

Los Angeles Pierce College Foundation

Accounting Policies

And

Procedures Manual

LOS ANGELES PIERCE COLLEGE FOUNDATION
Accounting Policies and Procedures Manual

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I. Introduction

This manual has been prepared to document the internal policies and procedures for the Los Angeles Pierce College Foundation. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship, office policies and procedures are in compliance with the District rules and the Educational code.

All personnel with a role in the management of Los Angeles Pierce College Foundation's office and fiscal operations are expected to uphold the policies in this manual. It is the intention of Los Angeles Pierce College Foundation that this accounting manual serves as our commitment to proper, accurate financial management and reporting.

II. Primary Duties

The following is a list of some of the personnel who have fiscal responsibilities within the Los Angeles Pierce College Foundation:

The Foundation Board

1. Responsible for the overall operation of the Foundation.
2. Actively develop fundraising opportunities that meet the mission goal
3. Reviews and approves annual budget and expenditures.
4. Establish a financial plan which will assure the Foundations' long term fiscal viability.

Chairman:

1. Advocating goals of the College to the Foundation operating goals.
2. Develops strategic plans for Fundraising and presents quarterly reviews on fundraising plans.
3. Cash Management
 - a. Reviews and approves all financial reports.
 - b. Reviews and approves annual budget.
 - c. Reviews the payroll summary for the correct payee, hours worked and check amount.
 - d. Reviews all vouchers and invoices for checks which require his or her signature.
 - e. Authorizes all inter fund transfers of over \$5,000
 - f. Reviews and approves all contracts for goods and services that will exceed \$5,000 over the year.
4. Reviews all expenditure requests monthly in excess of \$1,000 and preapproves if needed.
5. Check and document signing

Vice Chair

1. Does all of the above duties in the absence of the chairman as needed.
2. Signs checks.

Treasurer

1. Acts in conjunction with and in the absence of the Chairman and Vice Chair on financial matters.
2. Serves as Chair on Finance committee.
3. Works in conjunction with the Account Manager to insure all internal controls are met.
4. May initiate discussion and actions on investment policy, budgeting and financial operations.
5. Approves some documents and expenditures.
6. Signs checks.

College President:

1. Primary liaison for bringing the goals of the college to the Foundation for the purpose of developing mutual programs.
2. Responsible for reviewing the overall goals, budget and finances of the Foundation to ensure that the organization is operating within the general scope of its intended purpose. Confers with Foundation if there are any issues or concerns about the overall plans or operations.
3. Serves on the Board of the Foundation as an ex official member with no voting.

Director:

1. Primary liaison between the Foundation and the College
2. Regularly meets with the College President to review and discuss all issues, concerns and fundraising performance.
3. Provides to the Board a monthly status report on Foundation activities
4. Cash Management
 - a. With the input from the Chairman and Treasurer, develops the annual budget.
 - b. Approves all vouchers, invoices and checks.
 - c. Reviews bank statements.
 - d. Reviews and approves all financial reports.
 - e. Reviews and approves list of pending check disbursements.

- f. Reviews all vouchers and invoices for those checks requiring his or her signature.
- g. Reviews all bank reconciliations.
- h. Reviews and approves requests over \$5000 from the Account Manager for electronic fund transfers.
- i. Reviews the payroll summary for the correct payee, hours worked and check amount.
- j. Approves all reimbursements.
- k. Manages the assets accounts.

Account Manager:

- 1. Establishes and maintains relationships with the banks, donors and fund recipients.
- 2. Coordinates information with the Board Chair and makes monthly Financial Reports to the Board.
- 3. Coordinates with the College on fundraising activities and fund management
- 4. Cash Management
 - a. Receives and opens all incoming mail.
 - b. Prepares cash receipts log and invoice log.
 - c. Processes the payroll, including payroll tax returns. Paychex is used for this function
 - d. Prepares all financial reports, including requests for reimbursements.
 - e. Maintains and reconciles the general ledger monthly.
 - f. Processes all receipts and disbursements.
 - g. Mails all checks for payments.
 - h. Processes credit card payments for publications.
 - i. Prepares all checks to be approved and signed.
 - j. Reconciles all bank and credit card statements.
 - k. Processes electronic department funds transfers.

III. Conflict of Interest Policy

The Conflict of Interest Policies and Procedures are applicable to all voting members of the Foundation for Pierce College Board to help manage potential conflicts.

1. At the beginning of each fiscal year, all members of the Foundation for Pierce College Board of Directors shall be required to sign a Conflict of Interest Statement.
2. The Executive Director shall administer the Conflict of Interest Policy for the Foundation for Pierce College Board of Directors. The administrator's responsibilities include:
 - a. Ensuring that the conflict of interest statements are distributed to the Board of Directors at the first meeting of the new fiscal year
 - b. Ensuring that all statements are collected in a timely manner, retained in files, and treated as confidential information
 - c. Reporting any potential conflict to the Foundation Board

IV. Internal Control Policy

The Board is responsible for ensuring that the Foundation establishes and implements appropriate internal policies as required under the District system of internal controls. Internal Control (IC) is established when procedures are developed which provide assurances that assets are protected, used as intended, and that financial information is reliably reported. IC must be reviewed and monitored by management and the Board.

IC requires uniformity in processing and reporting transactions to ensure correct processing. The Foundation Internal Controls will provide separation of fiscal duties between persons who authorize - record - and have custody assets. A person shall not be allowed to solely receive, account for, and authorize the disposition of an asset. Fiscal accountability and a separation of duties will be maintained.

This principle of separation of duties is to be applied when assigning of specific tasks and procedures. The staffing available to conduct operations may change but, as much as possible, the principle shall still be applied when duties are reassigned..

IC is enhanced by the use of standard forms for processing transactions. The Foundation will use appropriate forms for processing receipts, expenditures and other reoccurring transactions. These forms will include appropriate authorizations and dated signatures.

The college administration and fiscal administrator may periodically conduct internal reviews of the process and transactions to determine if procedures are being followed and if good internal control practices are maintained. Results will be reported to the Foundation Board and the college administration.

V. Policy & Procedures for Collections

Policy

Although the ultimate responsibility for cash management of the Foundation lies with the Foundation Board, the operational responsibility for cash collections, deposits, maintenance of proper records and the timely preparation of periodic reports may be designated to Foundation

staff. The college president has the general authority and responsibility to ensure that the funds of the Foundation are properly managed.

