of the 3% gift fee where applicable, for periods 9 – 12 for each project.
Guidelines for Budgeting Revenues

- Revenues are to be budgeted on a CASH basis by project, by month.
- Budget non-endowed and endowed revenues SEPARATELY for each project. Use fund 900 for non-endowed revenues and fund 903 for endowed revenues.
- Use budgetary account R14000 to budget revenues.
- An allocation will run nightly that will automatically reduce all budgeted revenues by the 3% gift fee (exceptions built in).
- Expected pledge payments from signed pledged/ gift agreements due between 7/1/2021 – 6/30/2022 will be pre-populated for you in the Requested ledger using budget account R14001.
Guidelines for Budgeting Revenues - continued

- Do NOT include Building Funds revenues in your projections. Instead, communicate anticipated revenues for NEW building funds to the Foundation Business Office.

- Distribution of investment earnings to endowment operations is NOT to be budgeted as revenue.

- Please do not use STRAIGHTLINE METHOD in budgeting revenues. Gift installments are usually received once annually (unless it’s payroll deduction).

- Historical revenues are not necessarily an indication of future revenues.
Guidelines for Budgeting Expenses

✓ Expenses are to be budgeted by project, by month.

✓ Budget ALL expenses using fund 900.

✓ Use the following budgetary accounts to forecast and budget expenses

  Reimbursements to FIU:

  • E57000  Transfers Out – All Other Expenses
  • E57001  Transfers Out – Equipment Expenses
  • E57002  Transfers Out – Scholarship Expenses
  • E57003  Transfers Out – Construction Expenses
  • E57004  Transfers Out – Salary Expenses

All other expenses:

  • Use the University Budgetary Accounts
Budget Reports

✓ Ensure you have access to FIU 02 – FIU Foundation
https://give.fiu.edu/about/fiu-foundation/online-forms/index.html

✓ FIU Foundation budget managers can review their entries to the ACTUAL ledger for Forecast FY 2020-21 and to REQUESTED ledger for the Budget FY 2021-22 through one of three ways:

- Query FIU02_BUDGET_DATA
- nVision report FIU02_BUDGET_BX_BY_PROJECT
- nVision report -- FIU02_R2_Foundation
Let’s move on to hands-on practice
Budget Reports

Query
Extract information using visual representations of your PS database.
- Query Manager
- Query Viewer
- Schedule Query

PS/nVision
Design and create MS Excel spreadsheet reports on PeopleSoft data.
- Define Report Book
- Register Drilldown Layout
- Define Report Request
- Define Scope

FIU
Budget Reports

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By
- Query Name

Search Results

*Folder View
- All Folders

Query

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU02_BUDGET_DATA</td>
<td>CY Forecast, NY Budget</td>
<td>Public</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Budget Reports

![Budget Reports Image]
Budget Reports
QUESTIONS & ANSWERS
BREAK

Coffee Time
General Terms

**Forecast = FY 2020-21**
- Current Year (CY)

**Budget = FY 2021-22**
- Next Year (NY)
# Tools Guide

Processes run to update DBM every hour

<table>
<thead>
<tr>
<th>ENTRY TYPE</th>
<th>DBM</th>
<th>FIU Position Budget</th>
<th>FIU Transfers In/Out</th>
<th>FIU DSO Reimbursements</th>
<th>OPS Worksheet</th>
<th>FC Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>FCST</td>
<td>BUD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Positions</td>
<td></td>
<td></td>
<td>FCST</td>
<td>BUD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPS</td>
<td>FCST</td>
<td>BUD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>FCST</td>
<td>BUD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Transfers</td>
<td>FCST</td>
<td>BUD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSO Reimbursements</td>
<td></td>
<td></td>
<td></td>
<td>FCST</td>
<td>BUD</td>
<td></td>
</tr>
</tbody>
</table>

**Tools Guide**: A comprehensive guide to the processes used for updating the DBM every hour.
“Transfers to University” budget in the DSO

= “DSO Revenues” in FIU01
Step 1

Insert the information in the “Search Criteria” box in the following order:

1. Business Unit: FIU02
2. Ledger: ACTUAL for Current Year for Forecast OR REQUESTED for Next Year(NY) budget
3. Activity Nbr: NONE
4. Project: XXXXXXX (the project ID where the donation was booked)
5. Fiscal Year: CY for Forecast NY for REQUESTED
6. Fund Code: 9XX depending on funding source (click magnifier to see the options)
7. Account:
   - E57000 Transfer Out - Within Univ
   - E57001 Transfers Out - Equipment
   - E57002 Transfers Out - Scholarship
   - E57003 Transfers Out - Construction
   - E57004 Transfers Out – Salaries

8. Click “Search”
Step 2:
Insert the information in the “Reimbursement To” box in the following order:
1. Enter “Cost PID From”, “Bud Ref From” And/OR “Task From” (Very Rare)
2. “Account” R89090 DSO Revenue / R89000 Non-Operating Revenue
3. “To Activity Nbr” (where the scholarship got disbursed)
4. Enter “To Cost PID”, “To Bud Ref” And/OR “To Task”
5. Accounting Period: When the reimbursement will take place (NOT when the Donor gives the money OR when the scholarship is awarded
6. Amount: $10,000
7. Click the + to add additional Reimbursement from the same Project ID
8. Click Save
How to Review the Revenues in FIU01

Using the FIU “Transfers In/Out” Tool
How to Review the Revenues in FIU01

Insert the information in the “Search Criteria” box in the following order:

1. **Ledger:** ACTUAL for Current Year for Forecast
   OR
   REQUESTED for Next Year (NY) budget
2. **Activity Nbr:** The FIU01 Activity Nbr where the revenue was entered using the DSO Reimbursement Tool
3. **Fiscal Year:** CY for Forecast NY for REQUESTED
4. If any transfers In OR DSO Reimbursement Revenues were entered in that Activity Nbr, the “View Transfers In and DSO Reimbursements” link will turn blue giving access to the details

![Search Criteria](image)
How to Review the Revenues in FIU01

| Business Unit | Dept Code | Account | Activity Nbr From | Project From | Fund From | Cost Pri From | Bus Ref From | Task From | Descr | To Department | To Activity Nbr | To Cost Pri | To Task | To Bus Ref | Account Period | Amount |
|---------------|-----------|---------|-------------------|--------------|-----------|---------------|--------------|-----------|------|---------------|---------------|-------------|---------|-----------|-------------|----------------|--------|
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
| FIU02         | 220010000 | R8900   | 1900999           | 1900999      | 901       |                |              |           |      | 220020000    | 2200210001    |            |         |           |              |       |
Remember the steps

- Run
  - BX Report
  - Foundation Financial Statement

- Meet
  - Development Officer
  - Dean/Administrator/Director of Budget

- Plan
  - Revenue Amount
  - Expense Breakdown
  - Comply with project’s intent/purpose

- Submit
  - DSO Tool
  - DBM

- Run
  - BX Report
Resources

✓ Budget Portal

- Website
  GO.FIU.EDU/BUDGET

- Budget Manual

- Budget Training
Questions or Comments?
Professional Development

Please go to Canvas to complete the quiz

Golden

FIU