



Southern Connecticut State University Foundation Expense Policy

Approved by the Finance Committee on 6/5/2024

Adopted by the Board of Directors on 6/20/2024

Introduction

The Southern Connecticut State University Foundation (Foundation) is committed to maintaining financial integrity and accountability in the management of its funds. This Expense Policy outlines the policy and process for reimbursing expenses incurred by individuals in furtherance of the mission of Southern Connecticut State University (SCSU). This Policy is intended to provide a clear framework for managing expenses, ensuring transparency, accountability, and compliance with State of Connecticut, SCSU, and Foundation regulations.

A. Overview

1. Donations are deposited directly into the Foundation's accounts (if you receive a check from a donor, please bring to the Foundation-OB1). Or direct any potential donors to the giving link which can be found here: <https://www.southernct.edu/giving>
2. All Foundation program funds (i.e. non-scholarships) are assigned a Banner index at SCSU, which will correspond to a Foundation fund. A Banner index is created when all of the following are provided: Donor Agreement or internal fund creation form, donations to-date (to provide a starting budget), a Financial Manager who has been designated by the authorized Dean, department chair or other authorized person for the fund, and an approved Foundation/Sponsored Programs and Research (SPAR) current use agreement. SPAR is the department that manages the administration of SCSU external funding (including the Foundation funds) and provides oversight for these Foundation Banner indexes.
3. Foundation Banner Index budgets are updated annually with new donations (via the Foundation/SPAR current use agreement form updates). The balance in Banner is rolled over each fiscal year. Please note that the Foundation/SPAR Current Use Agreement form will display the **cumulative total donations received over the lifetime of an established index**, not the current funding balance, while the amount shown in Banner may not reflect new donations. For the most accurate financial information regarding a Foundation-controlled Banner index, please contact the Foundation Business Office.
4. In general, expenses incurred on Foundation Banner indexes are expected to follow current SCSU policies and procedures. Exceptions to this process are noted in this policy.
5. All requests requiring SPAR oversight must be sent to SPAR (spar@southernct.edu) and must include approval by the designated Financial Manager. Failure to have expenses sent to SPAR may result in rejection of the expense and may not be reimbursed by the Foundation



At the time of this policy, the following areas are included under SPAR: Academic Affairs, Student Affairs (excluding direct payments to students for emergency support) and Diversity Equity and Inclusion. Athletic program funds are managed by the Fiscal Manager of Athletics.

B. Payroll Expenses

To ensure proper budgeting and oversight, any anticipated request to compensate any University employee or other personnel (faculty and staff, both full-time and part-time, as well as graduate and undergraduate student workers) **for any reason** must be communicated to the Foundation **in advance** and **follow the schedule below**. This includes, but is not limited to, expenses for salaries, wages, fees, stipends, fringe benefits, other employee benefits, or other things of value. **Pre-approval** must be obtained before incurring any payroll-related expenses. Payroll expenses must be a valid expense type of the fund (i.e., consistent with donor intent) and not violate the terms of any collective bargaining obligations of SCSU.

Procedure for Pre-approval of Payroll Expenses:

1. Submit a detailed request outlining the anticipated payroll expenses to the Foundation per the following dates in advance of the term or session in which they will occur:

For Fall Semester: September 1

For Spring Semester: January 1

For Summer Session: June 1

2. The request should include the purpose, duration, and total estimated hours and cost of payroll expenses.
3. All payroll requests must be approved by the SCSU President or his/her designee per Connecticut General Statute Section 4-37i.
4. As a tax-exempt organization, the Foundation will only reimburse reasonable payroll expenses that represent fair market value for the services purchased or rendered.
5. The Foundation will review and approve or deny the request within 10 business days of receipt provided all of the information requested in item B. 2. has been received by the Foundation. Only payroll expenses with pre-approval in accordance with item B. 3. will be reimbursed by the Foundation.
6. Timesheets are required and reimbursement via a Foundation index will only be done based on actual time worked and include approval from the Financial Manager of the fund and the President of the University (or his/her designee).

7. Upon completion of the work performed by a University employee reimbursed under this policy (or the semester) a detailed report of what work was accomplished will be provided by the University employee and/or Financial Manager to the Foundation.
8. Only payroll expenses allowable under Uniform Guidelines for grants will be reimbursed. For example: at the time of the adoption of this policy, retirement expenses are not allowable and will not be reimbursed by the Foundation.
9. Additional/Supplemental payments outside of the regular workload for University employees subject to a collective bargaining agreement (e.g. AAUP and the University dated August 27, 2021 – August 26, 2025, as amended from time to time), must abide by the same limits set forth in section 10.12.1 of the current AAUP labor contract. Any exceptions to this must be approved by the President of the University and the Foundation Executive Director.

