



<b>DIVISION</b>	<b>ADOPTION DATE</b>
VIII Budget and Financial Services	03/1984
<b>POLICY NAME</b>	<b>REVISIONS</b>
08.02.03 Funds from Private Sources	Revised: 03/2019, 09/2022 Reviewed: 11/2018

08.02.03      FUNDS FROM PRIVATE SOURCES

The Board of Trustees (Board) encourages the College staff to actively seek funds from private sources to be used to supplement the income received from tuition and fees and from district, state, and federal sources.

All College fund-raising efforts will be coordinated by the College’s Institutional Advancement Office to ensure maximum favorable results and to avoid duplication of contacts from the College. All College fund-raising programs must receive approval as set forth by the College fund-raising procedures.

The College’s Institutional Advancement Office will be responsible for processing all gifts to the College. The Joliet Junior College Foundation is the main gift-receiving agency for the College.

All undesignated gifts will be placed in the Unrestricted Fund in the Foundation. Donor-designated gifts will be processed through the Foundation office and in accordance with documented criteria.

Reports of expenditures from all accounts will be reported to the Board, the Board of Directors of the Foundation and other appropriate persons. The Gifts Received report compiled by the Foundation will be included in the monthly Board of Trustees report and Foundation’s executive and full board reports.

For grants funded from private sources, the Institutional Advancement Office and Grant staff will provide training and assistance related to the grant application. Periodic reviews of grant expenditures, including salary allocations, will be completed by individuals or entities throughout the grant process to ensure grant compliance. External audits will be completed annually in conjunction with the JJC Foundation audit and results will be shared with the Compliance Officer.

JJC will provide continuing training of grant-related practices, Board Policies and Institutional Procedures for all relevant staff, including grant managers and employees likely to work on grant projects. JJC requires that prospective grant managers complete grant training/orientation with the Grants Office prior to managing a grant. Failure to comply with the grant requirements, as well as Board Policies and Institutional Procedures, may result in disciplinary action, up to and including termination as well as criminal prosecution if applicable.