

University of Toronto
 Division of University Advancement
 Donations Management, Restricted Funds Accounting
SUMMARY SHEET

To be completed by requesting Department/Division			To be completed by Restricted Funds Accounting	
Name of Fund	Enter name of fund. What you enter here will be the name of the fund in FIS.		To be filled by Restricted Funds Accounting	
Type of Fund <small>(Endowed or expendable)</small>	State whether the fund will be endowed or expendable.			
Project Name	Enter name of project. This will be the name of the project in DIS and the DFR.			
Fund Centre	Enter the CFC number the fund will be linked with.			
Cost Centre	Enter the Cost Centre number the fund will be linked with.			
Faculty	Enter Name of Faculty.			
Department	Enter Name of Department.			
Signing Authority	Enter title (e.g Chair/Dean) of signing authority. You do not need to enter name of the person. <small>(Please specify designation e.g. Chair/Dean)</small>		This summary sheet not valid until DIS project # and FIS fund # are assigned by Restricted Funds Accounting and indicated above.	
Source of Funds	Enter the name of donor(s) which could be individuals or institutions. When a fund is set up to receive small donations from a large number of donors, enter various donors. Enter any additional information related to the the source that can be useful in the administration.			
Purpose of Funds	State the purpose of the fund as specified by donors. Include quotes of donor's agreement, letter of intent or will (in cases of bequests) with regards of the usage of the funds if appropriate to ensure compliance with donors' wishes. Highlight any spending restrictions if imposed by donors. It's also important to specify whether the purpose of fund was established by external restriction or by internal (University's) decision.			
Special Financial Requirement	Enter any other financial requirements such as matching requirement, re-investments of income, transfer of funds to support other initiatives funded by the same donor, etc.			
Reporting Requirement	State if a narrative or financial reporting has been promised to donor, or is required by terms of agreement. Include the frequency and timing. Endowments with balances over 95K will be automatically eligible for a donor financial report. Senior Development Officers will further decide whether one should be issued for the donor.			
Contact Person	Name	Enter name of Contact person for this project (normally Business Officer).		
	Title	Enter title of contact person named above.		
Payment Received	Enter amount, date, donor name of payment(s) received. Also, CFC/fund number if funds are deposited.			
Date of Request	Enter the date this request is made.			

Distribution of copies:

- Restricted Funds Accounting
- Trust Accounting
- Dean/Chair
- Dept/Division Business Officer