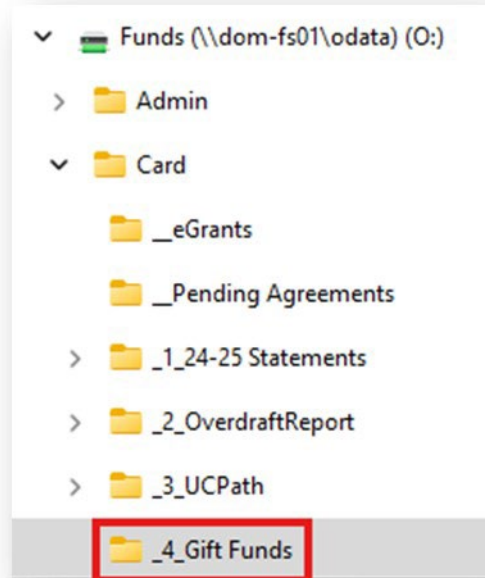


GIFT FUND MANAGEMENT

Revised June 25, 2025

OVERVIEW

Although gift funds are on the whole “unrestricted”, PIs must still remain good stewards of donations and Research Administrators (RAs) must ensure proper financial oversight of these funds. Therefore, the Department of Medicine performs quarterly (minimally) compliance checks. The Gift Fund Reconciliation Report shared quarterly with Research and Division Administrators (MSOs) will be sorted by amount less than \$1,000 (including in deficit balance). This compliance report requires RA action and MSO approval. This Gift Fund report is saved on the shared O drive: <\\dom-fs01\odata\Funds\Division Name\ 4 Gift Funds>



CATEGORIES AND REQUIRED ACTIONS

1. Gift Fund with \$0 balance

- Make sure all subs are reconciled and zero balanced*.
- Update/Add Acct Owner Comment in FPM for future gift expected for the fund.
 - If there *are* future gift expected, please add comment in FPM to indicate **Purpose of expense (e.g. Dr. Bruin's salary support @ 10%), Expected amount (e.g.\$10,000/year) and Fiscal year/Duration (e.g. FY24-25 / 5 Years)**.
 - If *no* future gift expected but PI wishes to keep gift fund open for *possible* future gift, please add comment in FPM to indicate **"No Expense. Confirmed on 03/27/25 that PI wishes to leave gift fund open"**. Please review in quarterly basis to ensure PI's wish to leave gift fund open.
 - For Foundation Fund: If PI is *the foundation fund owner*, add comment in FPM to indicate the available balance (e.g. **Available Balance \$3,000 as of 12/10/2024**).
 - For Foundation Fund: If PI is *not the foundation owner*, add comment in FPM to indicate so. (e.g. **PI is not the foundation fund owner - Leave gift fund open for future donation/gift from Dr. name of foundation fund owner**)
- If no future gifts are expected, confirm with PI about closing the gift fund. Below are examples of possible reasons for fund closure. Please contact [General Accounting personnel](#) to close and manually close, aka "Y", the Fund in OASIS.
 - No transaction for more than 3 fiscal years.
 - Purpose of the gift fund is no longer needed/exist (e.g. Seed Grant has been ended and not expecting any more funding in the future.)

Gift Fund with balance < \$1,000

- Review and see if PI can spend the balance down to \$0.
- Once balance is spent down to \$0, please refer to #1. above.
- If PI wishes to keep gift fund open with balance < \$1,000, add comment in FPM to indicate PI's wishes (e.g. **Confirmed on 03/27/25 that PI wishes to leave gift fund open.**) Please review all gift balance < \$1,000 quarterly to ensure PI's wish to leave gift fund open.
- Consolidate gift funds** with similar purposes whenever possible.

3. Overdrafted (Projected) Gift Fund

- Refer to the latest OD report and update FPM Comments for current status of the OD balance.
- Reminder: Gifts in OD are at risk for earning negative STIP/interest! Please **do everything possible to prevent overdrafts on gift funds.**
- For projected OD balance, review the Projected/Future expected Balance to ensure the gift fund doesn't go in deficit.

4. Review Gift Fund with no activity in past 3 fiscal years

- Go to Financial Web Reports -> Summary -> Fund Balance -> Search by Fund# -> Click on Detail General Ledger -> Changed from Date Year to 2022 -> Get Report
- Make sure all subs are reconciled.
- If you don't see any transaction for past 3 fiscal years, confirm with PI if they are still in need for this fund. If not, please discuss with PI to spend the balance down to \$0 and refer to #1 above.

Once you complete the actions above, please UPDATE the excel sheet, *Action Comment* (Column W), with updated status & date (e.g., **Updated FPM comments/All subs are reconciled and fund is in process of closing/Waiting for PI's response as of 04/07/2025**)

***GIFT CLOSE OUT** (see [Fund Clean Up](#) Chapter for more details)

Alternatively, if consolidation is not an option, a small gift fund balance can be spent via a NPEAR. Please keep in mind that in order for an unrestricted fund to be fully closed, all subs must be zero. i.e. the bottom-line total cost equaling zero is NOT sufficient. In the example below, a TOF must be processed from sub 03 to sub 05 in order to zero out the subs. Once ALL of the subs are zero, the unrestricted fund will automatically close during the June Final ledger, and the fund will be removed from your active fund list within your division.

	Sub	1 General Ledger		3 Current Expenditures			6	Projected Balance
		Approp.	Expenses	Approp.	Expenses	Encumbr. & Memo Lien	Future	1-2
		ITD (11/09)	ITD (11/09)				To 06/30/10	+3-4-5-6
00	Salaries-Academic							0.00
01	Salaries-Staff							0.00
02	Career Salaries-General Assistance							0.00
06	Employee Benefits							0.00
03	Supplies & Expense	220.36	0.00					220.36
04	Equipment							0.00
05	Special Items	0.00	220.36					(220.36)
07	Special Items							0.00
08	Unallocated							0.00
09	Recharge							0.00
Total Direct		220.36	220.36	0.00	0.00	0.00	0.00	0.00
9H	Overhead	0.00		0.00				0.00
Total		220.36	220.36	0.00	0.00	0.00	0.00	0.00

****GIFT CONSOLIDATION**

If a PI has multiple unrestricted gift funds with small balances, the funds can be consolidated into one various donors fund. Consolidating gift funds will alleviate the administrative burden of reconciling and managing numerous various donors funds, and allow the PI to see his/her complete various donors balance within one fund.

Note: Please keep in mind that a PI may prefer to separate a large donation, or funds with a specific purpose, from their general various donors gift fund. Therefore, please check with your PI before consolidating funds.

Generally gift funds can be consolidated (Foundation w/ Foundation, Regental w/ Regental) when:

1. A PI has left the University. The former PI's balance will be assigned to another faculty member (e.g. Division Chief). Instead of just transferring the balance to the new PI's account-cc, the balance can be consolidated with the new PI's existing various donors fund.
2. A gift fund has a small balance and needs to be closed. When the FAU is no longer in use, no additional donations are expected, and all spending has ceased, if there is a small balance that doesn't require it to be fully expended, it can be transferred to another gift FAU with a similar purpose.

There are a few things that are helpful to remember: There are three different types of gift funds (Regental Various Donors, UCLA Foundation Current Expenditure, and Regental Endowment). When requesting consolidation, the gift funds should be the same gift fund type (i.e. various donors with various donors), and have the same/similar gift fund purpose. If you do not have a gift fund with a similar purpose, then the next eligible fund would be a gift fund with either an unrestricted/discretionary fund purpose or a general (departmental) support purpose.

To consolidate gift funds, email the [fund manager in General Accounting](#) in charge of your fund block with your request.