



# Revenue Policy

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## Policy Statement

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The Florida State University Foundation (Foundation), established in 1960, is a non-profit Florida corporation exempt from federal income taxes under Internal Revenue Code Section 501(a) as an organization described in Section 501(c)(3) and organized under Section 1004.28, Florida Statutes as a Direct Support Organization (DSO) of the Florida State University (University). The Foundation enhances the academic vision and priorities of the University through its organized fundraising activities and funds management. The Foundation is responsible for soliciting and administering gifts from private sources to support the academic mission of the University. Academic support includes salaries, scholarships and other student aid, research, construction of capital projects, equipment and supplies, travel and entertainment as well as other program related expenses.

The Foundation Revenue Policy is intended to be used as a guideline and can be revised or changed at any time as deemed necessary. A complete list of all forms can be found under [Gifts and Other Deposits](#) on the Forms and Resources page of the Foundation website. If you have additional questions, please contact the Foundation [Revenue Manager](#) directly for further guidance.

## Modifications and Reviews of Policy

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This policy is maintained collaboratively by the Gift Services and Accounting departments of the Foundation. Reviews take place annually no later than June of each fiscal year. Modifications and recommendations are presented to the Executive Management Team of the Foundation for review and final approval.

## Gift Revenue

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[IRS Publication 526](#) defines a charitable contribution as a voluntary donation or gift that is made without the expectation of receiving anything in return. Payments that qualify as a charitable contribution are recorded as gift revenue by the Gift Services department. The University [Gift Acceptance and Counting Policies](#) were established as a guideline for gift acceptance campus-wide and should be referred to when questions arise concerning whether or not a gift should be accepted as well as the entity responsible for the acceptance and administration of the gift. There are no fees assessed to gift revenue.

Gifts can be recorded as either spendable or endowed. Spendable gifts are available for immediate spending while endowed gifts add to the principal balance of an endowment and will never be spent. In the case of an endowed fund, a donor must clearly indicate in the gift agreement or on a donation form, if a portion of a gift is intended to be spendable. While the principal balance of an endowment remains intact, spendable gifts made to endowed funds as well as spending distributions received on an endowment are used to support the fund's purpose. Donors creating a new endowment will often make gifts to the spendable side each year until the fund reaches the minimum endowment threshold and begins to generate spending distributions.

There are various options available to make gifts to the Foundation. Gifts that will be processed via credit card can be made online using the Foundation [Donation Form](#), as well as a variety of college or campus unit webpages. Individuals who prefer to mail a check can also complete the Foundation [Gift Form](#) and mail their payment to the Foundation directly. Employees who wish to contribute from their paychecks bi-weekly each pay period should

complete the [Payroll Deduction Form](#). Please visit the [Gift Payment Methods](#) section of the Foundation website for more information.

## Gift Revenue Types

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Donor gifts will be spent in accordance with the purpose established on the fund in which the gift was made. As a result, it is important that any donor restriction imposed on a gift be communicated to the Gift Services department to ensure proper recording.

Below are a few examples of charitable gifts received by the Foundation:

### Annual Fund Gifts

Annual Fund gifts are defined as non-endowed gifts less than \$30,000. The Annual Giving department conducts fundraising for giving at this level, in collaboration with the college/unit development officers. Examples of Annual Giving campaigns include the Great Give, SparkFSU, FSU license plate and the student phone center. Please contact the [Annual Giving](#) department for more information concerning annual fund gifts.

### Faculty/Staff Gifts

Payroll deduction is available for employees who wish to support University initiatives and programs and can be set up by completing the [Payroll Deduction Form](#).

### Corporate and Foundation Gifts

Mutually beneficial relationships are often cultivated with corporations and foundations to fund cutting-edge research, programs and services at the University as well as to establish scholarships and professorships. Please contact the Corporate and Foundation Development Officer at (850) 645-0491 for more information concerning corporate and foundation gifts.

### Employer Matching Gifts

Many companies will match or multiply a donation made to charitable organizations through their matching gift programs, which can significantly increase the impact of a contribution. To find out if your company participates in such a program, search our online [Employer Matching Gift Directory](#) or check with the human resources department to see if they match employee donations. Please contact [Annual Giving](#) for more information concerning employer matching gifts.

