

**SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, March 25, 2014 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North**

1. **WELCOME / CALL TO ORDER – Ben Green**
2. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
 - A. February 25, 2014
3. **TREASURERS REPORT – Information (Enclosure) – Cynthia Reyna**
 - A. Financial Report February 2014
4. **COMMITTEE REPORTS – Ben Green**
 - A. Nominating Committee – **ACTION –Ruben Garcia/Jesse Navarro**
 - Renew Jesse Navarro term to March 2017
 - B. Fundraising Committee
 - Golf Tournament 2014 – Patti Finnegan
 - Other fundraising event – Melyn Acasio/Mitch Thompson
5. **SWCF PROGRAM ACCOUNTS – ACTION (Enclosure) – Ben Green**
 - A. Seeking approval of finalized documents regarding Program Accounts
6. **GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee**
7. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
8. **ADJOURNMENT – Ben Green**

Next meeting date: April 22, 2014

Upcoming Events:

Cesar Chavez Breakfast, Friday, March 28, 2014, 7–9 a.m., Student Union East

SWCF Attendees:	Ben Green
	Cynthia Reyna
	David Hoffman
	Ricardo A. Macedo
	Joe Martinez
	Mitch Thompson

SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, February 25, 2014 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North

Present: Melyn Acasio, Jean Roesch, Melinda Nish, Ben Green, Linda Gilstrap, Chayo Moreno, David Hoffman, Mitch Thompson, Ricardo Macedo, Nora Vargas, Patti Finnegan, Cynthia Reyna, Joe Martinez (arrived at 7:37 a.m.) and Ruben Garcia (arrived at 7:39 a.m.)

Absent: Hank Murphy, Jesse Navarro, Kimberly Paul, Dukie Valderrama and Holly Hidingier

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER – Ben Green

President Green called the meeting to order at 7:35 a.m. and welcomed everyone.

2. APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green

- A. Motion made by Ricardo Macedo, seconded by Cynthia Reyna and unanimously approved to accept the minutes for January 28, 2014.

3. TREASURERS REPORT – Information (Enclosure) – Cynthia Reyna

- A. Cynthia Reyna presented the Financial Report for January 2014

4. REQUEST FOR FUNDS – ACTION – (Enclosure) – Joe Martinez/Hank Murphy

- A. The following Student/College Activities Request for Funds projects were approved at the amount indicated:

- School of Counseling & Personal Development/HUBU Region X Conference–fund at \$1,200
- School of Counseling & Personal Development/EOPS Summer Readiness Program–fund at \$1,800
- Psi Beta National Honor Society/WPA Psychology Conference–fund at \$1,000
- Phi Theta Kappa/International Convention–fund at \$1,000
- School of HESA-AT/Athletic Hall of Fame–fund at \$240
- HEC San Ysidro/25th Anniversary Celebration–fund at \$1,000
- HEC Otay Mesa/Open House–fund at \$250

The following Student/College Activity was not funded at this time

- School of Arts & Comm/HESA-AT/ A Rite of Passage for African American Candidates for Graduation
- B. Student of Distinction Awards (SODA –Motion made by Patti Finnegan, seconded by Ruben Garcia and unanimously approved to fund at \$15,000.

5. COMMITTEE REPORTS – Ben Green

- A. Nominating Committee – **ACTION –Ruben Garcia/Jesse Navarro**

- Motion made by Patti Finnegan and seconded by Melyn Acasio to renew Chayo Moreno's term to February 2017

- B. Fundraising Committee

- Gala 2014 – Melyn Acasio/Mitch Thompson

Mitch reported that he and Melyn looked at the Jacobs Center and the Hall of Champions as possible locations for the 2014 Gala; he noted that either venue are financially good options. He further mentioned that an alternative event was being considered in lieu of a gala; the theme of the proposed event is a luncheon honoring community, business and industry leaders who partner with SWC. The group discussed this idea and consensus was reached to pursue a luncheon event for 2014.

- Golf Tournament 2014 – Patti Finnegan

Patti reminded everyone that it is time to secure sponsorships and foursomes. Linda Gilstrap advised that she has confirmed with Sycuan that they will again be providing breakfast and lunch for our golf tournament participants. She also confirmed that one Gold sponsorship has been secured (Gensler) to date.