C. Purchases made with SCSU purchasing cards (P-cards)

Items may be purchased using SCSU p-cards; however, if using a p-card, the following must be followed:

1. Expense must follow the terms of the fund (i.e., consistent with donor intent).
2. Expense must be approved by the designated Financial Manager of the Foundation Banner index.
3. Receipts must be sent to SPAR within 30 days of incurring the expense. If proper documentation is not received within 60 days of incurring the expense, the expense will be moved to your department Banner index at SCSU.
4. If the expense is rejected, it will be moved to your department index at SCSU.

Failure to comply with the above may result in having the p-card office remove the ability to directly reconcile to the Foundation Banner index.

Alternatively, you may ask SPAR to make the purchase for you. Please complete the P-card grant funded purchasing request form in Quali found here:

<https://southernct.kualibuild.com/build/space/5e47518b90adda9474c14adb>

D. Alcohol

It is against SCSU policy (per state regulation) to purchase or reimburse external purchases of alcohol. In some instances, the Foundation *may* pay for alcohol expenses.

1. Any event (on or off campus) must be adhere to **and** be approved according to the SCSU Alcohol Usage Policy which can be found here: <https://hostevents.southernct.edu/services/>

2. An on-campus University event should use the University's catering service and contract the alcohol purchase through them. This does **not** require payment directly by the Foundation. A Foundation Banner index may be used and follow the procedures in this document (i.e. sent to SPAR in advance of event).
3. An off-campus University event must either be a cash bar or request the Foundation to remit payment directly to the venue. If this is the case, the Foundation requires a separate insurance policy for each event and requires details for each event at least 10 days before the event. If sufficient notice is not provided, the Foundation may not reimburse any alcohol expenses.
4. An event is defined as an organized gathering including internal and/or external constituents.
5. Any employee engaging in University business that requests reimbursement for alcohol expenses, shall have notified the Executive Director for prior approval. In some extenuating circumstances, this may not be feasible but prior approval should always be attempted when the event is planned in advance. Only reasonable expenses will be reimbursed.
6. Itemized receipts and/or invoices are required from the vendor totaling the requested reimbursement amount.

E. Student Payments

Direct Payments to Students for emergency support should be coordinated through the office of the Dean of Students. Any other direct student payments should be communicated to the Foundation Business Manager.

F. Compliance with SCSU Policies and Procedures

All expenses submitted for reimbursement must adhere to the policies and procedures established by SCSU. These policies and procedures include, but are not limited to:

Accounts Payable Policy: <https://inside.southernct.edu/accounts-payable/policies>

Travel and Entertainment Policy: <https://inside.southernct.edu/accounts-payable/travel>

Procurement Policy: <https://inside.southernct.edu/procurement-services>

Payroll: <https://inside.southernct.edu/payroll>

Any other relevant SCSU financial or administrative policies published by SCSU

Procedures for payment processing with SPAR can be found in the PDF: "SPAR General Post-Award Processes" at this link: <https://inside.southernct.edu/spar/grant-administration>

G. Review and Approval Process

Upon submission, SPAR will review to ensure completeness and compliance with SCSU and Foundation policies. Requests that meet all requirements will be processed. If additional information or clarification is needed, SPAR will contact the individual submitting the request.

H. Foundation Reimbursement process with SPAR

Each month, SPAR will send the Foundation business office a billing file that includes all expenses posted to the Foundation Banner indexes within that month.

Procedure:

1. SPAR will send the billing file by the 5th business day of the following month. It will include all transactions processed to Foundation Banner indexes.
2. As previously noted, only charges actually incurred by SCSU will be reimbursed, for example retirement expenses will not be reimbursed by the Foundation.
3. All expenses billed to the Foundation must have proper documentation and approval. In the case of payroll related expenses, pre-approval is required.
4. The Foundation will only remit payment to SCSU for those expenses with proper documentation (e.g., receipts, invoices, approved travel authorizations, approved personal service agreements, etc.)

Once all backup has been verified, the Foundation will remit payment to SCSU via check or electronic transfer such as ACH. The SCSU Accounting department will record the income on each Foundation banner index.

I. Interpretation of Policy

Final determinations or interpretations of this policy are subject to the sole discretion of the Foundation's Board of Directors

J. Policy Updates and Revisions

This policy provides a clear framework for managing expenses, ensuring transparency, accountability, and compliance with state, university, and Foundation regulations. This policy will be reviewed periodically and updated as deemed advisable by the Foundation board of directors to ensure compliance with Foundation guidelines, SCSU guidelines and any applicable legal or regulatory requirements. Changes to the policy will be communicated to all relevant stakeholders.



K. Policy Review and Signature

This policy will be distributed to all financial managers of Foundation Banner indexes at SCSU and will be posted on the Foundation website. To be named a financial manager of a Foundation Banner index, agreement with this policy via signature (electronic or otherwise) will be required.

L. Contact Information

For questions regarding this policy or the reimbursement process, please contact the SCSU Foundation Business Office:

Krista Hayes, Business Manager hayesk11@southernct.edu

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