

Policy Name: BSMCON Scholarships  
Policy Number: ADM 4.08  
Title of Policy Owner: Dean of Finance  
Approved by: Policy Committee and Administrative Cabinet  
Effective Date: 4/1/2020  
Version: 1.0  
Policy Status: Approved

**I. Policy**

It is the policy of Bon Secours Memorial College of Nursing (BSMCON), in conjunction with the Bon Secours Richmond Health Care Foundation (Foundation), that Donor Gifts, as further defined in this policy, which are restricted to use for BSMCON Scholarships, be procured, administered, awarded, reconciled and reported on in accordance with the procedures and deadlines as set forth in this policy

**II. Purpose**

This policy is to establish roles and responsibilities, internal controls, procedures, deadlines and standardized documentation for the procurement, administration and reconciliation of Donor Gifts that fund BSMCON Scholarships through the Foundation. Continued procurement of donor giving used to establish and maintain BSMCON Scholarship funds is essential to BSMCON students who may not be able to finance tuition and fees through other financial means. Compliance with this policy is imperative to ensure ongoing fiduciary responsibility, appropriate administrative oversight, and donor stewardship.

**III. Scope**

This policy applies to all Donor Gifts that are pledged and received by the Foundation for use restricted to BSMCON Scholarships.

**IV. Definitions**

**Donor** - individual or entity who has pledged and/or remitted a financial Donor Gift.

**Donor Gift** - financial gift by a Donor.

Donor Restriction(s) - restriction(s) imposed by the Donor that specify eligibility requirements for use of the Donor Gift.

**GAAP** - Generally Accepted Accounting Principles.

## **V. Policy Details**

### **A. Designation of Responsible Party**

Subject to appropriate oversight by BSMCON's Vice President & Provost and Bon Secours Richmond Health System, Inc. (BSR) Chief Financial Officer (CFO), the BSMCON Dean of Finance is responsible for administration of and monitoring compliance with the requirements of this policy.

### **B. Functional Areas of Responsibility**

The administration of Donor Gifts that are restricted to use for the establishment and maintenance of BSMCON Scholarships funds require segregation of duties. The following six (6) functional areas of responsibility are as follows:

#### **1. Procurement of Donor Gifts**

The Foundation Senior Development Officer is responsible for the solicitation and procurement of Donor Gifts used to establish and maintain BSMCON Scholarships. At such time that a Donor Gift is procured, standardized documentation must be completed as noted here.

- a. Foundation Forms - must be completed in accordance with Foundation gift processing policy, which is separate and distinct from BSMCON. The following documents must be complete, as deemed necessary, by Foundation policy:

- i. Pledge form template - documents Donor giving for a single (or multiple) Donor Gift transactions;
  - ii. Fund form - documents when a new Foundation fund needs to be established;
  - iii. Donor agreement- documents Donor eligibility requirements (if applicable); and
  - iv. Endowed Scholarship Agreement- must be completed for all Donor Gifts established as an Endowed Scholarship fund equal to or in excess of \$25,000.
- b. Scholarship Criteria Form - the Senior Development Officer completes a Scholarship Criteria Form for all Donor Gifts used to establish and/or maintain BSMCON Scholarship Funds, regardless of dollar amount. The information contained in the document is used to establish student eligibility requirements for the award of such Scholarship Funds. The Scholarship Criteria Form is distributed to the BSMCON Dean of Finance and Director of Financial Aid upon establishment of the Scholarship and revised as necessary for awarding purposes.

## 2. Accounting, Investment and Financial Reporting of Donor Gifts

The Foundation Director of Operational Performance is responsible for the accounting, investment and financial reporting of Donor Gifts used to establish and maintain BSMCON Scholarship funds. Such Donor Gifts are recorded and accounted for by the Foundation Director of Operational Performance in accordance with Generally Accepted Accounting Principles (GAAP). The Foundation Director of Operational Performance is responsible for preparing and distributing the following documentation:

- a. Available to Spend Report - must be completed and distributed to the Foundation Senior Development Officer, BSMCON Dean of Finance, BSMCON Director of Financial Aid and BSMCON

Senior Accountant within twenty (20) calendar days of the prior month's end. The Available to Spend Report provides the amount supported by the General Ledger (G/L) that is able to be utilized for the awarding of Scholarship funds by the BSMCON Financial Aid Office. The Available to Spend Report is utilized in the Reconciliation process that is further described in section C - Reconciliation of Donor Gifts of this policy.

- b. Annual Endowment Report - must be completed and distributed to the Foundation Senior Development Officer, BSMCON Dean of Finance, BSMCON Director of Financial Aid and BSMCON Senior Accountant within forty-five (45) calendar days of the prior year calendar year end. The Annual Endowment Report provides the amount supported by the G/L that represents the corpus balance of the Endowment and three (3) years (current year and two (2) previous) of interest earnings.

