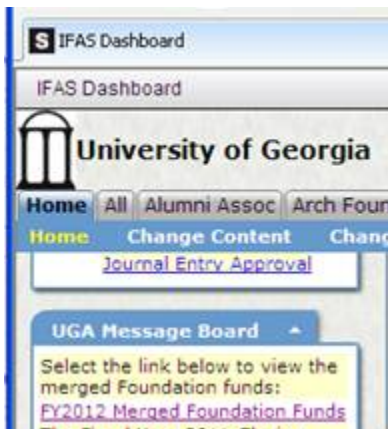

From: Admin Memos <ADMIN-MEMOS@LISTSERV.UGA.EDU> on behalf of Sharron Hannon <shannon@UGA.EDU>
Sent: Tuesday, July 19, 2011 4:53 PM
To: ADMIN-MEMOS@LISTSERV.UGA.EDU
Subject: Arch Foundation Funds & UGA Restricted Accounts
Attachments: ATT00001.jpg

TO: Admin-Memo Listserv

FROM: Cindy Coyle, Executive Director
External Affairs Financial Services

SUBJECT: Assignment of New Fund Numbers for Arch Foundation Funds &
Procedures for Funding UGA Restricted Accounts

The Arch Foundation and the University of Georgia Foundation have merged into a single cooperative entity as of July 1. Due to the merger, we need to change account structure. All Arch funds are in the process of being transferred into the UGA Foundation. For the Arch funds, a new account number has been assigned effective July 1. The new fund numbers can be found at the IFAS Dashboard in the UGA Foundation under FY2012 Merged Foundation Funds. For Arch funds that have a companion UGA Contracts and Grants Restricted Account, the UGA Account will stay open through December 31, 2011 to allow for any residual cash balance to be spent, after that date the account will be closed.



For a fund in the Arch Foundation that had the same purpose as a UGAF fund (mirror fund), the UGAF fund number was kept. These fund numbers can also be found under the FY2012 Merged Foundation Funds.

To continue use of your C&G restricted accounts previously funded by an Arch fund, one of two steps will be required:

- 1) For the “mirror” funds, the UGAF fund number will be used. You will need to submit a UGA Foundation Budget Request for Restricted Funds Check Request following the same procedures as in the past. The UGA C&G Account Number will be same restricted account number that was used for your UGA Foundation account.

If you have not been using your UGAF account in C&G, please verify that it is still active. If not, you will need to request a new UGA account number along with your budget amendment request.

- 2) For those Arch funds that are not “mirrored”, then a new UGA Foundation account has been assigned and you will need to submit a UGA Foundation Budget Request for Restricted Funds Check Request along with a “NEW” Account Request Form for a UGA C&G Restricted Fund. A budget amendment request will also be required.

The procedure and forms may be found at the following website:

https://www.externalaffairs.uga.edu/policies_ugaf/nodes/view/309/Contracts-and-Grants-Restricted-Accounts

In addition, UGA Contracts and Grants indicated that for any Restricted Account funded by the Foundation that has had no budget activity for 5 years, the account will be closed.

Thank you in advance for your cooperation in this matter; please contact Regina Boswell (706-542-9484) or rboswell@uga.edu if you have any questions.