Bitesize Briefing

OVPA – what we can do for you...
OVPA Finance Bitesize

- Introduction to OVPA
- What we do
- Due diligence/gift acceptance
- Gift agreements
- Gift Aid
- Full Economic Costings
- Disbursement of donations
- Contacts
- Questions
Who we are…
Office of the Vice-Provost Advancement

Responsible for the University-wide strategy and operations for philanthropy and alumni relations

- We are currently building towards the climax of a £600m philanthropy Campaign “It’s All Academic”
- We also have engagement targets to reach in conjunction with funds raised
- We raise money for the institution and its priorities directly but also assist UCL more widely with philanthropic activity
- We are the dedicated area of the University for these activities
- 70+ staff engaged in wide ranging activity
Office of the Vice-Provost Development

What we do?

• Fundraise for institutional strategic priorities
• Manage relationships with donors and alumni supporters
• Provide processes for due diligence and gift acceptance
• Assist departments with bringing in donation income
• Disburse donations to departments
• Alleviate budget pressure on capital building projects
Due diligence/gift acceptance
Why do we need to safeguard our donations and reputation?

UCL has a Gift Acceptance policy that needs to be adhered to, because:

• We need to protect our work and finances by not accepting donations that cause a reputational risk.

• We need to make sure we can use the monies received from the donor in the way intended.

• To protect ourselves from legal challenges (esp. with legacies).

• The monies we receive are able to be used for strategically important projects that promote our world-leading research.
<table>
<thead>
<tr>
<th>UCL has a Gift Acceptance Policy that should be followed before accepting any gifts or donations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All donors should be subject to a basic check to ensure there are no issues</td>
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<tr>
<td>Any possible issues should result in referral to OVPA</td>
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<tr>
<td>All gifts over £10,000 need to have a written gift agreement</td>
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<tr>
<td>For gifts of over £100,000 the donor should be subject to a full due diligence check undertaken by OVPA</td>
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<tr>
<td>Gifts of £500,000+ are subject to approval by the Gift Acceptance Committee before a gift can be accepted on behalf of UCL</td>
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<tr>
<td>Contact Fundraising Support for any queries or assistance on gift acceptance</td>
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<tr>
<td>Contact Jennie (53803) or Zakiya (53836)</td>
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[https://www.ucl.ac.uk/finance/docs/docs-policies-procedures/Guidelines_for_the_Acceptance_of_Donations.pdf](https://www.ucl.ac.uk/finance/docs/docs-policies-procedures/Guidelines_for_the_Acceptance_of_Donations.pdf)
Gift Agreements
Their importance

The necessity of gift agreements:

- They are formal agreement document for the donation received.

- They ensure both the department and donor understand the nature and purpose of the gift.

- It will also contain details of when and what conditions need to be met for funds to be released.

- They will cover any acknowledgement or reporting and monitoring required.
Gift Aid

Why this is important

25% can be earned on top of the amount donated – a huge benefit to the academic work being undertaken in faculties and departments.

What we do

Give Gift Aid advice, including donor eligibility and processes required to successfully claim GA on your donation.
Full Economic Costing

Why this is important

Full Economic Costing (FEC) is important as it allows us to cost the full impact of an activity, including all associated overheads (especially important in regard to research or staff costs).

What we do

We can assist you with undertaking the FEC for the activity you require philanthropic support for. This means it will not end up costing the department when you run your activity.
Disbursement of donations

What we require

To know the classification of the donation for statutory reporting (FRS 102). There to be a usable PTA set-up to receive the funds – if you do not have one please contact your School Finance Team.

What we do

Transfer the full funds via a manual journal on a weekly basis – you will receive 100% of the donation.
How we add value
What OVPA can do for you…

- Aid you in writing a proposal or grant application
- Aid you with tax efficient giving advice
- Make sure the donation is costed correctly
- Ensure the donor/institution relationship builds, with further gifts being solicited in future
- We can steward the donor as per their gift agreement and wishes
- Assist in setting-up, costing and awarding scholarships in partnership with the SFO
- Be a one-stop-shop for your donor to contact
Who to contact in OVPA…

Budgetary/finance questions
Planning & Performance; Chris (59849) or Harminder

Gift management and costings
Fundraising Support; Jennie (53803) or Zakiya (53836)

Gift processing
Alumni & Supporter Care; Rebecca (53818) or Adey (59168)

General enquiries
Alumni & Supporter Care; 53833
Any follow-on questions?