NOTE: Any changes to process due to remote work should be documented in procedures.

FINANCE
UNIVERSITY OF MICHIGAN

SECTION: Gift Revenue

SUBJECT: Financial Stewardship of Gifts Documented Procedures

APPLIES TO: All units who receive gifts

NOTE: This document has been revised as part of the Annual Internal Controls Update

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 according to the donor's intent.

Financial Stewardship of Gifts Process

Activity	Responsibility	Reference/Comments
GIFT ACCEPTANCE		
Determine if gift is acceptable. ***Note:*** *unusual gifts in kind (particularly real estate) and securities need careful review – please contact Gift and Records Administration (GRA) for assistance.*	Office of University Development	See SPG 602.02, Gift Acceptance for guidelines. Information on various types of gifts can be found at Michigan Online Giving. For Real Estate Gifts: Policy and Procedures on the Acceptance, Management, and Disposition of Real Estate For further information/guidance: Contact Gift and Records Administration Help Line toll free at 888-518-7888, 9:00 a.m. 4:00 p.m., Monday through Friday, Eastern time, or email umgift@umich.edu. Or contact your GRA Unit Liaison: (See GRA Liaison School, College & Unit Contact List) GRA Liaisons' Assigned Units - GRA Liaison School, Campus, College & Unit (SCCU) Contact List. For specifics questions on Securities: call GRA Help Line or email umgiftsec@umich.edu.
If gift is not acceptable notify donor.	Office of University Development	

Activity	Responsibility	Reference/Comments
Contact Office of General Counsel (OGC) at OGC-Development@umich.edu or 734-647-6095 when a gift has terms that should be preserved by a written agreement. Office of General Counsel handles all gift agreements and gift letters for major gifts.	Office of University Development	Standard Template Gift Agreements and Gift Letters can be used when drafting agreements, Or contact Office of General Counsel.
Once agreement is written, obtain necessary approvals/signatures from Dean, Chancellor, or Unit Director and Donor. ***NOTE:*** *Gift agreements are now signed electronically; OGC is comfortable with the University not needing paper originals.*	Office of University Development	
Copies of all donor documents (including gift agreements or documents relating to donor intent) for expendable gifts should be provided to the Shared Services Center at the time the chartfields are established. For endowment, please provide any documentation to Financial Operations at the time of establishment.	Office of University Development	
Gift records, such as donor correspondence, documentation on expenditures not stored in the central imaging system, selections for a scholarship/professorship recipient, or similar documentation shall be maintained for a period of seven years from the time of receipt or until the donor's gift has been fully spent, whichever is longer.	Office of University Development	
Forward signed agreements to Office of General Counsel, who will obtain VP of Development's approval/signature (and the CFO's, Provost's, and President's if necessary). Once agreements are signed, Office of General Counsel will send an electronic copy of the signed agreement to GRA and the Major Gift Officer (MGO). GRA will record gift in DART.	Office of University Development	***NOTE:*** *CFO, Provost, and/or President must also review and sign agreement for gift such as:* • *Gifts for construction or increases in UM operating budget require CFO approval* • *Gifts directly affecting faculty positions require Provost's signature* • *Gifts of real estate require CFO approval plus conformance to real estate policy.*

Activity	Responsibility	Reference/Comments
		• *Gifts of over $10,000,000 require Presidential signature*
PROCESSING/RECORDING GIFTS		
If an EBS-supported unit receives a gift (i.e. instead of the Office of University Development receiving it), the following position(s) are authorized to receive the cash, checks and/or handle the credit card information. (GRA will record gifts submitted directly to the lockbox by the donor)	See Appendix A	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.
Follow the steps/controls outlined in the Cash (and Check) Handling written procedures including: 1) maintaining a log of gifts received, 2) safeguarding, 3) separation of duties, etc.	See Appendix A	Refer to Cash Handling procedures which are located on the EBS website, on each department's "Unit Certification" page. Units can utilize Gift Log File available in M+Google web apps.
If a cash gift is received, complete cash receipt ticket (CRT) online using Wolverine Access and deposit the cash at a deposit station. If a check or credit card info is received, it should be delivered to a Development Gift Drop Box.	See Appendix A, Office of University Development	Individuals creating CRTs and/or depositing cash should take the Depository Certification training (My LINC TME101) every two years. Positions responsible for depositing cash should not be responsible for receiving funds or performing reconciliation. Development Gift Drop Boxes are located in the Michigan League and Pierpont Commons. ***NOTE:*** *Should drop boxes be closed gifts can be delivered, mailed via US Mail or shipped to GRA at Give Today. Priority mail with tracking is recommended if using the USPS.* ***NOTE: Do not send checks through campus mail.*** For more info on the depositing process, see Depository Services. ***Important: DO NOT SEND CASH TO GIFT AND RECORDS ADMINISTRATION OR***

Activity	Responsibility	Reference/Comments
		PLACE IN THE DEVELOPMENT GIFT DROPBOX. NEVER SEND GIFTS THROUGH CAMPUS MAIL.
Confirm if the donor has a LookupID (LID) by performing a constituent search in DART while completing the Gift Processing Form. If donor does not have LID, complete the form indicating "New" in the LookupID field.	Office of University Development	Guidance on how to perform a constituent search in DART can be found in My LINC, search for "Dart Constituent" The new Gift Processing Form can be found in the GIFT LOG MENU of the gift log. To get help or request a Gift Log, email gpf-setup@umich.edu. Instructions for Getting Started with the new Gift Processing Form. Also, see the Best Practices in Gift Processing presentation for further instructions.

