Account Administration Services
iufacct@Indiana.edu

- Gift Agreements
- Account Maintenance
- Account Analysis/Research/Reconciliation
- Online Giving (Give Now Buttons)
- Dormant/Underutilized Review
Account Types

https://iqt.iuf.iu.edu/accounts-revenue/account-administration/account-types.html

- Expendable (32)
- Endowment (37)
- Quasi-endowment (38)

- Income versus Principal
- Temporarily vs. Permanently Endowed
ETA-Web
Visit https://eta.iuf.indiana.edu/Default.aspx to sign up for comprehensive training.

Helpful Reports:
• Donor Intent
• Signers by KEM ID
• Transactions
• Balances – Daily or Month End
• Pooled Long Term Estimated Income Report
• Dormant Report
• Underutilized Report
Best Practices

Dormant - An account that has not incurred any expenses in two or more years.

Underutilized – An account that has a cash balance greater than two years of combined gifts and earnings.
How to calculate available balance

Best practice is to spend one year in arrears.

Run Balances report from ETA-Web

Maximum amount to expend in a FY:
Income Total Value – Total Estimated Annual Income
$19,963.32 - $5,750.89 = $14,212.43
How to calculate available balance

Best practice is to spend one year in arrears.

Run Consolidated Account Summary from ETA-Web for the prior fiscal year.

Minimum amount to expend in a FY:
**Total Pooled Long-Term Dividends from Prior FY**
Account Administration Services Contacts

For inquiries on existing accounts: IUFacct@indiana.edu
For gift agreement inquiries: IUFga@indiana.edu

- Shelby Hoshaw (BL campus liaison and Signer edoc/ETA-Web access inquiries)
- Tessa Wagner (BL campus liaison)
- Travis Branam (Regional campus and School of Medicine liaison)
- Gretchen Hercamp (IUPUI liaison)
- Lisa Mann (Solicitations, crowdfunding, and Give Now buttons)
How to ACCESS the Scholarship Reimbursement E-doc

• Log into One.iu.edu
• Using the search box, search for IU Advancement IQ. Don’t forget to save this to your favorites!
• Select the IU Advancement IQ icon
• Click Policies & Forms
• Search for Scholarship and Award Reimbursement or click on the S

• Click Scholarship and Award Reimbursement
Completing the Scholarship Reimbursement E-doc
Completing the Scholarship Reimbursement E-doc

<table>
<thead>
<tr>
<th>Award Term</th>
<th>Chart</th>
<th>IU Account</th>
<th>Student ID</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
<th>Amt</th>
<th>Reason</th>
<th>Actions</th>
</tr>
</thead>
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<tr>
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<td></td>
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**Accounting Lines**

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<th>IUF Account</th>
<th>Trans Restriction</th>
<th>Account Type</th>
<th>Amount</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**Scholarships**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Chart</th>
<th>IU Account</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IU Foundation Selected Scholar</td>
<td>9754024</td>
<td>500.00</td>
<td></td>
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</tbody>
</table>

Total: $0.00
• Enter the IUF account number and click add

• Make sure your E-doc balances!
- Donor Intent

It is the intent of the Donor that income from this gift be used to support scholarships for students attending Indiana University who are working to provide part or all of their University expenses, who have maintained sound academic standing and have made a worthy contribution to the activities of Indiana University. The number, amount and recipient(s) shall be determined by the Foundation.

- Use Restrictions

<table>
<thead>
<tr>
<th>Use Restriction</th>
<th>Special Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic (i.e. GPA,Merit)</td>
<td>Maintained sound academic standing</td>
</tr>
<tr>
<td>Other</td>
<td>Working to provide part or all of their University expenses; have made a worthy contribution to the activities of Indiana University</td>
</tr>
</tbody>
</table>

- Notes & Attachments

<table>
<thead>
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<th>Posted Timestamp</th>
<th>Author</th>
<th>Note Text</th>
<th>Attached File</th>
<th>Notification Recipient</th>
<th>Actions</th>
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</thead>
<tbody>
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<td>add</td>
<td></td>
<td></td>
<td>Browse... No file selected.</td>
<td></td>
<td>add</td>
</tr>
</tbody>
</table>

Ad hoc Recipients

Route Log
Take note...

