Network Finance

Training

Compliance Application

Alumni Affairs Support

Table of Contents

Compliance Application

- Application Requirements
  - Support Group Services Webportal
  - By-laws Templates
  - Quarterly Report Handout
  - Certificate of Insurance

Treasurer Financial Role

- Setting Up External Bank Account
  - Tax Identification Number Application
- Cash Handling Policy
- University Access to External Account Signed Statement
- Bruin Owned Businesses
  - Bruin Business Directory Form
  - Bruin Business Directory

Alumni Affairs Operational Support

- Event Vendor - Logistics
  - List of Approved Vendors
  - New Vendor Setup Request
  - W-9 Form
  - Substitute W-9 Form
  - W-9 Form Upload Website
  - Vendor Payment - Invoice Status Check
- Policy - Guidelines
  - Event Meal Limits
  - Business Justification - Sample
  - Attendee List & Affiliation - Sample
  - Alcohol Policy
- *Revenue Distribution - Disbursement*
  - Automated Clearing House (ACH) Form
  - W-9 Form
- Expense Incurred - Reimbursement
  - W-9 Form
  - Business Justification - Sample

Additional Resources

- **Treasurer Transfer of Duties**
- **FAQs**

Compliance Application

COMPLIANCE

WHY DOES COMPLIANCE MATTER?

1. Annual Process Required of Alumni Network Groups
2. Ensures Network Group Listed Under Insurance Policy
3. Network Group Utilizes University Brand
4. Allows Network Group Fundraise Behalf of University
5. Establishes Network Group Official University Representative

APPLICATION UPDATES

Compliance Process

Notify

Support Group Portal Access

Login & password provided

Change temporary password

Click here for compliance application

Support Group Services Webportal

Organization Information

Identify if separate 501(c)3

Indicate if using external banking accounts

Quarterly report recipient contact information

By-laws

List of officers & board members

Fundraising Goals

Number of events on-campus

Number of events off-campus

Other fundraising methods

Risk Management

Annual number of events

Number of events serving alcohol

Number restaurant, cater sales type events

Confirm if obtaining Certificate of Insurance

Financial Management

Bank account information

Uploaded account statements

Account balances

Total revenue vs expenses and the net

Due Date

Application Opens

Sept 16th

Deadline

Oct 30th

Two authorized officers e-signatures required to submit application

Application Update

Login

UCLA External Affairs | Policy | Application | Finances | Alumni Support Groups

Support Group Services

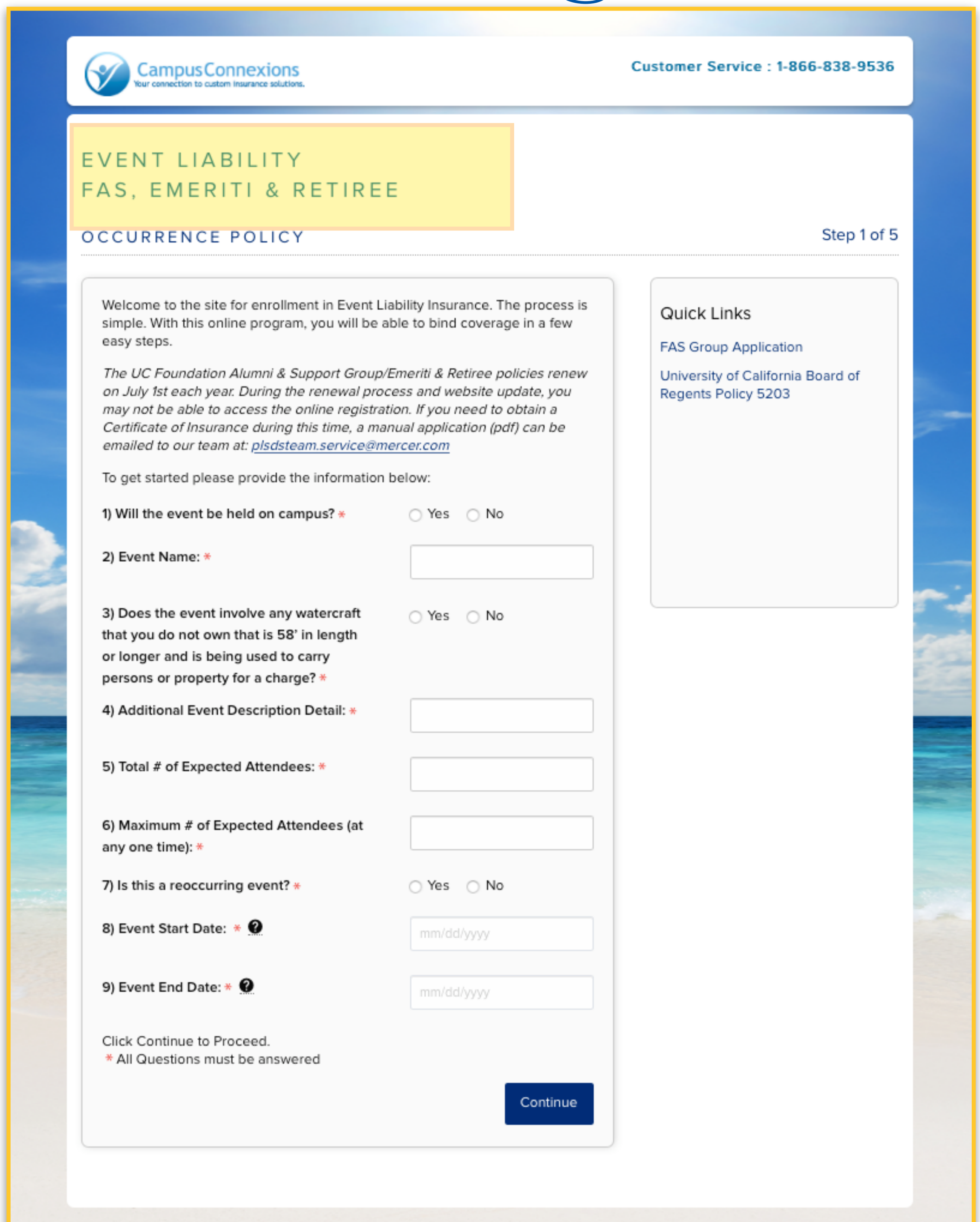
Support groups are an important source of financial and volunteer assistance to UCLA departments and programs. This website was created to provide support group officers and other with quick and easy access to information on how support groups operate at UCLA. Support group officers, members, and others should take the time to review two useful documents available on this website:

