

DATE: April 18, 2023
TO: Admin Support Staff
FROM: Marla Anderson, Accounting Specialist
SUBJECT: UND Alumni Association & Foundation Fiscal Year End Procedures – June 30, 2023

The UND AA&F promotes, accepts, and manages private gifts for the benefit of the University of North Dakota (“UND”). We recognize the importance of private gifts in providing UND colleges and departments the flexibility needed to achieve strategic objectives. We solicit, receive, record, and administer private gift funds in collaboration with UND. We both have a fiduciary responsibility to donors to ensure that funds are utilized in accordance with the terms and conditions of gifts. Consideration should be given that all expense disbursements are subject to public scrutiny and that spending activity is reportable to donors.

We are asking for your cooperation in assisting the UND Alumni Association & Foundation (UND AA&F) with the completion of accurate financial statements in a timely manner. To accomplish this, all departments are responsible in having the following documentation turned in by the appropriate dates and should clearly indicate FY23 on the paperwork:

- **Accounts Payable:** All invoices/payments that are considered an “Allowable” expenditure for the University **MUST** be processed through UND Procurement & Payment Services utilizing a UND Flow Thru Fund (26###). Please reference the UND AA&F Fund number you wish to reimburse the expenditure in the appropriate UND eForm area, followed by a brief description.

We encourage early purchase(s) and submissions for payment, to allow for accurate recording in the correct fiscal year. UND AA&F will receive imports for reimbursement to UND Flow Thru Funds on the below schedule.

<u>UND Processing Dates:</u>	June 1 st thru June 18 th	to UND AA&F by 6/21/23
	June 19 th thru June 27 th	to UND AA&F by 6/30/23
	June 28 th thru July 7 th	to UND AA&F by 7/10/23
	FY23 Transactions 7/8 thru 7/18	to UND AA&F (ASAP)

***All expenditures will be reviewed and reimbursed dependent on your UND AA&F Fund balance as of 6/30/23.**

The UND AA&F will only consider processing expenditures, which have a valid documented business purpose, and which are “Unallowable” to process through UND Procurement & Payment Services. Invoice(s) must be submitted attached to a completed RFP form to the UND AA&F, (Gorecki Alumni Center), emailed to payrequest@undfoundation.org, on or before **Friday, July 7, 2023**. *FY23 transactions received after July 7th will be reviewed and June 30th Fund balances considered when processing.

- **Deposits:** Must be received by the UND AA&F, (Gorecki Alumni Center), 3501 University Ave, by 1:00 pm on **Friday, June 30, 2023**.

Questions/Comments – Please Contact: Early submission of RFP’s and Deposits would be greatly appreciated.

Accounts Payable: Marla Anderson (7-2926) or Deposits: Gifts - Finance (7-2611)
Misc. - (7-2926) Marla Anderson

Please visit this link for all forms and our Fund Policies: [Alumni Service Requests \(undalumni.org\)](http://Alumni Service Requests (undalumni.org))