Policy 2.142
Financial Gifts Reconciliation

Responsible Official: VP for Finance
Administering Division/Department: Controller’s Office
Effective Date: September 1, 2008
Last Revision: August 3, 2009

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I. Overview

The Development and Alumni Record Department is responsible for reconciling all financial gifts for Emory University between the University’s accounting system and the Development and University Relations’ Record System (DRS) in the standard set forth in this policy.

II. Applicability

This policy applies to all financial gifts in the University’s accounting system and DRS.

III. Policy Details

Each month, reconciliations should be prepared for the financial gifts in the University’s accounting system and DRS. Discrepancies should be noted and explained, and any necessary correcting journal entries should be prepared.

IV. Definitions

Financial Gift: A monetary gift to the University given by a donor, generally for a specified designation. Gifts in kind and grants are not included in this definition and are not reconciled as described in this procedure.

V. Related Links and Resources

- Current Version of this Policy: http://policies.emory.edu/2.142
- Webfocus: https://www.finance.emory.edu/reports/webfocus
- DAR: https://www.ace.emory.edu
- Controller's Office: https://www.finance.emory.edu/external/deptpages/ctrl/index.cfm
VI. Contact Information

<table>
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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<td>DAR (Gift Records)</td>
<td>404.727-8073</td>
<td>None</td>
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VII. Revision History

August 2009  Responsibility changed to DAR from Controller’s office.

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