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 Gift Drop Box.
• Gifts *with* Constituent LookupIDs (LID):
  ○ Use a **Standard** Campus Envelope
  ○ Label the envelope "Development Gift Drop Box"
  ○ These envelopes are delivered to the Lockbox
• Gifts *without* Constituent LookupIDs (LID) or cash gifts/gifts in kind:
  ○ Use a **Red** Campus Envelope
  ○ **Red** and any **Standard** envelopes that are labeled anything other than "Development Gift Drop Box" are delivered to GRA
	Office of University Development	It is the responsibility of each unit to transfer gifts to the processing office in a timely manner.
		
		Development Gift Drop Boxes are located in the Michigan League and Pierpont Commons.
		
		Request DEV-Red Envelopes

Activity	Responsibility	Reference/Comments
Request new endowment or non-endowment related chartfields through the Shared Services Center – Chartfield Requests website. ***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.*	Office of University Development	
Document and maintain donor intent.	Office of University Development	Donor intent should be documented in a way that allows the unit to easily review potential uses of funds. Donor intent may be tracked in DART, it should be entered within the Documentation and Attributes tabs of the Purpose search page. Development Unit Liaisons should request DART access for individuals requiring access to enter donor intent via the Online Access Request System (OARS). or submit a ticket via Development Services and Strategic Solutions Online Helpdesk. ***NOTE:*** *Supervisor must request DART role accesses in order to be able to take the DEVE103 - Donor Intent training course, which is required prior to activating access.*
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. For issues or questions, contact Gift and Records Administration Help Line for further information toll free at 888-518-7888, 9:00 a.m. to 4:00 p.m., Monday through Friday, Eastern time, or submit a ticket.	Office of University Development	See Gift Reconciliation Best Practices for more details. DART Gift Report is located in Business Objects at: UM-Maintained → Development → DART Development Reports by Category →Revenue Reports → Gift Acknowledgement Report 3.2 (latest version)

Activity	Responsibility	Reference/Comments
IDENTIFYING POTENTIAL USES		
EBS and its supported departments develop a plan annually to identify sources and potential uses for funds and ensures they are consistent with donor intent. The following items are considered (or steps are taken) when developing: • using more restrictive funds first • endowment distributions • reviewing donor criteria • using query tools such as DART, Business Objects, Tableau, Scholarship Matching Tool or Access Database to get a listing of all potential matches • pulling source documentation (i.e. agreement) to verify match • contacting OGC if donor criteria is unclear or outdated; review and approval of plan]	EBS Director, EBS Financial Analyst, Unit Administrator	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.
ACCOUNTING SET-UP/SPENDING		
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).	EBS Financial Analyst	New/change in appts: Wolverine Access/M-Pathways Human Resource Management System → Workforce Administration → Job Information → Submittal Form Pages (see Employment – Change in Appt (Including New Appts) procedures for more details) FAIT request worksheets are found in the Financial Aid Service Catalog. (see Unit-Administered Financial Aid procedures for more details) Chartfield Requests

Activity	Responsibility	Reference/Comments
Review and approve expenses via the appropriate method (i.e. purchases reviewed on expense report in Emburse Enterprise, appointments reviewed on Submittal form or DBE Workflow transaction, etc.)	EBS Financial Analyst	See Emburse Enterprise written procedures, Unit-Administered Financial Aid procedures and Change in Appointment (Including New Appointments) procedures for further details. Procedures are located EBS website, under "Unit Certification" and in the shared drive (EBS Procedures folder).
Review department "pending/holding" gift accounts monthly in the Statement of Activity and Open a Request on the DEV-Gift Adjustments and Liaison Requests to the Gift and Records Administration Team before quarterly deadline if transfers are necessary.	Office of University Development	
Ensure funds were transferred by confirming they are properly reflected in DART/Gift Report and on the SOA.	Office of University Development	
At least once a year, review balances to identify any unspent balances and/or deficits in compliance with the university's Gift Funds Stewardship and Management Policy to ensure expendable gifts and distributions from endowments are spent in a timely manner. Identify funds with low or moderate utilization through the Gift Fund Utilization Report in Tableau. Demonstrate progress towards improved utilization by confirming fund purpose and resolving information gaps about the fund, assigning a Project Grant Review Indicator in DART, and maintaining documentation for improved utilization. Notify appropriate management (including both financial and development) of any deficits or unspent balances.	EBS Financial Analyst	See the Gifts Funds Stewardship and Management Program website for more information and guidance. Gift Fund Utilization report can be found in Tableau (go to Wolverine Access > Tableau). Contact SCCU Gift Fund Captain or gfsm.support@umich.edu to request access to this report. See SPG 602.03, Policy on Stewardship and Management of Gift Funds.