It is also the responsibility of the Foundation Board and designated staff to ensure that complete accounting records are maintained for audit purposes and that proper controls are in place for the safeguarding of Foundation's funds.

The Foundation should utilize a local bank to deposit both cash and checks.

To ensure proper accounting and safeguarding of funds, all collections should be recorded by the Foundation office employees on the day collected or no later than the subsequent business day. All cash, checks or credit card collections received shall be deposited with the bank within a week of collection.

Procedures for Cash and Checks

1. A receipt shall be issued at the point of initial collection for all funds received. A computer generated receipt or a pre-numbered receipt form will be used. The date received, payer's name, description of receipt, amount received, account(s) to be credited and type of collection whether cash, check, electronic transfer or credit card will be recorded on the cash receipt form. One copy is for the customer and the second copy maintained in a file. Those received by mail and/ deposits left in the office are processed as above and an E-mail deposit receipt is issued and attached to a copy of the receipt. The Foundation may decide to use a cash register for this purpose.
2. Two copies of the check shall be filed: one copy for a deposit binder and another for the corresponded department's folder. In case it is a donation, the first copy for the deposit binder before filing is given to an Office Assistant to write a thank you letter, and then will be filed.
3. For donations of \$25 and more a standard acknowledgement letter shall be sent to the donor thanking them for their donation and providing the Foundation's tax identification number. Copies of all letters are retained electronically and are available on request by the Chairman of the Foundation and to the College President.
4. For donations of \$500 or more, a copy of the check and correspondence will be presented monthly at the Foundation Board meeting for review to the Chairman of the Foundation and the College President.

5. At the time when a deposit is made to the bank, the next day the Account Manager shall present the bank's deposit slips to the Director for review and reconciliation with the daily cash/check log. Any discrepancies shall be noted and reconciled.
6. A receipt ledger shall be maintained with the amounts received and the accounts credited. A Quick Book report shall be presented to the Board at the regular monthly meeting of all receipts for Board acceptance and ratification. Details of receipts shall be made available upon a Board member's request.
7. All checks received that are clearly the Foundation's shall be stamped with the Foundation's endorsement. No less than weekly, the Foundation shall prepare a deposit slip for all funds received. The deposits shall be reconciled to the receipts and if any difference, it shall be reconciled or brought to the attention of the next highest level of supervision to be resolved. Each deposit shall be recorded in a Quick Book log indicating the date of deposit, the receipt numbers deposited, who prepared it and who submitted it to the bank. The validated deposit slips are filed.
8. A collection not forwarded or mailed to the bank should be locked in the lock box in the Foundation Office. No cash should be locked in the file cabinet for more than 24 hours. If the funds are mailed to the bank, the Account Manager should indicate the date mailed and received on the cash receipts log. The Account Manager should make a copy of each check mailed and file them in a separate file folder.
9. If the Foundation staff receives any check that is made payable to the college, the Account Manager will, within 48 hours, notify and provide all backup to the Director for determination of disposition. The Director will review the records and correspondence to determine if the check belongs to the Foundation. If not, the Director will immediately notify the college administration or college business office.
10. The Director shall review journal entries and the documentation to support the entries once per week to ensure that the documentation is sufficient and that the journal entries are correct.

Procedure for Funds Received by Electronic Transfer

The Director upon approval by the Chairman will request an electronic transfer of funds if a transfer is \$5,000 or larger. This request will be prepared by the Account Manager and should be signed by the Director.

Where appropriate - as in reimbursement of federal funds - the Director should forward a project financial statement to the Treasurer who prepares a request for reimbursement or advance and files or mails the necessary documents, providing a copy to the Director.

Next, the Director will monitor the transfer of funds and maintain the appropriate records of this transaction.

Receipt of funds shall be monitored by the Account Manager using online access to bank accounts. Date of receipt shall be noted in the receipt log. The Account Manager should reconcile the total cash received at the end of the month.

In the absence of the Chairman the Treasurer of the Board of Directors, or the VP of Administrative Services should authorize electronic transfers.

Funds from Grants are electronically deposited to the Foundation account and entered in the receipt book as electronic deposits, date and account credited.

Procedure for Funds received from Credit Card

The Account Manager is responsible for processing the receipt of funds through Pay Pal or credit card authorized directly into the checking/savings account. Transactions should be processed at least once on a week with a list of the credits and date processed delivered to the fiscal manager in order to double-check against the bank statement. The statement of deposits and service charges will be reconciled by the Account Manager, reviewed by the Director and External Accountant.

VI. POLICY FOR PURCHASES & DISBURSMENTS

Policy for Disbursements

The Foundation makes several different types of expenditures in carrying out its operations. The Board of the Foundation has primary responsibility for ensuring that there is accountability for all disbursements made. Monthly, the Foundation Board will specifically review and approve all Foundation's expenditures of \$1,000 or more. The Foundation staff can make budgeted purchases under \$1,000 or less without prior Board approval; however on a monthly basis, the

Board will ratify all expenditures that they had not previously approved. The college president does not direct specific disbursements but is responsible for ensuring that the overall system for disbursing funds is sufficiently controlled.

Some of the disbursements that the Foundation may make include:

- Purchase of supplies and equipment
- Purchase of professional services
- Payment for Instructional Educational Grant Awards
- Payment for scholarships
- Rental of equipment or facilities
- Making reimbursements to employees
- Paying for travel
- Payroll
- Reimbursements to the college or district
- Payment of credit card bills

To ensure that disbursements are authorized and made within approved guidelines - the Foundation shall follow the specific procedures outlined, obtain required approvals and use predesigned disbursement forms. The forms facilitate the processing of transactions and provide documentation that the transaction was completed as intended

The Foundation shall use a uniform Request for Funds (RFF) form in order to document the authorization and ensure proper accounting for disbursements. The RFF form shall indicate who the check will be made payable to, a description of items or services received or a reason for the disbursement. Original receipts shall be attached if the check is for a reimbursement. The RFF will also provide the account to be charged.

Procedures for Disbursements

1. All disbursements shall be made by check unless the item is considered a petty cash item.
2. The Account Manager shall maintain incoming invoices and prepare check request vouchers prior to disbursement dates.
3. Items for Grants shall be submitted with a RFF form and proper back up.
4. A check request for funds shall be completed by the departments' faculty or staff person and attached to the original vendor invoice, and/or any other supporting

documentation. The request shall include the account codes to which the expense will be applied. The request shall be dated and have the following signatures: requestor, Department Chair, Dean, Vice President, and Foundation Director.

