## UCLA Foundation 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.

### Key Characteristics of a UCLA Foundation 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

### Verify the availability of funds by referring to the Consolidated Gift Fund Report

1) Go to [finance.ucla.edu](http://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

- Need to process a Monetary Transfer of Funds (MTF) - [mtf.support.ucla.edu](http://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](http://purchasing.ucla.edu)

## UC Regents Overview

Highly encouraged to have all UCLA Campus gifts directly routed to UCLA Foundation.

### Key Characteristics of a UC Regents Fund

- 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

1) Go to [finance.ucla.edu](http://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 UC Regent Funds

- Spending can begin by generating a Purchase Order in BruinBuy - [purchasing.ucla.edu](http://purchasing.ucla.edu)

## Fund Types

<table>
<thead>
<tr>
<th>Current Expenditure</th>
<th>Fund Functioning as an Endowment</th>
<th>True Endowment</th>
</tr>
</thead>
<tbody>
<tr>
<td>For immediate use by the department</td>
<td>Managed like an endowment in order to fund the long-term needs of the department</td>
<td>Gift is invested &amp; intended to last in perpetuity</td>
</tr>
<tr>
<td>Liquid and is available to be withdrawn at any time</td>
<td>Principal can be invaded but may require specific levels of approval</td>
<td>Only the payout generated by investments can be spent</td>
</tr>
</tbody>
</table>

### Fund Types Comparison

- **Least Complex**
- **More Complex**
Steps to Establishing a New Fund

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