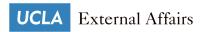## Advancement Services Fund Management
Fund Establishment Overview

UCLA Foundation Overview	UC Regents Overview
Highly encouraged to have all UCLA Campus gifts directly routed to UCLA Foundation. Generally, any type of gift asset can be accepted and held by UCLA Foundation.	Highly encouraged to have all UCLA Campus gifts directly routed to UCLA Foundation.
Key Characteristics of a UCLA Foundation Fund	**Key Characteristics of a UC Regents Fund**
• UCLA Foundation accounting system - five numbers plus the letter "E" or "O" for "Endowment" or "Other" respectively • UCLA Foundation funds must be linked to a University account/cc/fund in order to pay expenses	• UC Regents accounting system - five digit number • An account and cost center must be established to access funds • Deposits and expenses are administered within the same fund
Verify the availability of funds by referring to the Consolidated Gift Fund Report	**Verify the availability of funds by referring to the Consolidated Gift Fund Report**
1) Go to finance.ucla.edu 2) Click Online Financial Systems 3) Enter login credentials 4) Under Applications, click Consolidated Gift Fund Management 5) Under the Menu option, make selection	1) Go to finance.ucla.edu 2) Click Online Financial Systems 3) Enter login credentials 4) Under Applications, click Consolidated Gift Fund Management 5) Under the Menu option, make selection
How to access the UCLA Foundation Funds	**How to access the UC Regent Funds**
• Need to process a Monetary Transfer of Funds (MTF) - mtf.support.ucla.edu • Once funds have been transferred to the linked University Fund Number, spending through BruinBuy can occur • Generate a Purchase Order in BruinBuy - purchasing.ucla.edu	• Spending can begin by generating a Purchase Order in BruinBuy - purchasing.ucla.edu

Fund Types

Current Expenditure	Fund Functioning as an Endowment Quasi Endowment	True Endowment
• For immediate use by the department • Liquid and is available to be withdrawn at any time	• Managed like an endowment in order to fund the long-term needs of the department • Principal can be invaded but may require specific levels of approval	• Gift is invested & intended to last in perpetuity • Only the payout generated by investments can be spent • Can only be specified by donor
Least Complex		More Complex

Establishing a New Fund - Overview

The lead up to establishing a new fund often begins with the Gift Agreement. The Gift Agreement is a contract that sets the conditions of the gift i.e. who is the beneficiary (student and/or department) and the how the gift can be spent. As a Best Practice, please confirm with Development and/or the Department to determine if a Gift Agreement has been established to ensure the seamless processing of the New Gift Fund Request.

Steps to Establishing a New Fund

1)   **Complete the New Gift Fund Request Form -**
     https://island.fim.ucla.edu/eabusiness/giftadmin/giftapp/ ☐

2) Attach Gift Agreement or draft a copy of solicitation form
- Gift of $500k or more should go to Gift Agreements for acceptance (this can be done simultaneously).
- For gifts without Gift Agreement, send any pertinent documents that would confirm the donor's intent. ☐

Other Information and Supporting Documentation Needed to Establish a New Fund

Department Name
- Search by the official department name.
- Department code will be automatically populated once you have selected the department name. ☐

Fund Name
- Include full name as described in the Gift Agreement or solicitation. ☐

Fund Type
- Select the fund type:
  - Current Expenditure
  - Endowment
  - Fund Functioning as an Endowment/Quasi-Endowment
- Check against the Gift Agreement to make sure that the fund type is accurately being represented. ☐

Fund Purpose Category (Choose One)
- Chair Support
- Departmental Support
- Faculty Support
- Program Support
- Research Support
- Student Support ☐

Student Support Type
- Undergraduate Student
- Graduate Student
- Both Undergraduate and Graduate Students ☐

Purpose Description
- Briefly describe the purpose of the gift fund as intended by the donor.
- Refer to the Gift Agreement to accurately reflect the wishes of the donor. ☐