

MONETARY TRANSFER FORM (MTF)

Revised May 21, 2020

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:

	UCLA Foundation	UC Regents
Endowment Interest	Payments on Foundation endowments are made on a <u>quarterly basis</u> .	Payments on Regental endowments are made at the <u>beginning of the fiscal year</u> .
Payout	Payout on Foundation endowments is slightly (approx 1 %) <u>more</u> than Regental endowments. More funds are available resulting in slower growth of the corpus.	Payout on Regental endowments is slightly (approx 1 %) <u>less</u> than Foundation endowments. This encourages long-term corpus growth and greater interest payments.
Fees	<u>6.5% administrative fee</u> taken off the top.	<u>6.5% administrative fee</u> taken off the top.
Fund Access	You must submit a Monetary Transfer Form (<u>MTF</u>) to access funds.	<u>Regental Gift Transmittal Form</u> is required for General Accounting to transfer funds into PI's campus fund.

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.

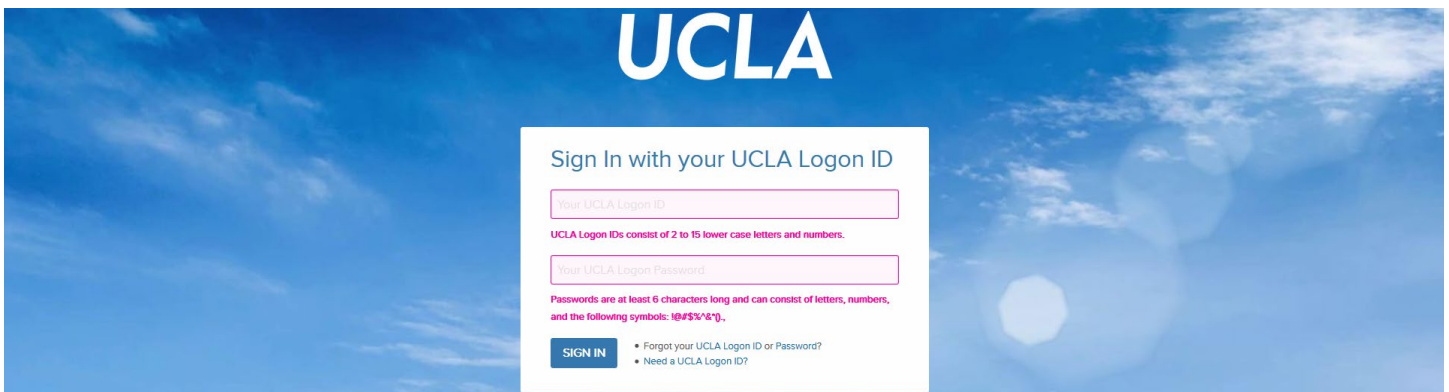
- DSA grants access via [DOM AIS System Access Request Form](#) (#46 & 47) submitted by MSO and approved by CAO.

Preparer: Prepares the MTF.

- 3 step process
 - 1) Review [MTF PowerPoint Training](#).
 - 2) Complete [MTF Signup Form](#).
 - 3) Email Genevieve Lewis (glewis@support.ucla.edu) completed MTF Signup Form and 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:

Division:

Sub-Division:

Department:

Fdn or Univ Number: (e.g. '301170' or '56061')

Take note of month/year that the data reflects.

Foundation Accounting is usually about 1 month behind the University's general ledgers.

3

4. Complete

- 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.



Prepare Monetary Transfer Request

Fill out MTF Form

Foundation Accounting Data current through May, 2009

From:

Foundation Fund Number	Foundation Fund Name	Fdn Amount Available	Fdn Amount Unavailable	Pending MTFs	Max Transfer
E	TEM (TARLOW-EISNER-MOSS) FUND IN WOMEN'S HEALTH	36,146.90	0.00	0.00	36,146.90

Fund Purpose:

Fund payout to support pilot research projects and research faculty development at the Iris Cantor-UCLA Women's Health Center.

