

College of Agriculture, Food & Environment

Endowments, Gifts, & Donations

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-1.pdf>

Quick Reference Guide

- **General Information:**

1. Coordinate receipt and deposit of **all** endowments, gifts, and donations through the CAFE Office of Philanthropy.
2. All Donor agreements must come through the CAFE Office of Philanthropy.
3. The CAFE Office of Philanthropy can provide appropriate language for the donor letter to ensure timely establishment of restricted cost centers.
4. When a discretionary gift is anticipated from a donor, we need either a copy of the solicitation letter/document **or** a letter from the donor that states that the gift is “to be used at the discretion of *(the department head / recipient)*”.

- **Cash & Check Transmittals:**

1. All cash and check transmittals (**for gifts**) must be routed through Treasury Services, 356 Peterson Service Building, 0005.
2. Each cash/check transmittal submitted to Treasury Services should have the following attached:
 - Original Transmittal form, including an extra copy for departmental receipt
 - Check(s) or Cash
 - Deposit Slip
3. Copies of transmittals and documentation (donor letter, copy of checks, and deposit slips) should be submitted as follows:
 - Transmittal and documentation emailed to giftstouk@uky.edu for the UK Office of Philanthropy.
 - Transmittal and documentation backups emailed to sara.mendoza@uky.edu, Business Officer for the CAFE Office of Philanthropy and Alumni.

- **Endowments:**

1. Fund Center (General Ledger)
 - 070 True Endowment
 - 071 Quasi Endowment
 - 072 Term Endowment
 - 073 External Trust
 - 074 Charitable Trust
 - 075 Charitable Annuity
2. Spending Distribution Cost Centers
 - Restricted cost center must be set up with the endowment
 - Only income allowed is from the endowment’s earned interest
 - A secondary restricted cost center may also be set up for gifts only

<https://www.uky.edu/ufs/endowment-and-gift-accounting>

- **Policies and Procedures for Soliciting, Receiving, Recording and Acknowledging Gifts and Donations:** <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-22-1.pdf>