



Contributions and Other
Revenue
(Donor Forms
And
Gift Processing Forms)

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Overview:

The Southern Illinois University Foundation (Foundation) solicits, holds, and distributes private support for the benefit of Southern Illinois University (University), its students and community.

This document is to assist the budget officer in understanding more about depositing contributions and other revenue in Foundation accounts. Please click on the “Solicitation Link” for more information on the solicitation process.

Types of Revenue Accepted by the Foundation

The Foundation accepts private support (such as contributions, grants, and approved special events with a contribution portion). The Foundation does not accept sales or reimbursements to SIU expenditures. The contributions can be in the form of cash, securities and gift-in-kinds. The Foundation also asks donors to contact their company’s human resource department to find out if their company might match their contribution.

Please see “How to Manage a Charitable Special Event” help document for information about this type of revenue.

Cash

These gifts can be in the form of:

- Checks - should be made payable to SIU Foundation
- Credit Cards – the Foundation accepts VISA, MasterCard, Discover, and American Express
- Electronic Funds Transfer (EFT) - You may authorize a monthly transfer of funds from your checking or savings account to the SIU Foundation. Simply print, complete, and send an EFT Form.
- Online Giving

See the section below for instructions as to “How to Deposit Contributions at the Foundation.”

Gift in Kinds

The Foundation also accepts non-cash gifts. These gifts can be in the form of securities or real and personal property. The Foundation also assists the University with the processing of their gifts in kind. Please submit the proper forms for both entities to the Foundation. See the section below for instructions as to “How to Deposit Contributions at the Foundation.”

Securities

Stocks, mutual funds, bonds, and other publicly traded securities may be transferred as gifts through the SIU Foundation. There are various ways of transferring these gifts such as a transfer of securities from the donor’s brokerage account or delivery of the actual certificate to the Foundation. Please contact the SIU Foundation so that we can assist you with this process. Gifts of long-term appreciated securities may offer a substantial tax saving if you itemize. These gifts may be deducted at the fair market value without the recognition of capital gains. The value of the gift is determined by the average of the high

and low trading prices on the recognized gift date established when you relinquish control of the securities.

Real and Personal Property

The SIU Foundation reviews for acceptance gifts of real or personal property (gifts-in-kind) that enhance the mission of the University. Gifts-in-kind may include your personal residence, farm, equipment, artwork, rare books, and other property that have a determinable value. The IRS has established rules for valuing these gifts. Please consult your tax advisor for determining tax benefits this type of gift may provide.

Matching Gifts

A great way to increase the benefit of your contribution without any additional cost is for you to ask your company's personnel or community relations department if your company has a Matching Gift Program. Many corporations will match the contribution of their employees, officers, directors, and, in some instances, spouses, retired employees, officers or directors.

How to Deposit Contributions at the Foundation

The Foundation has forms available to expedite the depositing process. All of the forms can be located on the Foundation's website, under the Foundation Services button, click on the "Forms" link for all forms.

- Cash gifts should use the - Contribution/Other Revenue Deposit Form
- Cash gifts deposited directly into a University account should use the - University Cash Gifts or University Related Organization (URO) Cash Gifts
- Gifts of securities, real or personal property should use the - Gift-In-Kind Form

Once the proper form has been completed, the form, contribution and all documentation can be delivered or mailed to the SIU Foundation.

Installment Payments

The Foundation also has installment options. The forms to initiate these installments are also located on the forms page of the Foundation's web site. The options available are:

- Payroll Deduction - University staff can have Payroll automatically deduct a certain amount from each pay check. Please complete the Payroll Deduction Form and send to the Foundation for processing.
- Electronic funds transfers – Each month the Foundation will process an electronic funds transfer from the donor's checking or saving account. Please complete the Electronic Funds Transfer (EFT) Form.
- Credit card installments – several solicitations include pledge forms. Credit card installment is a common option available. The Foundation offers a beginning or mid-month preference for this monthly payment option.

