

Fiscal Stewardship: Gift Fund Balances

Overview

Unspent gift funds can happen for a variety of reasons: the gift's restrictions make finding qualified uses difficult or impossible, the distribution amount is not large enough to make a meaningful impact, the fund has been forgotten due to turnover in faculty or department staff, and/or the money is being saved for a specific project that has yet to come to fruition. Whatever the reasoning, it is imperative that funds without expenditures in the last 3 fiscal years, be addressed in order to ensure that the College of Arts & Sciences, and its academic departments, are good stewards of our donors' private philanthropy.

Methods for Addressing Unspent Monies

1. Review

Using one of the Gift Balance Detail reports, review department funds for high balances and/or lack of expenditures in the last few fiscal years. Next, confirm the purpose of the fund by reviewing the establishing documentation to determine the following:

- Preferences or restrictions that govern qualified expenditures
- Donor recognition expectations or requirements (e.g. honorary position titles)
- Investment status: is the fund endowed or current use?

2. Strategize

Determine which of the following actions to take for each fund

- Spend:** based on qualified fund uses, expend the balance accordingly- three options:
 - **Balance Reduction:** reduce or eliminate the balance quickly
 - **Expanded Purpose:** if found in the agreement, expand general spending criteria
 - **Save & Spend:** build the fund balance needed to accomplish a specific goal
- Merge** (current use funds only): consolidate funds with those of another fund with similar purpose and restrictions
- Re-invest:** (endowed funds only): transfer fund balances to the principal account to increase future distributions
- Amend:** in consultation with the donor, for cases with no qualified fund uses and/or complex recognition components that make it difficult to administer the monies, broaden the use of the funds

NOTE: if there are no living donors, the release of restriction must come from the Board of Regents and/or the Washington State Attorney General

3. Plan

For spending that is using the expanded purpose of an agreement or to start an amendment, please contact Theresa Mejia in CAS Advancement Services (tmejia@uw.edu) for assistance.

Key Contacts

Spending Consultation:

Theresa Mejia - CAS Adv. Services
206.616.5373/ tmejia@uw.edu

Debbie Olson - CAS Dean's Office
206.616.4414/ dsolson@uw.edu

Amendment Process:

Your Unit Fundraiser

Theresa Mejia - CAS Adv. Services
206.616.5375/ tmejia@uw.edu

Fund Merges & Reinvestment Requests:

Debbie Olsen - CAS Dean's Office
206.616.4414/ dsolson@uw.edu

Reports

Fund Balance/ Expenditure Review:

BI Portal

- Gift Balance Detail by Budget (for specific fund review)
- Gift Balance Detail by Spending Restriction and OrgCode (for all Division/Department funds review)

Agreement Documentation:

ReportWriter-Web Reports

- Endowment Documents Online

CONTACT INFORMATION

For more information or specific questions, contact
CAS Advancement Services at
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