

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 8010

TITLE: SOUTH FLORIDA STATE COLLEGE FOUNDATION, INC.

BASED ON POLICY: 8.01 DIRECT- SUPPORT ORGANIZATIONS

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE/FOUNDATION

I. Purpose:

To ensure that the South Florida State College (SFSC) Foundation, Inc., a direct-support organization (DSO), as defined by Florida Statute 1004.70, adheres to all the requirements of District Board of Trustees (DBOT) Policy 8.01 and appropriate authorizing legislation

II. Procedure:

- A. Pursuant to law, the DBOT shall annually certify all DSOs associated with the College, including the SFSC Foundation, Inc.

The SFSC Foundation, Inc. shall be certified as a not-for-profit Florida corporation, a DSO operating in a manner consistent with the goals, vision, values, mission, purposes, and themes of SFSC and in the best interests of the state. If the SFSC Foundation, Inc. is denied certification by the DBOT, it may not use the name of SFSC.

- B. At the annual organizational meeting of the DBOT, the chair of the Board shall appoint a trustee representative(s) to the governing body of a DSO.

A trustee(s) shall be appointed to the SFSC Foundation, Inc. to serve as liaison voting member(s) of the SFSC Foundation, Inc. Board and executive committee.

- C. The president of SFSC, or the president's designee, shall also serve as a voting member of the SFSC Foundation Board of Directors. The president may appoint College administrative staff to serve as ex-officio (non-voting) members of the board of the DSO as necessary to support the operation of the organization.

- D. The Articles of Incorporation and Bylaws of the SFSC Foundation, Inc. shall specify that a representative(s) of the DBOT and the president of SFSC shall, at all times, be members of the SFSC Foundation's governing body.

- E. All certified DSOs shall provide full, complete, and timely information on their activities to the DBOT as follows:
1. Make periodic reports on activities at meetings of the DBOT and present an annual report on activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1.
 2. Provide for an annual post-audit of its financial accounts to be conducted by an independent certified public accountant in accordance with rules promulgated by the DBOT. The annual report shall be submitted for review to the DBOT and the auditor general of the state of Florida. The DBOT and the auditor general shall have the authority to require and receive from the SFSC Foundation, Inc., or from its independent auditor, any detail or supplemental data relative to the operation of the organization.
 3. Submit all state and federal reports in a timely manner.
- F. The identity of donors to a DSO who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report. All records of the SFSC Foundation, Inc., other than the information necessary for the annual report required by F.S. 11.45 (8) and the auditor's report and supplemental data requested by the DBOT and the auditor general, shall be confidential and exempt from the provisions of F.S. 119.07(1).
- G. The executive director of the SFSC Foundation, Inc. shall report administratively to the College president.

HISTORY: Last Reviewed: 1/21/20

Adopted: 3/30/05

Reviewed: 4/12/12, 1/21/20

Revised: 9/28/10