**SUBJECT:**
Unrestricted and Unbudgeted Funds

**Effective Date:**
10/11/10
Revised
4/22/13;
8/4/2014;
12/15/14

**Policy Number:**
8

**Responsible Authority:**
Asst. VP Finance and Administration, FAU Foundation

**Scope:**
To allow for flexibility and achieve prudent oversight of Foundation resources and donor stewardship.

Guidance is necessary for Foundation/Advancement staff to properly manage spending requests while otherwise being guided by the annual budget process. The purpose of this policy is to allow for flexibility and achieve prudent oversight of Foundation resources and donor stewardship.

**Budgeted Funds**

The Foundation operates from a budget which is approved by the Foundation Board prior to the commencement of each fiscal year. A specific budget is established for each operational area within the Foundation. Spending against the budget, within operational areas, must adhere to the following controls:

1. Any expenditure that equals or exceeds $10,000 will be reviewed by the Audit Committee and be subject to an annual audit by the inspector general of the University.

2. Any reallocation of budgeted funds can be authorized by the Chief Operating Officer, as long as the total budget is not changed. All re-allocations must be reported as an amended budget at all budget reviews.

**Unrestricted Funds/Undesignated**

These funds are categorized on the Financial Statements as unrestricted. They include the greatest needs funds, the aforementioned budgeted funds and the unrestricted administrative
funds. All expenditures from the Foundation’s unrestricted, undesignated funds must adhere to the following controls:

1. Any expenditure or transfer from an unrestricted, undesignated fund that equals or exceeds $10,000 must be reviewed and pre-approved by the Executive Committee.

2. Any expenditure that equals or exceeds $10,000 will be reviewed by the Audit Committee and be subject to an annual audit by the inspector general of the University.

Procedures for Requests for Foundation Funds:

Requests to the Foundation for funding shall be in a written request presented to the Executive Committee two weeks in advance of a scheduled meeting. The request should provide the following information:

1. The name of the project or program to be funded, the total amount requested and its financial implications, the specific purposes for which the funds will be used, the benefits to the University and the implementation date by which the Funds are needed.

2. All requests should be presented prior to incurring project expenses. Any request for reimbursements should provide supporting documentation which shows that all expenditures were in compliance with FAU purchasing policies and were reasonably necessary and customary. If there is extensive supporting documentation, an additional summary is required.

3. Requests should show how the project supports FAU priorities and the Strategic Plan. In addition, all requests must have the signature of one of the following: the President, the Provost, and the Chairman of the Board of Trustees or the applicable University Vice-President.

FAU Foundation

Initiating Authority:
Chief Executive Officer
Signature: [Signature]
Name: Danita D. Nias
Date: 5/14/18

Chairman
Signature: [Signature]
Name: Stewart Martin
Date: 5/11/18

Asst. VP Finance and Administration
Signature: [Signature]
Name: Sharon Brown
Date: 5/14/18