

**SECTION:** Gift Revenue  
**SUBJECT:** Financial Stewardship of Gifts Documented Procedures  
**APPLIES TO:** All units who receive gifts

### Financial Stewardship of Gifts Overview

The objective of the Financial Stewardship of Gifts process is to ensure that all gifts are processed and recorded properly. In addition, it is also to ensure gifts are being spent and according to donor's intent.

### Financial Stewardship of Gifts Process

Activity	Responsibility	Reference/Comments
<b>GIFT ACCEPTANCE</b>		
<p>Determine if gift is acceptable.</p> <p>Note: unusual gifts in-kind (particularly real estate) and securities need careful review. Contact Gift and Records Administration (GRA) for assistance.</p>	<p>Development Office</p>	<p>See <a href="#">SPG 602.02</a> for guidelines.</p> <p>Information on various types of gifts can be found at: <a href="https://leadersandbest.umich.edu/how">https://leadersandbest.umich.edu/how</a>.</p> <p>Additional procedures for accepting real estate can be found at: <a href="https://devweb.dev.umich.edu/news/display_story.cfm?typecd=POL&amp;Item=1797">https://devweb.dev.umich.edu/news/display_story.cfm?typecd=POL&amp;Item=1797</a>.</p> <p>For further information/guidance, call the Gift and Records Administration Help Line toll free at 888-518-7888, 8:00 AM to 5:00 PM, Monday through Friday, or e-mail <a href="mailto:umgift@umich.edu">umgift@umich.edu</a>.</p> <p>Or contact your GRA Unit Liaison. GRA Liaison School, College &amp; Unit Contact List: <a href="https://docs.google.com/document/d/1xcQcTBCPeQzS16DT71AdJ4FflvYOq0MVr6xfTzy0hU0/edit">https://docs.google.com/document/d/1xcQcTBCPeQzS16DT71AdJ4FflvYOq0MVr6xfTzy0hU0/edit</a>.</p> <p>For specifics questions on Securities, call GRA Help Line or e-mail <a href="mailto:umgiftsec@umich.edu">umgiftsec@umich.edu</a>.</p>
<p>If gift is not acceptable, notify donor.</p>	<p>Development Office</p>	
<p>Contact Development Legal Services at (734) 647-6095 when a gift has terms that should be preserved by a written agreement. Development Legal Services handles all gift agreements and gift letters for major gifts.</p>	<p>Development Office</p>	<p>Standard gift agreement templates can be used when drafting agreements and are available at <a href="https://devweb.dev.umich.edu/depts/details.cfm?deptid=OVPD0011&amp;doc_id=1506">https://devweb.dev.umich.edu/depts/details.cfm?deptid=OVPD0011&amp;doc_id=1506</a>.</p>

<p>Once agreement is written, obtain necessary approvals/signatures from Dean or Unit Director and Donor.</p> <p>NOTE: Two original copies should be signed. One is retained by Office of Development and one is sent to Donor.</p>	<p>Development Office</p>	
<p>Forward signed agreements to Development Legal Services, who will obtain VP of Development’s approval/signature (and CFO’s or Provost’s if necessary).</p> <p>Once agreements are signed, Development Legal Services will send one to be imaged and the other to the Donor. GRA will record gift in DART.</p>	<p>Development Office</p>	<p>Note: CFO and/or Provost must also review and sign agreement for gift such as:</p> <ul style="list-style-type: none"> <li>• Gifts for construction or increases in UM operating budget require CFO approval.</li> <li>• Gifts directly affecting faculty positions require Provost’s signature.</li> <li>• Gifts of real estate require CFO approval plus conformance to real estate policy.</li> </ul>
<b>PROCESSING/RECORDING GIFTS</b>		
<p>If an FBS-supported unit receives a gift instead of the Office of Development, the following position(s) are authorized to receive the cash, checks, and/or handle the credit card information.</p> <p>GRA will record gifts submitted directly to the lockbox by the donor.</p>	<p>Development Office</p>	<p>Individuals handling cash/checks should take the Cash Handling training course (My LINC TME103) and individuals handling credit card info should take the Merchant training course (My LINC TME102). Cash Handling training only needs to be taken once. Merchant training needs to be taken annually.</p>
<p>Follow the steps/controls outlined in the Cash and Check Handling written procedures including:</p> <ol style="list-style-type: none"> <li>1. maintaining a log of gifts received.</li> <li>2. safeguarding.</li> <li>3. separation of duties, etc.</li> </ol>	<p>Development Office</p>	<p>Refer to Cash Handling procedures located on the FBS website, on each department’s “Unit Certification” page.</p> <p>Units can utilize the gift log available in M+Google web apps. For more information see: <a href="https://sites.google.com/a/umich.edu/gift-form/public-content/getting-started">https://sites.google.com/a/umich.edu/gift-form/public-content/getting-started</a> or <a href="https://sites.google.com/a/umich.edu/gift-form/public-content/help">https://sites.google.com/a/umich.edu/gift-form/public-content/help</a>. Sign in with username and password.</p>

