

Community Relations Policy

California State University, Dominguez Hills Foundation

PURPOSE

The purpose of this policy is to ensure that expenditures submitted to the California State University, Dominguez Hills Foundation ("Foundation") for community relations expenses are made in accordance with CSU Executive Order 761; Section 9.2.1 of the "Compilation of Policies and Procedures for California State University Auxiliary Organizations"; California Code of Regulations, Title 5, Division 5, Section 41600, 41601; California Education Code Sections 66600, 89030, 89035, 89044; and HR 96-11.

Expenditures must fall within the educational mission of the CSU as defined by the respective statutes, Board of Trustees policy, and campus policy.

Expenditures must not be made which are specifically prohibited for auxiliary organizations either by statute, Board of Trustees policy, or campus policy. An auxiliary shall not expend funds for goods and services on behalf of a campus and arrange in some way to be compensated for the expenditure by the campus if circumvention of CSU policy or procedure would occur.

STATEMENT OF POLICY

The Foundation shall maintain documentation for expenditures consistent with good business practice, and in keeping with applicable documentation standards required by Federal, State and local governments. Good business practice includes documentation procedures adequate to allow the efficient annual fiscal audit. The Foundation shall also provide special documentation to assure expenditures are made consistent with the constraints attached to certain sources of funds.

1. Where funds are received for research and grants or educational projects, or are held as trust or agency funds, documentation must be maintained as required by the entity providing the funds.
2. In the administration of restricted funds, the Foundation must maintain adequate documentation to be able to demonstrate that the expenditures are made in a manner consistent with the restrictive conditions.

REGULATIONS

In accordance with the above policy, allowable Foundation community relations expenditures may include, but are not limited to:

1. Membership and participation in the activities of community groups, including but not limited to service clubs and community-wide organizations of leading citizens in education, business, government, industry, and agriculture, which serve the needs of the campus community.
2. Official University programs/activities that promote students, faculty, and staff; professional development; and/or donor cultivation and stewardship. Such activities may include, but are not limited to campus receptions, public ceremonies, and auxiliary board and advisory committee meetings.

3. Membership and participation in the activities of community groups and local non-profit organizations which promotes the engagement of the University with the community.
4. Hospitality, which includes the provision for meals, catered events, promotional materials, gifts, and travel expenses for official guests of the University or Foundation. Hospitality also includes expenses for activities that promote the University or Foundation to the public with the expectation of benefits/goodwill accruing directly or indirectly to University or Foundation.
5. Awards in recognition of service or achievement directly benefiting the University or Foundation. Cash/check awards to University or Foundation employees are subject to payroll taxes and withholding. Non-cash awards (watches, clocks, pens, etc.) are non-taxable if the award is \$400.00 or less. Any awards greater than \$400.00 are taxable.
6. Gifts given or bestowed upon an individual, group, or entity with the expectation of benefit/goodwill accruing to the University or Foundation.
7. Promotional materials distributed to promote the name and brand of the University or the Foundation.
8. Employee relations for events such as employee recognition, service award, or retirement gatherings.
9. Business related meals, when it is necessary for employees to conduct official University or Foundation business during a meal.
10. Official activities that promote student, faculty, and staff recruitment, morale, and/or develop and maintain effective community relations. Such activities may include, but are not limited to campus receptions, public ceremonies, advisory committee meetings, and any academic programs of the University. Typical expenditures for these activities include the cost of meetings, conferences, catering, speaker fees, etc.
11. This policy provides the means for appropriate participation in bona fide activities by the spouse or significant other of an officer, employee, or other delegate of the University or Foundation where such participation is reasonably intended to achieve the community relations objectives of the University or Foundation.
12. Flower purchases for official University or Foundation functions such as commencement, award ceremonies, seminars, and other official campus events. Additionally flowers may be purchased for funeral arrangements for deceased employees, retired employees or donors. Monetary contributions to a non-profit charity, research or educational organization is permitted in lieu of flowers.

No reimbursement shall be allowed for the following expenses:

1. Employee birthday, baby shower, wedding, wedding anniversary, etc.
2. Tuxedo or other clothing rental.
3. Political contributions, except for capital outlay bonds supported by the California State University Board of Trustees and authorized by the University President.
4. Daily reimbursement of lunches that would not be considered ordinary, reasonable, and necessary.

A Check Request Form, properly indicating that it is for a community relations expenditure, must be approved by the authorized account signer. Signature stamps are not acceptable. The account signer approving the authorization is responsible for ascertaining the necessity and reasonableness of the authorization and for ensuring that adequate documentation is attached to support the authorization. Account signers may not approve authorizations payable to themselves. Account signers may not approve authorizations payable to their supervisor, except in the case of reimbursements to the University President, wherein the campus CFO shall approve. Check Request Forms shall be submitted within 30 days of the date the expense was incurred. The following information is required to be provided upon request for payment:

- **Purpose** – Specific and detailed information regarding the business purpose for the expenditure and the business benefit expected to be gained as a result of the expenditure. Generic statements such as "promotes positive relations", "community relations" or "employee relations" are not acceptable.
- **Relationship** – Names of the persons included and their employer and occupation or title that shows their business relationship to the University/Foundation. When a donor's name needs to be kept confidential, indicate as either "confidential" or "anonymous" donor.
- **Receipts** – Original receipts are required that include the amount, date, place, and description of the expenditure. In cases where receipts cannot be obtained or have been lost, a statement to that effect should be made and attached to the authorization.