

Pasadena City College Foundation

FINANCIAL OPERATIONS POLICIES

Amended September 21, 2021

Note: These policies have been adopted by the Pasadena City College Foundation Board of Directors (hereinafter, the “Board”) as guidelines for managing the funds held at the PCC Foundation (the “Foundation”). All funds will adhere to these policies.

The Board reserves the right to make an exception from these policies on a case-by-case basis.

These policies and procedures may be superseded or modified at any time by the Board.

I. Contributions

a. Asset Types:

- i. The Foundation will accept unrestricted contributions of property including: marketable securities, cash, life insurance policies and annuities. Subject to the review of the Board, the Foundation will also accept real property, private business holdings and restricted assets. The investment counsel has the authority to sell or hold gifts of stock as part of the financial portfolio as they deem fiscally appropriate.
- ii. The Foundation will either sell or liquidate real property and other non-cash contributions, transferring the net proceeds from the sale to the Foundation portfolio – or – as appropriate, transfer non-cash items (such as equipment or supplies) to the appropriate recipient/department at PCC.

b. Terms and Conditions of Gifts

- i. Any restrictions shall be reviewed by the Board before the donation is accepted.
- ii. Where the terms and conditions specified by a potential donor are considered unachievable or in conflict with PCC policies, the Board

shall meet with the donor to resolve the issues in question. If the terms and conditions applying to the proposed donation cannot be modified to meet the Foundation's concerns, the Board shall respectfully decline to accept the donation.

- iii. Funds must be for use only by or for programs of PCC.
- iv. The Foundation shall be knowledgeable of the source of a donation and its donor. For donations in excess of \$5,000, the Foundation will comply with the requirements of the US Patriot Act.
- v. The Foundation reserves the right to restrict the use of its name in connection with the publication as a recipient of a gift.

c. Classification of Donations (Accounting Definition)

As required by Financial Accounting Standards Nos. 116 (Accounting for contributions received and Contributions Made) and 117 (Financial Statements of Not-for-profit organizations), contributions accepted by the Foundation are to be classified into one of three accounting categories, namely:

UNRESTRICTED: Those net assets which represent the portion of expendable funds that are available to support the PCC Foundation's programs and operations. A portion of these net assets may be designated by the Board for specific purposes.

TEMPORARILY RESTRICTED: Those net assets which are donor-restricted for (a) support of specific programs and operating activities; (b) investment for a specified term; (c) use in a specified future period; or (d) acquisition of long-lived assets.

PERMANENTLY RESTRICTED: Those net assets and activities which are permanently donor-restricted for holdings of (a) assets donated with stipulations that they be used for a specified purpose, be preserved, or not be sold; or (c) assets donated with stipulations that they be invested to provide a permanent source of income.

d. Classification of Donations (Operating Definition)

Unrestricted Funds (i.e., General Funds)

- 1. The general fund supports specific programs of PCC and the PCC Foundation. This includes, but is not limited to grants, awards and program support to the College. The general fund

also supports the operations and administration of the Foundation.

2. Board Designated Funds are unrestricted gifts that the Board has voted to limit for a specific purpose. (This will typically affect large, unrestricted gifts and bequests.)

Temporarily Restricted Funds:

There are two types of temporarily restricted funds: (1) Short term projects, programs or special events with restrictions set by the donor; and (2) those funds that hold accumulated earnings on endowments. The following section refers to stand alone temporarily restricted funds and not to funds holding accumulated earnings on endowments.

1. New Accounts: The initial minimum aggregate donations totaling \$10,000 are needed in order to establish a named account. Accounts less than \$10,000 may be set up with the approval of the Board.
2. Inactive or small accounts: Temporarily restricted funds that are less than \$500 and remain at or below \$500 for 12 consecutive months; or funds that have not activity for a period of 24 months must:
 - a. Be fully expended for the designated purpose within the following 12 month period, or
 - b. Have revenue added to the fund in order to keep it active; or
 - c. If either of the above does not occur, the Foundation reserves the right to close out the fund and move the proceeds to a similar account (usually within the same academic department)
3. Restricted funds: Restricted funds set up for special events or grants will be closed 3 months after the event or grant period ends. Remaining funds will move into funds for related purposes or into the Foundation's general fund as appropriate.

Permanently Restricted Funds (Endowments)

1. Permanently restricted endowments require an initial principal donation of at least \$25,000. All endowments should conform to general policies and procedures regarding investment composition,

income allocation, and distributions as set by the Foundation unless otherwise approved by the Board.

2. Should it become impossible for the donor's original intent to be followed, the endowment fund will be re-designated to align as closely as possible with the donor's original intent. Every effort will be made to discuss any re-designation with the donor or heirs before implementation. All re-designations shall be approved by the Board.
3. All "Net Investment Income" allocated to permanently restricted funds will be tracked in a corresponding temporarily restricted account.
4. Additional contributions that are made to a permanently restricted fund that individually amount to \$250 or less will be added to the temporarily restricted portion of the fund unless specifically restricted otherwise by the donor. (Example: If a faculty member chooses to make a donation to an already permanently restricted scholarship fund in order to increase the amount of a scholarship to be given away in the current fiscal year, the donation will be considered temporarily restricted and available for spending.)
5. Additional contributions that are made to a permanently restricted fund that individually amount to \$250.01 or more will be added to the permanently restricted portion of the fund unless specifically restricted otherwise by the donor.