- ***UCLA Support Group Resource Manual*** is a publication that contains many topics of interest for those managing a UCLA support group-- everything from maintaining official recognition to working with a Development Officer on fund-raising to getting reimbursed for expenses.
- ***UC Administrative Guidelines for Support Groups***, issued by the UC Office of the President, is a good source of information on the overall structure under which all support groups must be recognized and operate at the University.

If you have questions or need assistance, please call **Minolie Gordon** at **(310) 794-0324** or email supportgroupservices@support.ucla.edu

UCLA External Affairs - Portal UCLA Gateway

Risk Management



CampusConnexions
Your connection to custom insurance solutions.

Customer Service : 1-866-838-9536

EVENT LIABILITY
FAS, EMERITI & RETIREE

OCCURRENCE POLICY

Step 1 of 5

Welcome to the site for enrollment in Event Liability Insurance. The process is simple. With this online program, you will be able to bind coverage in a few easy steps.

The UC Foundation Alumni & Support Group/Emeriti & Retiree policies renew on July 1st each year. During the renewal process and website update, you may not be able to access the online registration. If you need to obtain a Certificate of Insurance during this time, a manual application (pdf) can be emailed to our team at: plsdsteam.service@mercer.com

To get started please provide the information below:

1) Will the event be held on campus? * ○ Yes ○ No

2) Event Name: *

3) Does the event involve any watercraft that you do not own that is 58' in length or longer and is being used to carry persons or property for a charge? * ○ Yes ○ No

4) Additional Event Description Detail: *

5) Total # of Expected Attendees: *

6) Maximum # of Expected Attendees (at any one time): *

7) Is this a reoccurring event? * ○ Yes ○ No

8) Event Start Date: * mm/dd/yyyy

9) Event End Date: * mm/dd/yyyy

Click Continue to Proceed.
* All Questions must be answered

Continue

Quick Links

FAS Group Application

University of California Board of Regents Policy 5203

Alumni Affairs Operational Support

ALUMNI AFFAIRS OPERATIONAL SUPPORT

WHAT YOU NEED TO KNOW

1. Event Planning Logistics
2. Policy Guidelines & Pre-Approvals
3. Event Revenue Management
4. Revenue Distribution
5. Reimbursement Requirements

Operational Support

Provided by Alumni Staff

Some links intended for staff only

Event Planning | Event Revenue Management

Event Vendor

Logistics

List of contracted vendors

Request new vendor setup

Required Form

W-9 form or

Substitute W-9 form

Additional Consideration

Liaison/vendor uploads W-9

Check status of vendor payment

* See liaison for support

Policy

Guidelines

Event meals limits

Breakfast - $ 27

Lunch - $47

Dinner - $81

Light Refreshments - $19

Additional Requirements

- Business justification
- Attendee list - Affiliation
- Tips - 20% subtotal max
- Alcohol Liability Policy
- Entertainment Event Checklist

Pre Approval

Examples

Event meal overages - Requires overage justification

Contracts require signature

Deposits - Venue & catering

Payment types - Day of, prepayment

* See liaison for support

UCLA Online Giving/ Event Site

Benefit

Revenue automatically directed to correct fund (OLG Request Form)

UCLA Foundation provides receipt for gift

Non-gift revenue routed to external account via ACH $ is exempt from CC fees

* See liaison for support

Revenue Distribution

Disbursement

Collected via OLG Site

External account deposit excluding gift component

Required Forms

ACH Form & W-9 Form

Additional Consideration

Abide by meal limits & submit guest list

Expense Incurred

Reimbursement

Consumables/non-consumables paid for by network volunteers

Required Forms

Receipts, W-9, *EFT Form

Additional Consideration

Provide business justification

*If applicable for vendor payment

Operational Support

UCLA CAMPUS PURCHASING

Friday, August 14, 2020

Vendor Agreements List

Click the column headings to sort.
Click the agreement number for more details.

