



THE OHIO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
OFFICE OF RESEARCH

Formal Sub-Certification

SUB-CERTIFICATION AREA

Does the college/office coordinate all gift and fundraising activities with the Office of University Development?

CONTROL

Ongoing fiscal monitoring and oversight of development fund administration rests primarily within the Office of Research units ; Research Administration, Industry Liaison's Office, Project GRO, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, Institute for Energy & the Environment, University Laboratory Animal Resources, OR Information Systems, OR Training, Education, and Communication, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science. However, the Office of Research Business Office, in partnership with the Office of Development, provides support and guidance when needed.

PROCEDURE

All gifts received must be deposited via the Development Office and either placed in an existing fund, or depending on the size of the gift, can be created into a named fund. Funds are either development funds (current use gifts) or endowment funds (gift invested via the Office of Financial Services). Monthly fiscal reports and systems such as the Development Fund Warehouse provide the informational resources to guide the expenditure of said donor supported funds.

On a monthly basis, the unit reconciler will review the Office of University Development Fund Transfer Report and the Ohio State University Gift Activity Report to the general ledger. This review is to ensure that the funds are being spent according to donor guidelines, that the revenue is placed in the correct fund and that the balance of the fund is appropriate.

On an annual basis (May) the unit Fiscal Manager, by using the University Standard Monthly GLU0030S-61, will identify cash balances requiring spending/deficit plans for Office of Research endowment and development (Current Use Gift) funds based on the criteria established by the Office of Research Business Office.

Endowment funds are required to have a plan if the cash balance is greater than two times the yearly additions, there has been no activity for two years or more, or the fund is in deficit. Development funds

(current use gift) funds are required to have plans if the cash balance is greater than \$30K, there have been no expenses for two years or more, or the fund is in deficit.

The unit Fiscal Manager will work with the Office of Research Business Office in order to provide fund descriptions to the respective unit heads in areas, which according to the criteria, are required to submit plans. The unit will submit the plan to the Office of Research and they will then be forwarded for review by the Senior Fiscal and Personnel Officer. If the plan does not receive approval, the Office of Research Business Office contact will work with the units to revise the plan so that it will receive approval.

Documents Used to Support This Area

University Development Deposit Form
Ohio State University Gift Activity Report
Office of University Development Fund Transfer Report
University Development DFW Permission Request Form