Accounting Services Town Hall: Chartfield Maintenance, Gift & Endowment, and Other General Topics

Evanston – July 25, 2018
Chicago – August 15, 2018

Northwestern
Gift & Endowment
Agenda

I. Types of gifts Northwestern receives

II. How Northwestern’s endowment fund operates

III. Changes to Quasi-Endowments processes

IV. Roles and responsibilities of Gift Administration and Contribution Processing

V. Fiduciary responsibilities for department’s restricted funds

VI. Resources and contacts
Types of Gifts Received

Donor transfers 400 shares of XYZ stock to Northwestern...

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted</strong></td>
<td>“Without further restriction” or “to support the areas of greatest need”</td>
</tr>
<tr>
<td><strong>Designated - Unrestricted</strong></td>
<td>“To support scholarships at the Kellogg School of Management”</td>
</tr>
<tr>
<td><strong>Endowment/Restricted</strong></td>
<td>“To establish an endowed fund to be known as XYZ Foundation Fellowship Fund... expendable income from the fund shall be used to provide support for a fellowship in Hematology/Oncology”</td>
</tr>
</tbody>
</table>
Restriction vs Designation

Restrictions – can you spend the gift?

• Restrictions are donor imposed.
  – Expendable: without donor restriction
  – Endowed: with donor restriction

• Restrictions restrict spending the principal of the gift.

Designations – you can use the gift, how can you spend it?

• Designations may be either donor or institution imposed.

• Designations limit the use of the gift or income distribution for a particular purpose.
Summary of Gift Types

• **If** the donor says you can spend the gift and does not provide a time or event restriction, **then** the gift is *unrestricted*.  
  – Look for language like “without further restriction.”

• **If** the donor says you can spend the gift and provides an intention on how to spend it, **then** the gift is unrestricted with a *designation*.  
  – Look for language like “assets/gift to support…”
  
  *The University may also designate the use of a gift.*

• **If** the donor says you can’t spend the gift or the gift must be invested, **then** the gift is *endowed/restricted*.  
  – Look for language like “invested” and “earned income will be used for…”
  
  *Earned income can have a designation. Only a donor can restrict a gift.*
Exercise: Match the donor’s request to the type of gift.

1. “To establish an endowed fund to be known as XYZ Foundation Fellowship Fund... expendable income from the fund shall be used to provide support for a fellowship in Hematology/Oncology”

2. “To support scholarships to those in greatest need.”

3. “To support scholarships...expendable income shall be used to provide support to those studying Physics and Astronomy.”

4. “To support the mission of Northwestern University.”

5. “To support the Kellogg School of Management in honor of Professor X with no further restrictions.”
Endowment Benefits & Obligations

• Endowments provide Northwestern with a significant and permanent source of funds to support professorships, research, financial aid, capital projects, Schools, Departments, Institutes, Centers, and more.

• Endowments impose upon Northwestern contractual, legal, ethical, financial, management, and reporting responsibilities.

• The proper management and administration of our endowment accounts helps maintain and enhance the confidence of Northwestern’s constituents, especially its donors.
Types of Endowments

• True Endowment
  – Permanent endowment established by a donor-restricted gift
  – Original gifts are preserved
  – Spending distribution provides a permanent stream of funds for Northwestern

• Quasi – Endowment
  – Typically, funds that Northwestern, internally, decides to treat as an endowment, without having a legal obligation to do so
  – Principal may be spent in accordance with Northwestern policy and procedure
  – Three-year rule to invade principal
Changes to Quasi-Endowment

• New policy in review – will be shared by leadership.

• Establishes a formal workflow for requests of additions and withdrawals to existing quasi-endowments, and establishing new quasi-endowments based on funding source.
  – Additional approvals based on thresholds

• Increases invasion of principal from three years to five years.

• Policy, forms, and supporting resources will be shared on the Financial Operations website.
Role & Responsibilities for Department Gift Administrators

- Familiarize yourself with donor documents and restrictions of all funds within your department.

- Distribute fund memos, which detail donor restrictions, to those involved in administering.

- Ensure all expenses comply with donor restrictions.

- Assist with the preparation of any donor reporting for which your area is responsible.
Compliance with Endowment Fund Restrictions – Expenditures

• Ensure the expenditures of endowment funds complies with:
  – Terms of the gift agreement,  
  – Applicable legal and accounting standards, and  
  – University policy.

• Expenses incurred for endowment purposes should be charged, whenever practical, **directly** to the applicable spending account.

• Attaining proper approvals and maintaining documentation.

• Asking questions about interpretation and scope terms and restrictions as needed from the Office of Gift Administration and Accounting Services.
Compliance with Endowment Fund Restrictions – Pooling

• Aggregation of funds from different endowment accounts should be avoided.

• Situations where pooling may occur:
  – Pooling endowment accounts restricted to the same purpose may be appropriate after a thorough review of the restrictions of each fund.
Exercise: When can income from endowment funds be pooled?