5. The requests for expenditures shall be approved prior to placing orders and/or accepting delivery of items and/or services.
6. The requests that are not dated or signed by the appropriate approver shall be rejected.
7. Cash disbursements shall be prepared weekly by the Account Manager for signature by the Vice President and the Foundation Director.
8. The checks up to \$1,000 shall be signed only by the Foundation Director. The checks over \$1,000 must have two signatures: either a Board member or a Pierce College representative.
9. Every approved check shall be copied and the copy with the attached supporting documentation is to be filed in appropriate folder.
10. All checks shall be mailed as soon as this process is completed.
11. Monthly, the Account Manager shall check the invoice log to determine if there are any outstanding invoices and investigate the nonpayment of these invoices with the responsible staff member.

Policy for Budget

Before any expenditure is made, there must be an annual budget in place. The Foundation Board shall approve this budget for the succeeding fiscal year on or before June 30th of each year. The staff or Treasurer shall send out preliminary information to the Executive Board and establish the budget calendar by May 31st. The Executive Board shall receive copies of the current year budget as a basis for establishing the new budget while taking into consideration anticipated changes in income and expenditures. The Board shall consider its long-term and short-term plans in forming the budget and shall take into consideration the amount of income and balances that are available.

- The preliminary annual budget shall be reviewed, approved and dated by the executive Board of the Foundation.

- The preliminary budget shall be presented to the full Board for discussion, further action and approval of a final budget.
- A copy of the final annual budget shall be presented to the college president.
- The Board shall also prepare a strategic long-term budget at least every three years. This budget is necessary to ensure the ongoing concern and viability of the Foundation and to link budgeting with strategic goals. Generally, the Foundation wants to have a surplus of revenues for most years.

Procedure for Budget Changes

After the budget has been established, it is not unusual for there to be several budget adjustments during the year. Budget transfers occur whenever additional or fewer funds will be available or whenever there is a need to move funding from one account to another. Budget changes can be initiated by the executive Board, a Board member or suggested by staff. All budget changes shall be approved by the Board in one of its open meetings.

Procedures for Purchase Orders - Equipment and Agreements

Capital Expenditures:(General Funds)

For all major expenditures, such as computers, furniture, audit services, printing services, etc., three bids must be obtained before a purchasing decision is made. If the amount exceeds \$5,000, a bidding process and review will be conducted. All bids, including phone quotes, must be recorded and kept on file. All equipment purchases of \$250 or more shall be reported as assets on the books.

Consultants (Independent Contractors):

1. Obtaining the services of an independent contractor or consultant should be based upon a selection process that attempts to secure the most qualified individual for the assignment. At least three quotes should be obtained.
2. An Independent Contractor shall not begin work or receive payments until an agreement between the contractor and the Foundation has been fully executed.
3. A written contract shall document the terms and conditions by which independent contractors/consultants are utilized, include a detailed relationship and outline the expectations of both Foundation and the contractor. It shall include:
 - a. Engagement start and end date
 - b. Legal name of Independent Contractor

- c. Detail scope of engagement to include but not limited to: timeframe of project, desired outcome of project, right to inspect progress of work contracted
 - d. Detail payment terms
 - e. Statement of independence
 - f. Insurance requirements (if applicable)
 - g. Confidentiality
 - h. Termination terms
 - i. Assignment terms
 - j. Indemnification clause
4. Compensation shall be appropriate for the type of advice or service provided and should reflect the skills and qualification of the individual selected to perform the service
 5. To authorize payment to a Contractor, submit the original invoice, signed by the Contractor, and a signed Payment Request Form to Foundation.
 6. If the Independent Contractor is funded by a grant, awareness of any/all grant limits must be observed. Attach any necessary grant documentation to the contract.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, shall be created and maintained for the file whenever appropriate. All contracts that exceed \$10,000 over the course of the year should be approved by the Chairman.

Procedure for Payment of Invoices and Check Disbursement

1. After goods or services have been received, incoming invoices shall also be delivered to the staff person who received the purchased items for his/her approval and preparation of a Request for Funds RFF check request voucher within a week of receipt of the invoice and prior to invoice due date. Invoices are entered into Quick Books for General Funds.
2. The staff person shall check the validity of the invoice against the PO, bids, etc. and work accomplished/delivered before preparing a RFF check request voucher.
3. A RFF check request voucher shall be completed by the staff person and attached to the original vendor invoice, and/or any other supporting documentation. The voucher should include the account number to which the expense will be applied

4. The checks shall be attached to the RFF invoice, and other supporting documentation, being paid and submitted for signatures
5. After the checks have been signed, staff shall cancel the invoice by stamping PAID on it in red ink.
6. The office copy of the check along with supporting documentation shall be filed by the Account Manager in appropriate files.
7. The staff will utilize the appropriate files to respond to any discrepancies which arise with vendors or other payees. Quick Books follows vendors.
8. Once monthly, staff will check the invoice log and update an aging schedule for any outstanding invoices which have not yet been paid. If there are any older than 60 days the Director will investigate to get a resolution on the invoice.

Credit Card Purchasing Policy

A credit card shall be used for air fare, hotels, travel expenses and other things that the Foundation may purchase. Each item purchased, shall be authorized in accordance with the disbursement policies mentioned above.

- The item or service shall be budgeted and authorized just like any other purchase would be.
- Items for Grants shall be submitted with a RFF form and proper back up.
- The actual itemized receipts shall be filed immediately and must be turned in for review monthly.
- In every instance of a credit card purchase documentation shall be provided showing travel authorizations, receipts, individuals that were paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement.

Only the Director and Account Manager may be issued a corporate credit card in his or her name that is to be used exclusively for Foundation expenditures. The purchase of airline tickets and other authorized business expenditures may be made for other employees or Board members using the corporate credit card. Any authorized entertainment will be for a document reason.

All credit card charges must be approved by a Board member or officer other than the person making the charge. The full Board will ratify all credit card expenditures at the regular monthly meetings.