- Use the Notes and Attachments space to offer explanation, attach supporting documentation, etc.
- Too much documentation is better than not enough.
- Prior to attaching supporting documentation, mark or highlight the pertinent information.
- If the donor intent states that the scholarship is to be renewed, please note the reimbursement edocs from prior awards to the same student.
DONOR INTENT EXAMPLES
Read carefully (and be literal)

It is the intent of the Donor, and the Foundation agrees, that income from this gift be used to support scholarships for undergraduate students in the School of Education or graduate students enrolled in a teacher preparation program. Because, as part of its mission, Indiana University is committed to diversity, special consideration will be given to underrepresented populations, including but not limited to financially challenged students, and/or students with diverse cultural experiences. The Donor has a preference for African American students intending to teach in traditional public schools. The number, amount(s), and recipient(s) of the Scholarship will be determined by the Scholarship Committee of the School.
It is the intent of the Donor, and the Foundation agrees, that the income from the Gift Fund grant, if made, be used to support undergraduate and graduate scholarships. The Scholarship will be given to School of Education IUPUI undergraduate, graduate, or graduate non-degree certification students focusing on mathematics education, who have a record of academic excellence as demonstrated by a minimum 3.0 GPA on a 4 point scale, and demonstrated financial need. In selecting recipients, preference will be given to students from New Castle, Indiana, or Henry County with a demonstrated commitment to urban education, as determined by the scholarship selection committee. The number, amount, and recipient(s) of the Scholarship will be determined by the Scholarship Committee of the School.

Account use restrictions
- Record of academic excellence as demonstrated by a minimum 3.0 GPA on a 4.0 scale
- Demonstrated financial need
- Students focusing on mathematics education
Let’s talk about financial need

Example Donor Intent Language

• Financial Need
  o Student must have filed a FAFSA for the awarding academic year
  o Student must show a federal need greater than zero

• Demonstrated Financial Need, Needy Student, etc.
  o A student meeting the above requirements qualifies
  o We can also accept a personal statement from the student outlining any personal financial struggles they might be having.
  o It’s important to ask the appropriate questions on your scholarship to obtain a statement of demonstrated financial need for donor intent compliance.
IUF Scholarships contact

Wendy Dion
(812) 855-9922
wdion@iu.edu

Please refer students and parents to iufschol@Indiana.edu.
Processing IU Foundation Documents
Compliance and Disbursement Services

At the request of IUF Audit, documents now require backup to be attached to the Notes & Attachments section of IUF edocs.
Which IUF Document?

IUF ETA to IU
Purpose: To reimburse IU for expenses that directly benefit the mission of the University. Expense is allowable under IU policy. Expenses are paid through IU first, then funds are transferred.

Direct Vendor Payment
Purpose: To reimburse employees or pay vendors for expenses. Expense is unallowable under IU policy, but allowable under IUF policy and compliant with donor intent. Expenses are paid directly to employees or vendors.
Which IUF Document?

IUF ETA to IU
Salaries and benefits  
Professional memberships  
Educational materials  
Research expenses  
Reimburse for Service pmts  
Reimburse for Travel exp  
Equipment and capital assets  

Direct Vendor Payment
Employee goodwill  
Retirement gifts  
Hospitality which is unallowable from the IU side.  
Alcohol – if Unit is hosting an event on campus where alcohol will be served, Alcohol approval form must be attached to e-doc if total event including food is over $2500  
Expenses in excess of IU maximums-ex: moving allowance  
Table Sponsorships-Must have SponsReg approval attached
IUF ETA to IU Transfer

- Purpose – to reimburse IU for expenses that directly benefit the mission of the University
- Best Practice: Reimburse timely
- Expense must be paid by IU first
- Expenses that will be reimbursed via IUF ETA to IU transfer should be recorded on this account.
IUF ETA to IU Transfer

Expenses for different object codes should be entered on a separate line.

- Multiple expenses under the same object code can be totaled and entered on one line, but should be listed separately in backup.
- Including the IU Object Code helps IUF chart the expense correctly in their system.
- Split out the invoices by entering on each account line (invoice #'s with each amount will appear on check stub for vendor clarification.)