Commodity	Vendor	Commodity Manager/Buyer	Agreement #	Campus	Expires
Advertising & Creative Services	BarkleyREI LLC	Soren Bondesen	0000KYA005	UCLA	04/30/2023
Advertising & Creative Services	Dailey & Associates	Soren Bondesen	0000KYA007	UCLA	04/30/2023
Advertising & Creative Services	USE ALL FIVE INC	Soren Bondesen	0000KYA008	UCLA	04/30/2023
Advertising & Creative Services	Helpgood LLC	Soren Bondesen	0000KYA010	UCLA	04/30/2023
Advertising & Creative Services	Echidna Corp dba Digital Echidna	Soren Bondesen	0000KYA011	UCLA	04/30/2023
Advertising and Creative Services	BarkleyREI LLC	Soren Bondesen	0000KXA038	UCLA	04/30/2023
Advertising and Creative Services	Innocean Worldwide Americas LLC	Soren Bondesen	0000KXA040	UCLA	04/30/2023
Advertising and Creative Services	Dailey & Associates	Soren Bondesen	0000KXA042	UCLA	04/30/2023
Application Service Developer/Provider	Avid Technical Resources, Inc.	Soren Bondesen	0000KXA001	UCLA	07/31/2020
Audio and Web Conferencing	READYTALK	Soren Bondesen	0000KUA019	UCLA	12/31/2019
Audio and Web Conferencing	ZOOM VIDEO COMMUNICATIONS INC	Soren Bondesen	0000KUA020	ALL	07/19/2021
Audio/Visual Equipment	LightWerks Communication Systems Inc.	Soren Bondesen	0000KXA023	UCLA	08/27/2024
Audio/Visual Equipment	Key Code Media	Soren Bondesen	0000KXA024	UCLA	08/31/2024
Audio/Visual Equipment	One Diversified LLC	Soren Bondesen	0000KXA020	UCLA	08/27/2024
Audio/Visual Equipment	AVI (AVI-SPL)	Soren Bondesen	0000KXA021	UCLA	11/09/2024
Beverages	COCA-COLA COMPANY (dba Coca-Cola North America)	Sandra Chang	0000KUA006	UCLA	08/31/2023

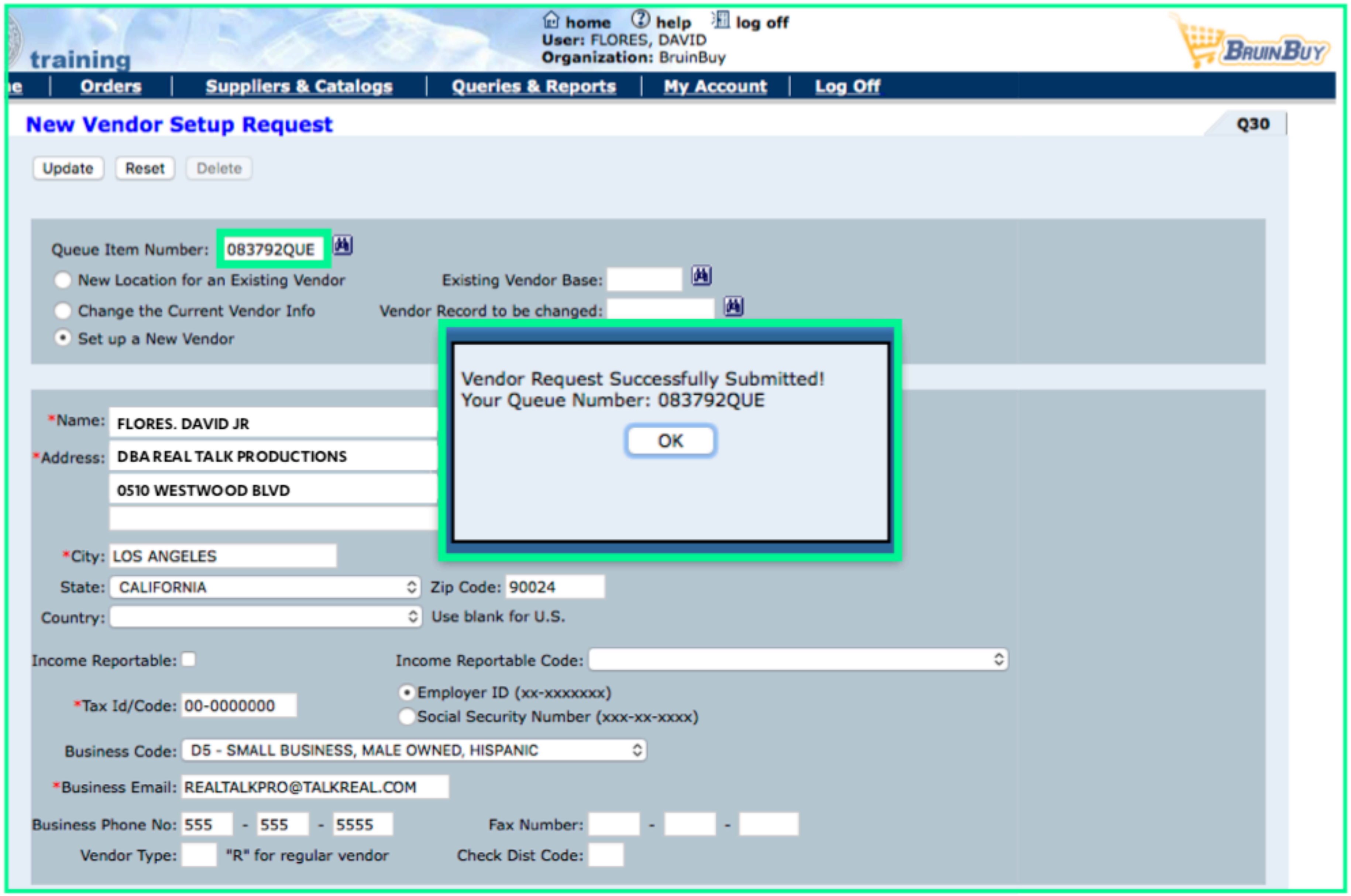
Operational Support

UCLA External Affairs

Advancement Services
Finance & Business Services

BruinBuy — New Vendor Setup

Request Submitted & Queue Number



training

home | help | log off
User: FLORES, DAVID
Organization: BruinBuy

BruinBuy

e | Orders | Suppliers & Catalogs | Queries & Reports | My Account | Log Off

New Vendor Setup Request Q30

Update | Reset | Delete

Queue Item Number: 083792QUE

- New Location for an Existing Vendor — Existing Vendor Base:
- Change the Current Vendor Info — Vendor Record to be changed:
- Set up a New Vendor