Unauthorized use of the credit card includes:

1. Personal or non-business expenditures of any kind.
2. Expenditures which have not been properly authorized.
3. Meals, entertainment, gifts or other expenditures which are prohibited by:
 - a. Los Angeles Pierce College Foundation budget and/or policies
 - b. Federal, state, or local laws or regulations
 - c. Grant conditions or policies of the entities from which Los Angeles Pierce College Foundation receives funds.

Credit Card Payment Procedures

1. After the end of each monthly billing cycle the issuer of the credit card, shall send out monthly statements to the Foundation office. The Director should review and approve all charges by signing and dating the statement
2. The Statement of Account shall list all charges made by the Cardholder during the cycle. The Foundation office reconciles and matches the receipts and any credit vouchers with the statement and writes the accounting numbers on the statement for each purchase. A separate log may be used if there is not sufficient space on the credit card statement to add the account numbers.
3. After the staff has attached the receipts and account numbers they shall then forward statement to the approving official for review and approval. A separate approval is required so this statement with receipts is now forwarded to the Vice President of Administrative Affairs for final approval and payment authorization.
4. A time schedule shall be established so that processing and payment of the monthly statements shall be done in sufficient time to ensure that the check is sent at least seven days before the deadline. The statement shall be sent to the Director within one week of receipt.
5. There shall not be unauthorized personal charges made with the card. If it is subsequently determined that a charge was personal then the charge must be paid for by the user of the card. The Board may immediately revoke the card if there is intentional misuse of it.

Petty Cash & Reimbursement Procedures

1. The petty cash fund shall be intended to be used only for the purchase of small, incidental items or for emergency purchases when there is insufficient time to secure a regular purchase order. In short, the purpose of the Petty cash fund is to provide the Foundation office with ready cash for the payment of small expenditures.
2. The petty cash fund shall never exceed \$250.00.
3. The Director or the Account Manager shall be custodian of the Petty cash fund.
4. Monthly, when it is time to reconcile and replenish the Petty cash fund, the Director shall total out the expenses made and identify those expenses by general ledger account number. When the check request is submitted to staff for check payment it should indicate the total amount needed to bring the fund back up to \$250. Also, the check request should breakdown the various expense accounts being charged.
5. When a request for petty cash reimbursement is made to the Director, the item shall be listed on the petty cash fund reconciliation sheet. A description of the item charged should be recorded together with the amount. A receipt must be submitted to the Director in the amount of the request in order for the request to be approved.
6. A requestor of the Petty cash funds shall sign the sheet and indicate the amount of funds received. The paid receipt shall be attached to the sheet. All paid information shall remain in the locked petty cash box until it is time to replenish the fund. At that time, the Petty cash fund Reconciliation Sheet and associated receipts are attached to the check request voucher.
7. The petty cash box shall be locked at all times when the Director is not disbursing or replenishing the fund. The locked petty cash box is to be kept in the locked file cabinets within the operating office.
8. At least once annually, an external review of the fund shall be made by Administrative Services. When this is done, he/she should count, while the Director is in attendance, the total monies on hand and the total amount of receipts in the petty cash box. Any discrepancies should be discussed and resolved immediately.
9. The Treasurer shall conduct a surprise review of the petty cash fund. Discrepancies shall be discussed and resolve immediately.

10. It is a policy of Los Angeles Pierce College Foundation not to cash checks of any kind through the petty cash fund. The petty cash fund shall not be used for personal expenses.

Employee Reimbursement Procedure

Employees will be reimbursed for any items that they are authorized to purchase for the Foundation. The employee completes the RFF form, attaches all receipts, indicates the account to be charged and forwards the form for required approvals and/or Board ratification.

Entertainment, meals and travel expenditures are allowable only for purposes that will directly benefit the Foundation. There shall be no personal expenses paid from Foundation funds.

Tickets to concerts, sporting events and other activities must have a stated objective and be preapproved by the Director and the Chairman. These expenditures must also be ratified by the full Board at the regular monthly meetings. Details of any such expenditure must be available upon a Board members request at the monthly meeting.

Payroll - Personnel Policy and Procedures

Personnel Policy

1. The Director shall be charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum.
 - a. employment application or resume
 - b. a record of background investigation
 - c. date of employment
 - d. position, pay rates and changes therein
 - e. employee evaluations
 - f. authorization of payroll deductions
 - g. earnings records for non-active employees
 - h. W-4 Form, withholding authorization
 - i. termination date, when applicable
3. All personnel records shall be kept locked in a locking file cabinet in the Director's office. Access to these files other than by the Director, Chairman, Treasurer or the auditor should be requested in writing to the Chairman.

Payroll and Timekeeping Procedure

1. Timesheets shall be prepared by all staff persons and submitted monthly. Time should be input on a daily basis and, if in writing, completed in ink. Correction fluid should never be used in preparing timesheets. If an error needs to be corrected, a line should be drawn through the item and the corrected information recorded, and initialed by the person who made the correction.
2. If applicable, timesheets shall include specific time spent on each grant/project.
3. Timesheets shall be signed by the staff person and his/her supervisor.
4. All approved timesheets shall be submitted to the Director, who will verify and sign the hours worked against his/her record.
5. The Foundation for Pierce College uses Paychex for all payroll reporting.
6. Paychecks should be distributed by the Director or electronic deposit on the designated day and hour 5 days after the end of the pay period according to a prearranged schedule.

VI. Scholarship Policies and Procedures

One of the largest contributions that the Foundation makes to the college is the funding of scholarships. The Foundation may fund scholarships for general students, technical students in the trades or, scholarships to particular disciplines as may be designated by a donor.

1. The Foundation Board of Directors shall establish the amounts of scholarships, the time period with a deadline for the Foundation scholarship application acceptance.
2. The Foundation shall advertise the scholarships on social media and inside the college.
3. After the deadline, the Foundation employee, who is in charge of the scholarship selection process, shall validate the application information.
4. The Foundation Board shall form a Scholarship Committee of three or more people.
5. The Committee has to assure that the equitable process for reviewing and selecting recipients according to the criteria of the award is established and maintained, that an open, fair and equitable process was used to select the recipient(s), and that the criteria of the scholarships as determined by the donors and the Foundation were fully met.
6. To address completion of the selection process, each Committee member shall document their selection on the check list form and certify their selection by signature.
7. The form with the names of the scholarship recipients shall be maintained for five years.