Fund Restrictions:

(not provided)

4a

To:

University Account Number:

Loc	Acct	CC	Fund	Sub
4	4413			08

University Fund Name:

UCLA FDN/TEM(TARLOW-EISNER-MOSS) FUND IN

Enter amount to be transferred: \$

10,000

4b

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.

4c

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.)

4d

Prepared By: CATHERINE RUJANURUKS

Phone Number: (310) 206-6287

4e

Cancel

Continue

5

5. Click "Continue".

6. Carefully review transaction prior to submitting. Make corrections if necessary.

Submit MTF Form

Foundation Accounting Data current through May, 2009

You are about to submit the following Monetary Transfer Request:

From Foundation Fund:	E	TEM (TARLOW-EISNER-MOSS) FUND IN WOMEN'S HEALTH
University Account Number:	Loc - 4 - 4413	Acc - CC - Fund - Sub - 08
University Fund Name:	UCLA FDN/TEM(TARLOW-EISNER-MOSS) FUND IN	
Transfer Amount:	\$10,000.00	
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.	
Prepared By: CATHERINE RUJANURUK	Phone Number:(310) 206-6287	

MTFs received after the 20th of the month will be processed in the next calendar month. ← **NOTE**

If this information is correct, please click the "Submit" button once. Otherwise, click "Make Corrections" to edit your request.

Cancel Make Corrections Submit

7. Print out a copy for the binder(s) as backup/reconciliation paperwork.

Review Submitted MTF Form

You have successfully submitted the following Monetary Transfer Request:

MTF Number:	14792	
From Foundation Fund:	E	TEM (TARLOW-EISNER-MOSS) FUND IN WOMEN'S HEALTH
Purpose:	Fund payout to support pilot research projects and research faculty development at the Iris Cantor-UCLA Women's Health Center.	
Restrictions:	(not provided)	
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.	
University Account Number:	Loc - 4 - 4413	Acc - CC - Fund - Sub - 08
University Fund Name:	UCLA FDN/TEM(TARLOW-EISNER-MOSS) FUND IN	
To University Dept:	1557	MEDICINE-GENERAL MEDICINE & HLTH SRVCS.
Amount:	\$10,000.00	
Prepared On:	7/22/2009 3:48:03 PM	
Prepared By:	RUJANURUKS, C. Y.	(310) 206-6287
Reviewers:	DIXON, SOON-OK KUNTZ, KRISTIN LUCAS, MARK T.	

Request Another Transfer Print

Request Another Transfer to Same Fund

8. Preparer & Reviewers will receive and email with a link to the submitted MTF for review purposes.

From: CRUJANURUKS@MEDNET.UCLA.EDU Sent: Wed 7/22/2009 3:48 PM
 To: Dixon, Soon-ok; Kuntz, Kristin; Lucas, Mark
 Cc:
 Subject: Submission of MTF Transaction 14792

MTF Transaction 14792, prepared by CATHERINE RUJANURUKS on 7/22/2009 at 3:48 PM, has been submitted for review.
 Please click on the link below for details of this MTF transaction:
http://mtf.fim.ucla.edu/MTFDetails.aspx?mtf_id_number=14792

UCLA MTF Details

MTF Number: 14792

From Foundation Fund: E TEM (TARLOW-EISNER-MOSS) FUND IN WOMEN'S HEALTH

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

Restrictions:
(not provided)

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.

University Account Number:	Loc	Acct	CC	Fund	Sub
	4	- 4413	-	-	08

University Fund Name: UCLA FDN/TEM(TARLOW-EISNER-MOSS) FUND IN

To University Dept: 1557 MEDICINE-GENERAL MEDICINE & HLTH SRVCS.

Amount: \$10,000.00

Status: **Pending** ← **NOTE CURRENT STATUS**

Prepared On: 7/22/2009 3:48:03 PM
 Prepared By: RUJANURUKS, C. Y. (310) 206-6287

Reviewers: DIXON, SOON-OK
KUNTZ, KRISTIN
LUCAS, MARK T.

