



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Collection and Investment of AMA Donations	
Page 1 of 3	Implementing Procedure For Policy #: N/A
Date Approved: 10/19/05 Date Revised: 08/17/07 Date Revised: 12/5/07 Date Revised: 6/27/11	Division: President

PURPOSE

The purpose of this procedure is a) to establish a process for accepting, depositing, and distributing donations made to the Appleton Museum of Art through the College of Central Florida Foundation and; b) to ensure the orderly processing of funds to make operational monies available to the Museum in a timely manner c) and to establish a mechanism for enhancing donations from patrons of the Museum by securing matching funds for endowment through the CF Foundation.

INTERNAL DONATION ACCEPTANCE AND PROCESSING PROCEDURE

- Donations to the AMA will be processed at the museum by the Coordinator of Administrative Services.
- Donations to the AMA will be forwarded to the CF Foundation by the museum Coordinator of Administrative Services with a memo noting in which fund each donation shall be deposited.
- Funds donated for a specific purpose, such as support of an exhibition or an educational activity, will be treated by the CF Foundation as funds eligible for state matching appropriations.
- Where checks are written directly to the AMA, the check will be endorsed to CF Foundation.
- Upon request, funds from private or corporate sources, which were given to support a specific event or exhibition, will be transferred from the CF Foundation to the AMA operating fund administered by the College. The transfer will be made within five (5) working days after receipt of the request.
- All other funds will be deposited to the museum's endowments as specified by the donor or recommendation of the Director of the AMA.
- State matching funds will be deposited by the CF Foundation in the Appleton Endowment for Education and Library (New Initiative) or another endowment specified by the College.
- Proceeds from each endowment will flow to the museum on an annual basis by request of the Museum Director in accordance with standard CF Foundation procedures and approval by the College President.
- The Museum Director will write thank you letters to donors acknowledging donations when the donation receipt is made available by the CF Foundation accounting staff. The letters will be sent within five (5) working days of receipt of the CF Foundation

donation receipt. The College President will be notified by the CF Foundation of all donations of \$500 or more.

DEVELOPMENT COORDINATION

- AMA development activities will be conducted in cooperation with the CF Foundation to minimize conflicts in fundraising or fundraising activities.
- Scheduled development and fundraising events for the AMA and CF Foundation will avoid conflict as much as possible. Potential conflicts which cannot be resolved by the CF Foundation and the AMA will be referred to the College President.
- Solicitation of major donors will be coordinated between the AMA and the CF Foundation staff. A major donor is defined as a gift of \$10,000 or more.
- AMA donors will be included in the Raiser’s Edge database. Information about prospective donors and donations will be shared between the AMA and the CF Foundation. (User and licensing fees to allow the AMA access to the database will be reimbursed to the CF Foundation.)
- Recognition of AMA donors will be done in separate events from recognition of CF Foundation donors. Planning for recognition events will be cooperatively scheduled to avoid conflicts in scheduling.
- The CF Foundation will reimburse CF for institutional advancement at the museum. The amount of this support will be 50% of the reinvestment fee on the Appleton endowments unless a different reimbursement amount is agreed to by the College and the CF Foundation. The amount agreed to will be paid to the College by the CF Foundation in two equal semi-annual installments in January and July.

These procedures shall be reviewed on an annual basis. Modification shall be by mutual agreement between the College and the CF Foundation.

Approved by President

Date