

Foundation Expenditure Procedures

Use your foundation fund (funds start with “84”) directly for these types of expenditures:

- Reimbursement employees for mileage, or travel expenditures.
- Set-up an Independent Contractor Agreement (ICA) (to pay for services, such as technical support, installation fees, maintenance fees, licensing fees, rentals, leases, consulting services, catering services etc.)
- Pay for membership fees, annual fees, stipends or honorariums.
- Pay vendors for any types of direct purchases, such as office supplies, classroom instructional materials, books, field trip tickets...
- Pay for operating expenditures, such as utilities, phone, food & water...

Note: You cannot use a foundation fund to pay directly the following requests:

1. To create a Purchase Requisition (PR).
2. To set up a labor assignment.
3. To reallocate any labor expenditures from/to a foundation fund to/from a non-foundation fund.
4. To move revenue/expenditures from/to a foundation.

Please call Kathy Nguyen at (650) 949-6923 for payment instruction prior engaging any of these above requests.

Q&As:

Question: Who can approve a foundation payment request?

Answer: An authorized manager is the first level approver. However, the Foundation Director will have the final approval (this is mandatory).

Question: Why can't an authorized manager have the final approval when spending from a foundation fund?

Answer: Because of our non-profit status, the foundation must follow IRS regulations and therefore need to review all spending for compliance on Foundation funds.

Question: Is the Foundation a separate entity from the District?

Answer: The Foundation is an auxiliary organization of FHDA CCD. We are a separate 501(c)(3), but must follow District policies and procedures.

Foundation Billback Procedures

When performing one of the following and charging a foundation fund (6-digit fund code starts with "84") to:

1. Create a Purchase Requisition (PR).
2. Set up a labor assignment.
3. Pay an one-time assignment through payroll.
4. Reallocate any labor expenditures from/to a foundation fund.
5. Move revenue/expenditures from/to a foundation fund.
6. Pay an invoice with a combination of a foundation fund and a non-foundation fund; such as pay one invoice with 50% from a non-foundation fund (ex. Fund "14", fund "15" ...), and 50% from a foundation fund (fund "84").

Then, you **must** use a foundation billback FOAP (Fund, Organization, Account, Program). Please contact Kathy Nguyen for more instructions:

Kathy Nguyen – Foundation Accountant
(W) (650) 949-6923
Email: nguyenkathy@fhda.edu

For your reference:

1. The foundation billback fund and program codes are:
 - a. Fund code = 114080.
 - b. Program code = 699000.
2. The foundation billback organization (6-digit numbers) codes will start with a 4-digit code "5810XX". For your department's designated organization code, please contact Kathy Nguyen at (650) 949-6923.
3. A completed list of the foundation Chart of Accounts/Funds is available upon request. Please contact Kathy Nguyen.

Q&As:

Question: What is a foundation billback fund and why is it necessary?

Answer: There are a numbers of types of revenue/expenditures that we can't pay directly from a foundation fund because we have a separate bank. Charges such as labor expenditures, purchase requisitions, etc., must be paid via the District first and then will be reallocated to the foundation. Revenue/expenditures accumulated through a billback foundation fund will be reallocated to a designated foundation fund at monthly basis.