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.

From: JANEM@SUPPORT.UCLA.EDU Sent: Mon 7/27/2009 9:07 AM
 To: Rujanurks, Catherine
 Cc: Dixon, Soon-ok; Kuntz, Kristin; Lucas, Mark
 Subject: Processing of MTF Transaction 14792 by The UCLA Foundation

MTF Transaction 14792, prepared by C. Y. RUJANURUKS on 7/22/2009 at 3:48 PM and approved on 7/24/2009 4:05:01 PM, has been processed by The UCLA Foundation.
 The transferred sum is now available for use.
 Please click on the link below for the details of this MTF transaction:
http://mtf.fim.ucla.edu/MTFDetails.aspx?mtf_id_number=14792

The information contained in this e-mail may be confidential and is intended solely for the use of the named addressee. Access, copying, or re-use of the e-mail or any information contained therein by any other person is not authorized. If you are not the intended recipient please notify us immediately by returning the e-mail to the originator.



MTF Details

MTF Number: 14792

From Foundation Fund: E TEM (TARLOW-EISNER-MOSS) FUND IN WOMEN'S HEALTH

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

Restrictions: (not provided)

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.

University Account Number: Loc - Acct - CC - Fund - Sub
 4 - 4413 - - - 08
 University Fund Name: UCLA FDN/TEM(TARLOW-EISNER-MOSS) FUND IN
 To University Dept: 1557 MEDICINE-GENERAL MEDICINE & HLTH SRVCS.

Amount: \$10,000.00

Status: **Processed** ← **NOTE CURRENT STATUS**

Prepared On: 7/22/2009 3:48:03 PM
 Prepared By: RUJANURUKS, C. Y. (310) 206-6287

Approved On: 7/24/2009 4:05:01 PM
 Approved By: BATCH

Reviewers: DIXON, SOON-OK
 KUNTZ, KRISTIN
 LUCAS, MARK T.

Processed On: 7/27/2009 9:06:57 AM
 Processed By: MCNEELY, JANE

UNIVERSITY ACCOUNTING USE ONLY

FUND NUMBER	EXPENDITURE ACCOUNT NUMBER	MISCELLANEOUS RECEIPT	TOF #
_____	_____	DATE: _____ BY: _____	_____

UCLA ACCOUNTING USE ONLY

Back

Print

10. A transfer of funds (TOF), processed by General Accounting, into the University FAU will hit the ledgers within 7 business days.

Doc ID: 012747
 Employee:
 Action/Subject: TO APPROPRIATE MTF'S FOR THE MONTH OF JULY 2009.
 Date: 07/30/2009 0:06 PM

Preparer: MICHELLE GONZALEZ
 Phone: (310) 7940498
 Email: MGONZALE@FINANCE.UCLA.EDU

go to ► [Comments](#) | [General Information](#) | [Appointments and Distributions](#) | [List of Reviewers](#)