### Gifts-In-Kind

Donations of non-monetary items /such as art, collectibles, books, equipment, vehicles, software and other personal assets or materials, referred to as a gifts-in-kind, may be accepted on behalf of the University if certain provisions are met. These provisions may include a commitment to funding future expenses, such as insurance or repairs on a vehicle, by the college or department. All gifts-in-kind must be supported with appropriate documentation and obtain approval using the Gift-in-Kind Acceptance form. Please contact the [Gift Services](#) department for more information concerning gift-in-kind donations.

## Gifts of Securities

Donors may transfer gifts of securities in three ways: electronically (DTC), physical certificate in donor's name and physical certificate naming the FSU Foundation. Please refer to the [Securities Information](#) for more guidance on Gifts of Securities.

## Gifts for Athletic Scholarships

Gifts to support intercollegiate athletics, such as athletic scholarships, should be directed to the [Florida State University Athletics](#) (Athletics). In some instances, it may be permissible for the Foundation to accept a gift in which the scholarship will support athletes in a particular college or major where the award will be administered by the college and not Athletics.

Gifts intended to support scholarships for student athletes should be discussed with the Senior Associate Athletics Director over National Collegiate Athletic Association (NCAA) compliance prior to being accepted by the Foundation. Donations which include a gift agreement should include a signature line for the Senior Associate Athletics Director to acknowledge they are in agreement the Foundation will accept the gift and that Athletics will be responsible for ensuring compliance with any and all NCAA regulations associated with the gift.

## Foreign Gifts

Congress enacted [Section 117 of the Higher Education Act of 1965](#) as a means to provide financial transparency concerning the financial relationships between U.S. universities and foreign sources. While the Foundation may accept gifts from foreign entities, the Foundation may be required to disclose to the University annually the amount, terms, restrictions, and requirements of any gift received by a foreign government or foreign person during the fiscal year.

## Grants

The Foundation solicits gifts and charitable grants from private sources for all approved University programs, and for which no services and/or products are required.

Grants solicited by Development Officers of the Foundation that include a research component must be discussed with the [Florida State University Research Foundation](#) (Research Foundation) and should not be processed through the Foundation unless agreed upon by all parties. The Research Foundation is responsible for administering awards funded with private monies for research and development activities of University faculty, staff, and students for which services, products and/or deliverables are required and where there is a commitment of University personnel, equipment, or other facilities. The proposals for these activities to private entities are coordinated by the University Office of Research through the Research Foundation.

Questions concerning grants or which DSO of the University should be administering them, should be directed to the [Corporate and Foundation Development](#) department. Please refer to the [Gifts vs. Grants Determination](#) policy for more guidance on the proper handling of research grants.

## Real Estate Gifts

The [Florida State University Real Estate Foundation](#) (Real Estate Foundation) was established to receive gifts of real estate to hold, manage, lease, mortgage, develop, administer or sell in order to contribute or distribute all or a portion of the net proceeds from such activity to the University, the Foundation or other related entity

as deemed appropriate. Employees of the Real Estate Foundation advise and assist the University and related DSO's with gifts of real estate or other strategic University initiatives when requested.

For gifts of real estate with an academic purpose, the Real Estate Foundation will be responsible for accepting the gift and holding the asset until such time as the asset is sold. Proceeds from the sale of real estate, which are intended to support an academic purpose, will be transferred to the Foundation to be administered by the college or campus unit benefitting from the gift for the intended purpose, as outlined in the donor gift instrument.

Please contact the [Real Estate Foundation](#) for more information concerning real estate gifts.

## Planned Gifts

There are many different types of gift and estate planning vehicles, also referred to as planned gifts. These include such items as bequests and revocable trusts, retirement plans and commercial annuities, charitable gift annuities, charitable remainder trusts, charitable lead trusts, retained life estates, life insurance policies, etc.

