Name of Policy: **Restricted funds**

Policy Number: 3364-40-17

**Approving Officer:** Executive Vice President for Finance and Administration and CFO

**Responsible Agent:** Associate Vice President of Finance

Scope: All University of Toledo Campuses

- [ ] New policy proposal
- [ ] Major revision of existing policy
- [x] Minor/technical revision of existing policy
- [x] Reaffirmation of existing policy

(A) **Policy statement**

Funds received through special contracts or private gifts should be accounted for separately and individually.

(B) **Purpose of policy**

To ensure proper accounting for funds with specific restrictions.

(C) **Procedure**

1. Funds or securities which the university receives through special contracts, grants or from private gifts are accounted for in the restricted fund (however, gifts which have a specific purpose to be achieved only through expenditure from income on a corpus or principal amount of funds are accounted for as endowment funds or funds functioning as endowment).

2. Although these sources of funds usually have specific conditions of performance, they nonetheless are subject to the university's general administrative policies as well as the various legal requirements to which the university is subject. Expenditures must be monitored to ensure that most restrictive of the award, contract, gift, grant or university administrative policies are followed.
(3) Upon the receipt of restricted funds, the controller, or designee, will assign a specific account number to record all financial transactions involving these funds. The controller, or designee, also will advise the custodian of these funds about the policies governing these funds, and disseminate periodic expenditure reports.

(4) Current balances should be made available on-line through the financial records system.

Policies Superseded by This Policy:

V-5-7 Finance—Controller: Restricted Funds, former Main Campus policy, previous adoption date February 10, 1999

Initial effective date: April 18, 2011

Review/Revision Date: May 1, 2017

Next review date: May 1, 2020

Approved by: Lawrence R. Kelley
Executive Vice President for Finance and Administration and CFO

Date: 4/14/17

Review/Revision Completed by: Associate Vice President of Finance