Which of these funds can be pooled?

Why can’t they all be pooled?

a) Fund A: Fund to support research in breast cancer

b) Fund B: Fund to support research in liver cancer

c) Fund C: Fund to support research in cancer

d) Fund D: Fund to support research in medical research
**Exercise: When can income from endowment funds be pooled?**

<table>
<thead>
<tr>
<th></th>
<th>Breast Cancer Research</th>
<th>Liver Cancer Research</th>
<th>Cancer Research</th>
<th>Medical Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breast Cancer Research</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Liver Cancer Research</td>
<td>X</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cancer Research</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Medical Research</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Spend your most restricted dollars first!*

*If you have questions about restrictions, designations, or cash availability and planning – please reach out to your Budget Office Liaison and Accounting Services.*
Monitoring Fund Balances

- Each school and/or department is responsible for monitoring fund balances.

- A deficit in one or more spending accounts must be covered by moving expense to another chart string to an appropriate designation.

- Endowment spending accounts should be expended regularly. It is recommended that you do not exceed a carryforward of over two years worth of distributions.

- Options of surplus spending income:
  - Support the next fiscal year’s activities,
  - Commit the funds for the future planned and approved programs that conform to donor restrictions, or
  - Reinvestment: consult with your Budget Office contact and Accounting Services

Please consult with your Dean or Vice President’s Offices to develop a spending plan. The Office of Budget and Planning can provide support as needed. Gift Acceptance can provide insight into spending restrictions.
Exercise: Gift Purposes

“If I can’t use the gift exactly for the purposes specific in the gift agreement, what can I do?”

a) Use it for a purpose that echoes the spirit of the gift?

b) Use it for a different purpose that is really important?

c) Use it for a different purpose because the donor is deceased?

d) Not use it and just forget about it?

e) Consult with the Office of Gift Administration about whether the purposes might be modified?
Potential Consequences of Non-Compliance are Serious

Compliance

Non-Compliance:

• Lawsuits and Investigations
  – Initiated by Attorney General
  – Private Right of Action
  – Regulatory Entities

• May be forced to return funding

• Jeopardize opportunities for future gifts

• Damage to Northwestern’s institutional reputation

Spending in accordance with donor intent and University policy and process
Resources

- **Fundriver** – a web-based endowment administration application designed to manage, track, and report on endowment funds

- **CATracks** – a web-based donor management system designed to manage, track, and report on gift transactions.

- **COGNOS** – GL062 combines activity of both endowment principal and spending chart strings.

- **Fund Memos** and **OnBase**

- **Accounting Services website:**
  - Links to monthly endowment unit price
  - Links to monthly projected income distribution post dates and Fundriver report availability dates
  - Links to this presentation and other training materials
Resources Access Requests

- **Fundriver** – fill out an access request form and send to Lauren Armstrong. Requires supervisor approval.

- **CATracks** – fill out security access and confidentiality forms and contact ARD User Services for access. Requires an ARD sponsor and user training.

- **OnBase** – contact ARD Information Management.

- **COGNOS** – fill out an access request form and send to FOIT. This form can also provide access to NU Financials.

- **Fund Memos** – new, amended, and terminated memos sent to a main contact within school/unit monthly. They are responsible for distributing to appropriate departments.
Resources: Accounting Services

Northwestern

OFFICE OF THE CONTROLLER

Accounting Services

Accounting Services by Functional Areas
Chartfield Maintenance
Endowment and Gift
FunderIVER
Resources
Equipment Inventory

RESOURCES

Endowment
- Endowment Schedule Fiscal Year 2010
- Endowment Unit Price
- Payout Calculation Example
- Endowed Gifts
- Earned Income
- Reporting
- Endowment Chartfield Request Guide

FunderIVER
- FunderIVER Department User Access Request
- FunderIVER Reporting Manual

Expendable Gifts
- Expendable Gifts
- Receiving Gifts
- Gift Chartfield Request Guide
- Endowment & Gift Presentation (Spring 2014)

General
- GIFTS, Sponsorship, and Advertising - What’s the Difference?
- Corporate Sponsorship
- Sponsored Projects
- Gift vs Grant Checklist
- University Policy on Gift Giving