Because many of these gifts are revocable in nature and not expected to be received for many years, planned gift funds with no current gifts will not be established until the planned gift is realized. These gifts will be recorded in the donor database to an existing fund if already established or a general planned gift clearing fund. Once the planned gift has been realized, a fund will be opened, if necessary.

Please contact the [Gift and Estate Planning](#) department for more information concerning planned gifts.

## State-Matched Funds

Over time the State of Florida has instituted programs to stimulate university giving by offering matching programs for private donor gifts. These programs are unique and are governed by specific statutes.

### First Generation Matching Gifts

Per [Florida Statute 1009.701 \(1\)](#), the First Generation Matching Grant Program was created to enable each state university to provide donors with a matching grant incentive for contributions that would create grant-based student financial aid for undergraduate students who demonstrate financial need and whose parents, as defined in [Florida Statute 1009.21\(1\)](#), have not earned a baccalaureate degree.

Please refer to the University [Office of Financial Aid State Grants](#) website for more guidance on First Generation Matching Gifts.

### Challenge Grant Major Gifts

Per [Florida Statute 1011.94 \(1\)](#), the University Major Gifts Program was established to enable each university to provide donors with an incentive in the form of matching grants for donations for the establishment of permanent endowments, which must be invested, with the proceeds of the investment used to support libraries and instruction and research programs, as defined by the Board of Governors. The amount matched varies by the amount of private contributions raised for each endowed fund.

The Major Gifts Challenge Grant Program was temporarily suspended for donations received on or after June 30, 2011. Existing eligible donations received on or before June 29, 2011 remain eligible for future matching funds when appropriated by the State. This program may be restarted by the State after the backlog for the state match program has been funded.

## Challenge Grant Facility Enhancement Gifts

Per [Florida Statute 1013.79 \(1\)](#), the Alec P. Courtelis Capital Facilities Matching Trust Fund was established to provide the opportunity for each university to receive support for challenge grants for instructional and research-related capital facilities within the university. Once a facilities construction project plan is completed, the University will receive one-half of the total cost of the project, equal to the amount of private contributions raised for the project.

The Courtelis Facilities Matching Gift Program was temporarily suspended for donations received on or after June 30, 2011. Existing eligible donations received on or before June 29, 2011 remain eligible for future matching funds when appropriated by the State. The program may be restarted by the State after the backlog for the state match program has been funded.

## Earmarked Gifts

An earmark commonly refers to the designation of funds for a particular purpose and may impose a further restriction as to the use of the gift from what the original fund allows. When the Gift Services department is made aware of earmarked gifts, a notation is made on the gift record in the donor database to associate that gift with a specific earmark.

Please refer to the Foundation [Earmarked Gifts](#) policy for more guidance concerning the earmarking of gifts. For questions related to the recording of earmarked gifts, please contact the [Gift Services](#) department. For questions related to the expenditure of funds associated with earmarked gifts, please contact the Foundation Accounting [Accounts Payable](#) department.

## Undesignated Gifts

The Foundation will receive gifts on occasion that are unrestricted or have not been designated for a specific purpose. There are different ways these are handled as outlined below:

### Unrestricted Gifts Less than \$10,000

Unrestricted gifts to the University of less than \$10,000 will automatically be placed in the University's Greatest Need Fund which provides support to the University at the discretion of the University President. To be unrestricted, the gift must be completely undesignated in purpose.

### Unrestricted Gifts \$10,000 or More

Unrestricted gifts to the University of \$10,000 or more require that a designation be established by the Vice President for University Advancement. To be unrestricted, the gift must be completely undesignated in purpose meaning there can be no restriction imposed even to a particular college or department. The donor's affiliations, family, and giving history will be used to evaluate which department will receive the gift. These instances require a [Designation of Unrestricted Gift](#) form be completed and approved by the University President and the Foundation Chief Financial Officer.

### Partially Restricted Gifts Less than \$30,000

Gifts to the University of less than \$30,000 that are partially restricted in purpose will automatically be placed in a fund previously designated by the College Dean or University Officer of the college or campus unit the gift benefits.