Foundation's Process for Revenue

Deposit

Once the Foundation receives a contribution and the proper documentation, it becomes part of the daily deposit. A daily listing of all items on the deposit is completed first. Gift Accounting then prepares the deposit. Once the deposit is reconciled, the checks are run through the Panini which electronically sends them to our bank. Credit card transactions are processed using our on-line credit card gateway.

Coding of Transaction

Gift Accounting codes the entries using the documentation attached to the gift including the deposit form, donor's correspondence and the envelope the donor used to send their gift. The accountants review the documentation to determine which one of the 2,500 accounts the contribution should be deposited into. The gifts are batched by the type of gift, what solicitation the donor responded to, along with the account and then the batches are sent to Data Entry to be entered. Once the batches are entered and proofed, the submitted batches are run through a process to update the system so Budget Officers can have the updated information. Solicitations should be sent to the Foundation for approval before mailing. If a solicitation is not approved through the Foundation's Solicitation approval process, it will not have specific codes on it for tracking purposes. Reports such as the Budget Officer Object Detail report will not have the Appeal data for the specific solicitation.

Gift Acknowledgement

The day after the transaction was submitted in our system, for most contributions a gift acknowledgement letter is generated. The Foundation generates annual letters for payroll deductions and gifts of life insurance. Not only does this acknowledgement thank the donor for their support but also can be used as written confirmation which may be needed by the donor for IRS purposes.

We encourage the departments to send over contributions daily. The Foundation has a policy to have acknowledgement letters mailed within 48 hours of receiving the contribution. If a department holds a contribution, it makes it very hard for the Foundation to obtain the 48 hour turn-around time goal. Everyone involved has an important part of stewarding the donor.

FAQ

What kind of revenue can I send to the Foundation?

1. Contributions and Grants
2. Approved special events with a contribution portion included.

How do I make a deposit at the Foundation?

1. Please complete the Contribution/Other Revenue Deposit Form.
2. Mail or deliver the deposit along with the completed Contribution/Other Revenue Form to SIU Foundation, Mail Code 6805, Carbondale, IL 62901 or SIU Foundation, School of Medicine, Mail Code 9666, Springfield, IL 62794.

Why does the Foundation need me to include the documentation that came with the contribution?

The documentation provided in the donor's letter, note or returned a direct mail device can help the Foundation code the gift according to the donor's wishes. It is our responsibility to fulfill the donor's restrictions. Also if the donor gave an address update, phone or email update or employment information, we need to update our system so the donor's acknowledgement letter is mailed to the correct address along with being able to contact the donor in the future with newsletters or solicitations.

How long can I hold a deposit before sending it to the Foundation?

When a contribution is received, it needs to be mailed or delivered to the Foundation the same day if possible but at least within 24 hours. The Foundation has a goal of having a turnaround time of 48 hours from the time the contribution is received to the time the acknowledgement letter is placed in the mail. If someone holds a contribution for longer than 24 hours, the acknowledgement is being delayed.

What happens if I receive a contribution in January but the check is dated December?

Again, we need the contribution mailed or delivered to the Foundation the same day. Please include even the envelope with the back-up. IT IS VERY IMPORTANT for the donor the Foundation has the proper gift date for tax purposes.

Who is eligible for payroll deductions through the Foundation?

Administration, faculty and staff are eligible to give contributions to the Foundation through payroll deductions. Complete the Payroll Deduction Form and send it to the SIU Foundation, Mail Code 6805, Carbondale, IL 62901

When completing the Payroll Deduction Form, how do I determine the "start date"?

The deduction is based on earnings – not pay date. Fill in the start date with the earnings information.

When do I use the Contribution with a Non-Tax Deductible Portion Deposit Form?

Any time a donor receives something in return for their contribution, the Non-Tax Deductible Portion Deposit Form needs to be completed. For IRS purposes, the donor can only receive contribution credit for the amount above the fair market value of anything the donor receives. It is the Budget Officer's responsibility to inform the Foundation of anything the donor receives in return. Often this is in relation to a special event or a "thank you" item the donor receives.

What is the difference between the regular Gift-in-Kind form and the Special Event Gift-in-Kind form?