8. The Foundation Board shall ratify the list of scholarship checks at the regular monthly meeting.
9. The Director shall approve the list and forward it to staff who shall prepare the checks and sign them. The scholarship checks may be mailed directly to the recipients or may be presented by the representative of the Foundation and the Foundation Board at a college event such as the Scholarship Award ceremony.
10. The final report on the scholarships awarded by the Foundation shall be sent to the Financial Aid office with the amounts of the scholarships awarded.
11. The Foundation shall request from the Departments awarding scholarships to provide evidence of the Departmental Scholarship selection process prior to the issuance of checks to students.
12. The Scholarship policies and procedures shall be reviewed annually and updated or amended if changes are needed to keep the scholarship process relevant and in compliance with regulations.

VIII. Fund Raising Policy and Procedure

Policy

The Board of the Foundation has accepted fund raising as one of its primary areas of responsibility. The Foundation actively participates in raising funds to support the academic programs, students, faculty, and staff.

The Foundation may raise funds in a number of ways:

1. At least once annually the Foundation should have a large event, which should include a silent auction, to showcase the college and corporate donors should be invited to attend.
2. The Foundation shall develop relationships with community leaders, local businesses, and organizations that surround LAPC to provide educational information about LAPC to solicit donations.
3. The Foundation shall seek new donors and solicit contributions throughout the year.
4. The Foundation may apply for and administer grants.
5. The Foundation Board shall invest funds in the best possible way to maximize the rate of return of funds. The Board is responsibly ensures that these fund-raising actives are planned and carried out. (Add more)

IX. Other Fiscal Policy Statements

1. All cash accounts owned by Los Angeles Pierce College Foundation shall be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$250.00 shall be capitalized on the books and records of Los Angeles Pierce College Foundation general account.
3. Employee paychecks and/or personal checks shall not be cashed through the Petty cash fund of Los Angeles Pierce College Foundation.
4. No salary advances shall be made under any circumstances.
5. No travel cash advances shall be made except under special conditions and preapproved by the Treasurer of the Board of Directors. Reimbursements will be paid upon full expense reporting using the official RFF form within the normal disbursement schedule.
6. Any non-cash donation with a value exceeding \$50 shall be recorded in the books and records of Los Angeles Pierce College Foundation.
7. All volunteer time which exceeds \$50 shall be recorded in the books and records of Los Angeles Pierce College Foundation.
8. It is the policy of Los Angeles Pierce College Foundation to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
9. Accounting: All funds received by Los Angeles Pierce College Foundation for each project shall be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system shall be maintained. For active accounts a monthly financial statements including Balance Sheet and Statement of Revenues and Expenses upon request shall be produced for each project as a separate Department.
10. The Chairman and Director are signers of all Los Angeles Pierce College Foundation bank accounts. A third signer shall consist of Secretary. Two signatures are required for all disbursements and any disbursements exceeding \$1000. The Vice President of Administrative Services may also be an account signer.
11. Bank statements shall be reconciled monthly in order to account for any outstanding or lost checks, reviewed and signed by the Director.

12. Expense reports shall be maintained which will disclose the nature of expenses, and the dates incurred.
13. Separate files will be maintained for each bank account and each account. Files will be kept separately for each fiscal year.
14. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the Los Angeles Pierce College Foundation fiscal year-end.

X. Procedures for Receivables

If applicable, the Foundation shall invoice a business or other organization during the course of its operations and in management of grants. These invoices represent account receivables for amounts that will be received by the Foundation.

Additionally, donors may make pledges that will be paid in the future which will be recognized upon receipt.

A file shall be kept in the Foundation office with copies of the invoices. These are kept in corresponding account files.

A file shall be kept in the Foundation office for all pledged donations received.

The receivables shall be monitored on a monthly basis to check if there are any unpaid accounts that are past due. The Director shall be notified of past due accounts. For invoices, follow-up notices and or calls shall be made as needed.

If there are donations that have not been fulfilled, the Director shall contact the donor. The Board shall be notified of receivables that are more than 60 days past due.

XI Reconciliations

Bank Reconciliation Policy

1. All bank accounts must be reconciled monthly. Formal bank reconciliations must be prepared and reviewed by the Foundation Director and the Treasurer or The Vice President of Administrative Services.

2. The approved reconciliation is to be filed in the Foundation office along with the bank statement.

Bank Reconciliation Procedures

1. Bank statements are to be received by the Director. The receiving party should review the contents for inconsistent check numbers, cash balances and payees and endorsements at a minimum. After this cursory review is conducted, the official should initial and date the bottom, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to staff (an individual without check signing rights) to reconcile the bank accounts using the approved reconciliation format.
2. The person charged with this responsibility should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 14 days after receipt of the monthly bank statements. In the event it is not possible to reconcile the bank statements in this period of time, the Chairman or Treasurer shall be notified by a written memo from the Director.
3. When reconciling the bank accounts, the following items shall be included in the procedures:
 - a. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal. Done by Quick Books.
 - b. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books. Done by Quick Books.
 - c. An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - d. A comparison of electronic transfers dates received with dates sent.
 - e. A comparison of cleared checks shown on the bank statement shall be compared with the disbursement journal as to check number, payee and amount. (Checks are not returned with statements.) Signatures are reviewed at the time of issue. Any checks at issue may be printed from online access.
 - f. An accounting for the sequence of checks both from month to month and within a month.
 - g. An examination of canceled checks may be made for authorized signatures, irregular endorsements, and alterations. Copies of all checks are made at the time of disbursement are filled in corresponding account folders.
 - h. A file of voided checks will be maintained.

- i. Investigate and write off checks which have been outstanding for more than six months.
4. Completed bank reconciliations should be reviewed by Administrative Services, initialed and dated by the reviewer.
5. The Account Manager upon receipt of the completed bank reconciliations shall prepare any general ledger adjustments.
6. Copies of the completed bank reconciliations shall be filed in the Foundation office.

Reconciliations of Other General Ledger Accounts:

1. Each month the Director and Chairman shall review the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, and accounts. The Director and Chairman shall review the bank reconciliations, schedules of accounts receivable and the aging of accounts payable to support the balances shown on the balance sheet.
2. Assets - these accounts will include cash, petty cash, prepaid expenses, equipment and fixtures, security deposits, and intangible assets.
 - a. Cash - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
 - b. Petty Cash - The balance in this account should always equal the maximum amount of all petty cash funds.
 - c. Prepaid - The amounts in these accounts should equal advance payments paid to vendors at the end of the accounting period.
 - d. Equipment & Fixtures - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.
 - e. Security Deposits - The balance in this account should equal amounts paid in escrow to landlords and lessors and should not change frequently, but should be updated as applicable.
3. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans and mortgages payable, and amounts due to others.

