



Bakersfield College Foundation ADMINISTERING PROGRAM ACCOUNTS

Guidelines and FAQs for Administering an Account with the Foundation

If you have a Program Account with the Bakersfield College Foundation, this document can answer some common questions about how to manage your funds.

What is the Bakersfield College Foundation?

The Bakersfield College Foundation (Foundation) is a 501(c)(3) charitable non-profit, distinct from Bakersfield College. Founded in 1975, the Foundation exists to support the Bakersfield College mission and Bakersfield College students. The Foundation is governed by a Board of Directors consisting of both Bakersfield College representatives and members of the broader community.

How can donors contribute to my account?

Donors can contribute by the form of payment that they most prefer, including:

- **Online:** Donations may be made through a secure online payment portal. Upon the establishment of your account, a unique online form will be created that you can share with donors to ensure funds are designated to your account. This process may take 2-3 weeks, but once established, the link can be used on social media, emails, or other digital campaigns.
- **By Check:** Checks must be made out to “Bakersfield College Foundation” with the purpose/name of the program or account identified in the memo line. It’s a good idea to let the Foundation accounting team know if you are expecting checks to come in so the funds can be designated properly. If you collect the checks yourself, you can bring them in to the Foundation office located on the 2nd floor of the Campus Center building.
- **By Credit Card:** Credit Card payments may be accepted online via the unique donation form or, in instances where a request is made, via a mobile-friendly “swiper.” Credit Card swipers may be checked out from the Foundation office. Requests should be made at least 3 weeks in advance of the event/need.
- **In Cash:** Cash donations may be made and must be immediately brought to the Foundation office, a deposit receipt will be provided.

- **By Payroll Deduction:** For Bakersfield College employees, donations can be automatically withdrawn from the paycheck. To enroll in this option, the donor would need to complete a voluntary payroll deductions form found on the Bakersfield College Foundation website (supportbc.org > employeegiving). The payroll deduction may take a couple of months to process through payroll.
- **Through gifts of stock:** Donors may give donations in the form of stocks. If a donor is interested in this option, reach out the Foundation Accounting Manager for more support.
- **Through matching gifts:** Many times, employers offer a “matching” program, wherein they will donate one dollar for every dollar their employee gives to a charity. Ask your donors if they have looked into this and reach out to the Foundation Accounting Manager for more support.

How are funds disbursed from the account?

Funds are distributed on a purchase order basis. To access the funds, follow these steps:

- 1- Fill out a *Foundation Purchase Order Requisition Form*.
- 2- Compile into a single pdf document the PO requisition form, quote(s)/estimate, and any other supporting document.
- 3- Submit the completed form, along with required backup, in one pdf file through Adobe Sign for department approval signatures and cc the BCFoundationAccounting@bakersfieldcollege.edu email.
- 4- Upon receiving the documents via cc from Adobe Sign, the BC Foundation Accounting Team will send you a BC Foundation purchase order for you to email to the vendor.
- 5- Once the items and/or service have been complete, please email the invoice to BCFoundationAccounting@bakersfieldcollege.edu with approval to pay the invoice along with a copy of the purchase order.

Where can I find BC Foundation forms?

<https://supportbc.org/employees/>

How long does it take to process a requisition for expenditures?

Once you’ve turned in properly completed paperwork, it takes 2-3 weeks to issue a check.

How do I know my account balance?

The Foundation will provide a biannual statement of the account balance. Beyond this statement, the Account Custodian is responsible for tracking expenses to ensure that expenses fit within the account balance. Please keep track of the funds drawn down from the account. If you lose track, submit a request for a grant balance to Business Services.

Can I use the money for anything?

You can only use funds for the purposes outlined in your *Application for Establishment* of a Foundation Program Account. All fundraising must make clear the overall purpose for use of funds, and donor intent must be followed when expending funds.

What happens if I am not able to maintain funds?

Accounts that have a zero balance are subject to closure after 12 months.

What if I want to change the purpose or scope of my account?

You can! Foundation Program Accounts can be changed or closed through a *Revision or Closure of a Foundation Program Account* form. Contact the Foundation Accounting Manager for more information.