Comments

General Information

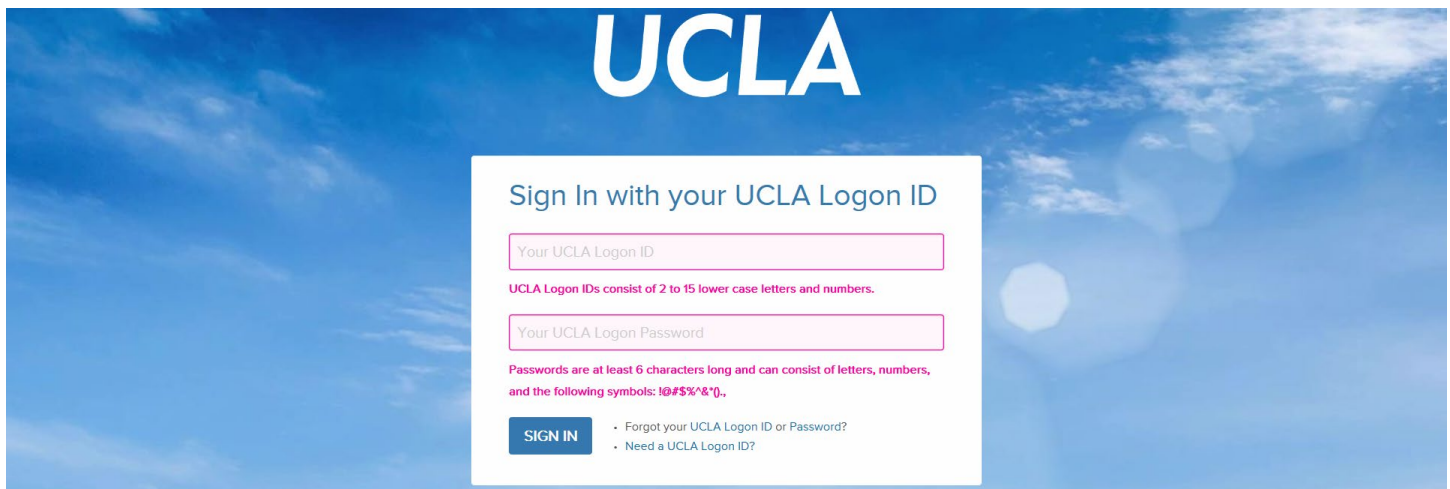
Prepared By: GONZALEZ, MICHELLE Effective Date: 7/30/2009 Type Entry: 14 Wip No: 0000695384
 Phone: 40498 Dept Code: 3520 Trans No: 012747
 Explanation: TO APPROPRIATE MTF'S FOR THE MONTH OF JULY 2009.

Chancellor's Office Use Only
 File: Commitment No: Allocation Code:

Loc	Account	CC	Fund	Project	Fin Class		Source	Description	Temp Amount	
					Sub	Object			Debit	Credit
4	240000				20	6000		MTF#14792	10,000.00	
4	4413	ME			08	0000		MTF#14792		10,000.00
Total									10,000.00	10,000.00

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".

FINANCIAL SYSTEM REPORTS

- [UCLA Financial Web Reports \(CDW\) *Feedback*](#)
- [UCLA Financial Web Reports](#)
- [Payroll Reports](#)
- [CG Reports](#)
- [PAC/BruinBuy Reports](#)
- [BAR Reports](#)
- [CASHNET Reports](#)

FINANCIAL SYSTEM KEY ENTRY

- [Non-Payroll Expenditure Adjustment](#)
- [Transfer of Funds](#)
- [Interdepartmental Recharge](#)
- [Recharge Order Request](#)

APPLICATIONS

- [Consolidated Gift Fund Management](#)
- [Web DocumentDirect](#)
- [PAN - Post Authorization Notification](#)
- [CASHNET - Processing Cash Receipts](#)
- [CASHNET - Services Application](#)

UC PATH

- [Project Code Maintenance](#)

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 donorrelations@support.ucla.edu

- ▶ Regental May data is now available. Foundation March data is now available.
- ▶ The UCLA Foundation information is only published on a quarterly basis, approximately 7 to 8 weeks after the quarter-end. To view the current Available balance, please log into the MTF system.

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

INFORMATION

[GiftReports Descriptions](#)

[Glossary of Terms](#)

[Fund Purpose Code Mapping](#)

[Link to Foundation Island 2](#)

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".

REPORT PARAMETERS FOR CONSOLIDATED GIFT FUND REPORT

Select one from the following list

Location: 4

Report By: Fund Category

Organization: -- Choose an item from this List --

Division: -- Choose an item from this List --

Sub Division: -- Choose an item from this List --

Department: -- Choose an item from this List --

Dept. Code: Find

Fund #: Find

Search: Enter any part of the fund title (ex. Smith) Find

Choose the following

Fund Type: All

Fund Source: All

Choose a time period

May 2009

Choose an output type

Web Report

Get Report Reset

NOTE:
Consolidated Gift Fund Report is always a month or so behind the University

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

CONSOLIDATED GIFT FUND REPORT DETAIL

University of California, Los Angeles
AS of May 31, 2009

[Chart Foundation & Campus](#) - [Chart Foundation](#) - [Chart Campus](#) - [Chart Total](#) - [Printable Version](#)

Fund Type:	CURRENT EXPENDITURE FNDTN		
Fund Number:	6 0/53		
Fund Title:	UCLA FDN/THE UCLA CENTER FOR EAST-WEST M		
Department:	1557 - MEDICINE-GENERAL MEDICINE & HLTH SRVCS.		
Fund Purpose:	Program Support - General ...		

