

## Donations Income Approval Process

The Division of Development and Alumni Relations (DDAR) team works with the Faculty for any new funding opportunities and have implemented a two-stage process as follows:

### 1. **Process for Donation Proposal - the DDAR team approaches a Donor with funding opportunity:**

- DDAR: 'Health Team' sign off all proposals
- Research Support Services will assist the DDAR team with financial scoping of donation for research-related donations
- For non-research donations, the Head of School finance will assist with the financial scoping
- Head of Institute and Consolidation Finance in the Faculty Finance Team will approve the finances and purpose of the gift
- Head of School to approve donation to ensure strategic fit

### 2. **Gift Agreement – a formal agreement between the UoM and Donor stating the terms of the donation:**

- The Head of Philanthropy (Health) to prepare and authorise the formal agreement
- Finances contained within the formal agreement to be approved by Head of Institute and Consolidation Finance
- Head of School to authorise formal agreement
- A copy of the gift agreement is sent to the donor once the above authorisations have been completed

*The above process must be adhered to for any gifts < £50k.*

For gifts with a value above £50k, in addition to the above process the Director of Development and Alumni Relations and the Head of Faculty Finance must also approve the proposal and/or gift agreement.

### **Donation Account Codes**

All donation income will be credited to HA codes, with the exception of research donations where R codes will be used.