## Partially Restricted Gifts \$30,000 or More

Gifts to the University of \$30,000 or more that are partially restricted in purpose and lacking documentation from the donor as to their desired designation within a college or unit will require designation by the College Dean or University Officer of the college or campus unit the gift benefits. These gifts require a [Designation of Restricted Gift](#) form be completed and approved by the Vice President for University Advancement and the Foundation Chief Financial Officer.

Please refer to the University [Gift Acceptance and Counting Policies](#) for more guidance concerning the acceptance of gifts. Questions concerning the recording of gifts and gift adjustments should be directed to the [Gift Services](#) department.

## Non-Gift Revenue Types

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Payments that do not qualify as a charitable contribution are recorded as non-gift revenue by the Foundation Accounting department. The Foundation may accept non-gift deposits if the purpose of the activity to generate the funds is consistent with its tax-exempt purpose and University Regulations and Policies. Non-gift deposits are assessed a 10% non-gift fee. This fee is calculated and assessed monthly based on new non-gift deposits to each fund.

Certain non-gift deposits may be considered outside the mission of the Foundation and should be processed through a University auxiliary fund. Auxiliary funds are self-supporting entities established to provide essential goods and services to departments, faculty, staff, students and incidentally the general public. These types of deposits may be accepted at the Foundation only in certain instances where the University [Guidelines & Procedures – Auxiliary Departments](#) prevent the deposits from being made into an auxiliary fund. Please refer to the [Auxiliary & Designated](#) portion of the University Budget Office's website for more guidance concerning auxiliary funds.

Below are a few examples of non-gift revenue received by the Foundation:

### Conferences

The [Center for Academic and Professional Development](#) (CAPD) is the University's preferred entity for hosting conferences, educational workshops, certificate programs, teacher education institutes, digital resources and e-learning, and academic courses. CAPD should be contacted when planning for conferences, training or other educationally related activities. Please refer to University regulation [FSU-5.090 Center for Professional Development and Public Service](#) for more guidance concerning conferences. Conference related registrations deposited at the Foundation will be recorded as non-gift revenue and assessed a non-gift fee.

### Royalties

The Research Foundation is the named owner of all intellectual property created by faculty and staff when the work is commissioned by the University with the author(s) in writing. If the work has not been commissioned by the University with the author(s) in writing, the agreement should be made between the author(s) and the publisher. Per the FSU [Faculty Handbook](#), the University typically does not allow faculty to receive more than \$500 in royalties for faculty authored textbooks required for a faculty member's class. As a result, royalty payments of this nature may be sent to the Foundation instead of the author. These royalty payments are recorded as non-gift revenue and assessed a non-gift fee. Please refer to University regulation [FSU-4.063 University Sponsored Educational Materials](#) for more guidance concerning royalties.

## Race Entry Fees

Entry fees to participate in a race for a nonprofit organization, like a 5K, are not considered a charitable contribution. Race entry fees deposited at the Foundation will be recorded as non-gift revenue and assessed a non-gift fee.

## Expense/Other Refunds

Refunds for payments previously made to vendors should be returned to the entity who made the payment. Payments for expenditures on departmental funds managed by the Foundation are processed in OMNI financials so any refunds pertaining to these expenditures should be deposited at the University, not the Foundation. Please refer to the [Frequently Asked Questions - Departmental Deposits](#) on the University Controller's Office website for more guidance concerning expense/other refunds.

Refunds of registration payments made for events that were either cancelled or in which the attendees could not attend may be requested by sending an email with supporting documentation to the Foundation Accounting [Revenue](#) department.

Questions concerning the recording of non-gift revenue should be directed to the Foundation Accounting [Revenue](#) department.

## Split Gifts and Other Revenue Types

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In some instances, the University may engage in activities which comprise both gift and non-gift revenue, referred to as a split gift, or the circumstances surrounding the gift may determine whether or not the gift is treated as charitable. Please refer to the University [Gift Acceptance and Counting Policies](#) and the Foundation [Fundraising and Other Advancement Activities](#) guidelines for more guidance concerning the acceptance of these gifts.

