

# CRR: Donors and Gifts

## Compliance Risk Areas

Compliance Risk Areas	Related Governing Laws, Rules, Regulations, or University Policies
<ul style="list-style-type: none"> <li>• Enabling Documents</li> <li>• Bonded Officers and Staff</li> <li>• Unrecognized Foundations</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents Policy: Foundations at the University</li> </ul>
<ul style="list-style-type: none"> <li>• Donative Intent and consistency with University mission</li> <li>• Coordination of Fund Raising Efforts</li> <li>• Accepting and Managing Gifts</li> <li>• Accountability and Stewardship</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents Policy: Gift Solicitation and Acceptance</li> <li>• Administrative Policy: Accepting and Managing Gifts</li> <li>• Administrative Procedure: Processing Gifts at the Foundations</li> </ul>

## Cost of Compliance Measurement Questions

1. How many employees (FTEs) are dedicated to compliance-related activities in this area?
2. What is spent annually, on average, to perform the compliance-related activities conducted by this unit? Please include only those items that require the purchase of goods or services from an outside entity such as outside consulting services, equipment purchases, non-routine supplies, or fees.
3. Please list all training required to maintain University compliance in this subject area. For each training requirement:
  - a. Identify the primary source of the requirement as (1) federal law, (2) state law, (3) administrative regulations, or (4) University policy.
  - b. Identify categories of employees (e.g., faculty, P&A, etc.) required to take the training.

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- c. Estimate the number of employees in each category required to take the training.
  - d. Identify the frequency (e.g., quarterly, annually) and the length of the training (e.g., 1.5 hours).
4. Estimate the number of employees system-wide who are subject to the compliance requirements in this area.
  5. Excluding time required to meet training requirements addressed in Question 3 above, please estimate the time required annually for these employees to comply with other compliance requirements (e.g., record keeping, monitoring, testing, reporting).

## Enabling Documents

BOR Policy: Foundations at the University, Section IV, Subd 1

1. University of Minnesota Foundation: Provide a copy of articles of incorporation, by laws, constitution, and any amendments.
2. Arboretum Foundation: Provide a copy of articles of incorporation, by laws, constitution, and any amendments.

## Bonded Officers and Staff

BOR Policy: Foundations at the University, Section IV, Subd 3

1. Are officers and staff of the organization bonded?
2. Does the Foundation carry general liability and directors' and officers' liability insurance?

## Donative Intent and Consistency with University mission

BOR Policy: Foundations at the University, Section IV, Subd 3

1. How is compliance in this area monitored, and how frequently?
2. What are the current compliance risks in this area (lack of monitoring, lack of resources, education, etc.)?

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3. Estimate the number of allegations of misconduct (violation of law, rule, regulation or University policy) that are received annually related to non-compliance, excluding those allegations filed through the UReport system.
4. Explain any audit findings (federal, state, internal, etc.) from the past three years.
5. What are the emerging compliance risks in this area?
6. During this calendar year, has your Foundation participated in the transaction classification group with representatives from SPA and External Sales (using the Fund Bucket Project Definitions and classification@umn.edu)?
7. If so, what were the results of the classification discussion?

## Coordination of Fundraising Efforts

BOR Policy: Gift solicitation and Acceptance, Subd 1 and 2; BOR Policy: Foundations at the University, Section IV, subd 5

1. How does your foundation coordinate fund raising activities with colleges?
2. How is compliance in this area monitored and how frequently?
3. Unrecognized Foundations. Are there any Foundations approved by the President pursuant to this policy provision?

## Accountability and Stewardship

BOR Policy: Foundations at the University, Section IV, subd 4

1. How is compliance in this area monitored and how frequently?
2. What are the current compliance risks in this area (lack of monitoring, lack of resources, education, etc.)?
3. Estimate the number of allegations of misconduct (violation of law, rule, regulation or University policy) that are received annually related to non-compliance, excluding those allegations filed through the UReport system.
4. Explain any audit findings (federal, state, internal, etc.) from the past three years.
5. What are the emerging compliance risks in this area?

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