### 3. Awarding Scholarship Funds to BSMCON Students

The BSMCON Financial Aid Office, with oversight from the BSMCON Dean of Finance, is responsible for the accurate and timely awarding of Scholarship funds. The BSMCON Financial Aid Office is responsible for preparing, distributing and compiling results of the following documentation:

- a. Master Scholarship Application - must be completed by and distributed to BSMCON enrolled students no later than April 1st of each calendar year. BSMCON enrolled students are responsible for the completion and submission of the Master Scholarship Application back to the BSMCON Financial Aid Office no later than May 1st of each calendar year.
- b. Master Scholarship Award Report - must be completed and distributed to the Foundation Senior Development Officer and Foundation Director of Operational Performance no later than June 15th of each calendar year. The Master Scholarship Award Report is prepared by compiling, analyzing and awarding annual

Scholarship funds to BSMCON enrolled students that best fit each Scholarship fund's eligibility criteria. Upon review and approval of the Foundation Senior Development Officer and the Foundation Director of Operational Performance, the BSMCON Financial Aid Office will inform the BSMCON enrolled students of their award in writing no later than July 1st of each calendar year.

#### 4. Disbursing Scholarship Funds to BSMCON Student Ledger Cards

The BSMCON Business Office Bursar, with oversight from the BSMCON Dean of Finance, is responsible for the accurate and timely disbursement of scheduled Scholarship funds to the BSMCON Student Ledger Card. The Bursar is responsible for preparing and distributing the following documentation:

- a. Cash Receipts Detail Report -must be completed and distributed to the Foundation Senior Development Officer, BSMCON Dean of Finance, BSMCON Financial Aid Office and BSMCON Senior Accountant no later than fourteen (14) calendar days after the disbursement date.

#### 5. Transfer of Scholarship Funds from the Foundation to BSMCON

The BSMCON Business Office Senior Accountant, with oversight from the BSMCON Dean of Finance, is responsible for the accurate and timely reimbursement request that is due from the Foundation as a result of Scholarship fund disbursements to the BSMCON Student Ledger Card. Upon reconciliation of scheduled and disbursed Scholarship funds, the BSMCON Senior Accountant is responsible for preparing and distributing the following documentation:

- a. Transfer of Scholarship Funds Request Form - must be completed and distributed to the Foundation Director of Operational Performance, Foundation Senior Development Officer, BSMCON Dean of Finance and BSMCON Financial Aid Office within thirty (30) calendar days of disbursement date. The BSMCON Senior Accountant will inform the Foundation Director of Operational

Performance of Scholarship Fund award recipient and amount by Scholarship fund. Upon the request, the Foundation Director of Operational Performance will transfer the Scholarship Funds to BSMCON within the month end time frame of the disbursement date.

#### 6. Stewardship of Donor Funds

The Foundation Senior Development Officer is responsible for the stewardship of Donor Gifts/Endowed Scholarship Funds. This comprises the following activities:

- a. Collecting scholarship recipient letters from student recipients to send to donors
- b. Arranging annual Scholarship stewardship event (luncheon or reception)
- c. Communicating scholarship updates with donors in personal visits and/or with written reports and update
- d. In cases, where there is a change in status of a scholarship student, BSMCON Financial Aid Office must notify the Senior Development Officer to determine if communication to the donor is required

#### **C. Reconciliation of Donor Gifts**

While segregation of duties exists for the administration of Donor Gifts that are restricted to the use for the establishment and maintenance of BSMCON Scholarship Funds, the reconciliation involves all functional areas.

The BSMCON Dean of Finance is responsible for the coordination and oversight of the reconciliation process of BSMCON Scholarship Funds. The reconciliation process will include all functional areas of responsibility including: Senior Development Officer, Foundation Director of Operational Performance, BSMCON Dean of Finance, Financial Aid Office and Business Office (Bursar and Senior Accountant). During the reconciliation process, the

Dean of Finance is responsible for preparing and distributing the following documentation:

- a. BSMCON Scholarship Fund Reconciliation Template - must be completed and distributed to the functional areas of responsibility no later than thirty (30) calendar days after each quarterly month end close. Any reconciling items identified within the Reconciliation Template must be resolved by the appropriate functional area within sixty (60) calendar days of identification.

**D. Record Retention of Donor Gifts/Scholarship Funds**

Donor Gifts and Scholarship Fund administration, reconciliation and supporting documentation are maintained in accordance with BSMCON ADM 1.04 Record Management policy unless otherwise defined within the scope of a Foundation policy.

**VI. Attachments**

None

**VII. Related Policies**

ADM 1.04 Record Management policy

**VIII. Disclaimers**

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	03/09/2020	Revisions and New Template	Dean of Finance