

SAVE A STAMP & GIVE ONLINE



Almost 30 years ago you could mail a letter for less than half of what the cost of a stamp is today. Now, the McNeese Foundation is offering an easier and more cost effective way to make donations with the addition of its new online giving service.

All it takes is a few mouse clicks and your donation will be made safely and securely in minutes. Start by visiting www.mcneesefoundation.org and clicking "Give Now" on the home page.

Next, click on "Donations" to begin the online giving process. From there you can specify the gift amount, area of designation and additional information such as names and addresses of those you wish to be notified if making a tribute gift.

A list of all scholarships, professorships, chairs, colleges, departments and academic support units is provided for your convenience. Also provided is a link to companies offering matching gifts to its employees and/or retirees. After you have entered your gift information, follow the steps shown on the screen to complete your gift. The Foundation accepts Visa, MasterCard, American Express and Discover credit cards.

You will create an account that will be used for this gift and future gifts. Instead of re-entering billing information each time, your information will be stored for you. Our system only stores address information. We do not store any personal or credit card information. Upon completing your gift, you will receive a receipt and confirmation e-mail.

Longtime Foundation donors have discovered the convenience of giving online. Carol Rogers Breglio gives an annual Christmas gift to the *Skip Rogers Memorial Scholarship* that was established in memory of her brother.

"This scholarship keeps the spirit of my brother alive," said Breglio. "I have been sending checks since he died 13 years ago and was thrilled to find his scholarship listed. It [online giving] was quick, easy and personal and gave me a small connection to Skip that was very special."

For more information about online giving, contact Jennifer Griffith, gift planning and donor research specialist for the Foundation, at 337.562.4191, or by e-mail at jgriffith@mcneese.edu.

BERYL ROMERO

*Administrative Specialist
for Accounts Payable*



The McNeese Foundation has provided financial support to McNeese State University faculty, staff and students since 1965. From its inception, the Foundation has continually grown thanks to the generosity of alumni, employees and community members.

The Foundation administers approximately 475 scholarships, 84 professorships and two chairs. Accounting for incoming and outgoing funds requires a dedicated staff with great attention to detail. The McNeese Foundation has eight staff members who strive for excellence. Beryl Romero, the administrative specialist for accounts payable, is one of those staff members with 27 years of service at McNeese.

In addition to managing scholarships, professorships and chairs, the McNeese Foundation also handles in/out accounts. In/out accounts are similar to a checking account set up for academic department and educational support unit supervisors to handle day-to-day finances. The funds, used at their discretion, provide income to supplement operational budgets.

In/out accounts are supported through private donations, fundraising events, club and chapter memberships, book revenues and other means. Accounts may be as small as \$100 or larger than \$100,000, depending on the scope of the account. At the end of the fiscal year (July 1-June 30), any remaining funds may be carried over to the in/out account for use in the next year.

As an example of an in/out account, the Banners Cultural Series generates revenue from memberships and sponsorships. Banners also incurs expenses for entertainment, food and beverages. The McNeese Foundation handles accounting associated with the Banners Cultural Series as well as with 360 other in/out accounts. The basic process for managing in/out accounts includes:

- Receiving check requests and supporting documents submitted by account custodian.
- Reviewing requests to ensure Foundation, state board and/or NCAA guidelines are met.
- Evaluating requests to make certain documentation is complete and accurate.
- Preparing documents for appropriate authorization.
- Submitting package to the vice president assigned to that account for evaluation and signature.
- Processing and dispersing approved expenditures.
- Archiving documents through a scanning process.

Beryl handles all in/out accounts, bank transfers, account balances, corporate card reconciliations and auditing requirements, as well as foundation memberships such as Inner Circle, President's Circle and The 1939 Living Oak Society. For more information on how to contribute to a special area of interest, contact Beryl at 337.562.4210 or by e-mail at bromero@mcneese.edu.