

UC San Diego

HEALTH SCIENCES

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TO: Health Sciences Academic Leadership

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SUBJ: Use of Gift Funds

Philanthropy is an integral part of the Health Sciences' ability to educate the next generations of health professionals, expand our knowledge of the biomedical sciences, develop novel treatments for our patients, and offer a continued benefit to the San Diego community. As such, leaders have a responsibility to steward these funds in alignment with donors' intent. This also ensures we are effectively utilizing our financial resources. The following guidelines regarding the management of philanthropic funds will take effect January 1, 2022.

- **Spending Plan:** All endowed gifts with available balances of \$50,000 or more, or those that have more than two years of accumulated funds, must have a written spending plan endorsed by the Vice Chancellor's Office. Plans will be reviewed annually.
- **Unspent Payout:** Any unspent payout from an endowment or current-use gift fund must be used prior to any request for institutional support from the Offices of the Vice Chancellor, Deans, and/or Health CEO. In the event philanthropic funds are identified after receiving a commitment from the Vice Chancellor, Deans, or CEO, those funds may be used to fulfill the institutional support obligations.

These guidelines may also be applied by the Health Sciences academic deans, center and institute directors, and academic department chairs for funds within their respective units.

Unspent Payout Guidelines Memo and Related FAQs

The goals are to make sure philanthropic funds are being utilized and in accordance with donors' wishes. This is a short FAQ to help answer common questions.

Who do I go to with questions about fund balances? Both your fund manager and the Donor and Fund Stewardship office are the best resources for accurate information. The Donor and Fund Stewardship office provides quarterly reports to all campus divisions, departments, academic deans, business officers and development officers. If you are not receiving quarterly reports please talk to your department/division business manager. If you need a prior report for a specific reason, please email fundstewardship@ucsd.edu. Fundraising officers, while they do not generate these reports, can be helpful in working with you and your business officer to understand gift intent and pledge payment schedules, as well as develop strategies to cultivate, solicit and steward current and prospective donors.

Why are we implementing this policy? Two primary reasons: first, we need to be the best stewards of donor funds. Donors want to know that their funds are needed and used in a timely manner to advance science, education and patient care initiatives. Good stewardship often inspires additional giving. Secondly, this will help the University ensure our resources are used effectively. By leveraging our philanthropic funds, we are able to redirect University funds to priorities that do not yet have these kinds of resources. Third, there are already two policies in effect, [PPM 410-5: Policy on Timely Expenditure of Endowment Payout and Expendable Gifts](#), and [PPM 410-6: Policy on Financial Stewardship and Reporting to Donors](#). This memo and guidelines are additive to those policies, and require additional scrutiny of gift funds as outlined in the memo. If you have questions about these new guidelines, please contact vchsoffice@ucsd.edu.

How do I route my funding plan and to whom do I send it? Funding plans are required if you have more than \$50,000 accrued in an endowed fund and/or you have two years of funding that is not being actively spent. Please submit a Funding Plan Request (process for this is being established) by April 1 of each year. If approved, you will know by June 1. The form will require PI Name, Fund ID, Fund Name, BO Name, Funding Balance as of, Rationale for spending (four lines), Email, Phone Number. For information contact vchsoffice@ucsd.edu.

How do I contact the donors to share the impact of their gift? Please contact your designated Health Sciences Advancement team member to help to facilitate the best way to share this information (whether in a one-on-one meeting, update letter, impact report or donor salon). If you do not know who to contact in the Health Sciences Advancement office, please email Lisa Banta at lbanta@ucsd.edu and she will route you. As a reminder, the Office of Donor and Fund Stewardship sends annual updates in the Fall to our major endowment donors and interested parties. As a fund holder, the stewardship office requests written narratives that are incorporated into each endowment fund's fiscal year financial summary. It is important to review any prior reports to donors to ensure new information is in sync. For questions about annual endowment reports, please contact the stewardship office at fundstewardship@ucsd.edu.