Special Circumstances Funds:

Special circumstance assets that have been "grandfathered" into the Foundation, or those that have received Board approval for special treatment.

II. Impractical, Wasteful or Unlawful Funds

Probate Code Section 18506(d) provides that the Foundation may, upon providing 60 days' notice to the Attorney General, release or modify a restriction on the management, investment or purpose of an institutional fund if the restriction is unlawful, impracticable, impossible to achieve or wasteful. As required by Probate Code Section 18506(d)(1-3), the funds must have a balance under \$100,000, more than 20 years have lapsed since these funds were established and the Foundation must continue to manage and use the funds in a manner that is consistent with the charitable purposes expressed in the gift instrument or governing documents of the fund.

III. Investment and Spending Policy

The Statement of Investment and Spending Policy has been defined in a separate document that is reviewed by the Finance and Investment Committee.

IV. Income and Expense Allocations:

- a. On an annual basis, the Foundation reserves the right to institute a fund management fee, or to net operating expenses against investment income of the Foundation.
- b. "Net Investment Income" shall be allocated to each of the funds/projects as follows:
 1. The following funds will participate 100% in Net Investment Income/Loss Allocation:
 - a. Class A – Unrestricted Funds
 - b. Class D – Permanently Restricted Funds (including related temporarily restricted accounts that track accumulated earning on permanently restricted funds)
 - c. Class E – (previous Student Fund Association accounts)
 2. The following funds will participate 50% in Net Investment Income/Loss Allocation:
 - a. Class C – Temporarily Restricted Funds with balances of \$10,000 or more at the end of the quarter.
 3. The following funds will NOT participate in the Net Investment Income/Loss Allocation:
 - a. Class B – Temporarily Restricted Funds with balances of less than \$10,000 at the end of the quarter.
 - b. Class F – Grants
 - c. Class G – Funds receiving special allocations outside the normal investment guidelines
 - d. Class H – Osher Funds. These funds will receive a special investment income.
 - e. Class X – closed Funds
- c. "Investment Income" is defined as dividends, interest, realized gains/losses, unrealized gains/losses, and other immaterial income/expenses (e.g., cost basis adjustments, share splits, etc.)
- d. "Net Investment Income" consists of "Investment Income" less broker investment management fees.
- e. "Net Investment Income" shall be allocated on a quarterly basis based on the ending balance in each participating fund.

- f. "Pro-rata Share" is the balance of the participating fund divided by the total of all participating funds, multiplied by the participation percentage (i.e., 50% pro rata share, 100% pro rata share, etc.) multiplied by the Net Investment Income.
- g. In any given period "Net Investment Income" may result in a Net Investment Loss. These losses will be distributed in the same manner as "Net Investment Income."
- h. Any fund that transfers over \$100,000 to another fund, or to a specialized investment pool, may receive, based on the discretion of the treasurer and subject to approval of the Board, a special net investment income allocation for the quarter in which the transfer occurs.

V. Distributions

The Foundation has the fiduciary responsibility of ensuring that restricted funds are used appropriately. Disbursement of funds may be denied if the Board and/or Foundation Executive Director have reason to believe that funds are being used inappropriately.

- a. Permanently Restricted Funds (endowments)
 - i. The Board will examine the overall return for the past 12 quarters, as well as the current and projected levels of cost inflation/deflation, to determine an over percentage that may be distributed from each fund during any given quarter/year.
 - ii. At its discretion, the Board may limit distributions on a fund-by-fund basis to mitigate: investment losses, inflation erosion, or excess distributions of the original principal amount.
- b. Temporarily Restricted Funds
 - i. Distributions will be made in accordance with the governing document.
 - ii. Funds created by or whose spending authority includes PCC faculty, staff or administrators whose purpose is to support a division or department of the college, or educational or professional development of a PCC employee, must include signature authorization of the current dean or vice president of the division or department. In the case where the fund documents contain signature authority for a former dean or vice president that is no longer serving in their capacity, signature authority is deemed to have passed to the current

dean or vice president or interim dean or interim vice president until such time as new signatures have been received.

- c. Unrestricted Funds (general funds)
 - i. At its discretion, the Board shall distribute monies from these funds to carry out the mission of the Foundation. All distributions will be made in accordance with the board-approved annual budget.
 - ii. All unbudgeted distributions equal to or exceeding \$1,000 from Unrestricted Funds shall be approved by the Executive Committee.
 - iii. For total annual distributions in excess of 5% of the fiscal year's beginning market value of the Unrestricted Funds investment portfolio, a two-thirds approval of the Board shall be required.
 - iv. The Executive Director may, at his or her discretion, approve single gifts of up to \$1,000 not to exceed an annual total of \$10,000 to program on campus from the general fund without prior approval from the Board. A listing of such gifts equal to or exceeding \$250 will be reported to the Executive Committee at the next scheduled Board meeting.
 - v. Programs receiving distributions from the Foundation including those receiving grants from the Foundation will be required to provide a timely report on how the funds were used and results/outcomes as a result of the grant. These report will be presented to the Board, upon request.

VI. Spending and Approval of Expenditures

- a. Approval of Expenditures are as follows:
 - i. Expenditures of Unrestricted, Temporarily Restricted and Restricted funds will be appropriated in the annual budget approved by the Board of Directors on an annual basis.
 - ii. The Executive Committee of the Board will ratify expenditures that have been approved in the annual budget, except that any single expenditure for \$10,000 or more, not previously approved in the budget must have Executive Committee and/or Board approval prior to the expenditure.