Vendor Request Successfully Submitted!
Your Queue Number: 083792QUE
OK

*Name: FLORES. DAVID JR
*Address: DBA REAL TALK PRODUCTIONS
0510 WESTWOOD BLVD
*City: LOS ANGELES
State: CALIFORNIA Zip Code: 90024
Country: Use blank for U.S.
Income Reportable: Income Reportable Code:
*Tax Id/Code: 00-0000000 Employer ID (xx-xxxxxxx) Social Security Number (xxx-xx-xxxx)
Business Code: D5 - SMALL BUSINESS, MALE OWNED, HISPANIC
*Business Email: REALTALKPRO@TALKREAL.COM
Business Phone No: 555 - 555 - 5555 Fax Number: - -
Vendor Type: "R" for regular vendor Check Dist Code:

New Vendor Setup — Process

1. Coordinator provides the Queue Number to Vendor along with W - 9 Upload Site link https://vendor.accounting.ucla.edu/w9
2. Coordinator will instruct the Vendor to handwrite Queue Number onto the W - 9 form — Coordinator can upload the W - 9 on behalf of Vendor

Operational Support

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ______
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) ______
Exemption from FATCA reporting code (if any) ______
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

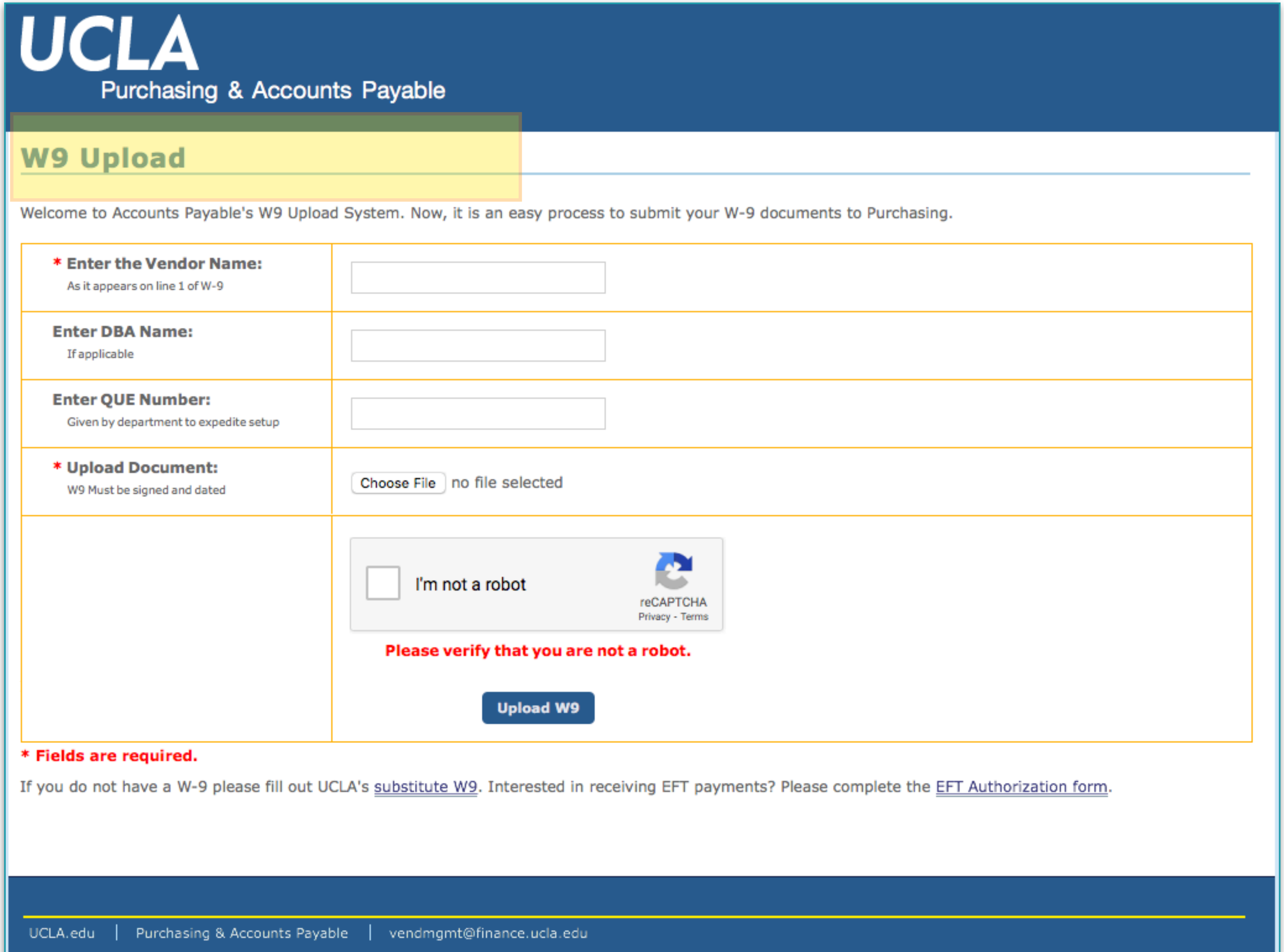
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

Operational Support



UCLA
Purchasing & Accounts Payable

W9 Upload

Welcome to Accounts Payable's W9 Upload System. Now, it is an easy process to submit your W-9 documents to Purchasing.

