

BLF Guide to Flexible Funds

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Introduction

Flexible Funds are created for Area or Division discretionary use. Flexible funds are managed by [Berkeley Lab Foundation](#) (BLF) and enable a convenient way for donors to support Area or Division activities by making tax deductible donations. Through BLF, donations to the flexible funds are considered tax deductible.

Berkeley Lab Foundation is an entity separate from Berkeley Lab and is a 501(c)(3) tax-exempt entity created by the University of California as the Manager and Operator of Berkeley Lab. BLF is the bridge between Berkeley Lab and donors wishing to support discovery science. Importantly, BLF is a free service to the lab and does not charge administrative fees.

Because this is a discretionary fund managed by a separate entity, it is important to not solicit contributions from staff broadly or publicly in meetings or groups or using lab assets in a way that generates the appearance of setting the *expectation* of contribution. Names of donors are not shared with lab leadership to help ensure this separation.

Setting up a Flexible Fund

To get the process started, schedule time with a BLF staff member to discuss the purpose and understand the procedures. Once there is a verbal agreement, BLF requires the email approval of Area ALD or Division Director, depending on the level of the fund, to set up a flexible fund.

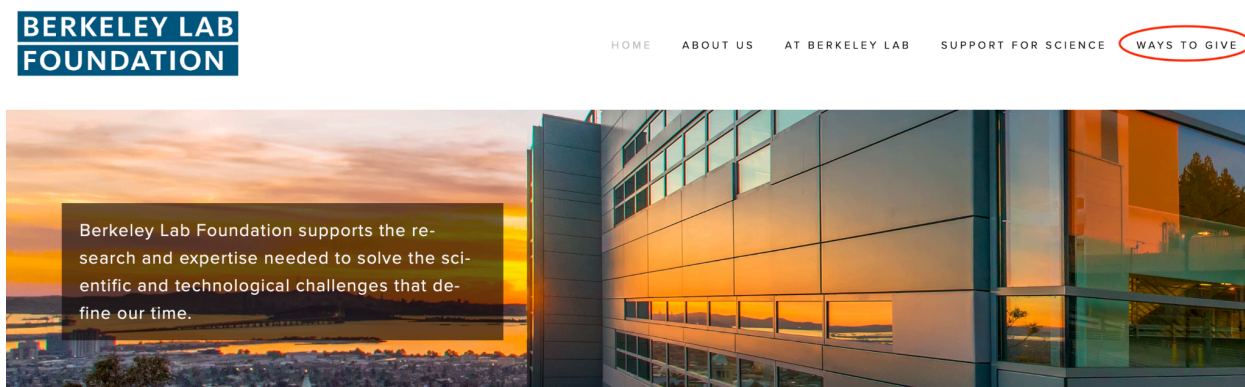
Several roles need to be established:

1. Approver: the ALD or Division Director
2. Fund manager: Area or Division Business manager

The BLF Flexible Fund Set-up Form must be filled in and submitted to BLF, see page 5. The table on the form may be pasted directly into an email to info@berkeleylabfoundation.org.

Contributing

Electronic contribution



To donate to the Flexible Fund, go to the [Ways to Give](#) page on the BLF website, and under the **Where The Need Is Greatest** section click **Donate**

On the next page choose your donation amount or click the radio button next to “other amount” and type in the amount you would like to donate. Choose your payment method - Apple Pay, or donate with a credit card. If you choose to donate with a credit card you will be prompted to enter an email address. Click continue again and you will be directed to enter credit card payment information.

Under **Additional Information**, it is critical that you add “**(Name of the Flexible Fund)**” to direct the funds.

4. Additional Information

Note where to direct your donation or leave blank for where the need is greatest

ALS-U Division Flexible Fund

Continue

** Note that there is an approximately 3% credit card processing fee by Stripe with online donations.*

Donations by Check

1. Make your check payable to: Berkeley Lab Foundation
2. On the Memo line, insert **"NAME OF FLEXIBLE FUND"** to designate the correct fund
3. Mail your signed checks to:
Berkeley Lab Foundation
c/o Institutional Advancement
1111 Franklin Street
Oakland, CA 94607
4. Processing times & access to funds for donations made by check are longer than those for debit / credit donations.

Receipt of donation

Within 7 business days of your donation, you will receive an email from BLF thanking you for your gift with an attached acknowledgement letter and tax receipt.

Fund Usage

The flexible fund is a checking account managed by BLF at no cost to the Lab. Donated funds are used as determined when created by the ALD/Division Director. Funds are typically established for staff collaborations, gatherings, meetings, etc. and can be used to pay for unallowable expenses. *As the approver of fund expenditures, ALD/Division Directors are not allowed to be the user of the flexible fund.*

Fund balance will be reported on a monthly basis to the Area or Division Director and Business Manager. *Area or Division Directors and Business Managers are expected to ensure there is*

adequate fund balance before approving any expenditures. BLF will not send payment if there are inadequate balances.

Approval to spend

If you have an event for which you would like to request funding, and it meets the requirements outlined above, email your request to the ALD or Division Director for approval and open copy the Business Manager. Do not commit personal funds until such time as you have the approval for reimbursement. Forward the approval email exchange to your Business Manager. Important: as approvers, ALDs and Division Directors are not to expend from the fund.

Requests to spend

Payments and reimbursements are processed by BLF once a month. Payment requests will be reviewed for evidence of prior authorization and compliance with the fund's intended purpose and adequate fund balance. **Payments will be initiated once a month on the 15th of each month.** This is timed to allow for efficiency, accuracy, and accountability given the limited BLF staff and also to confirm adequate funds for payment through the financial month-end close process and the release of Flexible Fund monthly statements.

For payment and reimbursement, start with the [BLF Flexible Fund Payment Request Form](#), which can also be found at the bottom of the [OCDO FAQ page](#), and follow these procedures:

1. Payee submits all receipts to the Business manager
2. Business manager will input and save as one pdf the [BLF Flexible Fund Payment Request Form](#), management email approval, and receipts. Save the file with the naming convention "[MM.DD.YY] BLF [\$AMOUNT] PR to [FIRST LAST NAME] for [BRIEF EXPENSE DESCRIPTION]". Example: "11.15.23 BLF \$100 PR to Jane Lee for ALS Cookie time"
3. Email the single file to the BLF Executive Assistant, [Corbett Redford](#)
4. Instruct the designated payee to contact [Corbett Redford](#) at BLF with their bank information for digital ACH payment.

As a reminder, payments will be initiated on the 15th of each month, or if the 15th falls on a weekend or holiday, the first business day thereafter. Requests received between the 15th of the previous month and the 14th of the current month will be initiated on the 15th of the current month. Please allow 5 business days for the payment to arrive in your bank account.

Employee concerns

If there is a concern about the appropriateness of the use or collection of these funds, please contact BLF. Please state if you wish to be kept anonymous as part of relating your concerns. BLF will work with Area or Division management to address any concerns brought forward, including, but not limited to suspension of the collection of funds for the said flexible fund.

Resources

Berkeley Lab Foundation Donation	https://www.berkeleylabfoundation.org/support
Payment Request Form at OCDO FAQ	https://ocdo.lbl.gov/faq/

Flexible Fund Set-up

Name of Fund:	
Approver: ALD or Division Director:	
Approver email:	
Business Manager:	
Business Manager email:	