		Revised: n/a

1. PURPOSE

The purpose of this Policy is to establish procedures for the departmental management of funds that are spendable pursuant to restrictions placed by the donor.

1.1. Scope. This policy applies to all restricted funds received by the University. The policy applies to all members of the University community.

2. FIDUCIARY RESPONSIBILITY FOR FUND BALANCES

Individual fund balances are controlled by the fund manager. This may be a faculty member or principal investigator, a department chair/head, or a University officer. The manager of the fund has the fiduciary responsibility for prudent management of fund balances. While at any time during the fiscal year a fund may go into deficit, by the end of the fiscal year, all

in accordance with the donor-imposed restrictions. Generally, restricted funds should be spent before unrestricted funds for the same purpose.

3.1. If a fund manager does not draw from a restricted fund for any expense activity for three consecutive fiscal years, the restricted fund may be considered dormant. Dormant funds may be recovered by the university administration and resolved in accordance with donor intention, as well as applicable state and federal law.

4.

6. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Monitor compliance with this Policy.
Chief Financial Officer	1. Monitor compliance with this Policy. 2. Decide whether to grant exceptions under Section 2 of this Policy. 3. Receive and evaluate identified spend plans under Section 4 of this Policy.
Fund Manager	1. Manage and use restricted funds in accordance with their restrictions and the exempt purposes of the University.
Business Office	1. Authorizing expenditures approved by the fund manager that are consistent with consistent with the restricted fund's purpose. 2. Refusing to authorize expenditures, even if approved by the fund manager, if they are inconsistent with the restricted fund's purpose.

7. PROCEDURES

Task	Procedure
Expenditure of restricted funds	1. The fund manager, in accordance with the fiduciary obligations of the position, will approve expenditures of restricted funds. 2. The Business Office will authorize use of restricted funds, unless inconsistent with the restricted fund's purpose or because the use would violate the University's exempt purposes or policies.
Annual review	1. The fund manager will, at least annually, review the restricted fund(s) for which the fund manager is responsible. 2. If the funds will not be used within one calendar year, the fund manager will submit an identified spend plan to the Chief Financial Officer.

8. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or the Office of the Chief Financial Officer will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel or the Office of the Chief Financial Officer.

9. RELATED DOCUMENTS

Policy or Document	Web Address
Policy AVS – Solicitation Policy	https://udallas.edu/about/university-policies/index.php