

ALAMO COMMUNITY COLLEGE DISTRICT FOUNDATION, INC.

FISCAL POLICIES AND PROCEDURES

Premises

The Alamo Community College District Foundation, Inc., hereafter referred to as the "ACCD Foundation," is a charitable organization as described under section 501(c)(3) of the Internal Revenue code. All policies and procedures will comply both with IRS federal and with state regulations regarding acceptance and expenditure of funds.

The ACCD Foundation was established to support the educational functions of the Alamo Colleges. The Foundation has a fiduciary responsibility to ensure that all disbursements are clearly consistent with this purpose.

Some private grant making foundations and certain planned giving instruments require that gifts be made to a 501(c)(3) (rather than directly to a public entity). Additionally, by a separate Memorandum of Understanding between the ACCD Foundation and the Alamo Colleges, all gifts raised by the Alamo Colleges are to be processed through the ACCD Foundation. Notwithstanding this policy, the purpose of the Foundation is not to be a means for circumventing the Alamo Colleges' fiscal or purchasing policies. All disbursements processed through the Foundation should comply with pertinent Alamo Colleges' policies and procedures.

The members of the Foundation Board are community volunteers who receive no paid compensation or monetary benefit from Foundation grants and activities.

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Political Expenses:

“Section 501(c) (3) of the Internal Revenue Code states that no part of the net earnings of a Foundation can inure to the benefit of a private individual and that any expenditures by the Foundation for a political campaign on behalf of any candidate for public office is prohibited.”

Therefore, the ACCD Foundation will not expend funds in support of a political campaign, a campaign for public office, or a political action committee.

Funding Purposes:

As a 501(c)(3), the Foundation accepts charitable contributions that are deductible for income tax purposes. Accordingly, all projects supported by the Foundation must be appropriate to the Foundation’s role as a 501(c)(3) charitable organization.

Non-discrimination Statement:

Charitable contributions received, and projects and activities supported by the Foundation, shall in no way discriminate against anyone on the basis of race, religion, color, national origin, gender, age, disability or gender orientation.

Donor Restrictions:

The Foundation has a fiduciary responsibility for ensuring that disbursements are consistent with donor intent. Disbursements from restricted or special funds must honor this responsibility. If there are unusual restrictions on a fund or if it is not clearly apparent that an expenditure meets the above criteria, a written explanation must be included with the request for disbursement.

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Prohibited Expenditures:

The following types of expenditures may not be processed through the Foundation:

1. Cash advances
2. Reimbursements without receipts
3. Alcoholic beverages (except for purposes supporting an ACCD Foundation or Alamo Colleges' sponsored or hosted conference, seminar, workshop, or similar venue)
4. Entertainment expenses related to activities which are not directly related to the Foundation's 501 (c) (3) status. (Disallowed, for example, are entertainment expenses related to political activities or to religious ceremonies. However, entertainment expenses related to activities that directly result in funds raised that support the Foundation's purpose are allowable.)
5. Personal expenses for which an acceptable business purpose cannot be established.

All projects supported by the Foundation must be appropriate to the Foundation role as a 501(c)(3) charitable organization and its mission.

Grants:

The ACCD Foundation Inc. is pleased to sponsor grants which are submitted by the Alamo Colleges for specific projects.

Many granting agencies require that an application be made through, or by, a 501(c) (3) charitable organization. The Foundation is chartered by the Internal Revenue Service and the State of Texas as such a tax-exempt charitable corporation, thereby becoming another avenue for acquiring funding for the Alamo Colleges.

The staff and Board of Directors are prepared to offer preparation assistance, advice, and suggestions for granting sources. However, the following procedures must be followed:

1. Projects for which grants are to be submitted must have prior approval of the president of the college and, if appropriate, the chancellor.
2. The Executive Director of the Foundation must be advised of the intent to submit a grant as soon as the Alamo College has received approval for its project.
3. The project must be deemed appropriate to the granting agency's guidelines.

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4. Sufficient lead-time must be allowed for preparation and review of the grant request by the Executive Director of the Foundation and the president of the college. Minimum estimate of the time needed for review and possible revision would be two weeks.
5. The ACCD Foundation Executive Director shall cause an Action Item Template to be prepared and included with any request to the ACCD Foundation Board of Directors.

UNDER NO CIRCUMSTANCES will grants be submitted through the Foundation if they have not gone through this review process.

The Alamo Colleges' Institutional Advancement staff will assist with the following grant components associated with the ACCD Foundation, Inc., as required:

- legal attachments,
- financial statements,
- proof of non-profit status,
- text on purposes of the Foundation,
- "cosmetic" attachments, eg: brochures, etc.,
- required signatures.

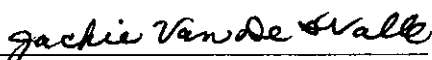
The Alamo Colleges are expected to provide:

- introduction and history text,
- project description,
- justification,
- cost analysis,
- any other information related to the project itself.

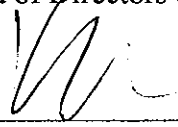
In some cases, and with ample notice, the Alamo Colleges' Executive Director of Institutional Advancement, and/or staff as assigned, may be able to assist in the writing and preparation of the total grant package.

Ratified and approved by the ACCD Foundation Board of Directors on the 21st day of April, 2006.

Reviewed and revised by the ACCD Foundation Board of Directors on the 1st day of May, 2009.



Jackie Van De Walle, Chair
ACCD Foundation, Inc.



Katherine David, Secretary
ACCD Foundation, Inc.

REQUEST FORM
to Submit a Grant Proposal through the ACCD Foundation, Inc.

This form must be submitted at least two weeks prior to the ACCD Foundation Board meeting at which a review is requested. (The ACCD Foundation, Inc. Board meeting schedule is available from the Alamo Colleges' Institutional Advancement Office.)

Name of Initiator: _____

Title/Department: _____

Campus/Telephone: _____

Email: _____

ORGANIZATION TO WHOM GRANT PROPOSAL WILL BE SUBMITTED

NAME OF PROJECT/PROGRAM TO BE FUNDED

DESCRIPTION OF PROJECT/PROGRAM

TIMELINE/SCHEDULE FOR PROJECT COMPLETION

PROJECT BUDGET (For what are funds being requested? Please itemize major anticipated costs and sources of revenue.)

HOW DOES THIS PROJECT/PROGRAM ASSIST THE COLLEGE AND DISTRICT IN FULFILLING THEIR EDUCATIONAL MISSION?

SUPPORTING DOCUMENTS: Please attach materials or documents which provide additional information about the project to be funded.

APPROVALS (Obtain approvals as required by college policies. All college proposals must have signed approval by the college president.)

Initiator

Date

Dean

Date

Vice President

Date

President or Chancellor

Date

Executive Director of ACCD Foundation

Date