

University of Alaska Foundation  
December 31, 2012 Year End Instructions

These calendar year-end closing instructions are provided to facilitate the closing of the UA Foundation's books for December 31, 2012. We are committed to providing both timely receipts to our donors and accurate year-end financial information. We always have a very tight timeline required for us to close our books and prepare financial reports prior to the Finance and Audit Committee meeting. Compliance with these instructions and specific cut-off dates is mandatory. If for any reason full compliance with a year-end closing instruction is not possible, it is critical that this be communicated directly to Susan Freel at 450-8122 or [susan.freel@alaska.edu](mailto:susan.freel@alaska.edu) well in advance of the due date.

- All funds physically received by December 21, 2012 must be deposited in the bank prior to Christmas closure. Do not hold funds over the holidays for deposit in January.
- Due to investment cut-off dates, all 2012 transfer requests to move funds between projects must be received in Foundation Accounting by December 14, 2012. This includes transfers for the establishment of new quasi-endowments that have been approved by Carla Beam. Accordingly, please review Restricted Donation Holding and Memorial Holding accounts for any needed transfers prior to this date.
- We will be contacting each Advancement Services office before 9 a.m. on December 21<sup>st</sup> for a listing of any endowment gifts that you may have received but not yet submitted the batches to our office. It is critical that this information be accurate for investment purposes so please be prepared in anticipation of this phone call. Please notify Susan Freel at 450-8122 or [found.account@alaska.edu](mailto:found.account@alaska.edu) and [safreel@alaska.edu](mailto:safreel@alaska.edu) of any additional endowment gifts received after 9 a.m. on December 21<sup>st</sup> through 12 p.m. on December 28<sup>th</sup>.
- **NEW for 2012:** If you anticipate receiving endowment funds that will be deposited on December 31, 2012, the deposit should be made in our FNBA account for endowments. *Only endowment funds may be deposited in this account.* Do not use this account if the gift is split between endowment and spendable accounts. You should obtain a blank deposit ticket from the bank in advance of December 21, 2012 (last working day at the university), and we will provide the bank account number to you. Please contact Susan Freel at 450-8122 for the bank account number.
- All deposit batches for December 2012 gifts must be received in Foundation Accounting by January 7, 2013.
- Pledge information will be ready for review as soon as the December batches are posted in general ledger. Linda Hall will provide pledge reports to the Advancement Services offices by January 18, 2013. Pledge reports are due back to Linda by January 25<sup>th</sup> with any changes noted.

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- All check requests for expenses incurred through December 31, 2012 must be received in Foundation Accounting by January 31, 2012.
- Alaska Airline ticket information should be submitted to the following campus representatives in early January for proper tax reporting:

UAF– Shayne Bowers  
UAA – Sara Braniff  
UAS – Mark Hildebrand  
Statewide – Wei Guo

End of Year Gift Processing

Processing of gifts at the end of the calendar year will be similar to prior years. The ‘processing date’ will be used to date receipts as well as revenue recorded in Financial Edge.

Deposits taken to the bank and posted before the cutoff time (the normal close of a business day is 6pm) will receive December processing dates on their receipts. If the funds are not posted at the bank, they will have a January processing date on the receipt. This is important for endowments, since the spending calculation is computed using funds in the bank on the last day of the calendar year. For endowment funds deposited on December 31, 2012, see “new” instructions above.

Credit card gifts made to the Foundation will be considered 2012 revenue *if transmitted to the bank*, in advance of bank deadlines, by December 31, 2012. The processing date will be the ‘settlement date’ printed on the electronic ticket (transmission date). As with any gift, the donor is responsible for determining his tax deduction.

The Foundation Accounting Office and the Statewide Foundation Office will be closed from December 22, 2012 through January 1, 2013, inclusive.