Below are some examples of splits gifts and other revenue received by the Foundation:

### Fundraising Events

Departments should contact the [Gift Services](#) department prior to sending solicitations concerning fundraising events or printing and distributing any promotional materials. If the primary intent of the event is to raise funds in support of the Foundation's exempt activities and the event proceeds are comprised of both gift and non-gift revenue, the activities may be required to be reported on the Form 990 tax return for the Foundation. As a result, the following information may be requested by the Foundation Accounting Revenue department for tax reporting purposes: date, event name, purpose of the event, copy of solicitation(s), and a report detailing the revenue and expenses paid from Foundation funds. Deposits which include proceeds from a fundraising event should be identified on a Foundation [Gift Transmittal](#).

### Qualified Sponsorships

Sponsorships will be considered qualified and may be treated as charitable contributions if the benefits received by the sponsor are limited to insubstantial benefits. Benefits which are considered insubstantial include company name and/or logo, physical location or address, phone number, company website, and value-neutral descriptions of product line or service.

If the sponsor receives any benefit in return for the sponsorship payment, such as tickets, dinner or activities related to the event, then each of these benefits must be valued separately and submitted to the [Gift Services](#) department for review.

## Non-Qualified Sponsorships

Displaying a list of sponsors on a website with a hyperlink to the sponsor's website may be acceptable and considered a qualified sponsorship; however, if upon linking to the sponsor's website, there is an endorsement of a sponsor product by the University or a related entity, this would constitute advertising and not be a qualified sponsorship. Sponsorships related to advertising should not be deposited at the Foundation.

## Drawings and Games of Chance

The Foundation strongly discourages the use of drawings; however, if a drawing is conducted, criteria outlined in [Florida Statute 849.0935](#) must be followed. Gaming consists of three elements: prize, chance and consideration, and is generally considered an illegal activity for a nonprofit organization to engage in. There is a special exception for 501(c)(3) organizations in which a drawing may be held if the element of consideration is removed. This means that a purchase cannot be required to enter the drawing and an opportunity to win will be provided to anyone who expresses interest.

## Honorariums

An honorarium is a voluntary payment in appreciation for a service for which there is no official agreement. Honorariums may be accepted and recorded at the Foundation if there is no agreement that the payment is being made for services rendered as in the case of an independent contractor relationship, and the payment should be made payable to the FSU Foundation. The payment can be recorded as gift revenue if the payer includes documentation, such as a letter, indicating that the payment is a gift in lieu of an honorarium and not a payment of compensation. If no such documentation is provided, the payment will be recorded as non-gift revenue and assessed a non-gift fee.

## Share-It Nights

Contributions of a percentage of all meals sold on a particular date, including meals from people who would have eaten there that night anyway, are gift revenue. However, contributions of a percentage of meals sold only to customers that state their purchase is to go towards the share-it night is business generated by volunteers and thus an exchange transaction and considered non-gift revenue.

Questions concerning the recording of split gifts and other revenue should be directed to the [Gift Services](#) department.

## Deposits

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Per the FSU [Cash Management](#) policy, payments collected on campus should generally be deposited daily; however, no collections should be held more than five business days before submitted to the Foundation. All deposits for funds held at the Foundation should be sent with the appropriate transmittal form ([gift](#), [non-gift cash](#), [non-gift checks](#) or [non-gift credit cards](#)) via USPS mail, Campus Mail (1420) or hand delivered to 325 West College Avenue, Tallahassee, FL 32301. All hand deliveries should be placed in the locked Accounting drop box located in the Foundation lobby.

The following payment types are accepted for deposit at the Foundation:

### Cash

Cash should be hand delivered to the Foundation. The person delivering the cash must obtain a receipt from a designated Foundation employee. Both the Foundation employee and the person making the deposit must sign the receipt and place the cash in the locked Accounting drop box located in the Foundation lobby. The Foundation discourages cash sent via Campus Mail or cash dropped in the Accounting drop box without obtaining a receipt.

### Check

Checks should be made payable to "FSU Foundation". Per FSU [Cash Management](#) policy, checks should be restrictively endorsed immediately upon receipt with "For Deposit Only, FSU Foundation". ACH/wire is the preferred method for deposits of foreign payments; however, the Foundation will accept a foreign check payable in US dollars. The Foundation does not accept third party checks. For example, if a check is paid to the name of an individual and the individual signs the check over to the Foundation, the Foundation will not accept the payment.