6. **SWCF PROGRAM ACCOUNTS – ACTION (Enclosure) – Ben Green**

A. Seeking approval of finalized documents regarding Program Accounts

- Suggestions were made by directors for additional information to be added to the documents. These additions will be made and the documents will be brought forward next month for approval.

7. **GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee**

Trustee Vargas reported on the following:

- A workshop was held on community college Baccalaureate degrees. This workshop was led by Chancellor Constance Carroll from San Diego Community College District. A resolution from the SWC Governing Board is expected soon.
- Upcoming workshops include: Bonds & Finance and Student Success Initiatives.
- Dr. Nish has been making presentations on Southwestern College at various events within the community.
- Community forums will be held March 13 & 14 regarding Proposition R construction updates.

8. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**

Superintendent/President Nish reported on the following:

- The entrance to the college from East H Street is closed for construction of the parking lot solar panel project
- 16 new full time faculty will be hired
- Student enrollment is up with a growth target
- Save the Date for Proposition R Outreach will be distributed 2/25 or 2/26.
- Discussions are taking place with our neighbors in Mexico and also SDSU regarding articulation agreements
- The International Student program with Qatar has been launched
- A tentative agreement has been reached with the faculty union
- Discussions are needed between the college and the SWCF to explore the hiring of an executive director for the Foundation and the subsequent sharing of the funding needed for this position
- Budget development for the District will begin in March

9. **ADJOURNMENT – Ben Green**

The meeting was adjourned at 8:55 a.m.

Next meeting date: March 25, 2014

02/01/14 - 02/28/14

[illegible]

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

FEBRUARY 28, 2014

(UNAUDITED)

ASSETS

Checking/Savings

Operating Account	\$	21,431.45	
Money Market Account		<u>50,370.50</u>	

Total Checking/Savings			\$	71,801.95
------------------------	--	--	----	-----------

Other Assets

Marketable Securities			
Unrestricted		165,759.86	
Temporarily Restricted		<u>694,760.26</u>	

Total Marketable Securities			
-----------------------------	--	--	--

Total Other Assets		<u>860,520.12</u>	
--------------------	--	-------------------	--

TOTAL ASSETS			\$	<u><u>932,322.07</u></u>
---------------------	--	--	----	--------------------------

LIABILITIES & NET ASSETS

Other Current Liabilities

Due to Southwestern College	\$	<u>101.00</u>	
-----------------------------	----	---------------	--

Total Current Liabilities	\$		<u>101.00</u>
---------------------------	----	--	---------------

Total Liabilities			101.00
-------------------	--	--	--------

Net Assets

Temp. Restricted Net Assets		646,075.00	
Unrestricted Net Assets		255,145.04	

Net Income		<u>31,001.03</u>	
------------	--	------------------	--

Total Equity		<u>932,221.07</u>	
--------------	--	-------------------	--

TOTAL LIABILITIES & NET ASSETS			\$	<u><u>932,322.07</u></u>
---	--	--	----	--------------------------

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Eight Months Ended February 28, 2014

(UNAUDITED)

	<u>February'14</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	362.78	5,215.63
Dividend/Interest - Temporarily Restricted	884.75	12,541.50
Realized gain/loss - Unrestricted	3,820.22	9,800.36
Realized gain/loss - Temporarily Restricted	16,098.73	50,329.92
Direct Public Contributions- Temporarily Rest.	56.00	436.00
Direct Public Contributions- Unrestricted	1,294.00	8,515.92
Total Income	<u>22,516.48</u>	<u>86,839.33</u>
Gross Profit	22,516.48	86,839.33
Expenses		
Students Scholarship Awards	0.00	1,500.00
SWC Athletic department	0.00	17,600.00
SBDC - Small Business Dev Ctr	0.00	37,500.00
Bank Fees	6.00	1,500.01
Campus Activities/Events	1,000.00	20,065.12
Outside Services	0.00	8,876.00
Stipends	0.00	750.00
Community Events	0.00	500.00
Hospitality	54.25	446.11
Postage	0.00	46.00
Taxes and Fees	0.00	80.00
Investment Expense	-63.31	7,352.82
Office Expense	0.00	47.11
Membership & Dues	0.00	600.00
Conference, Conventions, Meetings	0.00	450.00
Total Expense	<u>996.94</u>	<u>97,313.17</u>
Net Ordinary Income	<u>21,519.54</u>	<u>-10,473.84</u>
Other Income/Expense: Special Events		
2013 Gala Scholarship:		
Total 2013 Gala Income	450.00	86,831.00
Gala 2013 Expenses	305.50	45,356.13
Total Other Income/Expense: 2013 Gala Scholarship	<u>144.50</u>	<u>41,474.87</u>
Net Income	<u>21,664.04</u>	<u>31,001.03</u>

