

Fiscal Stewardship:

Memorandum to File

Overview

Occasionally there will be a gift fund—governed by a gift agreement— that proves to be difficult to use in alignment with very specific donor intent. The good news is that many agreements have “expansion” language that provides additional flexibility as long as the intended expenditure stays close to the donor’s intent. An example of “expansion” language is: *“In any year in which there are no qualified expenditures, the criteria, as stated in Section II. Purpose, may be expanded, so long as such criteria shall adhere as closely as possible to the original intent stated in the Purpose.”* In a year where flexibility is needed, you must create a **Memorandum to File (MTF)** to appropriately document why a temporary expansion of award criteria is needed, and that the expanded use is in still keeping with the original donor intent.

The MTF is used when there are a) no qualified recipients or projects to award funds to that meet the original intent of a gift agreement for a *specific* academic year **and** b) there is “expansion” language already included in the gift agreement. Keep in mind that such expansions do not allow for a fund that is specific to students to be used for discretionary purposes, the expansion needs to stay reasonably close to the original intent.

A copy of the MOU will be stored with the following areas: the benefitting department, UW Treasury (vivianne@uw.edu), UW Donor Relations (steward@uw.edu), CAS Advancement Services (CASadser@uw.edu)

Memorandum to File Template

Date: <Date>

Department: <Department>

Fund Details: <Fund Name>, <Operating Budget Number>, <Principal Budget Number>

Agreement Purpose: <copied from the Gift Agreement, Section II>

Expansion Year: <Academic Year this MTF covers>

Summary: <Please provide the details for why the money cannot be spent according to the stated purpose and how the money will instead be spent>

***Please include documentation illustrating that no recipients or projects met the original terms.**

QUESTIONS?

Contact CAS Advancement Services at casadser@uw.edu