1. The Special Event Gift-in-Kind (GIK) Form is used when the gift-in-kinds are part of an approved special event through the Foundation to allow the Budget Officer to group the gift-in-kinds together and not require each form to be signed. The Budget Officer completes the Special Event GIK Transmittal Form which covers all the gift-in-kind forms being sent at one time.
2. The regular Gift-in-Kind form is used for all other gift-in-kind gifts.

What is a “URO”?

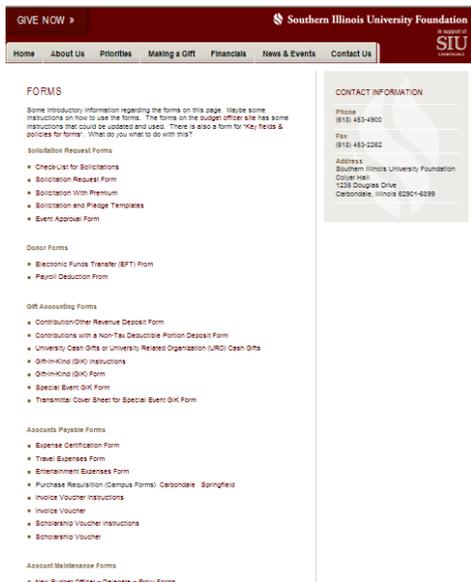
A “URO” is a University gift or a University Related Organization (URO) gift. Sometimes a donor specifies a fund for their contribution that is not at the Foundation but it is at the University. The gift is deposited at the University and the department needs to complete the URO Form so the donor receives their acknowledgement letter for tax purposes.

How do I get training on the Foundation’s accounting systems?

Kristy McClurken is responsible for all Budget Officer Web Maintenance. You may contact her at kristym@foundation.siu.edu or (618) 453-4905.

Where are the forms located?

All of our forms are located on our website. Select the Foundation Services button at the bottom of the home page and then click on the “Forms” link.



The screenshot shows the Southern Illinois University Foundation website. The header includes the logo and navigation links: Home, About Us, Priorities, Making a Gift, Financials, News & Events, and Contact Us. The main content area is titled "FORMS" and contains a list of various forms categorized by type. A "CONTACT INFORMATION" sidebar is also visible on the right.

FORMS

Some introductory information regarding the forms on this page. Maybe some instructions on how to use the forms. The forms on the budget officer site has some instructions that could be updated and used. There is also a form for Key Needs & Policies for forms. What do you want to do with this?

Solicitation Request Forms

- Checklist for Solicitations
- Solicitation Request Form
- Solicitation With Premium
- Solicitation and Pledge Templates
- Event Approval Form

Donor Forms

- Electronic Funds Transfer (EFT) Form
- Payroll Deduction Form

Gift Accounting Forms

- Contribution/Other Revenue Deposit Form
- Contributions with a Non-Tax Deductible Portion Deposit Form
- University Cash Gifts or University Related Organization (URO) Cash Gifts
- Gift-in-Kind (GIK) Instructions
- Gift-in-Kind (GIK) Form
- Special Event GIK Form
- Transmittal Cover Sheet for Special Event GIK Form

Accounts Payable Forms

- Expense Certification Form
- Travel Expenses Form
- Entertainment Expenses Form
- Purchase Requisition (Campus Forms) Carbondale Springfield
- Invoice Voucher Instructions
- Invoice Voucher
- Scholarship Voucher Instructions
- Scholarship Voucher

Account Maintenance Forms

- New Budget Officer – Delegate – Proxy Forms

CONTACT INFORMATION

Phone
(618) 453-4900

Fax
(618) 453-0282

Address
Southern Illinois University Foundation
Coverdale
1238 Douglas Drive
Carbondale, Illinois 62901-0399

Further questions please contact see our contact link:

1. Marla Fuller, Gift Accounting
marlaf@foundation.siu.edu
(618) 453-4935
2. Joan Blood, assist with all questions at the School of Medicine
joanb@siumed.edu
(217) 545-8024