



## Cal Poly Pomona Philanthropic Foundation Fund Glossary

### Types of Funds

#### Excellence Funds

- Each college, department, center and program may have one excellence fund.
- To ensure donor intent is followed, these funds are to be used to support operations for a specific effort or field of study within a department or division.
- They are not to be used on scholarships or transferred to another non-general excellence fund.
- An individual with fiscal responsibility will be assigned to the fund.

#### Scholarship Funds

- Each college, department, center and program may have one general scholarship fund.
- There are no minimums required to have a general scholarship fund.
- These funds will be awarded to current students through the Office of Financial Aid and Scholarships.

#### Endowment Funds

- Endowed funds are held in perpetuity and have stringent regulations to ensure they are managed for both short- and long-term benefit.
- A 4-percent distribution will be made annually based on a 12-quarter rolling average.
- All distributed funds should be spent in the fiscal year following the distribution.

#### Donor Advised Funds (DAF)

- A DAF allows donors to establish an account that provides many of the advantages of organizing their own private foundation without the associated costs and administrative obligations. A DAF provides donors with name recognition, and a voice, although not binding, on how the DAF assets are used.
- A DAF is not a gift to the university until distributions to support a specific charitable purpose are made.

## Specific Program, Scholarship and Endowment Funds

### **Capital Construction (8XXXXX)**

Donor-provided funding to support capital expenditures (i.e. buildings); will not accrue earnings.

### **College/Dean's/Department Excellence Fund (8XXXXX)**

Discretionary fund established with donor contributions used to support the general programming and operations of a division, college, department, center or program; will not accrue earnings. Monies may not be transferred between units or funds except by approval for residual project transactions such as fund-raising events. Scholarships are not authorized expenditures. Transferring monies to a scholarship fund requires foundation approval. Please submit [Form 112 Fund Transfer Authorization Memo](#) detailing the reasons for a transfer to the foundation.

### **Endowment Associated Program Fund (8XXXXX)**

Discretionary fund established with donor contributions used to support the general programming and operations of a division, college, department, center or program; will not accrue earnings. A 4-percent distribution will be made annually based on a 12-quarter rolling average with the expectation that all distributed funds will be spent in the fiscal year following the distribution. Monies may not be transferred between units or funds except by approval. Scholarships are not authorized expenditures. Transferring monies to a scholarship fund requires foundation approval. Please submit a memo detailing the reasons for a transfer to the foundation.

### **Events Clearing Fund (8XXXXX)**

Fund-raising events now use events clearing funds and each event must have a unique project number. Once approval for an event is received, an account must be identified. The event's net revenue must be transferred to that account at the event's conclusion. Charitable donations that support a specific, authorized fund-raising event can be deposited in this fund along with other revenue. Please submit a fund-raising event approval form to the foundation.

### **Endowment Associated Scholarship Fund (9XXXXX)**

Any donor-provided funding that must be distributed to an enrolled Cal Poly Pomona student for scholarships; will not accrue earnings. All payments in this category must be reviewed for compliance by the financial aid office. Only scholarship expenditures are allowed. A 4-percent distribution will be made annually based on a 12-quarter rolling average with the expectation that all distributed funds will be spent in the fiscal year following the distribution.

### **Scholarship Fund (9XXXXX)**

Any donor-provided funding that must be distributed to an enrolled Cal Poly Pomona student for scholarships; will not accrue earnings. All payments in this category must be reviewed for compliance by the financial aid office. Only scholarship expenditures are allowed.

**Endowment Buildup (8- or 9XXXXX: if scholarship endowment buildup, use 9; all other account types, use 8)**

Used for fund-raising campaigns that may require multiple years to raise funds to meet the endowment threshold; will not accrue earnings. No expenditures may be made during the buildup period. Once the minimum threshold is met, the fund will be moved to an endowment. Will be reviewed five years after inception and moved to an endowment or operating fund. Please submit an endowment fund-raising approval form.

**Board Endowment (UXXXXX)**

University-established fund subject to endowment spending policies of the foundation. Funds may come from donors or other sources.

**Quasi Endowment (UXXXXX)**

University-established fund not subject to the endowment spending policies of the foundation; funds may be spent for specific expenses above the spending policy limits. Funds may come from donors or other sources.

**Term Endowment (UXXXXX)**

Donor-established fund not subject to the endowment spending policy of the foundation; funds may be spent over a specific period of years.

**True Endowment (UXXXXX)**

Donor-established fund subject to the endowment spending policy of the foundation.