



LEI GIFT VIII Match Processes

1. (CFO) **When the grant agreement is signed and submitted**, book the receivable.
 - a. Create pass-through funds for
 - i. 2:1 Unrestricted
 - ii. 1:1 Project
 - iii. 1:1 Internal Capacity
 - b. Debit Receivable
 - c. Credit Deferred Revenue
2. (CFO) **When the check arrives**
 - a. Split the LEI check however the Board votes and enter as a Donation from LEI into the funds set up in #1.
 - b. In the Revenue field use an Adjusting Revenue account
 - c. Make a journal entry to adjust for the Receivable in each of the Match funds
 - i. Debit Adjusting Revenue
 - ii. Credit Receivable
3. (Development Director) **Entering and coding Donations**
 - a. Add a Campaign Category for each of the areas of the Match to help you with reporting back to LEI
 - i. 2:1 Unrestricted Endowed
 - ii. 2:1 Unrestricted – Board Engagement
 - iii. Board Engagement – Endowed, not Unrestricted
 - iv. 1:1 Project
 - v. 1:1 Internal Capacity
 - b. Enter donations as usual but add the appropriate Campaign in that field of the Donation

Search:

Donations

- + Add Task
- + Print Page
- + List
- + Make Multifund
- + Permission

Payment Method ☐ Check ☐ In-Kind Donation ☐ Other Payment ☐ Public Security ☐ Stripe

Check Number

Description

Campaign (indicated by a red arrow)

Service Area

Custom Message

Needs Tax Receipt ☒

4. (CFO) **When processing matches**
 - a. Run a Donation report for the period you're matching for only Unrestricted funds and Project funds, and sort by Unrestricted and Project and then by fund. (I process monthly, so I run a report in the first week of the month for the previous month.)
 - b. Export to Excel

- c. Remove interfund entries, since GIFT VIII specifies only new money qualifies for the Match.
 - d. Verify that all the entries for which you'll process matches have the correct Campaign coding.
 - e. Add a column and calculate the 2:1 match amount for each fund.
 - f. Process interfund transfer between Match fund and the receiving funds.
 - g. Move the money between pass-through and endowment in CSuite and at the bank.
 - h. Make an adjusting journal entry for each Match fund that paid a match for the month.
 - i. Debit Deferred Revenue
 - ii. Credit Revenue
5. (CFO) **Keep your Match spreadsheet** for future reference. Sometimes there are gift adjustments, and you'll have to refer to what you did on a certain month.