Fiscal Year 2013

20,065.12

500.00

SOUTHWESTERN COLLEGE FOUNDATION
Contributions Received
FEBRUARY 2014

Date	From	Memo	Recorded under	Amount
RESTRICTED				
02/27/2014	Southwestern Comm. College District	Contributions made through payroll, Temporarily Restricted Jan 23/14	SWC Sun	50.00
02/27/2014	Southwestern Comm. College District	Contributions made through payroll, Temporarily Restricted Jan 23/14	Hayden Stewart Scholarship	6.00
			Sub-Total Temporarily Restricted	56.00
UNRESTRICTED				
02/27/2014	Arthur J. Diaz	Frequently contributions Feb/14 Cont	General and Admn	200.00
02/27/2014	Sweetwater School District	Contributions made thru Payroll - Unrestricted Jan 23/14	General and Admn	1,073.00
02/27/2014	Unknown Donor	Contribution received thru TRUiST, donor is anonymous	General and Admn	14.00
02/27/2014	Unknown Donor	Contribution received thru TRUiST, donor is anonymous	General and Admn	7.00
			Sub-Total Unrestricted	1,294.00

Total Contribution Received 1,350.00

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Cash Flows

07/01/13 - 02/28/14

Jul - Feb 14

CASH FLOWS USED BY OPERATING ACTIVITIES

Increase in net assets	\$	31,001.03	
Adjustments to reconcile increase in net assets to net cash provided by operating activities:			
Unrealized gain on investments		(38,348.77)	
Decrease in pledges receivable		1,158.00	
Decrease in Community Outreach		-2,462.10	
Decrease in prepaid expenses		6,500.00	
Decrease in accounts payable		(828.00)	
Decrease in due to Southwestern College		(20,000.00)	
Net cash used by operating activities			\$ -22,979.84

CASH FLOWS FROM INVESTING ACTIVITIES

Net proceeds from sale of investment		(14,214.17)	
Net cash increase for period		-37,194.01	
Cash at beginning of the year		108,995.96	
Cash at end of period		71,801.95	

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 02/01/14 - 02/28/14

Scholarship Funds

Account Description	FMV - 02/01/14	Inflow	Outflow	Gain/(Loss) 0.025	FMV - 02/28/14
♦ Athletic Endowment - 061	\$13,373.29			334.33	\$13,707.63
♦ CAN Scholarship - 032	\$128,107.75			3,202.69	\$131,310.44
♦ Douglas Barnhart Scholarship - 059	\$38,453.93			961.35	\$39,415.28
♦ Eastlake Company - 058	\$30,946.62			773.67	\$31,720.28
♦ Garden of Giving -037	\$73,522.31			1,838.06	\$75,360.36
♦ Jean Wear Scholarship - 056	\$6,404.60			160.12	\$6,564.72
♦ McMillin Companies - 052	\$32,132.51			803.31	\$32,935.82
♦ Metallic Scholarship - 016	\$12,215.15			305.38	\$12,520.52
♦ M. Watkins Scholarship - 036	\$14,141.75			353.54	\$14,495.29
♦ Otay Mesa Child Development - 044	\$16,347.89			408.70	\$16,756.58
♦ Tantalo/Conti Scholarship - 033	\$48,221.57			1,205.54	\$49,427.11
♦ Sarah Riker Scholarship - 046	\$4,982.38			124.56	\$5,106.94
♦ Hayden Stewart Scholarship - 034	\$100,751.95	\$6.00		2,518.80	\$103,276.75
♦ Valenzuela Scholarship - 055	\$17,522.38			438.06	\$17,960.43
♦ WalMart Scholarship -060	\$10,577.64			264.44	\$10,842.08
♦ SCEA Scholarship - 065	\$6,126.59			153.16	\$6,279.75
♦ Luckman Scholarship -066	\$5,910.09			147.75	\$6,057.85
♦ Lassman Scholarship - 054	\$14,328.80			358.22	\$14,687.02
♦ Carolyn Brady Fund - 053	\$103,741.84			2,593.55	\$106,335.38
Totals	\$677,809.03	\$6.00	\$0.00	\$16,945.23	\$694,760.25

