Foundation Overview – Evergreen Valley College

PRESENTED BY:

KATHY TRAN, DIRECTOR OF COLLEGE FISCAL SERVICES

Agenda

PURPOSE: To provide an overview of Foundation accounts, including...

- Foundation Overview

- Revenue sources

- How to create a Foundation Account

- How to submit expenditure request

- Documentation requirements

What Is the SJECCD Foundation?

- The Foundation is the District's non-profit auxiliary that supports programs and services through donor contributions and fundraising.

- Funds are held and administered separately from general funds.

- Used for scholarships, programs, and donor-restricted purposes.

Types of Foundation Accounts

- **Restricted Accounts:** Funds designated by donors for specific purposes.

- **Unrestricted Accounts:** Flexible funds raised by departments or programs.

- **Scholarship Funds:** Disbursed through the Financial Aid Office per criteria.

How Revenue Is Generated

- Individual Donations
- Corporate Sponsorships
- Grant Support
- Fundraising Events
- Payroll Deductions
- Online Giving (via Foundation website)

How To Create A New Foundation Account

- Complete the "**New Program Account Form**" which can be found on the Foundation's Website

- Submit the completed form to Abdul Idris at Abdul.Idris@sjeccd.edu

- Administering Fee Charged by the Foundation:
  - 3.5% for Trust Accounts
  - 1.5% for Scholarships

Expenditure Process Overview
Spending from Your Foundation Account

- Complete a **Foundation's Check Request Form**

- Include supporting documentation (see next slide)

- Submit form for approvals via Adobe Sign

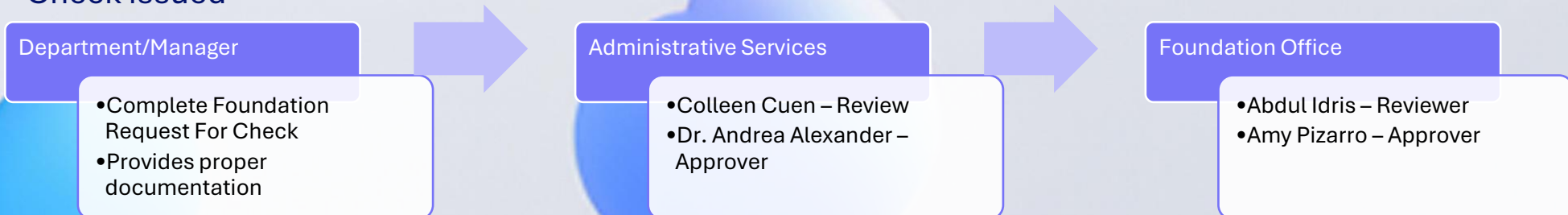- Allow 7–10 business days for processing

Required Documentation

- **Foundation's Check Request Form**

- Supporting backup (depending on expense type):
  - Receipts or Invoices (for vendor payments)
  - Proof of Payment (for reimbursements)
  - Event Flyers or Agendas
  - Attendee list (for food/meal events)

- All expenditures must align with donor intent and college/district policy. **Alcohol purchases are not allowed.**

Expenditure Request Flowchart

1. Department/Manager completes request and collects backup

2. Submits to Administrative Services
   - Colleen Cuen, Administrative Services – Reviewer
   - Dr. Andrea Alexander, VP of Administrative Services – Approver

3. Submit to Foundation Officer
   - Abdul Idris, Sr. Accounting Technician – Reviewer
   - Amy Pizarro, Executive Director, District Foundation – Approver

4. Approved request process

5. Check issued

Department/Manager
- Complete Foundation Request For Check
- Provides proper documentation

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Administrative Services
- Colleen Cuen – Review
- Dr. Andrea Alexander – Approver

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Foundation Office
- Abdul Idris – Reviewer
- Amy Pizarro – Approver

Checking Your Foundation Account Balance

Contact the following for current balance or account information:

- **Foundation Office:** Abdul Idris, Sr. Accounting Technician
  - Email: Abdul.Idris@sjeccd.edu
  - Phone #: (408) 918-5121

Tips for Smooth Processing

- Use the most updated forms

- Include clear business purpose

- Submit request early

- Check account available

- Keep donor restrictions in mind

- Ask if unsure – we're here to help!

Thank you

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