

UNIVERSITY SYSTEM OF MARYLAND FOUNDATION, INC.
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MEMORANDUM

April 3, 2008

TO: Account Administrators

FROM: Joyce Romanoff Marx
Vice President for Finance and CFO

SUBJECT: January – March 2008 Statements
Other Matters

***PLEASE BE SURE THAT ALL STAFF WHO WORK WITH FOUNDATION
ACCOUNTS RECEIVE A COPY OF THIS MEMO***

As you know, we converted to new accounting software on July 23, 2007, which caused some delays. Also, since our bank was purchased effective September 17, 2007, we are experiencing difficulty in obtaining information from them. We just received the December 2007 reports. We intend to establish protocols so that all administrators will be able to access data via the web, but we do not anticipate that before late spring 2008.

CHECK RUN – APRIL 21, 2008

All Disbursement Request Forms received April 15 through April 18, for processing on April 21, must be under \$1,000. Because all check signers are attending a conference, no checks larger than \$1,000 will be disbursed that week.

ACCOUNT STATEMENTS

Enclosed for your review and records are the combined January through March 2008 statements for the account(s) administered by you. Please review the statements thoroughly and let us know if there are any missing or incorrect postings. For your convenience, we are enclosing the list of revenue and expense codes. Please refer to this when completing your paperwork.

REMINDER: PROJECT (FUND) NUMBERS ARE SEVEN DIGITS. THE FIRST TWO NUMBERS IDENTIFY THE INSTITUTION AND THE LAST FIVE NUMBERS ARE SPECIFIC TO YOUR PROJECT. PLEASE PUT ALL SEVEN DIGITS ON THE DISBURSEMENT REQUEST FORM IN ORDER FOR USMF TO PROCESS YOUR REQUEST WITHOUT DELAY.

- If you need to make corrections regarding the transactions on the statements, please call or email Gina Cook @ 301-445-1910, or gcorria@usmd.edu.
- If you have questions regarding a disbursement, please call or email Paula Kircher @ 301-445-2706, or pkircher@usmd.edu.

- If you have questions regarding a revenue item or changes to administrators or signatories, please call or email Randy Possehl @ 301-445-2710, or rpossehl@usmd.edu.

SPENDABLE INCOME – FY'08

Enclosed is the FY'08 (7/1/07 – 6/30/08) Spendable Income statement as of March 31, 2008 for the endowment fund(s) you administer. If you have any questions regarding the spendable income statement, please call or email Joyce Marx @ 301-445-2712, or jmarx@usmd.edu. (*FY'07 pre-approved carryovers must have been used by October 31, 2007, unless a special situation was discussed.*)

REMINDERS

DOCUMENTATION REQUIRED FOR “DISBURSEMENT REQUEST FORMS”: In an effort to help those who submit reimbursement request for travel and business activity, enclosed is documentation listing what is required so that the reimbursement will not be delayed or returned.

PAYMENTS TO UNIVERSITY EMPLOYEES: When requesting reimbursement for expenditures related to purchases that provide a benefit to a university or other state employee, only those de minimus in nature can be reimbursed. De minimus means occasional and unusual in frequency, as well as under certain dollar value. USMF can reimburse up to \$75 for such items as that is the amount deemed to meet the IRS de minimus standards. However, the IRS does not consider gift certificates or any amount de minimus; therefore, USMF cannot reimburse anyone for the purchase of a gift certificate. Regents’ policy on Payments by Affiliated Foundation to University Employees defines de minimus at the IRS. **USMF does not reimburse for items or events considered personal in nature. For example, birthdays, wedding, or baby related gifts.**

CALENDAR YEAR 2008 IRS STANDARD MILEAGE RATES: Effective January 1, 2008, the IRS standard mileage rate for the use of a car will be 50.5 cents per mile for business activities (including vans, pickups, or panel trucks).

INFORMATION AVAILABLE ON OUR WEBSITE: Please visit our website for investment information, “Policy and Procedures Manual”, updated forms which you can complete on line and print out, spending policy, and our contact list which identifies our business office staff and provides a summary of their respective job responsibilities. Use the contact list when you have any questions and direct members of your staff to facilitate the list who work with USM Foundation accounts.

CALENDAR YEAR 2008 IRS Inflation Adjustments for Insubstantial Benefits Related to FUNDRAISING

If you are planning a fundraising event, please be aware that if you provide a benefit to the contributor in exchange for the contribution, then the entire amount contributed is not tax deductible, only the amount that exceeds the Fair Market Value (“FMV”) of the benefit is tax deductible. For 2008, if the FMV of all benefits received is not more than 2% of the contribution or \$91, whichever is less, or if the contribution is \$45.50 or more and the FMV of the items received is \$9.10 or less, then the entire amount is tax deductible.