Activity	Responsibility	Reference/Comments
REPORTING BACK TO DONOR –		
A report to donors when the following criteria is met: • at donor's request • over a threshold • per Stewardship Guidelines	Office of University Development	***NOTE:*** *For endowments and large gifts, the Office of University Development and Unit Stewardship departments report back to donor.* For additional guidance, see the University of Michigan Stewardship Guidelines document on the Stewardship & Donor Relations website under Guidelines, Policies, and Procedures.
Create and send report to donor(s).	Office of University Development	To see best practice examples, go the Stewardship & Donor Relations website under Impact Reports for DIY Templates and see DART Stewardship Plan Best Practices under Training & Resources for adding stewardship plans to DART.
Maintain a log of reports given to donor. Review to ensure all donors received a report.	Office of University Development	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 DART Training and Resources. Development Unit Liaisons should request DART system access for individuals requiring access to enter stewardship information via the Online Access Request System (OARS) or submit a Development Services Helpdesk ticket. Successful completion of My LINC STWE101 training course is required prior to activating access.
RECONCILIATION		
Review Statement of Activity and other management reports as appropriate depending on nature of expenditure to ensure charges have been assigned to the proper chartfields and to identify any unknown or unexpected activity.	EBS Financial Analyst	

Activity	Responsibility	Reference/Comments
Maintain proper evidence of reconciliation.		
Reconcile any cash gifts unit deposited by comparing SOA and/or Finance Yearly Trend Report to unit gift log.	EBS Financial Analyst	See Gift Reconciliation Best Practices for more details. Finance Yearly Trend Report can be found under the MGMT REPORTS tab of M-Reports.
MONITORING & OVERSIGHT		
Obtain and review a System Role Report to validate all individuals with access to DART are appropriate. Contact ITS Access & Accounts to request a report. Review and validate all individuals with access to the Gift Funds Stewardship and Management Program website and to the Gift Fund Utilization Report in Tableau for annual review process of gift fund utilization.	Office of University Development	
Review the Access Validation Audit Report located in Tableau to validate that all individuals with access to DART are appropriate. -or- Access Validation Report in M-Reports should be obtained and reviewed to validate all individuals with access to DART are appropriate.	Office of University Development, EBS Financial Analyst	In Tableau, go to All Employees by Role tab Source System Description = DART In M-Reports, go to Compliance tab, Subject Area = Development Security Roles = DART
Review the Gift Fund Utilization Report (in Tableau) for progress toward improved utilization. In addition, the Gift Fund Analysis report in M-Reports may be used to help in the review process for gift funds without a project grant.	EBS Financial Analyst	Gift Fund Utilization report can be found in Tableau (go to Wolverine Access > Tableau). Contact SCCU Gift Fund Captain or gfsm.support@umich.edu to request access to this report. Gift Fund Analysis report can be found in M-Reports (go to Wolverine Access > M-Reports) under the Internal Controls menu within the Compliance tab → Internal Controls Other Reports/Tools → Gift Fund Analysis

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
  - DevConnect - People & Culture (Development Intranet)
  - Email (General Gift Info): umgift@umich.edu
  - Email (Securities): umgiftsec@umich.edu
  - Email (Matching Gifts): umgiftmatch@umich.edu
- Office of University Development: 734-647-6000
  - Michigan Online Giving
- Office of General Counsel: 734-647-6095
  - Charitable Giving & Bequest Administration
- Financial Operations - Accounting Operations:
  - Contact Accounting Operations
- ITS: 734-764-4357 or 4help@umich.edu
  - Get Help

Related Standard Practice Guides:

- 501.11, University Investments and Endowment Funds
- 519.03, Cash Management Policies
- 602.01, Office of Development
- 602.02, Gift Acceptance
- 602.03, Policy on Stewardship and Management of Gift Funds
- 602.05, Use and Release of Donor Information

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
1/16/2013	Original template created	All	Eric Sortor
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	
11/2016	Updated Links, clarifying language, and some info regarding Gift Logs.	1,3,5,6,8,9	
11/2017	Replaced broken links, and Removed reference to deleted SPG 602.14 from Related Standard Practice Guides section	4, 5, 9	
10/2018	Updated/Added information regarding document retention and endowments.	2, 3, & 5	

11/2019	Added clarifying language and updated links.	2,3,4,6,7,9,10	
12/2020	Added note for drop boxes, clarifying language, updated links	All	
12/2021	Updated links	All	
12/2022	No changes		
3/6/2023	Minor language updates	5	
12/2023	Updated link, clarifying language, added Tableau report Gift Fund Utilization information	2-5, 7-10	
12/2024	Updated Giving website link, references to Emburse Enterprise	1, 8	
11/2025	Added Access Validation in Tableau, updated links per Accessibility Quick Tips, updated GRA address (pg 4).	All	

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Administrative Owner: Executive Business Services (EBS)