

Department/Unit: Advancement Services/Foundation

Year: 2018/2019

Contact Name: Tracey McKellar

Contact Title: Cash Operations Accounting Manager

**Unit Overview/Mission/Purpose**

The Advancement Services Department provides business support services to both the University’s Advancement Division and the Wright State University Foundation, a separately incorporated 501(c)(3) entity charged with collecting, managing, and distributing private support for the University. The Department provides a varied menu of services to the Division and Foundation including bank deposits, gift processing, gift agreement development/maintenance, donor receipts, fund management, donative intent compliance, general ledger accounting, endowment management, financial reporting, and administrative and technical support to the Foundation Board and its committees.

Advancement Services is responsible for administering all forms of support provided by individuals and organizations who wish to enhance the educational experience of Wright State students and operations of the University. Once such support is secured by fund-raising staff, it is up to Advancement Services to properly receive, process, acknowledge, and manage those gifts until they are utilized, a process that never ends for endowed gifts that are legally required to be managed in perpetuity. Distribution of these resources to the University must comply with restrictions imposed by donors at the time they make their gifts.

**Staffing**

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Foundation Funded	2.13	2.54	2.26	1.83
University Funded	4.37	3.21	2.49	1.92
Total # FTE Staff	6.50	5.75	4.75	3.75
# Student Employees	1	1	1	1

**Success Outcome 1: Efficient and effective administration of all funds held by the Foundation.**

**KPI 1.1 Management of existing funds and creation of new funds.**

**Data:** The Advancement Services Department is tasked with the continual monitoring and tracking of existing funds held by the Foundation and with establishing new funds.

**Result:**

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19 to date</b>
# of Funds	1962	2061	2157	2169
# New Funds	122	99	96	12

**Response/Action Plan:** Continue to properly manage and establish new funds. Note the number of funds managed has increased year over year. An increase in gifts results in new fund creation, which

then equates to fundraising success for scholarships and university initiatives. The goal is to increase staffing responsible for monitoring funds to align with the fund-to-staff ratio in RSP and to enhance the unit's system of internal controls as suggested in recent external audits.

**Success Outcome 2: Efficient and timely processing of monthly reimbursements to the University.**

**KPI 1.1 The University will be reimbursed by the Foundation for expenses paid on its behalf within thirty days of the end of that month.**

**Data:** The Advancement Services Department is tasked with reimbursing the University on a monthly basis for payments made on behalf of the Foundation for expenses including, but not limited to, scholarships, invoices, travel, payroll, procurement card, and inter-departmental charges.

**Response/Action Plan:** Advancement Services will continue to reimburse the University timely and accurately for expenses paid on behalf of the Foundation.

**Success Outcome 3: Efficient and timely entry of gift and pledge information by the gift processing staff.**

**KPI 1.1 The number of gifts in the form of checks, cash, credit card, online payments, and pledge documents processed by the gift processing staff.**

**Data:** The Advancement Services Department is tasked with entering into Banner gifts and pledges that are received in the form of checks, cash, credit card, online payments, and pledge documents.

**Result:**

	FY16	FY17	FY18	FY19
# Gifts Entered	5102	5046	4994	427
# Pledges Entered	3931	1105	899	7
# Pledge Payments Entered	10088	7614	6223	1104

**Response/Action Plan:** Gift data is entered each weekday. Despite staffing fluctuation and the interruption of processing with the integration of Banner 9, we will continue to process gifts within 48-72 hours of receipt.

**Success Outcome 4: Achieve clean audit opinion from external auditors.**

**KPI 1.1 Achieving a clean audit report by the external auditors.**

**Data:** External auditors appointed by the State of Ohio review and audit the Advancement Services Department and Foundation financial statements on an annual basis and opine on the fairness of the presentation of this financial information.

**Result:**

	FY 2016	FY 2017	FY 2018
Clean Audit	√	√	In process

**Response/Action Plan:** The department will continue to strive to receive a clean audit report every year with no significant management letter recommendations. The department will continue monitoring restrictions for donative intent.