- a. Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of the accounting period and the aging report.
 - b. Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period that has not been remitted to the government authorities. May be provided by third party.
4. Income/Expenses - These accounts are described as income from membership, contributions, publications, and other expense line items such as salaries, consulting fees, etc.
- a. Income - The amounts charged to the various cash accounts should be reconciled with funding requests, funders reports, draw down schedules, etc.
 - b. Gross Salary Accounts - The balances in the gross salary accounts should be added together and reconciled with the amounts reported on quarterly payroll returns. Paychex does this
 - c. Consulting - The amounts charged should be reconciled to the contracts.

XII. Computer System Backup Procedures

1. The Los Angeles Pierce College Foundation staff is responsible for backing up their hard drives to an external hard drive monthly.
2. Account Manager should back up the QuickBook at the end of each week to the Pierce data X drive.
3. The external hard drive has to be stored in a fire proof cabinet.

XIII. Fixed Asset Management

1. A permanent property log or database shall be maintained by the Account Manager for all fixed assets purchased by Los Angeles Pierce College Foundation.
2. The log should contain the following information:
 - a. date of purchase
 - b. description of item purchased
 - c. received by donation or purchased
 - d. cost or fair market value on the date receipt

- e. donor or funding source, if applicable
 - f. funding source restrictions on use or disposition
 - g. identification/serial number (if appropriate)
 - h. depreciation period
 - i. vendor name and address
 - j. warranty period
 - k. inventory tag number (all fixed assets should be tagged with a unique identifying number)
 - l. number of the Los Angeles Pierce College Foundation check used to pay for the equipment
3. At least annually, a physical inspection and inventory shall be taken of all Los Angeles Pierce College Foundation fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
 4. The Chairman shall be informed, in writing, via an interoffice memorandum of any material changes in the status of property and equipment. This should include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
 5. All capital items which have a cost greater than \$250 shall be capitalized and depreciated.

XIV. Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant shall be forwarded to the Director, Treasurer and the Chairman.
2. The Director shall set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant. Files are held by the account manager after Director's review.
3. It is the responsibility of the Director to review the grant contract and extract any fiscal items which must be complied with by Los Angeles Pierce College Foundation. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and the Comptroller General's Office to which Los Angeles Pierce College Foundation is responsible for adhering.

4. It is a policy of Los Angeles Pierce College Foundation to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, Los Angeles Pierce College Foundation employees are expected to bring to the attention of management, any instances of non-compliance.
5. When Los Angeles Pierce College Foundation is expending federal funds, prior written approval from the funding agency is required for the purchase of:
 - a. Capital expenditures for land or buildings
 - b. Insurance and indemnification expenses
 - c. Pre-award costs
 - d. Public information service costs
 - e. Publication and printing costs
 - f. Rearrangement and alteration costs
6. Los Angeles Pierce College Foundation shall never request federal funds to pay for the following costs:
 - a. Bad debt expense
 - b. Contingencies
 - c. Contributions or donations to other organizations
 - d. Entertainment expenses
 - e. Fines and penalties
 - f. Interest, fundraising and other financial costs
7. Federal funds received in advance will be accounted for in a separate account. Any interest earned from those monies may be submitted to the funding agency.

XV. Financial Reporting

Monthly Reports

The Account Manager shall be responsible for the preparation of monthly financial reports for initial distribution to the Chairman, and the Finance Committee. The reports should include: a budget-to-actual report for all accounts included in the annual operating budget. In addition, the monthly reports shall be submitted to the full Board for their review and acceptance at the following Board meeting.

The monthly statements shall be reviewed by the Director prior to distribution to the Board for initial comments.

Adjustments to the Records

All adjustments to the accounting records shall be made by a journal voucher which must be approved by the Director of the Foundation before it is processed. The chairman or treasurer shall also approve any adjustment to an account that is above \$1,000 per transaction. All adjustments shall be reported to the Board at its monthly meeting for review and ratification.

Year-End Report/Audit

At fiscal year-end, and in time for the summer retreat of the Board of Directors, a year-end report shall be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of June 30 and should be submitted with the income and expense report. This report will be initially reviewed by the President and Vice President, and then by the Treasurer, prior to distribution at the annual meeting.

Bids for an independent auditor to conduct this review will be accepted between May 1 and June 15. In accordance with Los Angeles Pierce College Foundation policy, at least three proposals shall be considered. The auditing process shall begin on or about August 1.

XVI. Annual Meeting Checklist

During each annual meeting, the following procedures shall be performed.

1. The Board of Directors shall approve new signers to each bank account.
2. The Board of Directors shall approve any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature card and corporate resolutions.
4. Name, address and telephone Directory of new Board of Directors officers shall be obtained for the Director and the Program Assistant.
5. A review of the current operating procedures shall be made with the Chairperson and Treasurer and reaffirmed or revised. A summary of all changes in procedures shall be made and presented to the Board for review and possible action.
6. All financial institutions should be notified of any changes to the authorized signers of the accounts within three business days following the annual meeting.

XVII. Investment Policy and Procedure

Office's Investment and Inter-Fund Transfer Procedure

The Los Angeles Pierce College Foundation's operating checking account should not exceed \$50,000 at any time. All funds received should be deposited into interest-bearing accounts (i.e. Saving, Money Market, CDs). It will be necessary to transfer funds from the savings account into the checking account. In order to transfer funds from the savings into the checking account, the following procedures should be followed:

1. The Account Manager shall monitor the balance in the checking account weekly, and determine if there are adequate funds to pay the daily expenses.
2. The Account Manager shall prepare a transfer memo for signature by the Director to transfer the necessary amounts from the checking account to the savings account, and the remaining balance should not exceed \$50,000.
3. The Foundation shall use a cash flow analysis to determine if funds in excess of the \$50,000 should be placed in short-term savings or long-term investments.
4. The staff shall make a recommendation to the Director who will review it.
5. For long-term investments over one year, the Director will make a recommendation to the Chairman for review.
6. The full Board shall approve long-term investments.
7. The Foundation shall try to get the Best interest rates by comparing at least three companies.

