

## **DISCRETIONARY GIFTS ADMINISTRATIVE PROTOCOL**

### **Discretionary Gifts**

The WVU Foundation, Inc. Board of Directors has oversight responsibilities for all ***Discretionary Gifts***. Discretionary gifts are those with no donor-imposed restrictions such as those with little to no attached limitations or detailed conditions as to use. Discretionary gifts can include amounts received by bequest, charitable remainder trust distribution, or other planned giving instrument.

### **Discretionary Funds**

The WVU Foundation, Inc. has four (4) primary funds for the purpose of administering discretionary gifts available for immediate use.

- Annual University Support Fund (1F045) – The Annual University Support Fund is under signature authority of the WVU Foundation, Inc. President and governed by the Foundation Board of Directors. The University Support Fund can be used to supplement resources required to fulfill obligations made by the Foundation Board of Directors in agreement with the University Board of Governors such as WVU Executive compensation and fringes.
- WVU Foundation Unrestricted Gift Fund (1F105) – The Foundation Unrestricted Gift Fund is used to administer discretionary gifts that the donor directs for the benefit of Foundation internal operations or to offset expenses denoted in the Foundation budget.
- WVU Unrestricted Gift Fund (1F108) – The WVU Unrestricted Gift Fund is used to “stage” large unrestricted gifts until a Foundation Board of Directors determination is made as to the ultimate use of the resources for benefit of the University.
- The Fund for WVU (2W071) – The Fund for WVU is under signature authority of the WVU President. The WVU President will use resources within the Fund for WVU for the purpose of allocating resources to university initiatives under his or her budgetary control.

### **Discretionary Gifts Administration**

#### **Discretionary Gifts to Benefit the University**

- All discretionary gifts to benefit the University received as a result of solicitations for The Fund for WVU will be deposited into The Fund for WVU (2W071) regardless of gift amount.
- All discretionary gifts (including bequests) for benefit of the University of less than \$5,000 should be deposited into The Fund for WVU (2W071).

- All discretionary gifts (including bequests) for benefit of the University of \$5,000 or more should be deposited into the WVU Unrestricted Gift Fund (1F108) for review and determination as to ultimate disposition.
- WVUF Executive Management recommendations concerning individual discretionary gifts of \$25,000 or more will be made in consultation with university officials taking into consideration the donor's relationship with West Virginia University and the donor's giving history.
- Bequests totaling less than \$25,000 that are made In Memory Of (IMO) or In Honor Of (IHO) a named individual which are discretionary gifts will be directed to the Augusta Scholarship Endowment (3Z131).
- Bequests of \$25,000 to \$50,000 that are made In Memory Of (IMO) or In Honor Of (IHO) a named individual which are discretionary gifts, will be used to establish an endowment scholarship in the name of the individual that is to be memorialized or honored.

#### Discretionary Gifts to Benefit the Foundation

- Discretionary gifts to benefit Foundation internal operations or to offset Foundation budgeted expenses should be deposited into the WVU Foundation, Inc. Unrestricted Gift Fund (1F105) regardless of gift amount.

#### Board – Executive Review and Consideration

- Quarterly, Foundation Executive Management will report total discretionary gifts received to The Fund for WVU (2W071), The WVU Discretionary Fund (1F108), and the WVU Foundation Unrestricted Gift Fund (1F105).
- Periodically, Foundation Executive Management will make a recommendation to the WVU Foundation, Inc. Finance and Administration Committee as to the appropriate handling of gifts deposited to the WVU Discretionary Fund (1F108) and the WVU Foundation Unrestricted Gift Fund (1F105).
- A decision can be made to: 1) designate gifts for a specific purpose; 2) transfer resources to The Fund for WVU (2W071); 3) transfer resources to the Annual University Support Fund (1F045) to offset specific University obligations; or 4) retain the gifts in the WVU Unrestricted Gift Fund (1F108) or the WVU Foundation Unrestricted Gift Fund (1F105) pending a decision.

At the end of each fiscal year:

- Discretionary dollars residing in allocation accounts that are not encumbered will be transferred to The Fund for WVU (2W071) for reallocation in the subsequent fiscal year.
- Foundation Executive Management will provide the Finance and Administration Committee of the Foundation Board of Directors and University Officials with a report detailing: 1) Discretionary support available by fund; 2) Existing Foundation obligations incurred on behalf of the University (including the Office of the WVU President) that are supported by discretionary gift resources; 3) Recommendations for the appropriate handling of gifts deposited to the WVU Unrestricted Gift Fund (1F108).
- In turn, the Office of the WVU President will recommend the requested allocation to the respective discretionary allocation accounts to the WVU Foundation, Inc. President for consideration by the Finance and Administration Committee of the Foundation Board of Directors.