* **Enter the Vendor Name:** As it appears on line 1 of W-9	
Enter DBA Name: If applicable	
Enter QUE Number: Given by department to expedite setup	
* **Upload Document:** W9 Must be signed and dated	Choose File no file selected
	I'm not a robot reCAPTCHA Privacy - Terms **Please verify that you are not a robot.** Upload W9

*** Fields are required.**

If you do not have a W-9 please fill out UCLA's substitute W9. Interested in receiving EFT payments? Please complete the EFT Authorization form.

UCLA.edu | Purchasing & Accounts Payable | vendmgmt@finance.ucla.edu

AA Operational Support

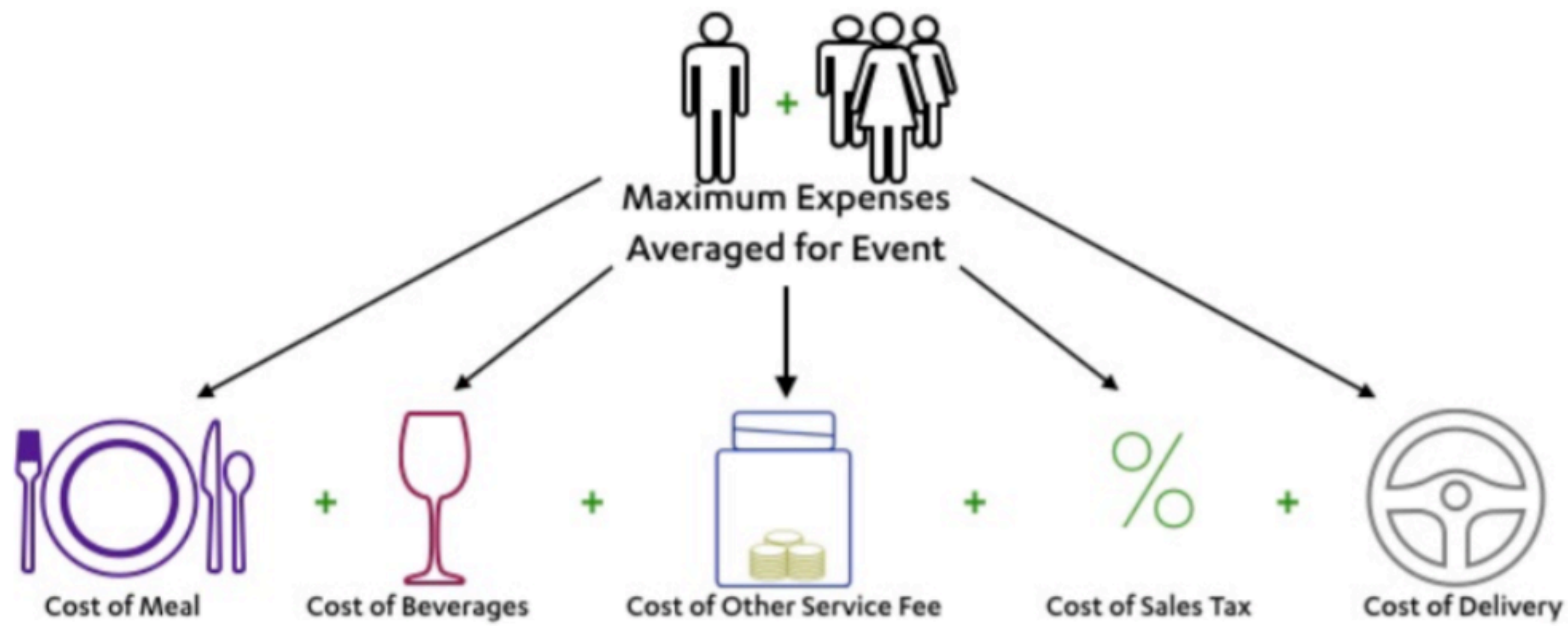
Policy & UCLA Entertainment Guidelines Highlights

Total cost of the meal for a dinner or catered event should not exceed the following amounts:

Meal Type & Suggested Time Frames	Entertainment Rates	Overage Exceeding 100% Per-Person Cost	Overage Exceeding 200% Per-Person Cost
Breakfast 7 AM - 9 AM	$27.00	$27.01 - $54.00	$54.01
Lunch 11 AM - 2 PM	$47.00	$47.01 - $94.00	$94.01
Dinner 5 PM - 8 PM	$81.00	$81.01 - $162.00	$162.01
Light Refreshments Anytime between & outside hours listed above	$19.00	$19.01 - $38.00	$38.01
Policy, Guidelines, or EA Financial Control Requirement	Business Justification Itemized Receipts or Invoice	Overage Justification Add't to Business Justification	Not Reimbursable (Entertainment Meals)

Entertainment Meal Per Person Costs

The maximum Entertainment Per-Person Cost for meals & light refreshment includes the following:



AA Operational Support

UCLA External Affairs

Advancement Services
Finance & Business Services

Preparing Business Justifications

Overview

A Business Justification is a written explanation describing the overall goal of the expense in relation to a department or unit's needs. It is necessary to ensure the business expense is compliant with the Travel & Entertainment policy. Prior to incurring the business expense, pre-approval from a University designee has to be sought in order to necessary & reasonable nature of the expense.

