Fundraising Event Close-Out Escalation Process and Timeline [1]

According to the Finance Procedural Statement Fundraising Events, the organizational unit hosting the fundraising event must submit a variety of documents to the Office of University Controller (OUC) 60 days after the date of the event so that the OUC can close out the event (meaning the final cash transfer of event processed from the fundraising event SpeedType to the appropriate Fund 34 SpeedType and the issuance of donor gift receipts).

When the organizational unit does not meet this deadline, the escalation process described below will be implemented:

- Ten calendar days after the 60 day mark, the OUC will notify the respective campus controller
- Ten calendar days after the campus controller notification, the OUC will notify the Dean (or Officer of non-academic unit). The campus controller will be cc'd on this correspondence.
- Ten calendar days after the Dean notification, the OUC will notify the appropriate Vice Chancellor or Provost of the hosting organizational unit and the Vice Chancellor of Finance. Both the Dean and the campus controller will be cc'd on this correspondence.
- Ten calendar days after the Vice Chancellor/Provost notification, the Chancellor will be notified. The Vice Chancellor/Provost, Dean, and campus controller will be cc'd on this correspondence.

When an event takes place in September or earlier, an additional reminder will be sent to the Chancellor in October.

When an event takes place in October, November, or December, the escalation time frames will be shortened so that the entire escalation process would be completed by March 1st (if it has to occur). The actual escalation time period is therefore contingent upon the actual date of the fundraising event.

The attached letter is a template of the escalation notices. The letter will be modified to reflect where in the actual process it is being sent (i.e., the highlighted section will modified to include/exclude individuals as appropriate).

Source URL:https://www.cu.edu/controller/fundraising-event-close-out-escalation-process-and-timeline

Links
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