	Foundation 6 0	Campus 53	Total
Beginning Fund (Book) Balance, July	575,700.44	(521.42)	575,179.02
New Contributions	307,620.00	0.00	307,620.00
Investment Income	5,977.67	0.00	5,977.67
Realized Gain(Loss)	0.00	0.00	0.00
Transfer to University	(450,000.00)	450,000.00	0.00
Total Expenditures	1,183.50	423,426.94	424,610.44
Transfer/Adjustments	(11,358.67)	(2,020.91)	(13,379.58)
Ending Fund Balance, May 31, 2009	426,755.94	24,030.73	450,786.67
Available Balance	151,032.94	24,030.73	175,063.67
Unavailable Balance ...	275,723.00		

Shows what's available to draw down from the Foundation via MTF into University expense FAU

Balance remaining, with no encumbrances, in University expense account as of ledger date listed.

Fund Description/Restriction

Unavailable Release Schedule

- 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)

CONSOLIDATED GIFT FUND REPORT FUND DESCRIPTION & RESTRICTION

University of California, Los Angeles

[Printable Version](#)

Fund Type:	CURRENT EXPENDITURE FNDTN
Fund Number:	606950/53503
Fund Title:	UCLA FDN/THE UCLA CENTER FOR EAST-WEST M
Department:	1557 - MEDICINE-GENERAL MEDICINE & HLTH SRVCS.
Fund Purpose:	Program Support - General

Fund Description

Funds will be used in support of the UCLA Center for East-West Medicine under the direction of Dr. Ka-Kit Hui.

Fund Restriction

Not Available

b. Endowment Foundation

CONSOLIDATED GIFT FUND REPORT DETAIL			
University of California, Los Angeles AS of May 31, 2009			
Chart Foundation & Campus - Chart Foundation - Chart Campus - Chart Total - Printable Version			
Fund Type:	ENDOWMENT FOUNDATION ←		
Fund Number:	9 E/54		
Fund Title:	UCLA FDN/TEM(TARLOW-EISNER-MOSS) FUND IN		
Department:	1557 - MEDICINE-GENERAL MEDICINE & HLTH SRVCS.		
Fund Purpose:	Research - General ... ➤		
	Foundation 9 E	Campus 54	Total
Beginning Fund (Book) Balance, July 1	433,003.76	20,000.00	453,003.76
New Contributions	468.00	0.00	468.00
Investment Income	16,400.90	0.00	16,400.90
Realized Gain(Loss)	(19,058.64)	0.00	(19,058.64)
Transfer to University	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00
Transfer/Adjustments	(23.40)	0.00	(23.40)
Ending Fund Balance, May 31, 2009	430,790.62	20,000.00	450,790.62
Available Balance ←	36,146.90	20,000.00	56,146.90
Unavailable Balance ... ➤	0.00		
Principal Value	394,643.72		
Principal Value Deferred	0.00		
Other Fund Information			
Fund Market Value	307,644.78		
Number of Endowed Pool Unit Held	11,146.55		
Endowed Pool Unit Value	27.60		
Historical Value of Contribution	0.00		
Total Fund Value	343,791.68		
Total Above(below) Historical	0.00		
Projected Income	17,834.48		
Projected Income if Underwater	0.00		
Fund Description/Restriction		Unavailable Release Schedule	

Shows what's available to draw down from the Fdn Endowment via MTF into University expense FAU

Balance remaining, with no encumbrances, in University expense account as of ledger date listed.

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.