Business Justification - The Audience & Purpose

When drafting a Business Justification, consider the audiences who will have access to this information. A well written Business Justification must stand up to audit scrutiny so there is no doubt about the validity of the expense whether it is read immediately for approval or in the future by an auditor. The audience of the Business Justification will include the following entities:

Auditors | External Affairs Staff | Corporate Financial Services | Media

Business Justification - What Should Be Included

Providing the following information will result in a well written Business Justification. A well written Business Justification ensures that Travel Accounting has all the necessary information & supporting documents to process an individual reimbursement for an entertainment meal or invoice payment for vendor who provided catering for a large entertainment event.

Business Justification - Structure & Content

1. **Who** - Establishes University Affiliation
   a. Provide Attendee List (see Attendee list below)
   b. Indicate if the donor requested to bring family member
   c. Sponsoring Department - Provide the department name & the official host of the event
4. **What** - Provide Event Type, Meal Type or Donor Expense
   a. Mixer, Gala, Ticketed Event, Tour, etc.
   b. Meal Type in accordance to the recommended times (see Meal Type Guidelines below)
   c. Event for donor cultivation, solicitation or stewardship
   d. Type of support, gift, or commitment is being sought from the donor
5. **Where** - Event Logistics
   a. Name, Date, Time, & Location
   b. Indicate if the donor selected the venue & wine for the event
   c. Indicate if the donor requested a private setting to discuss or finalize the details of a gift to the University
4. **Why** - Event Purpose
   a. What goal will the event seek to achieve?
   b. Fundraising opportunities, donor engagement, or donor recognition for a gift
   c. If it is a meeting, provide the agenda
   d. If the donor has an extensive giving history, without providing the amounts, explain how the donor's giving has enhanced the University or program

AA Operational Support

UCLA External Affairs

Advancement Services
Finance & Business Services

Guest List - Sample

Overview

A guest list is an internal control that is in place to provide transparency whenever the University engages alumni, prospects, or high-level donors for an entertainment meal or event. A guest list is also required anytime food is catered for a staff related event or meeting. Please see the Entertainment Event Guidelines - Event Meal Requirement p. 8 for additional instructions.

Keep in mind, sometimes a vendor may send the Preparer an invoice for payment of goods or services rendered. When mailing the documents to AP or TA, make sure to **handwrite the Purchase Order on each document**. This will ensure that all documents can be matched with the PO in the event they are separated. Make it a Best Practice to include a print out of the Guest List in order to streamline the process for AP or TA.

Sample

UCLA vs Oregon
October 21, 2017

UCLA

Chancellor's Suite Guest List
October 21, 2017

Numbered List

1. **Joe Bruin -** Chancellor
2. **Josephine Bruin -** Vice Chancellor
3. **Megan Kissinger -** Asst. V. Chancellor, College Dev.
4. **Dean Miguel Garcia-Garibay -** Physical Sciences
5. **Dean Darnell Hunt -** Social Sciences
6. **Dean David Schaberg -** Humanities
7. **Dean Victoria Sork -** Life Sciences

Executive Leadership
Highest Rank
And
Alphabetized

8. **Joe Bruin -** Class of 2005
9. **Josephine Bruin -** Class of 2005
10. **David Flores -** Class of 1985
11. **David Flores, Jr. -** Class of 2010
12. **Guest -** Affiliation
13. **Guest -** Affiliation
14. **Guest** - Affiliation
15. **Guest** - Affiliation
16. **Guest** - Affiliation
17. **Guest** - Affiliation
18. **Guest** - Affiliation

Other Attendees
Alphabetized
Full Names
Affiliation

AA Operational Support

UCLA Alumni

Alcohol Liability Policy

Overview

It is recognized that many activities hosted by the Alumni Association & Alumni networks may involve the attendance of UCLA students & other individuals who are under 21 years of age. For that reason, it is <u>strongly recommended that alcoholic beverages are not served at events where individuals under the age of 21 are present</u>, **unless a vendor with alcohol liability coverage will be used to serve the liquor**.

Policies

A. Expensed on Alumni Association's funds

- The Alumni Association will not process reimbursements/purchases of alcoholic beverages, unless a vendor with alcohol liability will be used to serve the alcoholic beverages.
- Please note that any reimbursements/purchases for alcoholic beverages to be expensed on Alumni Association funds must be pre-approved by both the Budget Director & your Alumni Staff contact (Senior Director). To request pre-approval, **<u>please send your request via email at least two weeks before the event date.</u>**

Please also note that reimbursements/purchases of alcoholic beverages are infrequently approved & require additional justification.

B. Expensed on a Network's Foundation fund for an Alumni-related event

- The consumption of alcohol at events where individuals under the age of 21 are present is discouraged, unless a vendor with alcohol liability coverage will be used to serve the liquor.
- Please note that any reimbursements/purchases of alcoholic beverages to be expensed on an Alumni Network's Foundation fund can be submitted for processing only if a vendor with alcohol liability will be used to serve the alcoholic beverages.
- Please note such reimbursements/purchases will be subject to the policies of UCLA Travel Accounting.

