

**ADMINISTRATIVE PROCEDURES**

|  |  |
| --- | --- |
| **20.07 Gifts, Donations, Grants and Endowments** | **Revised: May 5, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by A&M System Policy [21.05](http://policies.tamus.edu/21-05.pdf) *Gifts, Donations, Grants and Endowments* and A&M System Regulation [21.05.01](http://policies.tamus.edu/21-05-01.pdf) *Gifts, Donations, Grants and Endowments*.

1. OVERVIEW

The authority to accept a gift, donation, grant, or endowment (gift) made to the agency is delegated to the chancellor and agency Director. A gift to the agency must be used for the purpose specified by the donor. If a purpose is not specified by the donor, the Director will determine how the funds will be utilized. All gifts offered to or received by field offices must be submitted to the Budgets and Accounting Department for processing.

1. COMMUNICATING WITH DONORS

The Budgets and Accounting Department prepares a letter to each donor acknowledging the gift received. The Associate Director for Finance and Administration signs letters of less than $5,000; the Director signs letters for $5,000 or more.

1. GIFT PROCESSING

4.1 Receipt of Gifts: Upon receipt of a gift check, the receiving department prepares a deposit for submission to the Budgets and Accounting Department in accordance with cash collection procedures. Gifts with donor restrictions are recorded in restricted accounts (4xxxxx); gifts with no donor restrictions are deposited in designated accounts (2xxxxx). Revenue codes 0290 Private Gifts-Foundations and 0292 Private Gifts-Not Subject to Fee are used to record the gifts.

4.2 Gift Records and Reporting: The Budgets and Accounting Department receives gifts from the field offices, ensures they are deposited into the appropriate account(s), and maintains the necessary fiscal records. Donations are reported to the System Office on a quarterly basis. A summary report of gifts accepted by all system members is generated by the System Office and submitted to the Board of Regents.

* 1. In-Kind Gifts: In-kind (non-cash) gifts include such items as land and equipment. The Accounting Financial Management Supervisor and the Property Records Financial Accountant are notified before acceptance of any in-kind gifts. The Accounting Financial Management Supervisor determines if the agency is allowed to accept the in-kind gift and ensures compliance with applicable IRS Regulations regarding these types of gifts. Non-monetary gifts are recorded using revenue code 0295 Non-Monetary Gifts.
  2. Donor Reporting Requirements: Any special reporting requirements specified by the donor are documented and submitted with the deposit when the gift is processed by department personnel. The person responsible for the reporting is identified so that the reports can be provided to the donor. The Grants Administrator works with departments to ensure required donor reports are properly prepared and submitted.

5. COMPLIANCE WITH FEDERAL AND STATE LAWS AND SYSTEM POLICIES

The Accounting Financial Management Supervisor ensures compliance with all federal and state laws and system policies pertaining to gifts, donations, grants, or endowments.

CONTACT: [Budgets and Accounting Department Head](mailto:tzamzow@tfs.tamu.edu), (979) 458-6643