<p>If a cash gift is received, complete cash receipt ticket (CRT) online using Wolverine Access and deposit the cash at an auto-deposit station.</p> <p>If a check or credit card info is received, do not deposit/process. Forward it to Office of Gift and Records Administration.</p>	<p>Development Office</p>	<p>Individuals creating CRTs and/or depositing cash should take the Depository Certification training (My LINC TME101) every two years.</p> <p>Positions responsible for depositing cash should not be responsible for receiving funds or performing reconciliation.</p> <p>For more info on depositing process, see: <a href="http://www.treasury.umich.edu/deptraining.html">http://www.treasury.umich.edu/deptraining.html</a>.</p> <p><b>IMPORTANT:</b> Do not send cash to the office of gift and records administration or place in the gift drop box, and never through campus mail.</p>
<p>Confirm if the donor has a LookupID (LID - formerly "EID") by performing a constituent search in DART while completing the Gift Processing Form. If donor does not have LID, partially complete the form leaving the LookupID field blank.</p>	<p>Development Office</p>	<p>Guidance on how to perform a constituent search in DART can be found at: <a href="https://dart.dev.umich.edu/node/72">https://dart.dev.umich.edu/node/72</a>.</p> <p>Gift Processing Form can be found at: <a href="https://sites.google.com/a/umich.edu/gift-form/">https://sites.google.com/a/umich.edu/gift-form/</a>.</p> <p>For instructions, see: <a href="https://sites.google.com/a/umich.edu/gift-form/public-content/getting-started">https://sites.google.com/a/umich.edu/gift-form/public-content/getting-started</a>, or <a href="https://sites.google.com/a/umich.edu/gift-form/public-content/help">https://sites.google.com/a/umich.edu/gift-form/public-content/help</a>.</p> <p>Also see the Best Practices in Gift Processing presentation for further instructions: <a href="https://docs.google.com/presentation/d/1GEWUjEjmo45kWXo8_g4forhAI1Fcf0eUsoEAwfDeWvg/edit">https://docs.google.com/presentation/d/1GEWUjEjmo45kWXo8_g4forhAI1Fcf0eUsoEAwfDeWvg/edit</a>.</p>

<p>Send Gift Processing Form (or Response Card) along with the CRT (for cash gifts only) or check or credit card info, and any related correspondence (i.e. donor notes) to Gift and Records Administration via Development Drop Box.</p> <p>For gifts with Constituent LookupIDs (LID), use a <i>Standard</i> Campus Envelope. Label the envelope “Development Drop Box”. These envelopes are delivered to the Lockbox.</p> <p>For gifts without Constituent LookupIDs (LID) or cash gifts/gifts in kind, use a red Campus Envelope.</p> <p>Both red and any standard envelopes that are labeled anything other than “Development Drop Box” are delivered to GRA.</p>	<p>Development Office</p>	<p>It is the responsibility of each unit to transfer gifts to the processing office in a timely manner.</p> <p>Development Drop Boxes are located in the Michigan Union and Pierpont Commons.</p>
<p>Determine if a new, endowment-related chartfield needs to be established. If so, submit a New Chartfield Request Form to FinOps and copy your GRA Unit Liaison. For non-endowment related chartfields, the form is submitted to SSC.</p> <p>NOTE: Some new gifts may be deposited to already established project/grants or endowments as long as the donor does not want a specific title for the gift or the donor intent is not covered by already established expendable or endowed accounts. If a new chartfield is not needed, send gift or pledge to GRA.</p>	<p>Development Office</p>	<p>New Chartfield Request Forms, which include submission instructions, can be found here: <a href="http://www.finance.umich.edu/node/11693">http://www.finance.umich.edu/node/11693</a></p>