AA Operational Support

UCLA Foundation

10889 Wilshire Blvd., Suite 1100
Los Angeles, CA 90024-6534
Phone: 310 752-1978
Fax: 310 209-4298
Email: ASTreasury@support.ucla.edu

ACH FORM

Please fax your ACH Payment information on your company letterhead, or complete this form and have it signed and dated by an officer of the corporation.

Company Name: ____________________________________

Address: ____________________________________
____
____

Telephone Number: ____________________________________

Email address to send electronic remittance notification:
____

ACH Payment Instruction:

Bank Name: ____________________________________

Bank Address: ____________________________________

ABA Number (9 digit): ____________________________________

Account Name: ____________________________________

Account Number: ____________________________________

Tax ID/SSN: ____________________________________

Signature of Officer/Proprietor authorizing the ACH payment:

Name: ____________________________________

Title: ____________________________________

Date: ____________________

Signature:

____

NOTE: Please include the most recent W-9 form. ☐

Event Finance Timeline

Alumni Staff Operational Support

9 Weeks Before

Marketing Effort ID #
Submit to AS - Reporting & Analytics Team

8 Weeks Before

Request Notice of Intention & Report of Results from Solicitation Review

7 Weeks Before

Confirm Funds Destination with Network
Network Liaison Gathers All Supporting Documents

6 Weeks Before

Online Giving Site Request Document
Include Marketing Effort ID

4 Weeks Before

Test OLG Site, Share OLG with Network for Edits
OLG Site Goes Live

1 Week Before

OLG Site Closes

Event Finance Timeline

Alumni Staff Operational Support

1 Week After
Submit ACH Request
If funds are being directed to external bank account

2 - 4 Weeks After
Complete NOI Form
Submit Report of Results

3 - 4 Weeks After
ACH Completion Email
Confirmation from AskAlumniFinance

FAQs

ANSWERS TO QUESTIONS

YOU NEED TO KNOW

Compliance 1

External Accounts 2

Fundraising
Gift & Donor Recognition 3

Scholarship 4

Taxes & Deductions 5

FAQ Section

UCLA Alumni

Compliance Report Questions

1. **When is the annual compliance report typically due?**
   - An email notification will be sent out to groups on September 16th indicating that the application can begin with a due date of October 30th
   - A temporary password will be provided that must be changed upon signing into the website

2. **What is involved with that process & who should be responsible to fill it out?**
   - Email will provide instructions to access the portal - Temporary password will be provided
     - Sample Email - https://ucla.box.com/s/n0tlg6mpngdzwetcbvrriiuq9xjrrcml
   - Requires 2 officers to sign, but any officer can fill out the application
   - E-Signature required to sign the application
     - **Requirements**
       - Organization Information
       - Solicitation Information
       - Event Information - Including fundraising plans & event logistics for the upcoming year
       - Membership Dues
       - Risk Management (Insurance) - Required - Mercer Application
       - Network support groups with external account - Please see External Accounts FAQs
       - Network support groups without external accounts still need to complete & update their application
         - **Please Note:** The group cannot collect revenue if they do not have an external bank account - All revenue would remain in the UCLA Foundation
       - **General Financial Information:** Need to provide TIN and the names of the two financially responsible officers to abide by the Separation of Duties requirement
       - Revenue and expenses information
       - Officers and Members - Two electronic-signatures required

3. **What will happen if network support group does not update the application?**
   - A network support group will be considered non-compliant
   - Network support group will receive a written notice that recognition will be withdrawn by the Chancellor
   - Assets will be transferred to The Regents of the UC or Campus Foundation - Transfer should happen within 3 months or legal action taken
   - Network support group will no longer be able to use the University name, facilities, support staff or request insurance on Mercer

FAQ Section

UCLA Alumni

External Accounts - Banking

1. **How do I open a bank account for my network? What is the benefit of having a banking account?**
   - Request a TIN - Contact Network Support Group liaison
   - Prepare documents for financial institution - IRS TIN letter, copy of Network Support Group Bylaws for identification of both account holders
   - Having an external account allows a Network Support Group the opportunity to manage their own finances & set their own budget
   - **Note** - If a Network Support Group has a bank account, the group is subject to audit at any time and must provide all banking statements annually as part of the compliance application

2. **Where can I find our network TIN?**
   - TINs are centrally held by Alumni Finance team - email: alumnisupportgroupservices@support.ucla.edu
   - The number is on compliance application

3. **How can we check that our W-9 and ACH Form on file is up to date? How often do we have to update these documents? How do I fill out these document?**
   - Network Support Groups can email: alumnisupportgroupservices@support.ucla.edu

4. **What can we spend network funds on?**
   - Network funds can be used for business appropriate expenses
   - **Best Practice Procedures** - requires budget approval by network leadership prior to expenses being incurred
     - **Please note:** Tax liable services are not reimbursable to individuals e.g. network volunteers
     - Payments must be made directly by The UC Regents to the service provider in order for the UC Regents to issue the IRS 1099 Form for tax filing
     - Network Support Group may use their own external account funds for payment. However, if seeking reimbursement through University funding, always check with liaison before making financial commitments
       - E.g. Music band, photographer, bar services, video editing

5. **Do we keep all receipts of purchases made from a network bank account?**
   - All receipts must be kept dating back to one fiscal year

