

ALLOCATION CHECKLIST

Regents and Campus Foundation transactions

Proposals for allocation and reallocation of gifts and bequests must be consistent with the terms imposed by the donor. When allocation or reallocation proposals are approved by the campus or submitted for approval by Office of the President, whether for new gifts and bequests or for reallocation of existing funds, the following information shall be included with the proposal:

- The name of the donor and hard copy or image of the original funding instrument, will, trust, gift letter, or other document, including a donor's or donor's legal representative's signed copy of the pertinent instrument. (A copy of a bequest to Regents may be obtained from the Office of General Counsel.)
- For reallocation of an existing fund, hard copy or image of the Fund Record Sheet (also referred to as the Endowment Record Sheet), or a hard copy of the action for each previous allocation of the fund.
- The type of fund or funds being recommended, i.e., true endowment (donor designated), fund functioning as an endowment, current or plant.
- The percentages or amounts of funding to be distributed to each fund, along with instructions for handling of any accumulated income and future distributions from trusts and estates.
- The name of the fund or funds to be carried on the University's books. The word "endowment" or term "endowed fund" should not be included in the fund title if the fund is not a *true endowment* (TE).
- A statement regarding the donor's connection to the campus or the University.
- A statement regarding the manner in which the donor will be honored for his or her gift. If the gift does not establish a fund named for the donor, specifics are required on the recognition to be provided by the campus for the donor's generosity.
- The title of the campus position (e.g., dean, department chair or director) and the name of department that will administer the fund. The proposal for a fund functioning as an endowment (FFE) must clearly state if the delegation of authority for the administration of the fund in question includes authority to approve withdrawal from principal, in addition to discretion over the use of the payout. If such authority for withdrawal is not clearly stated in the allocation proposal, approval for withdrawal from principal shall be required from the Chancellor or the Provost and Senior Vice President. Note There are currently many funds for which administrative authority has been designated to a specific title. However that administrative responsibility involves discretion over routine

payout. Endowment and Investment Accounting needs a clear understanding of the scope of *administrative authority for each new fund*.

- The signature of the Chancellor 1) to approve a proposal within the Chancellor's delegated authority, and 2) to approve submission of a proposal to Office of the President for approval.
- A copy of the departmental request to the Chancellor, showing details of the allocation proposal.
- Documentation of campus legal review (or Office of the General Counsel review) for an allocation proposal for which the donor has not provided complete fund terms (i.e., location, purpose and/or type of fund) or in circumstances where the fund terms were not clearly stated by the donor.
- When an endowed chair proposal requires an allocation or reallocation of funds, the chair proposal should, in most cases, include the allocation request in the chair action item.

Note: A bequest to The Regents, no matter what the amount, is reviewed and analyzed by the Office of General Counsel at the time of receipt.