### Credit Cards

The Foundation does not accept online credit card payments for non-gift transactions; however, a non-gift payment may be made via credit card by completing a [Credit Card Form for Campus Users](#). Please enter the Foundation Fund ID in the Designation section to ensure proper recording of the receipt. The completed form should be dropped off in the locked Accounting drop box located in the Foundation lobby or submitted via campus mail in a secured envelope. The Foundation does not accept credit card information via email or fax.

Per the FSU [Payment Cards](#) policy, all employees handling credit card information must complete PCI training. Employees accepting credit card payments being deposited into a Foundation fund are required to complete the Foundation PCI compliance training annually. The training is completed online at the Foundation [Training](#) website. Please contact the [Director of Gift Services](#) for more information concerning PCI compliance and training at the Foundation.

Due to PCI compliance and internal control issues as well as the administrative responsibilities associated with processing credit card transactions, the Foundation will not open merchant accounts at the request of an academic unit or college.

### ACH/Wire

ACH/Wire information is provided to the donor by the Gift Services department for gift payments and to the payer by the Foundation Accounting department for non-gift payments. The following information should be submitted to the [Gift Services](#) department for gift and split gifts or other revenue requests and to the Foundation Accounting [Revenue](#) department for non-gift requests: Payer contact information, Foundation fund ID and name, amount of payment and expected deposit date. Once this information is received, the Foundation will send the ACH/Wire information directly to the financial representative (the donor's banker or a company's accounting department). Due to the sensitivity of this information, no ACH/Wire or bank account information should be shared with donors or other individuals as this should be provided by the Gift Services or Foundation Accounting departments to ensure proper protocols have been followed to protect the Foundation. Prior notification of an ACH/Wire payment must be sent to the Foundation Accounting [Revenue](#) department.

## Prohibited Deposits

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There are some instances in which deposits should not be made at the Foundation. Below are some examples of the types of deposits that the Foundation cannot accept:

### Deposits Requiring the Collection and Remittance of Sales Tax

Receipts that require the collection and remittance of sales and use tax cannot be deposited at the Foundation. University departments are ultimately responsible for compliance with applicable tax rules and regulations and ensuring proper collection and remittance of sales and other applicable taxes. Each University department is liable for any interest and penalties that may be assessed. Please refer to the [Frequently Asked Questions – Tax](#) on the University Controller’s Office website for more guidance concerning deposits requiring the collection and remittance of sales tax.

Below are some examples of receipts that often require the collection and remittance of sales and use tax and cannot be deposited at the Foundation:

#### Career Fair Registration Fees

Registration fees charged to employers to participate in career fairs are subject to Florida sales and use tax as a license to use real property. Other similar events may or may not be subject to sales tax depending on the setup of each individual event. Receipts for events requiring the collection of sales and use tax must be deposited at the University since the Foundation is not registered to collect and remit sales and use tax. Questions concerning the taxability of an event should be directed to the University [Assistant Controller for Tax and Compliance](#).

#### Merchandise or Items for Resale

Merchandise or other items purchased for resale regardless of price or profit motive are subject to Florida sales tax. Receipts for merchandise or other items for resale requiring the collection of sales tax must be deposited at the University since the Foundation is not registered to collect and remit sales tax. Questions concerning the taxability of this activity should be directed to the University [Assistant Controller for Tax and Compliance](#).

### Directed Scholarships

Charitable payments must be for the benefit of an indefinite class of individuals, not for a specific person. Gifts for a fellowship or scholarship, made on the condition or with the understanding that the award will be made to a student of the donor’s choice, are considered directed scholarships and should not be deposited at the Foundation. These types of payments subject to such restrictions may be submitted directly to Student Business Services at the University with a cover letter or other appropriate documentation identifying the student and reason for payment.