FAQ Section

UCLA Alumni

Fundraising - Gifts & Donor Recognition

1. **How can we recognize our donors?**
   - The Networks Support Groups determine how to recognize their donors
   - For additional guidance, reach out to your Network Support Group liaison
2. **Is there a credit card fee? Can I use square space or other credit card swipers?**
   - No, when using OLG sites or Alumni swipers
   - Please Note: If using a separate site for collecting revenue, then it is the responsibility of the Network Support Group to review third party site fees. The University does not absorb these costs
3. **Do you charge an administrative fee for gifts?**
   - Yes - 6.5% fee - one time fee that is charged at the time that the gift is received
4. **Solicitation to donors may vary. Please consult with liaison.**
5. **A permit is required if soliciting a large group - Things to consider:**
   - Must abide by the official fundraising proposal approval process - Campaign must be policy complaint - Prior approval required
     - Mission focused and cannot conflict with other campus activities
     - Gifts made out to The Regents or Foundation - Non-tax-exempt
     - Gifts made out to The Regents or Foundation - Tax-exempt organizations w/ TIN
       - Accept & acknowledge gifts in its name
     - Never deposit University funds or Regents/Foundation gifts into external account
   - For Tax Exempt Network Support Groups with a gift intended to benefit University, a transfer must occur on a quarterly basis to either Regents or Foundation
   - For Tax Exempt Network Support Groups that receive a gift > $100k - Transfer to Regents or Foundation within 5 working days
   - Accounting records for fundraising campaign required
   - For Tax Exempt Network Support Groups, no gift processing fee or other fees charged

FAQ Section

UCLA Alumni

Scholarships

1. **What is the process and timeline in which a student receives their scholarship?**
   - Scholarships are awarded annually - paid out in general over 3 quarters - Sept, Jan, and March

2. **Who should I follow up with to ensure that our scholarship recipient has received their awards? - Tamara Tsang at ttsang@fas.ucla.edu - (See the Network Support Group liaison who will connect with Financial Aid)**
   - The quarterly reports on the https://supportgroups.ucla.edu/ provide aggregated award disbursement data to the networks, which is the only "notification" of award receipt provided to the networks
   - Financial Aid does not supply any additional financial reports - They work with stewardship to send out a report of new and returning scholars each fall
   - **Note:** Financial Aid policies states scholarship recipients must contact financial aid and not the donor if there is any trouble with an award, therefore, the Networks should not need to follow-up for an individual Alumni Scholar.
     - A student should NOT reach out to the Network - Please advise the student to reach out to the Financial Aid Office directly via MyUCLA for further assistance
     - Financial Aid's fiscal unit cross-checks award disbursements on a quarterly basis, so they stay abreast of any changes that go into the quarterly reports that the Networks receive

3. **Can I use ticket sales to benefit my scholarship fund?**
   - Yes - Ticket sales can be directed to scholarship fund - Once the ticket sales are earmarked for this fund, it cannot be moved
   - When setting up Online Giving Site, please select the appropriate fund type to ensure that the revenue is directed to the proper scholarship fund

4. **What is the minimum amount needed in a scholarship account to award a scholarship?**
   - The base amount awarded to a student is $6,000 - According to policy, Finance Aid needs proof that that money is available as of July 1 of the award year

5. **If we have the money, how do we set up scholarship fund?**
   - Contact your liaison for complete steps

FAQ Section

UCLA Alumni

Taxes & Tax Deductions

1. **How can we make in-kind donations tax deductible?**
   - Need to know the Fair Market Value of the item
   - A receipt is required for all in-kind donations. If a receipt is unavailable, then the Fair Market Value should be determined by the receiving party
   - The in-kind donation process involves the donor filing out the Deed Gift Forms and provided to the Network Support Group for recording
   - For additional in-kind gifts information, forms, and process, please contact your Network Support Group liaison

2. **What types of gifts are NOT tax deductible?**
   - Consultant services , free massage, career counseling services, &/or legal services
   - Rent free use of personal property is not tax deductible
     - Examples include
       - Providing vacation property for auction
       - Providing AirBnB property for auction
   - Under no situation will the University enter into negotiations to have services or rent free use of personal property deemed as tax deductible

3. **How should a priceless item be handled as tax deductible item?**
   - Unfortunately, a bidder cannot receive a tax deduction for an item deemed priceless since the Fair Market Value of the item is both unknown at the time of the bid & determined by the amount the bidder is willing to pay for the item
   - If an auction item is deemed priceless, then there will be no tax deduction and no gift receipt will be provided

4. **Who is responsible for sales tax on auction items?**
   - Bids for tangible personal property are subject to state sales tax
   - The donor of the item is liable for the state sales tax unless they opt to pass on the tax to the buyer

External Account

UCLA Alumni

Support Group Request for Tax Identification Number - TIN

External Bank Account

Purpose: Please complete this form if you would like to request that your recognized support group be authorized to obtain a TIN in order to establish an external bank account with a financial institution.

Official Name of Support Group (as listed on bylaws) : ___________________________________

Identified Need for an Account

Intended Bank: ____________________________________

Name & Title of Authorized Signer 1: ____________________________________

Name & Title of Authorized Signer 2: ____________________________________

By signing below we assert that we understand that, if granted approval to open a bank account, we are solely responsible for the maintenance & monitoring of the account. We will put proper policies in place to safeguard our assets and maintain the account. We also commit to providing the UCLA Foundation our bank statements annually & completing the annual compliance application as described in Policy 5203.

President Name: ____________________________________

Printed Name: ____________________________________

Date: ____________________________________

Treasurer: ____________________________________

Printed Name: ____________________________________

Date: ____________________________________

Email completed document to alumnisupportgroupservices@support.ucla.edu

Office Use Only	
Signature of Network Staff	
Printed Name	
Date	