<p>Document and maintain donor intent.</p>	<p>Development Office</p>	<p>Donor intent should be documented in a way that allows the unit to easily review potential uses of funds.</p> <p>Donor intent may be tracked in DART, it should be entered within the Attributes tab of the Purpose page. For more information, see: <a href="https://dart.dev.umich.edu/node/94">https://dart.dev.umich.edu/node/94</a>.</p> <p>Development Unit Liaisons should request DART access for individuals requiring access to enter donor intent via “Add New Contact Info” or “Update Contact Info” forms: <a href="https://devweb.dev.umich.edu/directory/index.cfm">https://devweb.dev.umich.edu/directory/index.cfm</a>, or submit a DevSvcs Helpdesk Development Systems Access ticket: <a href="http://services.dev.umich.edu/index.php?base=team&amp;page=csa">http://services.dev.umich.edu/index.php?base=team&amp;page=csa</a>.</p> <p>Successful completion of DEVE103 training course is required prior to activating access.</p>
<p>Review the DART Gift Report weekly and compare it to the unit-maintained log to ensure all credit card and check gifts were recorded accurately.</p> <p>For issues or questions, contact Gift and Records Administration Help Line at 888-518-7888, 8:00 AM to 5:00 PM, Monday through Friday, or submit a ticket: <a href="http://services.dev.umich.edu/index.php?base=team&amp;page=gra">http://services.dev.umich.edu/index.php?base=team&amp;page=gra</a>.</p>	<p>Development Office</p>	<p>See “Gift Reconciliation Best Practices” for more details: <a href="https://docs.google.com/presentation/d/1GEWUjEjmo45kWXo8_g4forhAI1Fcf0eUsoEAwfDeWvg/edit">https://docs.google.com/presentation/d/1GEWUjEjmo45kWXo8_g4forhAI1Fcf0eUsoEAwfDeWvg/edit</a>.</p> <p>DART Gift Report is located in Business Objects at: UM-Maintained → Development → DART Development Reports by Category → Revenue Reports → Gift Acknowledgement Report (latest version).</p>

<b>IDENTIFYING POTENTIAL USES</b>		
<p>FBS-supported departments develop a plan to identify sources and potential uses for restricted funds, and ensures they are consistent with donor intent.</p>	<p>FBS Department, FBS Director, and FBS Analyst</p>	<p>All gifts should be spent according to donor intent. Even if a donor only stipulates that the gift is for a particular unit to spend at their discretion, it should remain in the expendable (gift) fund and should not be commingled with other, non-restricted funds such as designated or auxiliary.</p>
<b>ACCOUNTING SET-UP/SPENDING</b>		
<p>Set up costs associated with the gift expenditures corresponding with the nature of the expense (e.g. appointments for salary, Financial Aid Item Types for student aid, shortcodes/chartfields for purchases, etc).</p>	<p>FBS Analyst</p>	<p>New/change in appts: <a href="#">M-Pathways Student Administration and Human Resource Management System</a> → Workforce Administration → Job Information → Submittal Form Pages (see Employment – Change in Appt (Including New Appts) procedures for more details).</p> <p>FAIT request worksheets: <a href="http://www.mais.umich.edu/student/faforms.html">http://www.mais.umich.edu/student/faforms.html</a> (see Unit-Administered Financial Aid procedures for more details).</p> <p>Shortcode/Chartfield requests: <a href="http://ssc.umich.edu/eForms">http://ssc.umich.edu/eForms</a>.</p>
<p>Review and approve expenses via the appropriate method (i.e. purchases reviewed on expense report in Concur, appointments reviewed on Submittal form, or DBE Workflow transaction, etc.)</p>	<p>FBS Analyst</p>	<p>See Concur written procedures and Change In Appointment procedures for further details. Procedures are located on the FBS website, under “Unit Certification”.</p>

Review “pending/holding” gift accounts monthly in the Statement of Activity and submit Gift Adjustment Ticket to Gift and Records Administration Team before quarterly deadline if transfers are necessary.	Development Office	GRA Gift Adjustments Ticket Box: <a href="http://services.dev.umich.edu/index.php?base=team&amp;page=gra">http://services.dev.umich.edu/index.php?base=team&amp;page=gra</a> .
Ensure funds were transferred by confirming they are properly reflected in DART/Gift Report and on the SOA.	Development Office	
Periodically review balances to identify any unspent balances and/or deficits. Notify appropriate management (including both financial and development) of any deficits or unspent balances.	FBS Analyst	
<b>REPORTING BACK TO DONOR –</b>		
A report is sent to donors when the proper criteria is met, including at donor’s request, over a threshold, per Stewardship Guidelines, etc.	Development Office	NOTE: For endowments and large gifts, the Office of University Development and Unit Stewardship departments report back to donor.  For additional guidance, see the “Stewardship Guidelines” document in DevNet at: <a href="https://devweb.dev.umich.edu/depts/subsection.cfm?docID=7224&amp;deptid=OVDPD0018">https://devweb.dev.umich.edu/depts/subsection.cfm?docID=7224&amp;deptid=OVDPD0018</a> .  For more information, select “Reporting” within the <a href="#">Stewardship Toolkit</a> on the Stewardship homepage in DevNet.
Create and send report to donor(s).	Development Office	To see best practice examples, select <a href="#">Best Practices</a> on the Stewardship homepage in DevNet.

