

Discretionary Funds

Background: School and Department discretionary funds are unrestricted charitable contributions made by alumni, friends, corporations, staff and faculty. Discretionary funds held in the CNM Foundation may be expended in a manner that supports the teaching, research, and public service missions of CNM.

Procedures: Discretionary funds should be expended through the CNM Foundation for expenditures that are unallowable on CNM funds, or transferred to CNM when the proposed expenditure is allowable on CNM funds. This type of transfer will be recognized as gift income to CNM.

Allowable Expenditures:

1. Meals, refreshments, and entertainment for CNM guest and the staff who host them at CNM functions. Examples include receptions for speakers and meals for prospective employees and their CNM hosts. The number of attendees and cost of each function should be reasonable for the intended business purpose. The Department Head or Vice President of Academic Affairs should base attendance and reimbursement of spouse expense on business need as determined.
2. Meals and refreshments for departmental staff retreats, staff meetings, specially directed working lunch sessions, and faculty/staff professional development programs when such costs are not covered under Institute travel reimbursement.
3. Refreshments for departmentally-sponsored receptions involving students, such as "New Student Orientation" or "Faculty Feedback".
4. Refreshments, but not gifts, for departmentally sponsored retirement or farewell receptions held on CNM premises and open to the campus community.
5. Meals or refreshments for meetings of committees that include both university staff and community members (e.g. Dean's Advisory Council)
6. Fundraising expenses that are not appropriate on CNM funds, such as meals, refreshments, and entertainment coincident to donor cultivation, when approved by the President as to scope and/or annual expenditure.
7. Funeral flowers purchased an expression of sympathy for deceased students, staff, and donors only, but not for their spouses, children, or other relatives.
8. Plaques and mementos expressing appreciation (not as "quid pro quo" gifts) to donors.
9. Plaques and mementos expressing appreciation for long-term service of staff, or outstanding achievement, as part of a CNM or departmentally sponsored recognition program. (May be IRS regulations regarding this)

10. Plaques, gift certificates, or other mementos of little intrinsic value given as student awards.
11. Plaques and mementos of little intrinsic value given as gifts to non-staff volunteers (e.g. dean's advisory council, guest speakers).
12. Plaques and mementos, given as awards to institute staff in recognition of personal achievement or endeavors.
13. Professional advancement including seminars, workshops, and other continuing education opportunities that directly affects the department.
14. Reimbursement of local travel expenses (parking fees, etc.) when in conjunction with donor cultivation or stewardship, or in conjunction with related business expenses when not covered under Institute travel reimbursement.

Unallowable Expenditures:

1. Gifts or benefits to employees, unless part of CNM or departmentally sponsored recurring recognition program. Examples of unallowable and non-reimbursable gifts include birthday gifts, "get well" flowers and greetings, or farewell gifts.
2. Travel expenses for spouses of CNM officials not acting as official volunteers or representatives of the Institution.
3. Reimbursement of local travel expenses (e.g. local mileage, parking fees, etc.) is prohibited.
4. Payment of fines or penalties of CNM employees, students, or guests.
5. Violation of expenditures not in compliance with CNM travel regulations or procurement policies and procedures, including office furnishings and equipment not in accordance with CNM standards.
6. Donations to charities and/or civic fund-raising campaigns (internal or external).
7. Office parties, holiday parties, and food or decorations coincident to such events.
8. Cost of meals, admissions fees, and/or tickets to banquets, dinners, entertainments events, etc. sponsored by community and/or professional organizations unless expenditure is approved in advance by the Vice President of Academic Affairs, CNM, and the Executive Director, CNM Foundation.