

Non-Governmental Sponsorships & Donations

Annual reporting requirement HB 603 effective July 1, 2024

Report due to the Division of Financial Management January 15 of each year for the previous year

As of Nov 2024

Expense Object Code

5-5181: Donation or Sponsorship Non-Gov

(Use this expense object only if it meets the criteria outlined below.)

Donations and Sponsorships MUST go through JAGGAER, NO PCard Use

Effective July 1, 2024 there is new legislation that requires LC State's President to approve non-governmental sponsorships and donations (see House Bill 603 linked below) and prepare a report on an annual basis. The purpose is to capture direct donations and sponsorships made with appropriated tax dollars (per DFM guidance July 2024).

There is an expense object code 5-5181 to allow for routing of sponsorships/donations within Jaggaer. The Jaggaer system will automatically route requisitions with this expense object to the President. Cost Centers for Deans and Vice President's have been assigned this object code. If you typically sponsor or donate to a non-governmental entity, please review with your respective Dean or VP, then contact the Controller's office to have the expense object assigned to your cost center.

When submitting a requisition within Jaggaer, to allow the President to have ample information to review/approve, please either attach the document with related information or use the comments section to provide details as to the event, date of the event, type of sponsorship/donation (ex: event host), and any other relevant information to assist the President and your supervisors in reviewing the request.

House Bill 603: <https://legislature.idaho.gov/wp-content/uploads/sessioninfo/2024/legislation/H0603.pdf>

Expense Object Code 55181: Donations or Sponsorship NonGov

Any donation or sponsorship to any non-governmental event or organization must be reported and use this object code, with the exception of donations or sponsorships required by law for non-governmental organizations as these are not applicable for reporting purposes.

- d. Sponsorship – donation of money in exchange for some form of a return, such as advertising or material
- e. Donation – a donation of money without any exchange or mutual benefit

General guidance	Is Presidential Approval Required (if Yes, use object 5-5181, if no, do not use this object)
1). Only report “expenses”, we do not need to report free rooms/setup, athletic/lc shirts/gear given for a fundraiser, etc. Therefore, no in-kind or cross promotional will be reported, essentially, nothing that did not have a direct financial transaction. Ex: buying of t-shirts from ABC company, then given away to another entity, will not be reported as the financial transaction was not directly to the receiving entity.	No
2). We are reviewing all sponsorships and donations for approval across all funds and will report only those involving appropriated tax dollars to DFM, in accordance with the provided guidance.	Yes
3). We do not need to report re: our internal affiliations such as not asking to report for donations to LC clubs or organizations (ex: LC Foundation, student government, alumni association, warrior athletics, LC golf tournaments, etc.). These are internal accounting transactions ex: IDG’s or journal entries.	No
4). There is no requirement to report sponsorships or donations made to any governmental entity, including city, county, state, tribal, or federal governments.	No
5). If it is a separate non-profit related to the government, we need to report. An example would be the City of Lewiston’s Library board since they have their own non-profit. If the non-profit is separate from the government entity, though related, we must report.	Yes
6). We do not need to report memberships in associations or advertising as these are not considered sponsorships or donations by definition.	No
7). The purchase of tickets or tables for entry into an event is excluded unless we are listed as a sponsor or host of the event or activity related to the purchase. If the purchase is solely for attendance, such as for a dinner or lunch at an event, and no advertising or publicity is provided to LC, it is not reported as a sponsorship.	No
8). We do not need to report donations or sponsorships <u>required by law</u> for non-governmental organizations as these are not applicable for reporting purposes.	No

If you have any questions on whether to use the 5-5181 expense object, please contact Administrative Services at x2240.