

Texas Tech University System Regulation 04.08

Reporting Gifts and Grants from Private Philanthropic Sources

Approved: 7/7/2025

Next Scheduled Review: 7/7/2030

1. Purpose

- a. This System Regulation provides components of the Texas Tech University System with guidance relating to the reporting of gifts and grants from private philanthropic sources.

2. General

- a. The Texas Tech University System (the “System”) Regents’ Rules 06.03.1 states that the Chancellor and the Vice Chancellor of Institutional Advancement (“VCIA”) shall establish and administer procedures for proper reporting of all gifts.

3. External Reporting

- a. The System and Texas Tech Foundation, Inc. (“TTFI”) raise funds from private philanthropic sources. These fund-raising activities are reported to the Council for Advancement and Support of Education (CASE) in accordance with the reporting standards promulgated by CASE, as they exist currently or as they may be amended from time to time. Additionally, the System and TTFI have adopted gift reporting standards.
- b. To ensure that reporting is accurate and consistent, data on private philanthropic sources for reports to any federal or state agencies must be obtained through the System’s Office of Institutional Advancement (“TTUS IA”).
- c. All external reporting from foreign sources must comply with System Regulation 01.03.
- d. Other reports that include information about private philanthropic sources that are not specifically mentioned in this System Regulation should follow these general guidelines. Offices should work with TTUS IA to generate data for such reports.

4. Internal Reporting

- a. TTUS IA has established clearing accounts (balance sheet accounts) for gifts processing through TTFI, the System, Texas Tech University (“TTU”), Texas Tech University Health Sciences Center (“TTUHSC”), and Texas Tech University Health Sciences Center El Paso (“TTUHSC EP”).

- b.** All gifts receipted by TTUS IA will initially be deposited and credited to the appropriate clearing account.
- c.** Funds are electronically transferred on a daily basis from the Alumni & Donor Database system into the Banner system. On a monthly basis, each clearing account will be reconciled to verify that all gifts deposited and transferred electronically have cleared the Banner and AdvancementRM systems and are in the appropriate gift account.
 - i.** This process will ensure that any gift not being recorded or originating from TTUS IA can be identified easily on an individual account basis by reviewing ledger sheet reports just for this purpose. All such transactions identified are in violation of System Regulation 04.01.
- d.** TTUS IA will prepare a detailed reconciled list of all outstanding gifts awaiting accounts to be established that are in a Suspense/Holding Fund. At the end of each month, a gift and grant report will be submitted to the VCIA, the Vice President of Advancement of each Component, or the equivalent thereof, and their advancement staff at TTU, TTUHSC, and TTUHSC EP.
- e.** Memorial, honorarium, and tribute gifts that are in Suspense/Holding Accounts for more than 1 year, that have not had any activity for 6 or more months, will be moved to a general scholarship fund for that school or college ("Unit"). TTUS IA will notify the Unit's senior development personnel and/or business manager, or the equivalents thereof, of the transfer. It will be the recommendation of TTUS IA that a special scholarship is awarded in that person(s)'s name.
- f.** TTUS IA will prepare a daily report for management that identifies fundraising totals for the System and each Component, including Angelo State University ("ASU") and Midwestern State University ("MSU"), for that Fiscal Year.
 - i.** The daily report will identify philanthropic giving in the following categories: gift, pledge, planned gift, and matching gift.
 - ii.** All Components should send TTUS IA a daily file of gifts that have processed to be included in this report.
 - iii.** Other scheduled reports may be created and distributed from time to time, as needs arise and as supported or directed by the VCIA.

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