

University of Toronto
Division of University Advancement
Donations Management, Restricted Funds Accounting
SAMPLE SUMMARY SHEET

To be completed by requesting Department/Division			To be completed by Restricted Funds Accounting	
Name of Fund	J. Smith Mem Lecture (Max 20 characters)		Project # Fund # Appropriation # Fund set up on (date) This summary sheet not valid until DIS project # and FIS fund # are assigned by Restricted Funds Accounting and indicated above.	
Type of Fund (Endowed or expendable)	Expendable			
Project Name	J. Smith Memorial Lectureship in Pathology (Max 178 characters)			
Fund Centre	102345			
Cost Centre	12345			
Faculty	Medicine			
Department	Department of Pathology			
Signing Authority	Chairman of the Dept of Pathology (Please specify designation e.g. Chair/Dean)			
Source of Funds	J. Smith Memorial Trust (Capital held at Royal Trust - annual donation is income of the Trust as distributed by the Trustees)			
Purpose of Funds	The trustee approved the use of the funds as outlined in the letter of November 11, 1988 by the Chairman of the Dept. of Pathology: "An annual lectureship in Pathology shall be established in the Department of Pathology at the University of Toronto to honour the memory of the late Dr. John Smith, a respected Pathologist who practiced in Peterborough, Ontario for many years. The lecturer will be chosen annually by a sub-committee consisting of the Chair in Pathology (UofT) and the Co-ordinators of the Graduate Program and Residency Training Program (UofT), and both the President and Secretary of the Section of Pathology, Academy of Medicine, Toronto. Expenditures from this account will be for an honorarium, travel and accomodation expenses, and a commemorative plaque. A list of lecturers will be recorded on a tablet in the Dept. of Pathology, UofT.			
Special Financial Requirement	Funds can be invested in EFIP			
Reporting Requirement	Annual report from Chairman to donor			
Contact Person	Name	Richard Austin		
	Title	Business Officer		
Payment Received	Nov-88			
Date of Request	Nov-88			

Distribution of copies:

Restricted Funds Accounting
Trust Accounting
Dean/Chair
Dept/Division Business Officer