Program Accounts Pilot Program

Account Description	FMV - 02/01/14	Inflow	Outflow	Gain/(Loss)	FMV - 02/28/14
♦ SWC Retirees Scholarship Fund	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
♦ Micro Enterprise Family Child Care Program	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
♦ SBDC Small Business Development Ctr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
♦ SSG Joshua P Mattero Memorial Fnd	\$632.69	\$0.00	\$0.00	\$0.00	\$632.69
♦ Presidents Circle	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
♦ SWC Sun	\$350.00	\$50.00	\$0.00	\$0.00	\$400.00
Totals	\$4,732.69	\$50.00	\$0.00	\$0.00	\$4,782.69

SOUTHWESTERN COLLEGE FOUNDATION

Establishing and Administering a Foundation Program/Special Project Account

The purpose of establishing a Southwestern College Foundation (SWCF) program/special project account is to benefit students and the learning environment of Southwestern College. Any portion of a Foundation program/special project account may not be used for personal use, or directly or indirectly for political purposes.

The initial deposit must be a minimum of \$100. To make a deposit, use the Southwestern College Foundation deposit slip. To withdraw funds, use a Southwestern College Foundation Disbursement Check Request form. Only an authorized signer can sign the withdrawal form. Complete this form and bring it along with your initial deposit to the SWCF Office (room 103A).

Please complete the following:

Name of your Foundation Program/Special Project Account: _____

Print name(s) of Project Director (PD)/authorized signers (only one name is required):

Name: _____

Name: _____

Address: _____

Mailing Address: _____

Phone # and Email: _____

Phone # and Email: _____

Purpose of Foundation Program/Special Project Account (please include alignment with SWC Strategic Plan):

By signing below, you are confirming that you have read, understand and agree to accept and follow the policies provided. By signing below, you are confirming that information provided on this form is accurate to the best of your knowledge.

PD/Authorized Signer's Signature

College Title

Date

Dean/VP Signature (if applicable)

College Title

Date

For Southwestern College Foundation Use Only

Date Reviewed by Executive Director: _____

Date Approved by SWCF: _____

Program Account Number: _____

SOUTHWESTERN COLLEGE FOUNDATION ADMINISTRATION OF PROGRAM /SPECIAL PROJECTS ACCOUNTS

SWCF Policy

In order to accept donations in support of Southwestern College programs, services and special projects, the Southwestern College Foundation (SWCF) has agreed to establish departmental and special project accounts that exist for the purpose of supporting such endeavors. The overall purpose of establishing a Southwestern College Foundation program/special projects account is to benefit the students and learning environment of Southwestern College. This purpose is in alignment with SWCF's specific purpose of soliciting and receiving real and personal property from public agencies, private agencies, individuals or estates; and to manage, invest, sell and/or distribute such real and personal property for the promotion of educational services, programs and facilities at Southwestern College and/or within the Southwestern Community College District. No portion of a Foundation account may be used for personal or political purposes. Other restrictions may apply.

Scope

This procedure shall apply to the use of funds contained within District departments/programs and College-related organizations that are designated as a SWCF Program Account/Special Project.

SWCF Procedures

1.0 Establish a program and/or special project account with SWCF.

- 1.1 The SWCF Program and/or Special Project Account application must be completed by the Project Director (PD)/Authorized Signer. It must be submitted for review to the Executive Director of the Foundation with an initial deposit of at least \$100.
- 1.2 The Executive Director will submit the application to the Southwestern College Foundation for approval to establish an account.
- 1.3 The Executive Director will submit the approved application to the Foundation's Accountant, who will establish the account with a specific fund number.
- 1.4 All program/special project accounts will be given designated codes and funds will be deposited into a primary Foundation pooled checking or short-term account. Any exception must be approved by the Foundation Finance Committee.
- 1.5 The application must state who the Project Director/Authorized Signers are and the purpose of the account. The Foundation must be notified of any change in signers.
- 1.6 Interest is not paid on any program/special project account unless specifically authorized by the Foundation Finance Committee.
- 1.7 A set-up fee may be charged when an account is established and in some cases a management fee may be assessed. Refer to the Program Account/Special Project Agreement for specifics.