LINK
Resources: Fundriver

**Fundriver Endowment Reports:**
The schedule below highlights the dates you can expect to access period reports in Fundriver. For example, reports related to January, period 5, will be accessible by March 5, 2018 in Fundriver.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Month</th>
<th>Date Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>1</td>
<td>September</td>
<td>November 10</td>
</tr>
<tr>
<td>2018</td>
<td>2</td>
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<td>3</td>
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<td>January 8</td>
</tr>
<tr>
<td>2018</td>
<td>4</td>
<td>December</td>
<td>February 5</td>
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<td>5</td>
<td>January</td>
<td>March 5</td>
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<tr>
<td>2018</td>
<td>6</td>
<td>February</td>
<td>April 4</td>
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<tr>
<td>2018</td>
<td>7</td>
<td>March</td>
<td>May 3</td>
</tr>
<tr>
<td>2018</td>
<td>8</td>
<td>April</td>
<td>June 5</td>
</tr>
<tr>
<td>2018</td>
<td>9</td>
<td>May</td>
<td>July 5</td>
</tr>
<tr>
<td>2018</td>
<td>10</td>
<td>June</td>
<td>August 3</td>
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<tr>
<td>2018</td>
<td>11</td>
<td>July</td>
<td>September 7</td>
</tr>
<tr>
<td>2018</td>
<td>12</td>
<td>August</td>
<td>October 3</td>
</tr>
</tbody>
</table>

**Endowment Income Distributions:**
The schedule below highlights the dates you can expect to see Endowment Income post in Cognos. For example, in the month of January, accounting period 5, December’s income will be posted in Cognos by January 16, 2018.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accounting Period</th>
<th>Month</th>
<th>Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>1</td>
<td>September</td>
<td>October 16</td>
</tr>
<tr>
<td>2018</td>
<td>2</td>
<td>October</td>
<td>November 16</td>
</tr>
<tr>
<td>2018</td>
<td>3</td>
<td>November</td>
<td>December 18</td>
</tr>
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<td>2018</td>
<td>4</td>
<td>December</td>
<td>January 16</td>
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<tr>
<td>2018</td>
<td>5</td>
<td>January</td>
<td>February 16</td>
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<td>2018</td>
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<td>March 16</td>
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<td>August 16</td>
</tr>
<tr>
<td>2018</td>
<td>12</td>
<td>August</td>
<td>September 10</td>
</tr>
</tbody>
</table>

**Fiscal Year 2018 Monthly Unit Pricing for Long Term Merged Pool -750**

<table>
<thead>
<tr>
<th>Month</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30</td>
<td>$ 242.7373</td>
</tr>
<tr>
<td>October 31</td>
<td>$ 245.8856</td>
</tr>
<tr>
<td>November 30</td>
<td>$ 247.2534</td>
</tr>
<tr>
<td>December 31</td>
<td>$ 247.8336</td>
</tr>
<tr>
<td>January 31</td>
<td>$ 252.4360</td>
</tr>
<tr>
<td>February 28</td>
<td>$ 249.8796</td>
</tr>
<tr>
<td>March 31</td>
<td>$ 249.6320</td>
</tr>
<tr>
<td>April 30</td>
<td>$ 251.9678</td>
</tr>
<tr>
<td>May 31</td>
<td></td>
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<tr>
<td>June 30</td>
<td></td>
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<tr>
<td>July 31</td>
<td></td>
</tr>
<tr>
<td>August 31</td>
<td></td>
</tr>
</tbody>
</table>

Fiscal 2017 Annual Spend rate per unit $10.15

Fundriver reporting, income distribution schedule, and unit price links are available on the Accounting Services website.
Example: COGNOS – GL062 (Gift & Endowment Detail Report)

Gift revenue posted to Principal Fund code (410, 420, 431)

Income distribution posted to spending chart-string (440, 450)
Example: Endowment Fund Memo

Northwestern

Fund Memo

Date: May 14, 2018

To: President
   Provost
   Gift & Records Services
   Gift Acceptance and Fund Management
   Donor Relations
   Development, Fin. Aid

From: Accounting Services
   Office of General Counsel
   Controller
   Vice President for Budget Planning
   University Director of Fin. Aid
   Asst. Director of Fin. Aid

Fund#: 410
DeptID#: 1381000
ProjectID#

Name of Fund: The Family Scholarship Endowed Fund
Donor(s): XXXXXXXXXXX

Administrating School/Unit: Financial Aid
Gift Transaction: $100,000 Pledge

Date of Executed Gift Agreement: May 2, 2018

Use of Principal: Hold as permanent endowment
Minimum Funding Level (MFL): $100,000

Deadline for Achievement of MFL: December 31, 2023

Purpose of Fund: The expendable income from the Fund shall be used to provide financial assistance to undergraduate Northwestern students without further restriction.

Stewardship: Northwestern shall prepare an annual report about the use of the Fund for the donor.

Special Notes: N/A
Contact Information

Should you have any questions, please don’t hesitate to reach out:

**Accounting Services**
- Jennifer Wander: 847-491-4726, j-helms@northwestern.edu
- Lauren Armstrong: 847-491-4468, lauren.armstrong@northwestern.edu
- Patricia Greenfeld: 847-491-4725, patricia.greenfeld@northwestern.edu

**Alumni Relations & Development**
- Gift Acceptance & Fund Management: ardgiftacceptance@northwestern.edu
- Gift and Records Services: giftupdate@northwestern.edu

**Office of Budget and Planning**
Analysts are designated to specific departments, see the organization chart here: https://www.northwestern.edu/budget/contact/index.html