### Gifts from Non-FSU Entities Affiliated with the University

The Foundation does not accept payments to support University affiliated organizations that are primarily organized and operated with the characteristics of a social club for personal contacts, fellowship, commingling of members, pleasure, religious, and recreation purposes. For example, payments to support the construction or maintenance of fraternity or sorority-owned property are not accepted at the Foundation since they are considered social and recreational purposes rather than academic in nature; however, the Foundation can

accept gifts to support scholarships with a preference for students that are from a specific fraternity or sorority as those fall in line with the Foundation's purpose of supporting the academic mission of the University.

### Gifts from Government Entities

The Foundation does not typically accept deposits from government entities unless it is for registration fees or sponsorships. This falls under the exception that governmental funds expended for services to a vendor are not considered governmental monies. Payments for government grants or contracts should not be submitted to the Foundation. Government contracts and grants are administered through [Sponsored Research](#) as those funds typically have federal regulations that must be followed. Please refer to the FSU [Placement of Funds](#) policy for more guidance concerning gifts from government entities.

## Revenue Adjustments/Transfers

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In some instances, there may be a need to transfer revenue from one fund to another. If the situation calls for adjusting a specific donor's gift, as opposed to a lump sum transfer not related to a specific gift, submit an adjustment request to Gift Services via the Foundation [Help Center](#). Otherwise, contact the Foundation Accounting [Revenue](#) department. Please be advised that requests from Development Officers or other employees of the Foundation requesting changes in the placement of a donor gift from one fund to another will not be considered without documented proof that the request originated from the donor.

## Financial Reporting

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Departments are responsible for maintaining copies of deposit documents and reconciling department records to the amounts recorded in Foundation funds. To facilitate this, the Foundation provides a variety of reports to campus users. A request for [Web Access to Financial Fund Reports](#) must be submitted and approved by the Responsible Party for online report access to financial fund reports. Access may be authorized for an individual fund, multiple funds, an entire department, or a college or campus unit. Please refer to the [Financial Fund Reports User Guide](#) for instructions on how to access the online system for web reports as well as a description of the financial fund reports available.

The Foundation also offers gift and donor reports online. A [Request for Web Reports Access](#) form must be completed, approved by the employee's supervisor, as well as either the Dean of the College of the Department Head, depending on if College/Unit level or Department-Specific level reports are requested, then sent to [Taylor Short](#). Donor endowed fund reports are also accessible online through a donor's [oneFSU](#) account.

## Related Policies, Guidelines, and Procedures

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- [Earmarked Gifts Policy](#)
- [Financial Fund Reports User Guide](#)
- [Florida Statute 849.0935](#)
- [Florida Statute 1009.21\(1\)](#)
- [Florida Statute 1009.701 \(1\)](#)
- [Florida Statute 1011.94 \(1\)](#)
- [Florida Statute 1013.79 \(1\)](#)
- [Forms & Resources Website](#)
- [Fundraising and Other Advancement Activities Guidelines](#)
- [FSU Cash Management Policy](#)
- [FSU-5.090 Center for Professional Development and Public Service Regulation](#)

- [FSU Faculty Handbook](#)
- [FSU Placement of Funds Policy](#)
- [FSU-4.063 University Sponsored Educational Materials Regulation](#)
- [Gift Acceptance and Counting Policies](#)
- [Gifts vs. Grants Determination Policy](#)
- [Guidelines & Procedures – Auxiliary Departments](#)
- [IRS Publication 526](#)
- [Office of Financial Aid State Grants Website](#)
- [Section 117 of the Higher Education Act of 1965](#)
- [Securities Information](#)

## Revisions and Approval History

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<b>Date</b>	<b>Responsible</b>	<b>Action</b>
June 2021	Accounting	Policy created and sent to Accounting managers for review and feedback.
July 2021	Controller/Gift Services/CFO	Reviewed policy and provided feedback.
August 2021	Accounting	Incorporated feedback from Controller/Gift Services/CFO and scheduled meeting with Gift Services to discuss revisions.
September 2021	Gift Services/VP of Advancement Services	Reviewed final draft of policy and provided to CFO to share with FSU Controller's Office and obtain SMT approval.
October 2021	CFO	Policy was approved by SMT.