2.0 Withdrawing Funds/Making Purchases/Disbursement of Funds

- 2.1 In order to withdraw funds, the Disbursement Check Request Form must be completed and signed by the PD/Authorized Signer. The PD/Authorized Signer is responsible for ensuring that purchases are made in a manner that is consistent with the guidelines and procedures for quality and fairness as designated by the Business and Financial Affairs Division of Southwestern College.

- 2.2 The Project Director is also responsible for ensuring that no employee or employee family member receives preferential treatment on purchases. By signature, the PD also states that no gratuity, favor or other exchange of goods took place with the supplier.
- 2.3 The form should be sent to the Foundation Accountant for verification of funds availability and the expenditure's conformity with the purpose of the account.
- 2.4 The Executive Director will approve the disbursement after the Accountant has verified that funds are available and that the forms are signed by the proper signer.
- 2.5 The information is entered into the accounting program and the funds are withdrawn.
- 2.6 Checks will be written and disbursements made once a week. Project Directors must allow a minimum of five business days for checks to be prepared.
- 2.7 The Check Disbursement Request Form is stamped with the check number and disbursement date.
- 2.8 The funds are disbursed as requested (either mailed to the vendor or given to the requestor).

3.0 Depositing Funds

- 3.1 Funds deposited to program/special accounts should be clearly designated as donations, material fees or other designated funds.
- 3.2 Program/special account monies received by the Foundation are not typically segregated into individual bank or investment accounts. Specific Program account funds may be commingled or pooled together with other program account funds and as well as with unrestricted Foundation funds for depository and investment purposes. The decision of whether or not to commingle assets will be made from time to time by the Foundation in its sole and absolute discretion and may take into account operational efficiencies of the Foundation. Notwithstanding the foregoing, the Foundation, as a matter of practice maintains accounting and bookkeeping records for each program account separately and each PD will be able to obtain a copy of their respective program account bookkeeping from the Foundation.
- 3.3 Coding for special projects can be established for authorized account holders. This must be discussed and approved by the Executive Director. An example includes special fund raising campaigns for capital projects.

4.0 Closing Accounts

- 4.1 If an account balance falls below \$100, the Project Director will be notified and given 30 days to review the account. Ongoing accounts that periodically fluctuate for valid reasons are exempt, e.g. scholarships that are funded annually, seasonal athletic accounts, etc.
- 4.2 If the Project Director determines that the account should be closed, notice is sent to the Foundation and funds are absorbed into the Foundation unrestricted funds account.
- 4.3 In order to keep the account open, the balance must be increased to more than \$100 within the 30 day grace period.

For Southwestern College Foundation Use Only

SWCF Approval Date:
Last Revision:

**Southwestern College Foundation
Program Account/Special Project Agreement & Checking Disbursement Request**

This agreement is used to authorize the establishment of a project for solicitation of general donations and other non-grant/contract funds for Southwestern College and/or department/unit projects. This agreement is not to be used for submission of proposals that will result in the receipt of a grant or contract, or to establish a project that is endowment related. *Please refer to SWCF Establishing & Administering a Program/Special Project Account which details the policy and procedures of designated program funds within the Southwestern College Foundation.*

Program Account/Project Number: _____ New Account/ Project _____ or _____ Update of Existing Account/Project

Project Director _____ Director's Title _____

Project Title: _____

College Department/Unit/Program: _____ Project Period: _____

Type of Project

____ Fund Raising Campaign (holding account)

____ Capital Improvement

____ Foundation Program

____ Scholarship (non-endowment related)

Purpose/Goal of Project *(state the objective of this project and its alignment with SWC's Strategic Plan)*

Benefit of Project *(Define or explain how this project will benefit Southwestern College)* _____

Source of Funding

- ☐ Gifts and Donations-please provide a description of the types of donors that will be solicited (i.e. community, business, corporations, private individuals) that will be solicited and the methodology that will be used.

- ☐ Fees

- ☐ Sales (identify type) _____

- ☐ Other (please specify) _____

Attachments/Documentation

Please attach documentation that is pertinent to the operations of the project such as any type of correspondence between SWC and any donors or sponsors regarding the operation of the project (i.e. contracts, MOUs). This documentation must be provided and placed in program account/special project files for the auditors to review.