Foundation Board's Investment Policy

The Board of the Foundation shall adopt and periodically update an investment policy that will guide its investment decisions. The investment policy shall be updated not less than once every three years and sooner if there is a significant increase or decrease in the amount of investment assets. The Board may obtain the services of professional investment manager in developing its policy, but shall avoid any conflict of interest that may occur with related parties.

XIII. Training on Policies and Procedures

The Foundation employees shall read the Policies and Procedures manual and be trained to follow the proper requirements. At the end of the training, a receipt of acknowledgement to ensure that the employees have read and understood the policies and procedures shall be sign and filed. The Foundation employees shall review the procedures periodically as needed and meet at least annually to update procedures. The Foundation shall conduct self-audit to ensure that the policies and procedures are followed correctly. The Board members shall be given a copy of the Manual. Failure to comply with the policies and procedures may result in disciplinary actions.

Appendix: List of Documents

1. Sales Receipt
2. Transfer of Funds Form
3. Request for Funds
4. Timesheet
5. Absence Authorization Form
6. Non-Cash Donation Acceptance Form
7. Sample of Thank you letter
8. New Restricted Account Form
9. New Restricted Scholarship Account Form
10. Scholarship Application
11. Credit Card Authorization Form
12. Deposit Form

1. Sales Receipt Form

RECEIPT

No. 503741

DATE _____

FROM _____

\$ _____

_____ DOLLARS

FOR RENT

FOR _____

ACCT.	_____	_____
PAID	_____	_____
DUE	_____	_____

- CASH
 CHECK
 MONEY ORDER
 CREDIT CARD

THE FOUNDATION FOR
PIERCE COLLEGE
FROM 6201 Winnetka Ave.
Woodland Hills, CA 91371-0001
BY _____

A-1152
T-4161

RECEIPT

No. 503742

DATE _____

FROM _____

\$ _____

_____ DOLLARS

FOR RENT

FOR _____

ACCT.	_____	_____
PAID	_____	_____
DUE	_____	_____

- CASH
 CHECK
 MONEY ORDER
 CREDIT CARD

THE FOUNDATION FOR
PIERCE COLLEGE
6201 Winnetka Ave.
Woodland Hills, CA 91371-0001
FROM _____ TO _____
BY _____

A-1152
T-4161

2. Transfer Funds Form

Transfer of Funds

Date	Name of Requestor	Amount	Reason	From Bank Acc	To Bank Acc

Approved:

Date:

Transfer of Funds

Date	Name of Requestor	Amount	Reason	From Bank Acc	To Bank Acc

Approved:

Date:

The Foundation for
PIERCE COLLEGE

6201 Winnetka Avenue
Woodland Hills, CA 91371
818-710-4206 FAX 818-710-2916

Request for Funds

*This form is to be completed by the individual requesting funds.
Only two signatures are needed for reimbursement: requestor and the Department Chair*

PLEASE TYPE OR PRINT

NAME	DEPARTMENT	EXTENSION
------	------------	-----------

AMOUNT REQUIRED	DATE NEEDED	ACCOUNT # (for restricted accounts)
-----------------	-------------	-------------------------------------

CATEGORY OF ITEM REQUESTED: Scholarship Equipment / Supplies
 Specialty Other

NAME AND DESCRIPTION OF ITEMS (S) REQUESTED (attach additional information if necessary):

PURPOSE:

MAKE CHECK PAYABLE TO:

REQUESTOR SIGNATURE	DATE	DEPT. CHAIR SIGNATURE	DATE
---------------------	------	-----------------------	------

DEAN SIGNATURE	DATE	VICE PRESIDENT SIGNATURE	DATE
----------------	------	--------------------------	------

FOR FOUNDATION USE ONLY

FOUNDATION EXECUTIVE DIRECTOR	DATE
-------------------------------	------



Use separate form for each absence period and reason for absence. Do not combine multiple reasons on one form.

Please print or type and ensure all information is provided as omissions can delay processing. [EMPLOYEE TIP SHEET](#)

Last Name _____ First Name _____ Middle Name _____ Employee ID Number _____

Service: Academic Classified

1. **ABSENCE PERIOD:** Dates: _____ Full Days: _____ Part of Day: AM AM
 PM PM
 From _____ To _____ Number _____ From _____ To _____

Faculty Unit Only: For Part of Day Absence Identify Hours of Scheduled Duties Per Day (Including Office Hours): _____

2. **REASON:**

A. **ABSENCE CERTIFICATION:** I certify I was absent from my duty during the absence period indicated in Section 1 was due to:

- Illness or Injury: Indicate nature of illness or injury:
 - Not the result of an Industrial Accident
 - Result of Industrial Accident that occurred on: _____

(Month/Day/Year)

- Personal Necessity: Indicate Reason:
 - 1. Death of member of immediate family.
 - 2. Accident involving my person.
 - 3. Accident involving: a. My Property b. Person or property of a member of my immediate family.
 - 4. Appearance in court as a litigant.
 - 5. Appearance as witness under governmental order.
 - 6. Illness of member of immediate family.
 - 7. Birth of child – father.
 - 8. Imminent danger to my home.
 - 9. The following significant event which required my attention during my regular assigned working hours:

Illness or Injury Absences Instructions

- Absences over 5 days require Physician Certification
- Absences over 20 days also require Formal Leave of Absence
- Employment elsewhere while on any illness/injury absence prohibited.

Physician / Other Practitioner Certification

I certify the above person was or is unable to perform his or her duties during the period indicated above due to illness or injury.