<p>Maintain a log of reports given to donor. Review to ensure all donors received a report.</p>	<p>Development Office</p>	<p>Reports given to donor can be logged in DART as an interaction or as a plan step with a category of “Stewardship” and a subcategory of “Communication – Report”. Request DART DEVE101 for access, PRME101 to enter interactions, and PRME201 and STWE101 to fully utilize plan functionality. For more information, see: <a href="https://dart.dev.umich.edu/node/87">https://dart.dev.umich.edu/node/87</a>.</p> <p>Development Unit Liaisons should request DART access for individuals requiring access to enter stewardship information via “Add New Contact Info” or “Update Contact Info” forms: <a href="https://devweb.dev.umich.edu/directory/index.cfm">https://devweb.dev.umich.edu/directory/index.cfm</a> or submit a DevSvcs Helpdesk Development Systems Access ticket: <a href="http://services.dev.umich.edu/index.php?base=team&amp;page=csa">http://services.dev.umich.edu/index.php?base=team&amp;page=csa</a>.</p> <p>Successful completion of STWE101 training course is required prior to activating access.</p>
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**RECONCILIATION**

<p>Review Statement of Activity and other management reports as appropriate depending on the nature of expenditures to ensure charges have been assigned to the proper chartfields, and to identify any unknown or unexpected activity. Maintain proper evidence of reconciliation.</p>	<p>FBS Analyst</p>	
<p>Reconcile any cash gifts units deposit by comparing SOA and/or Finance Yearly Trend Report to unit gift log.</p>	<p>FBS Analyst</p>	<p>See “Gift Reconciliation Best Practices” for more details: <a href="https://docs.google.com/presentation/d/1VRMCC00Tj1zJHTOkfcCXjyquCgMyJZ8_TwxXEE7YSM/edit">https://docs.google.com/presentation/d/1VRMCC00Tj1zJHTOkfcCXjyquCgMyJZ8_TwxXEE7YSM/edit</a>.</p> <p>Finance Yearly Trend Report can be found under the MGMT REPORTS tab of MReports.</p>

**MONITORING & OVERSIGHT**

<p>Obtain and review a System Role Report to validate all individuals with access to DART are appropriate. Contact ITS Access &amp; Accounts to request a report.</p>	<p>Development Office</p>	<p>ITS contact info: <a href="http://its.umich.edu/help/">http://its.umich.edu/help/</a></p>
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Review the Gift Fund Analysis Management Oversight report in MReports for reasonableness as well as unspent balances and deficits.	FBS Analyst	Report can be found in <a href="#">M-Reports</a> under the Internal Controls menu within the Compliance tab → Internal Controls Other Reports/Tools → Gift Fund Analysis.
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**Other related information:**

Key Contacts:

- Gift and Records Administration
  - Gift and Records Help Line: 734.647.6179 Toll Free 888.518.7888
  - Development Services Help Line: 734.647.7777
  - Development Services Help Site: <http://services.dev.umich.edu>
  - GRA Help Site Page: <http://services.dev.umich.edu/index.php?base=team&page=gra>
  - DevNet (Development Intranet): <http://devnet.umich.edu>
  - Email (General Gift Info): [umgift@umich.edu](mailto:umgift@umich.edu)
  - Email (Securities): [umgiftsec@umich.edu](mailto:umgiftsec@umich.edu)
  - Email (Matching Gifts): [umgiftmatch@umich.edu](mailto:umgiftmatch@umich.edu)
  
- Office of University Development: (734) 647-6000
  - <https://leadersandbest.umich.edu/page.aspx?pid=446>
  
- Development Legal Services: (734) 647-6095
- <http://ogc.umich.edu/practice-areas/giving-bequests/>
- Financial Operations - Accounting Services:
  - <http://www.finance.umich.edu/finops/accounting/contact>
  
- ITS: (734) 764-4357 or [4help@umich.edu](mailto:4help@umich.edu)
  - <http://its.umich.edu/help/>

**Related Standard Practice Guides:**

- 602.01 [Office of Development](#)
- 602.02 [Gift Acceptance](#)
- 602.05 [Use and Release of Donor Information](#)
- 602.14 [Development Legal Services – Office of the General Counsel](#)
- 501.11 [University Investments and Endowment Funds](#)
- 519.03 [Cash Management Policies](#)

**Record of Revisions:**

Date of Issue	Description of Change	Page(s) Affected	Approved By
1/16/2013	Original template created	All	
10/7/2013	Updates for FY14 including new form and log in M+Google app and review of Gift Fund Analysis management oversight report	2,3,5,7,8	
1/18/16	Replaced links	1,3,8	

11/201/6	Updated Links, clarifying language, and some info regarding Gift Logs.	1,3,5,6,8,9	
09/2017	Adopted entire template for FY18	All	

Document Owner: Fleming Business Services (FBS) supported departments and FBS

Administrative Owner: FBS