Nature of Anticipated Expenditures (check all appropriate areas to identify expenditures for this account)

<input type="checkbox"/> Payroll/benefits	<input type="checkbox"/> Consultant/contract services	<input type="checkbox"/> Rent/Utility/Telephone
<input type="checkbox"/> Scholarships	<input type="checkbox"/> Conference/Workshops/Seminars	<input type="checkbox"/> Supplies/Operating Expenses
<input type="checkbox"/> Entertaining	<input type="checkbox"/> Equipment/Maintenance	<input type="checkbox"/> Travel
<input type="checkbox"/> Room rental/Banquet/Catering	<input type="checkbox"/> Other	

The Project Director (PD) assures that all funds expended on this project will be for the purposes described above. Southwestern College Foundation agrees to monitor and enforce these actions. In the event that the project terminates, the property may be transferred to Southwestern College subject to existing procedures for transfer, unless existing restrictions prohibit transfer. The SWCF will issue monthly project reports to the PD via emails for the purpose of financial reconciliation of the program account. The PD should notify the SWCF within 30 days if there are discrepancies in the monthly report; if no objections are received, the reports are deemed to be correct. This agreement will be reviewed every five years or the end of the project period, whichever is earlier. Update notification will be distributed to the PD via email. The PD is the authorized signer for this project/program account. The PD certifies that expenditures are in compliance with the educational mission of SWC and the policies of SWCF. The PD agrees to comply with any and all SWCF policies and procedures and/or directives as they apply to the project/program account covered by this agreement.

I have read this agreement and agree to the conditions and terms herein.

Project Director's signature: _____ Date: _____

Reviewed and Approved by:

Appropriate Departmental/Unit Administrator

Date: _____

Southwestern College Superintendent/President (if applicable)

Date: _____

For Southwestern College Foundation Use Only

Date Received by SWCF: _____	Date Reviewed by SWCF Board: _____
Date Reviewed by SWCF Executive Director: _____	Status of Review by SWCF Board: _____

After completion and appropriate signatures are obtained please forward the signed original to the Southwestern College Foundation, Southwestern College's Office of Institutional Effectiveness, 900 Otay Lakes Road, Room 103A, Chula Vista, CA 91910. (619) 482-6426

Completion Procedures and Instructions for Program Account/Special Project Agreement Form

Please read these completion procedures for the Program Account/Special Project Agreement Form before filling out the document; especially the details regarding responsibility of the Project Director. This is a binding contract between the Project Director (PD), Southwestern College Foundation (SWCF or the Foundation), and the donor (if applicable). The following procedures will help you to fill out this form completely, with the most useful information, in an efficient manner. Please know that this form is used for many different kinds of Foundation sponsored projects. If you have more precise information (i.e. wills, donor restrictions, board authorization or criteria) please attach them. The more information that the Foundation has about your program account/special project, the better we can serve you.

Program Account/Special Project Number

- This is determined by the Foundation. After the agreement has been approved and returned to the Foundation, a number is given to the account or project. A copy of the agreement, with the project number recorded on it, is returned to the Project Director and the Foundation Executive Director once the set-up is completed.

New/Update

- If this is a new program account or special project put an X in the box next to New. If this is an update of an existing program account or special project put an X in the box next to Update.

Project Director (PD)

- The PD is the designated fund operator and is considered the authorized signature. He/she must be an employee of Southwestern College or the Foundation.

Project Director Title

- Please print or type the PD's official title. In the event that the PD transfers, leaves or resigns from the College, the Foundation should be notified in writing by completing an update of this agreement within one month with the new Director's name, title and signature.

Program Account/Special Project Title

- The program account/special project title is used to further identify the project. It should define whom the project serves, what school or program the project serves and what the project type is in a concise manner.

College

- Southwestern College will receive the benefit of this program account/special project.

Department/Program/Unit/Service

- A department/program/unit/service within Southwestern College.

Project Period

- The project period starts whenever the PD deposits solicited funds with the Foundation. The project may be authorized for no more than five years. After five years, the project will be reviewed and updated or closed.

Type of Accounts

- ❖ **Foundation Program Account/Special Projects** – a program account or special project used to offset expenditures not covered in state budget allocations for use in a department, school, division, unit or program and the source of funds is derived from contributions and donations. This account or project does not earn interest. SWC Foundation charges a 10 % set-up fee when establishing an account (based on the amount deposited when establishing the account). In addition to the set-up fee, a 5% management fee is charged annually on the balance of the fund as of June 30. These fees represent a portion of the cost of doing business and are subject to change.
- ❖ **Project Fund Raising Campaign/Holding** – a project that is initially set up for time-specific fundraising drives initiated by college departments/units/services/programs. Management fees, not to exceed 5%, are charged at the conclusion of the campaign based on total funds raised. This project type does not earn interest.
- ❖ **Scholarship (non-endowment)** – a project where funds are awarded to a student studying at SWC based on the established criteria for that award. A scholarship is defined as an amount paid for the benefit of a student at an accredited educational institution to aid in the pursuit of education. Set-up and management fees are not charged.