Signature of Licensed Physician/Other Practitioner _____ Date _____

Reason _____

- Bereavement _____ Out of State Travel Required? No Yes
 Relationship _____ Date of Death (Month/Day/Year) _____

B. **ABSENCE REQUEST:** I request to be absent from my position during the absence period indicated above due to:

- Annual Physical Exam – Requires supplemental [Physician's Certification](#) form.
- Casual Absence
- Compensatory Time Taken
- Jury Duty
- Non-Duty Time ("D" & "G" Basis Quota)
- Personal Absence Leave (PAL Day) - Unit 1 Employees Only
- Unpaid
- Vacation
- Work Related: Conference/Training Union Release Time Other: _____

Reason _____

C. **SUPERVISOR'S REPORT OF EMPLOYEE ABSENCE:** Absent Without Leave Unpaid Tardy Paid Tardy – Unit 1 Only

3. **SIGNATURES:**

Employee _____ Date _____ Supervisor _____ Date _____

The Foundation for
PIERCE COLLEGE

6201 Winnetka Avenue
Woodland Hills, CA 91371
818-710-4206 FAX 818-710-2916
Tax ID is 95-2586462

Non-Cash Donation Acceptance Form

Date: _____

To: THE FOUNDATION FOR PIERCE COLLEGE

From

DONOR INFORMATION:

Name and/or company

Date Donation Received

Title

Taxpayer ID/SSN

Address

City

()

Phone: Residence

Work

Fax

DETAILED DESCRIPTION OF DONATED ITEM(S):

Donor's Signature

ESTIMATED VALUE (To be supplied by the Donor and used for Foundation record keeping purposes only.) _____

Accepted by Foundation

Date

THE FOUNDATION
for PIERCE COLLEGE

6201 Winnetka Avenue • Woodland Hills, California 91371 • Tel: 818. 710.4206 • Fax: 818. 710.2916
www.piercecollegefoundation.org • www.piercealumni.org

October 9, 2013

Mr. & Mrs. Jerome Bloomfield
17429 Lull St.
Northridge, CA 91325

Dear Mr. & Mrs. Bloomfield:

On behalf of the Foundation for Pierce College, thank you for your donation of \$100 in support of the Women's Soccer fund. Your donation helps us sustain the unique opportunities that Pierce College offers our students and the community.

Since 1947 Pierce College faculty have provided direction to more than a million students and today comprehensive courses are offered in more than 100 disciplines. With over 20,000 students registered in undergraduate studies, vocational programs, or specialty courses, Pierce College plays a critical role in providing our community with access to higher education and career opportunities.

The Foundation for Pierce College is a 501 (c) 3 not for profit organization, which is committed to expanding educational opportunities, increasing public awareness, and promoting financial support for the college and its programs. If you are interested in participating in some of the Foundation's outreach or campus activities, please contact us at (818) 703-4206 or email to foundation@piercecollege.edu

Many thanks for your interest and support of the Foundation and the future of Pierce College.

Sincerely,

Floriya Borzenkova
Senior Program Director
Foundation for Pierce College

In accordance with Internal Revenue Service regulations, the following information is provided to help you substantiate the tax deductibility of your donation. The Foundation for Pierce College is a tax-exempt charitable organization as identified in Internal Revenue Code 501(c) (3). You have received no goods or services as a direct result of or in exchange for this donation. Tax ID is 95-2586462.

The Foundation for
Pierce COLLEGE

6201 Winnetka Avenue
Woodland Hills, CA 91371
818-710-4206 FAX 818-710-2916

Restricted Account

Account Number

The following information, completely filled out, is necessary to establish a restricted account with The Foundation for Pierce College. This information assists the Foundation in their audits and the preparation of tax reports, as well as correct disbursement of funds in a timely and accurate manner.

Please complete the following (typed if possible):

NAME OF ACCOUNT

DEPARTMENT

PERSON AUTHORIZED TO SIGN ON ACCOUNT

DEPARTMENT CHAIR

ADDRESS

CITY

ZIP

()
PHONE

EXTENSION

()
FAX

Purpose of Account:

AUTHORIZED SIGNATURE

DATE

DEPARTMENT CHAIR SIGNATURE

DATE

The Foundation for
Pierce College

6201 Winnetka Avenue
Woodland Hills, CA 91371
818-710-4206 FAX 818-710-2916

Restricted Scholarship Account

Account Number (For Foundation Use)

The following information, completely filled out, is necessary to establish a restricted account with The Foundation for Pierce College. This information assists the Foundation in its audits and the preparation of tax reports, as well as its disbursement of funds in a timely and accurate manner.

Please complete the following (typed if possible):

NAME OF ACCOUNT DEPARTMENT

PERSON AUTHORIZED TO SIGN ON ACCOUNT DEPARTMENT CHAIR

ADDRESS CITY ZIP

() ()

PHONE EXTENSION FAX

Scholarship Name/s and Awarding Criteria:

AUTHORIZED SIGNATURE DATE

DEPARTMENT CHAIR SIGNATURE DATE

Application for Scholarship/Award
THE FOUNDATION FOR PIERCE COLLEGE

Last Name: _____ First Name: _____ MI: _____

_____ Street _____ City _____ State _____ Zip

Student ID: _____ Phone: _____ Email: _____

I would like to apply for:

Named Scholarship: _____

Foundation Scholarship Fund

Applicant Information:

Gender: Female Male

Objective: AA Degree Certificate Other: _____

Enrollment Status: Incoming Student Part Time Student Full Time Student

Grade Level: HS Senior/Incoming Student Current Freshman Current Sophomore

Graduation/Completion Date: _____ GPA at Pierce: _____

Major/Certificate Program: _____

Involvement at Pierce: Active in Club/Organization: _____

Receiving Financial Aid: Yes No

BOG Fee Waiver: Yes No

Letter(s) of Reference Attached (none officially required): Yes No

Please explain why you should be granted this scholarship/award: _____

Staff use only:

Please submit this application to:

The Foundation for Pierce College, 6201 Winnetka Ave., Woodland Hills, CA 91371

Phone: 818.710.4206

Fax: 818.710.2916

email: borzenf@piercecollege.edu

Account No _____	Approvals
Date _____	Scholarship Chair _____
	Board Chair _____

6201 Winnetka Avenue
Woodland Hills, CA 91371
(818) 710-4206 Fax (818) 710-2916

Credit Card Authorization

No Discover Credit Card

I hereby authorize *the Foundation for Pierce College* to

Deduct \$ _____ from my _____ card

Number _____ Expiration Date _____

First Name _____ Last Name _____

Contact Phone _____

Address _____ City _____

Zip _____ Signature _____ Date _____

Deposit Form

Account Number _____

	Check Number	Amount		Check Number	Amount		Check Number	Amount
1			10			19		
2			11			20		
3			12			21		
4			13			22		
5			14			23		
6			15			24		
7			16			25		
8			17			26		
9			18			27		
Total Checks:								
Cash:								
Total:								

Deposit made by: _____
Name and Signature

Date