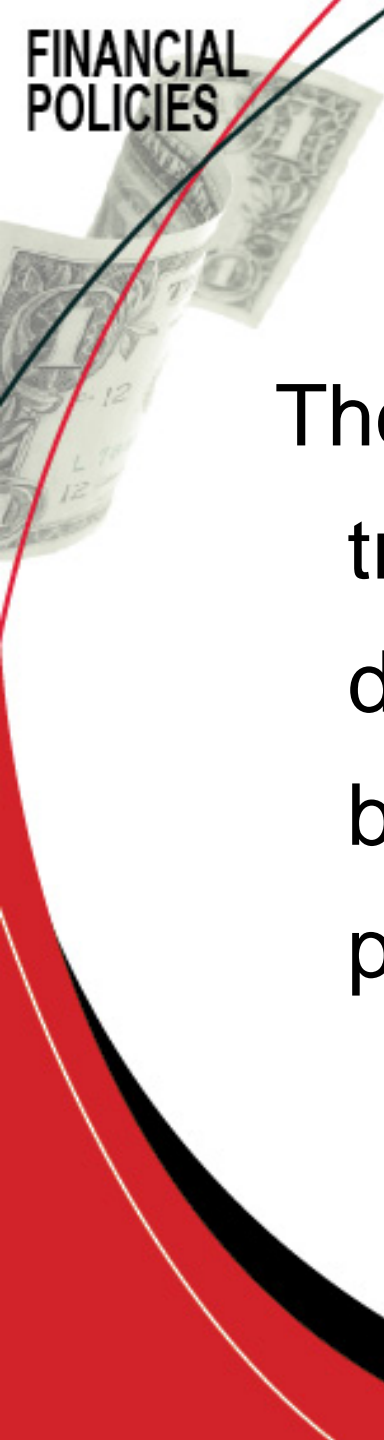




**Financial Policies Training:  
Charitable and Non-Profit  
Contributions and Sponsorships (2.1.30)**



***Effective: January 23, 2012***



These PowerPoint slides are intended for training purposes. In the event of any discrepancy or interpretation difference between the policy and the slides, the policy dictates.



# Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- ◆ **Agenda**
  - ▶ *Policy Background*
  - ▶ *Scope of Policy 2.1.30*
  - ▶ *Definitions*
  - ▶ *Direct Monetary Contributions*
  - ▶ *Exchange Transactions and Sponsorships*
  - ▶ *Group Contributions*
  - ▶ *Contributions Related to Employee Acknowledgements*
  - ▶ *Personal Contributions*
  - ▶ *Available Resources*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- **Policy Background**
  - ▶ *The University of Cincinnati makes contributions to the state, local communities and entities through its outreach efforts in education, research, and public service.*
  - ▶ *In some instances the university may wish to make a contribution to a charitable or non-profit organization.*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- **Scope of Policy 2.1.30**
  - ▶ *Describes how and when it is appropriate to make a charitable contribution to an officially recognized charitable or non-profit organization.*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- ◆ **Definitions**

- ▶ *Charitable organization – an organization eligible to receive tax-deductible charitable contributions pursuant to section 170(c ) of the Internal Revenue Code.*
- ▶ *Non-profit organization – an organization incorporated under state law and registered with state authorities as having been created for purposes other than pecuniary gain or profit.*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

### ◆ Direct Monetary Contributions

- ▶ *Use of funding sources other than discretionary gift or expendable endowment funds to make direct monetary contributions, including board membership or participation fees, to charitable or non-profit organizations is prohibited.*
- ▶ *Direct monetary contributions to a charitable or non-profit organization must have prior, documented approval by the president or the appropriate senior vice president, or their designee, and must align with university goals and objectives and applicable donor restrictions.*
- ▶ *Approved direct monetary contributions must be made by university check and must be accompanied by a transmittal made on official university letterhead, stating donation is made of behalf of the university.*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- ◆ **Exchange Transactions and Sponsorships**
  - ▶ *Policy also applies when any portion of an expenditure, such as for table sponsorships, advertisement, marketing, etc., can be deducted as a charitable contribution.*
  - ▶ *First source of funding for such expenditures is discretionary gift or expendable endowments. General funds may be used only if other sources are not available or are insufficient.*
  - ▶ *All such expenditures must have prior documented approval by a dean, vice president or president, or their designee, and must align with university goals and objectives and applicable donor restrictions.*
  - ▶ *No university resources may be used for donations to for-profit organizations.*





## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- **Group Contributions**

- ▶ *Faculty, student or staff groups may collect individual donations that will be remitted as a combined gift to a charitable or non-profit organization.*
- ▶ *Group donations should not be deposited in or nor dispensed from a university account, with the exception of student groups that have their own accounts or an agency fund, established by the Controller's Office prior to solicitation.*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- ◆ **Contributions Related to Employee Acknowledgements**
  - ▶ *Employee Reward, Recognition and Acknowledgement policy (3.3.1) allows for a qualified charitable contribution to acknowledge the death of an employee's immediate family member.*
  
  - ▶ *Such contributions must be approved by department head and their value may not exceed \$100.*



## Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

- **Personal Contributions**
  - ▶ *Policy does not prevent nor discourage UC employees from making personal contributions to causes and organizations of their choice.*



# Charitable and Non-Profit Contributions and Sponsorships (2.1.30)

## Resources

- ▶ **The Policy (2.1.30):**  
[www.uc.edu/content/dam/uc/af/financialpolicies/Docs/charitable\\_nonprofit\\_contrib\\_pol.pdf](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/charitable_nonprofit_contrib_pol.pdf)
- ▶ **IRS Publication 78:**  
<http://www.irs.gov/app/pub-78/>
- ▶ **Employee Reward, Recognition and Acknowledgement Policy (3.3.1):**  
[www.uc.edu/content/dam/uc/af/financialpolicies/Docs/eerewards\\_pol.pdf](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/eerewards_pol.pdf)
- ▶ **Gifts-in-Kind to the University Policy:**  
[www.uc.edu/content/dam/uc/af/financialpolicies/Docs/giftsinkind\\_pol.pdf](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/giftsinkind_pol.pdf)
- ▶ **Policy questions e-mail:**  
[policyquestions@uc.edu](mailto:policyquestions@uc.edu)
- ▶ **UC Policies and Procedures website:**  
[www.uc.edu/about/policies](http://www.uc.edu/about/policies)