- ❖ **Capital Improvement** – this is a holding account ONLY for deposit of major gifts for major building projects, capital improvements of facilities, and start-up costs for furniture and equipment. These gifts are generally administered through the office of the Vice President of Business and Financial Affairs. The project is not charged fees. The project earns interest. If operating expenditures are co-mingled with a Capital Improvement Project, fees will be charged and interest will not accrue. Once disbursement begins, this project will be charged the standard administrative fee and interest will not be earned.

Description of Fees		
Account Type	Set-up Fee	Management Fee
Program Acct./Special Project	\$100 for initial deposit under \$1,000 10% for initial deposit \$1,000 and over	Yes, 5% annually as of June 30; Please note: 5% of account balance will be charged if account is closed prior to one year
Fund-raising Campaign	No	5% at conclusion of campaign
Scholarship (non-endowed)	No	No
Capital Improvement	No	No

Purpose/Gol of Program Account/Special Project

- State the objective of the program account or special project. State how the project's activity is compatible with the Strategic Plan and mission of Southwestern College. Please provide any documentation, wills, memos, etc., that are pertinent to the operation of this project. Please check the box for attachments and list and identify them in the space provided.

Benefit of Program Account/Special Project

- Define or explain how this program account or special project will benefit Southwestern College. How will this effort enhance the mission of the College?

Source of Funding

- Please check the box(es) that are appropriate. If the source of funding is a large donation, please provide as much information about the donor as possible. If the donor is deceased, please provide information on the family or the executor of the will. If there will be small gifts from many donors, please provide a description of the type of donors, whenever possible. Demographic information provided on personal checks will suffice. If the source of funding is sales, please specify what will be sold. If the source is "Fees for Service," please specify what they are for and who will be paying them. If there are other types of income, please be specific about how the funds are provided (i.e. source of funds).

Nature of Anticipated Expenditures

- The Foundation has provided 11 major expense account categories that are used to pay disbursements. Please check the box(es) for the types of expenses that the program account/special project will incur. It is advisable not to limit the expendability of the project unless the project is a restricted project type (i.e. scholarship, capital improvement – please read the "Type of Project" descriptions above for restrictions). These expense categories become the basis for determining allowability of expenditures.

Project Director/Authorized Signature

- The PD/Authorized Signer must sign and date this agreement before it is sent out for approval. This agreement is a contract between the PD, the Foundation and the donor(s) of the program account or special project. Please be sure all the information on the form is correct, that all attachments are correct and accounted for and all the information printed on this form is understood. If there is any confusion, call the Foundation immediately for assistance at (619) 482-6426.

Reviewed and Approved By

- Prior to submitting this agreement to SWCF, the document must be approved by: 1) Project Director; 2) the Appropriate Administrator; 3) the Superintendent/President of Southwestern College (if applicable). Once this agreement has been approved, the program account or special project is set up in the Foundation's electronic system and a copy of the agreement is sent to the PD and the Appropriate Administrator. After the PD has received the completed and approved agreement, he/she can begin using the program account/special project.

**Disbursement Check Request for Program/Special Project Accounts
Southwestern College Foundation**

Payable Information

Name: _____

Address: _____

City, State, Zip: _____

Area Code/Phone Number: _____ Email: _____

Social Security Number (last four digits): _____ Federal Tax ID # (complete 9 digits): _____

Project and Disbursement Information

Project Name: _____ SWCF Account Number: _____

Amount Requested: _____ Distribution Method: _____

☐ US Mail

☐ Staff Pick-up-(provide name and extension info. above)

Justification/Purpose of Expenditure:

Requestor's Signature/Title _____ Date _____

Authorized Signature/Title _____ Date _____

If payee is the project director, request must be signed by the Project Director's Authorized Administrator

For Southwestern College Foundation Use

Date Received: _____

Date of Distribution of Funds: _____

Foundation Accountant Approval: _____

Executive Director Approval: _____