## MONETARY TRANSFER FORM (MTF)

**Revised July 19, 2017**

### BACKGROUND

The UCLA Foundation is the giving, receiving and investing arm of the University. It receives contributions made by alumni, friends, private foundations and corporations on behalf of UCLA’s many schools, units and departments and disburses the contributions according to the expressed wishes of the donor. The Foundation oversees the donated resources and investment assets which are managed by the nonprofit UCLA Investment Company and actively promotes philanthropy across the campus.

Difference between UCLA Foundation & UC Regent Gifts:

<table>
<thead>
<tr>
<th>Endowment Interest</th>
<th>UCLA Foundation</th>
<th>UC Regents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments on Foundation endowments are made on a quarterly basis.</td>
<td>Payments on Regental endowments are made at the beginning of the fiscal year.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payout</th>
<th>UCLA Foundation</th>
<th>UC Regents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payout on Foundation endowments is slightly (approx 1%) more than Regental endowments. More funds are available resulting in slower growth of the corpus.</td>
<td>Payout on Regental endowments is slightly (approx 1%) less than Foundation endowments. This encourages long-term corpus growth and greater interest payments.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees</th>
<th>UCLA Foundation</th>
<th>UC Regents</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.5% administrative fee taken off the top.</td>
<td>6.5% administrative fee taken off the top.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Access</th>
<th>UCLA Foundation</th>
<th>UC Regents</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must submit a Monetary Transfer Form (MTF) to access funds.</td>
<td>Regental Gift Transmittal Form is required for General Accounting to transfer funds into PI's campus fund.</td>
<td></td>
</tr>
</tbody>
</table>

**Monetary Transfer Form (MTF)** Endowments made directly to the UCLA Foundation are not automatically accessible to the PI, unlike Regental Endowments. A MTF is the means by which the department can request the UCLA Foundation to transfer money to The Regents (University) expense account (i.e. 4413xx) in order for a PI to spend according to the Donor’s purpose. Each Foundation fund (xxxxxO) is linked to only ONE University gift fund number (i.e. 41234).

### USER ROLES & ACCESS
Need one of the 3 login IDs: 1) OASIS, 2) QDB and/or 3) UCLA login

Reviewer: Reviews and can reject any MTF transaction that is incomplete, incorrect, or unauthorized.
- DSA grants access via DOM AIS System Access Request Form (#45 & 46) submitted by MSO and approved by CAO.

Preparer: Prepares the MTF.
- 3 step process
  1) Email Jane McNeely (janem@support.ucla.edu) a completed MTF Signup Form.
  2) Jane will email you the PowerPoint training materials to review.
  3) Once complete, she will notify the DSA & grant preparer access.

PROCESSING A MTF

1. Sign into MTF Application using your UCLA Logon ID & password.

2. Click Prepare MTF Request.

3. Enter Foundation account # (6 digits – 5 numbers & 1 letter) OR University fund # (5 digits) – Click “Go”.
Choose Foundation Fund

**Foundation Accounting Data current through May, 2009**

| Organization: | --Choose-- |
| Division: | --Choose-- |
| Sub-Division: | --Choose-- |
| Department: | --Choose-- |
| Fdn or Univ Number: | Go |

(a) University account, cost center & sub (only) you would like the funds transferred TO (credited). Fund that was previously linked to the Foundation fund # will automatically be filled in.

(b) Amount of funds to be transferred FROM the Foundation account TO University FAU. This amount cannot exceed the max transfer amount. See “Reviewing Foundation Account Balances” on pages 8-10 below for details on determining amount available for transfer.

(c) Justification for intended use for the funds. For student stipends/awards, you must list the students’ full names.

(d) Read & check the e-signature checkbox.

(e) Preparer’s current full phone number.

Take note of month/year that the data reflects.

Foundation Accounting is usually about 1 month behind the University’s general ledgers.
5. Click “Continue”.

4a. Fund Purpose:
Fund payout to support pilot research projects and research faculty development at the Iris Cantor-UCLA Women’s Health Center.

4b. Enter amount to be transferred: $10,000

4c. Intended Use:
Fund payout to support Mei-Hua Huang’s pilot research projects and research faculty development at the Iris Cantor-UCLA Women’s Health Center.

4d. The requester certifies that the money to be transferred will be spent in accordance with the stated purpose of this Fund. (Periodic audits are made of MTF Transfers to ensure that any money transferred is spent according to the Purposes and Restrictions of The UCLA Foundation Funds from which the transfers are made.)

4e. Prepared By: CATHERINE RUJANURUKS, Phone Number: (310) 205-6287
6. Carefully review transaction prior to submitting. Make corrections if necessary.

7. Print out a copy for the binder(s) as backup/reconciliation paperwork.
8. Preparer & Reviewers will receive and email with a link to the submitted MTF for review purposes.

9. Once the MTF is processed by the UCLA Foundation, Preparer & Reviewers will receive and email with a link to the processed MTF for review purposes.
10. A transfer of funds (TOF), processed by General Accounting, into the University FAU will hit the ledgers within 7 business days.
REVIEWING FOUNDATION ACCOUNT BALANCES

1. Log into UCLA On-Line Financial System using your UCLA Logon ID & Password

2. Click on “Consolidated Gift Fund Reports”.

3. Click on “Consolidated Gift Fund Report – Main”.

Please note that these reports are for internal UCLA use only. Please do not distribute to donors or other third parties.

For assistance with donor reporting, please contact External Affairs Donor Relations Dept at:
(310) 794-2447 or donorsrelations@support.ucla.edu

Menu

- Consolidated Gift Fund Report – Main
- Report by Fund Category
- Report by Organizational Hierarchy
- Search by Fund Number
- Search by Fund Title
- Custom Menu - Consolidated Gift Fund Reports
- Excel Download Gift Fund Data
- Chart Consolidated Gift Fund Reports by Hierarchy

Menu

- Consolidated Gift Fund Report – Main
- Report by Fund Category
- Report by Organizational Hierarchy
- Search by Fund Number
- Search by Fund Title
- Custom Menu - Consolidated Gift Fund Reports
- Excel Download Gift Fund Data
- Chart Consolidated Gift Fund Reports by Hierarchy
4. Easiest way to search is to enter University Fund # (5 numeric digits) or Foundation Fund # (5 numeric digits & 1 letter) into “Fund #” field & click “Find” or “Get Report”.

5. See below for 2 different fund types of Foundation Gift Fund Report results.
   a. Current Expenditure Foundation

   - Click on Fund Purpose (yellow arrow) or Fund Description/Restriction to view more information about the purpose & restrictions on the use of the funds. (see below)
b. Endowment Foundation

For more detailed information regarding gift policies and procedures, go to the Gift Services website and/or see Gift Training Manual created by UCLA External Affairs.