**Foundation Reports to the Board UPPS No. 01.02.01**

**of Regents Issue No. 7**

**Effective Date: 11/21/2019**

**Next Review Date: 02/01/2025 (E6Y)**

**Sr. Reviewer: Vice President for Finance and Support Services**

**01. POLICY STATEMENTS**

01.01 The purpose of this policy is to define the procedures for providing Texas State University Development Foundation, Texas State Alumni Association, Texas State University Research Foundation, and the Texas State University McCoy College of Business Administration Development Foundation annual fiscal reports to The Texas State University System (TSUS) Board of Regents.

01.02 The TSUS Rules and Regulations, [Chapter IX, Section 4.3, Administration and Investment of Funds held by Private Support Organization](https://www.tsus.edu/about-tsus/policies.html), states:

"The trustees of private support organizations will provide the Board, through the Component President or Chancellor (in the case of a system organization), an annual report."

**02. PROCEDURES FOR PROVIDING ANNUAL FOUNDATION FINANCIAL REPORTS TO THE BOARD OF REGENTS**

02.01 Responsibilities:

a. The vice president for University Advancement is responsible for submitting the annual financial reports for the Texas State University Development Foundation and Alumni Association.

b. The provost and vice president for Academic Affairs is responsible for submitting the annual financial reports for the Texas State University McCoy College of Business Administration Development Foundation and the Texas State University Research Foundation.

02.02 The one-page annual financial report will consist of the foundation purpose, membership, financial report, and a summary of activities for the year. Reports are due from the responsible parties to the vice president for Finance and Support Services office by September 15 for the November quarterly meeting of the Board of Regents.

**03. REVIEWERS OF THIS UPPS**

03.01 Reviewers of this UPPS include the following:

Position Date

Vice President for Finance and February 1 E6Y

Support Services

Provost and Vice President February 1 E6Y

for Academic Affairs

Vice President for University February 1 E6Y

Advancement

**04. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Vice President for Finance and Support Services; senior reviewer of this UPPS

President