Example:

- Line 1: Travel - 6000
- Line 2: Registration Fees - 4013
- Line 3: Hospitality - 4025
IUF ETA to IU Transfer

REMIT TO: Indiana Univ Accts Receivable

ETA – IU transfer e-doc.
Funds must be deposited to account: chart = UA account = 6812950 (A/R clearing Account) and the invoice number must be entered in the Invoice box in the Accounting Line.
Required on All IUF Documents

Supporting documentation for expense (invoices/receipts etc…)
Explanation of how expenses meet donor intent should be specific.

Provide a clear explanation of the business purpose.

- Example: Catering for a meeting or event
- Donor Intent: General support of the School.
- In Donor Intent box, list the reason catering was ordered for a meeting or event and benefit to department/IU.
Required on All IUF Documents

Table Sponsorships - Must have IU VP for Engagement (Sponsreg) approval attached

Representation and entertainment expenses – must have:

- Date, place and nature of the function (the business purpose.)
- Names, titles and associations of persons attending the function. For large gatherings, the number of persons attending and the general character of the group will suffice.
IUF ETA to IU Transfer

Recommended Backup Documentation

• Statement of Income & Expense Detail (highlight pertinent exp lines that match up to IUF transfer)
• Copies of invoices
• Purchase Orders
• IU e-doc number which paid expense
• Travel documents (Chrome River no. which paid travel)
Direct Vendor Payment
Reimbursement to Staff

Required Information

- Full Legal Name (in IU system)
- These fields are not marked required, however, they are essential to IUF ensuring reimbursement is processed for the correct employee.
  - Email address
  - Campus Address
    - Reduces IUF postage expense
    - Encourage staff to complete direct deposit authorization for IUF reimbursements.

Receipts – must show proof of payment

- If a named credit card is listed on the receipt, this must match the person being reimbursed.

Direct Vendor Payments can be used to reimburse staff for expenses typically paid by IU only if documentation that IU has declined to reimburse is provided.

We encourage ACH-Direct Deposit
Direct Vendor Payment
Payment to External Vendor

Invoice(s)
  • Cannot appear to be a “receipt”
  • Must clearly show an outstanding balance
  • List each invoice on a separate line

Total on invoice(s) must match requested payment amount or contain clear explanation of reason for difference.
  • Example: “Reduced by $5.32, vendor has been contacted about removing sales tax.”
  • Example: “Reimbursement was limited to $300 by Chair.”
  • Reason should be stated in “Notes and Attachments” section, not written on the invoice.
Direct Vendor Payment
Employee Goodwill

Flowers
- Name of staff member or associate
- Relationship to department
  - Position and org unit of staff member
  - Affiliation of non-employee
- Occasion meriting purchase of flowers
- Limit purchase to $150

Retirement gifts
- Limited to $400 total per employee. E-docs are sent to IU FMS

All other gifts to employees are unallowable.
Direct Vendor Payment
NO Third Party Payments

IUF cannot reimburse individuals for expenses considered “third party payments”.
IUF must pay the person who performed the service directly.

Examples:
• Caterers, Bartenders, Musicians, Photographers
• For example, a staff member cannot pay a pianist at an event and be reimbursed. The pianist would need to be paid directly from IUF.

With advance notice, a check can be prepared prior to the event (requires a W9).
Special Cases: Research Expenses, Salaries & Benefits

• Future expenses are allowable, within the current Fiscal Year.
• The department is responsible for providing documentation, in the event of an audit, showing the amount transferred was spent.
• Departments should review the cash balance of the account prior to requesting additional funds.
Special Cases: Research Expenses, Salaries & Benefits

- Documents requesting funds supporting salaries and benefits for named Chair and Professorship accounts must include the name of the holder.
  - Example: Salary/fringe for Dr. Susan Smith, Hicks Chair for Pediatric Research

- Time period covered and specific business purpose must be stated.
Compliance and Disbursement Services contacts

Debra Ikerd
(812) 855-3144
dikerd@iu.edu

Mary Jo Gries
(812) 855-6301
mgries@iu.edu
QUESTIONS OR COMMENTS
THANK YOU!