



Foundation Campus Program/Endowment Spending Plan
Fiscal Year __/__

Foundation Project Information

Project Number (86xxx Campus Program, 82xxx Endowment Spend): _____

Project Name: _____

Project Purpose: _____

FY (XX/XX) Spending Allocation: _____ Total Project Avail Bal (as of XX/XX/XXXX): _____

Prepared by: _____ Date: _____

Spending Plan / Justification of Unexpended Balances
For assistance please contact fndprojectadmin@csusm.edu

Example:

Jul-Oct: ABC event and outreach activities. Programming expenses including supplies and equipment.

Nov-Feb: No activity

Apr-Jun: XYZ Seminar and student summer camps.

Project Director (signature): _____ Date: _____

University Advancement – reviewed/accepted by:

Director, Foundation Project Administration: _____ Date: _____

Development Officer: _____ Date: _____

AVP Development: _____ Date: _____



Spending Plan Instructions and Procedures

Purpose:

- To ensure funds are spent timely and according to donor intent.
- This spending plan applies to both the annual endowment spend allocation and current-use projects for campus programs with limited to no financial activity.
- Completed plans will be reviewed on an annual basis ensuring execution of the spending plan. Non-compliance will be communicated to senior leadership.

Instructions for completion:

- Project Director to complete spending plan for each respective campus program and/or endowment spend allocation. Please bullet point spending plan by month. May include attachments.
- Please contact Foundation Project Administration at fndprojectadmin@csusm.edu for assistance.

Process and timeline:

- Mid-end of July each fiscal year
 - The spending plan form will be provided to Project Directors for their respective projects, after Auxiliary Accounting has provided the annual endowment spend allocation
- On or before October 1st
 - Project Directors shall submit the completed spending plans to Foundation Project Administration
- Early October
 - Foundation Project Administration will review and sign the completed spending plan forms
- On or before Oct 15th
 - Development officer to review and sign the spending plan form
- On or before Oct 31st
 - AVP Development final review and signature
- November
 - Project Director and assigned fiscal authorities will receive a copy of the completed spending plan form
- November – June
 - Foundation Project Administration will review / monitor the spending plan on an annual basis ensuring spending is on track
- July - September
 - Early April, Donor Relations to contact Project Directors to complete an impact report survey
 - Survey completion due early June