



## **21.05.01.D1.02 Gifts, Donations, Grants and Endowments**

Approved: March 21, 2014

Revised: March 19, 2019

Next Scheduled Review: March 19, 2022

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### **Procedure Summary**

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This procedure supplements System Policy 21.05 and System Regulation 21.05.01 that provides members of The Texas A&M University System with authority, guidance, and restrictions for the acceptance of gifts, donations, grants, and endowments.

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### **Procedure**

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#### **1. GENERAL**

- 1.1 Soliciting, accepting, accounting for and acknowledging charitable contributions to the University shall be accomplished by the Communications and Advancement Office. On behalf of the University, this office shall record and report gift income, project future grants and endowments to the University. e gift revenues based upon unfulfilled pledges, issue gift receipt letters and/or dated charitable gift receipts, prepare solicitations, case for support materials, and develop related response devices to increase future gifts, donations,
- 1.2 In the language herein, references to “the University” shall be construed to indicate Texas A&M University-Central Texas (A&M - Central Texas), its Colleges, programs, services, and students/alumni. Employees and students acting on behalf of the University for the purpose of soliciting charitable donations are required to notify the Communications and Advancement Office prior to solicitation in order to ensure compliance with System reporting procedures.
- 1.3 The Communications and Advancement Office is responsible for advising the University CEO and working collaboratively with the Vice President for Finance and Administration and the Provost/Vice President for Academic and Student Affairs to ensure that only gifts for acceptable University purposes, and that support and enhance the University Mission, Vision, Strategic Plan and the Academic Master Plan, are accepted. Terms of installment payment plans and allowances for donor recognition must be pre-coordinated upon final written pledge commitment or receipt of the first contribution, or as agreed mutually with the donor(s).

#### **2. REQUIRED REPORTS**

Acceptance of gifts, grants, loans, and bequests is subject to the following conditions:

2.1 The University CEO will submit a narrative report to the System Office of Budgets and Accounting (SOBA) under the following circumstances:

- a. Whenever a total contribution from one donor equals or exceeds \$1,000,000. The report will include initial plans for honoring the donor.
- b. A quarterly Gifts, Donations, Grants and Endowment Contributions Report that includes non-excluded gift revenue.

2.2 Gifts to the University may be transferred to an affiliated fund raising organization (like the Texas A&M University-Central Texas Foundation or Alumni Association) with the donor's written approval and if SOBA is notified in writing prior to the transfer/acceptance. Any transferred gift must be reported to the Office of the State Auditor and to the System Office of General Counsel (according to System Regulation 21.05.01 *Gifts, Donations, Grants and Endowments*, section 6.2). Full documentation should be reviewed by SOBA prior to initiating any transfer of funds/property ownership, to ensure completeness (including donor letters of permission) and sufficiency for System audit.

### 3. RECORDING GIFTS AND COMMUNICATION WITH DONORS

3.1 Gifts must be accounted for and used only for the purpose designated by the donor, assuming the gift was properly accepted for uses that are routine and have a higher educational purpose that also corresponds with the University's formal mission. If the donor does not specify a purpose (including from wills, estates and bequests) the University CEO may determine/recommend an appropriate use that benefits the University as a whole.

3.2 In order to facilitate appropriate record keeping, the sources of all donations must be documented using the donor information sheet, available through the Communications and Advancement Office.

3.3 Employees who seek external funds for any reason beneficial to the University or University programs or services must do so in cooperation with the University Communications and Advancement Office, providing the charitable organization from which funds are solicited, the purpose, and amount of funding, as well as proposed agreements which address how funds are to be utilized and/or reported.

3.4 Documentation of all gifts, including receipts, checks, money orders, cash donations, deposit receipts, and any existing memorandum and agreements, must be digitally delivered to the Communications and Advancement Office, for entry into the donor database.

3.5 Donors will be recognized with letters and/or receipts that summarize each discrete charitable contribution, recognizing the amount contributed, if fungible.

- 3.6 No valuation will be placed on used, non-new, non-original-invoiced property, or other donated resources or in-kind gifts that do not have clearly established and public market value.
- 3.7 Gifts received shall be deposited and recorded within five business days or sooner.
- 3.8 Acknowledgement letters or dated charitable gift receipts to donors shall be prepared, signed and mailed within five business days of deposit of the gift or installment.
- 3.9 Donor gift acknowledgments shall specify that no gifts or services were received by the donor (or to what dollar extent, if applicable), or that a percentage of the gift is tax deductible, according to state accounting requirements and federal tax law.
- 3.10 The CASE (Council for Advancement and Support of Education) Reporting Standards and Management Guidelines shall inform specific gift processing in recording and tracking gifts and communicating with donors, but are subject to adaptation by the Communications and Advancement Office to accommodate local conditions and available resources for administering these functions.
- 3.11 Gifts will be tracked in the Communications and Advancement Office and identified by deposit transaction with the University's Business Office.
- 3.12 The original correspondence, associated invoices, receipts, acknowledgements for gifts received or for pledged installments and record of any terms and conditions signed by the donor or made as verbal commitments, and all gift agreements recorded in memoranda for record, shall be retained by the Communications and Advancement Office.
- 3.13 The record copy of gifts and donor records, paper or electronic, should be kept permanently or to the extent required by The Texas A&M University System's records retention schedule.
- 3.14 Electronic records of donor and constituents records shall be backed up and safeguarded as vital University records. If a commercial contractor is retained to house and manage these donor and constituent records, complete and timely access to them from both the principal and back-up locations must be provided for in any contractual terms.

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## **Related Statutes, Policies, or Requirements**

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System Policy [21.05 Gifts, Donations, Grants and Endowments](#)

System Regulation [21.05.01 Gifts, Grants, Donations and Endowment](#)

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## **Contact Office**

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