NIU Foundation Board of Directors has a fiduciary duty to ensure donor dollars are used:

- To meet the donor's intent.

- In the most impactful and strategic way.

- To support NIU's mission and values.

The account administrator (cost center approver) is responsible to ensure that:

- The expense meets the donor's intent.
- The expense is appropriate and reasonable.
- The cost center's available balance will cover the expense.
- The expense complies with the NIU Foundation's Donor Use of Funds Policy and applicable University policies.
- The supporting documentation is complete and provides the accurate funding source.

Financial Services reviews each request with the same criteria as noted above.

**Foundation Accounting
Altgeld Hall 138**
Foundation_Accounting@niu.edu

- Scholarships.
- Check Request Submissions.
- Travel Voucher Submissions.
- Prior Approval Requests.
- Expense Transfers (DTFs).
- Payroll Transfer Requests (55-funds).

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HOW GIFTS BECOME IMPACTFUL

Ways to use available funds include*:

- Scholarships
- Research
- Events
- Meals
- Program expense, i.e. supplies
- Travel
- Student/GA payroll

*The NIU Foundation has an obligation to manage all philanthropic funds in a manner consistent with the best interests of NIU and within donor intent, some restrictions may apply.

Expense reimbursement requests must be submitted within 60 days of:

- The date the expense was incurred, or
- The last day of travel.

Expense reimbursement requests submitted <u>after</u> 60 days:

- Can be considered taxable, based on IRS regulations.

Note:

- The NIU Travel Voucher form asks for submission within 30 days. (This allows for processing time.)
- Watch for year-end processing deadlines in order to meet June 30 reporting requirements.

Submit vendor invoices as quickly as possible.

When submitting the expense, clearly document the business purpose of the expense using the Five W's:

- Who?
- What?
- Where?
- When?
- Why?

Before incurring the expense, ask yourself, "Is this the best use of donor funds?"

Stay clear of these types of requests:

- Meals/refreshments for internal University meetings/events where **only** NIU staff/faculty are present.
- Gift cards/gift certificates, including Huskie Bucks.
- Employee gifts, including retirement gifts.
- Flowers for current or former University employees.
- Contributions or memorial gifts to other NFP organizations.
- Parking tickets and violations.

To avoid surprises after the fact, ask for approval before the transaction has occurred.

The NIU Foundation will reimburse NIU employee travelers for reasonable, non-excessive meal expenses.

- Travel Status = an overnight stay and the travel is at least 18 hours in length.
- Per Diem only applies to employees.
- Employee travel information is found on the NIU Controller's Office website.
- Expense is submitted on a Travel Voucher.

The NIU Foundation is not currently part of the University's electronic travel voucher system.

Information about business meals and refreshments:

- **Meetings that include <u>only</u> University employees** cannot be approved with NIU Foundation funds.

- **Meetings that include <u>key</u> University employees and guests** can be considered for reimbursement.

- **Meetings for speaker events** can be considered for reimbursement.

Not all circumstances will fall within the above three categories.

Consider this best practice! –
Contact Financial Services for prior approval before the expense is incurred.

Student scholarships are processed through NIU's "MyScholarships" electronic system.

- Weekly, the Financial Aid and Scholarships Office downloads information to Financial Services.
- Financial Services obligates the funds.
- Funds are disbursed to the student.
- The scholarship expense is booked to the funding cost center, and the obligation is released.

Available balances for the upcoming academic year are loaded into the system in mid-February each year and includes:

- Jan. 31 available balances.
- Plus, July 1 allocations (84-funds).

Refer to your weekly financial reports for the most up-to-date information.

Before making the purchase, <u>reach out to us for prior approval</u>. This allows us to review the request for:

- Donor restrictions.
- Availability of funds.
- Alignment with NIU Foundation Donor Use of Funds Policy.

Keep in mind that the initial transaction:

- Must be allocated to a 41-fund.
- Expenses for equipment and equipment repairs cannot be considered for transfer; direct payment to vendor is necessary.

Submit transfer journals, along with documentation, to JournalEntries@niu.edu **and** Foundation_Accounting@niu.edu.

- **If donor intent allows, payroll expense may be considered for:**

  - Student payroll.
  - Grad-student payroll.
  - Add-Pay.

- **55-Fund and Budget set-up:**

  - Cost Center Information Form.
  - Payroll Budget Form.
  - Notify Foundation Accounting <u>and</u> Budget Office.
  - Final set-up resides with the Budget Office.

- **Payroll expense is transferred to NIU Foundation at month-end.**

55-funds are NIU funds.

Financial Reports are run weekly and can be found by utilizing the following steps:

- Go to the NIU Controller's Office website.
- Go to "Reports and Forms."
- Scroll down to "Organizational Report Index" hyperlink.
- Information is organized by Cost Center_Fund_Year_Period
  - NPRDGL: period monthly and year-to-date detail.
  - NFSRFDNEnd: financial summary report.
  - SUM and SCH: summary reports.
- Includes cost center restrictions and signers.

Need access?
https://itforms.niu.edu/

Within the new NIU Foundation resource link, you will find:

- Foundation Accounting Forms
- Gift Processing Forms
- Alumni Event Forms
- Recordings/Presentations
- Links to NIU Resources

Link to Campus Partner Resources

QUESTIONS?

Thank you for joining us today!