

## **Definitions and Instructions for Completing Annual Reports in the BoRSF Endowment Reporting System**

These instructions track the five principal categories of the annual report and furnish brief line-by-line explanations of the data requested.

### **Current Status Information**

1. Vacant: Indicate whether a faculty member/student is currently assigned to the Chair/Professorship/Scholarship. Select yes if the position is vacant, and no if it is filled.
2. Current Holder's Name: If the position is filled, provide the first and last names of the individual named to the Chair/Professorship/Scholarship.
3. Title: Current institutional title (e.g., full professor, associate professor, student) of the individual named to the Chair/Professorship/Scholarship
4. Date of Vacancy: If vacant, date the most recent holder resigned the endowment
5. Date Current Faculty Member/Student Appointed: If filled, date of appointment (month/year) of current holder

### **Investment, Performance and Monitoring Objectives**

For all data requested over the last five years, previously reported data will be carried forward by the system to the next annual report.

1. Interest Earned Amount: Amount earned in interest on the fund per year for the last five years, with five-year total in the sixth column.
2. Realized Capital Gain/Loss Amount: Amount of realized capital gains/losses in the fund per year for the last five years, with five-year total in the sixth column.
3. Unrealized Capital Gain/Loss Amount: Amount of unrealized capital gains/losses in the fund per year for the last five years, with five-year total in the sixth column.
4. Other Income Amount: Amount of other income generated by the fund per year for the last five years, with five-year total in the sixth column.
5. Subtotal Investment Return and Other Income: Sum of 1-4, calculated automatically by the system.
6. Management Fees Amount: Actual dollar amount of management fees charged to the account, inclusive of fees paid to internal or campus-affiliated entities (e.g., campus foundation) and external funds/investment managers.
7. Management Fees Percentage: Management fee amount reported in #6 divided by market value at the end of the most recent FY reported; calculated automatically by the system.
8. Subtotal Expenses: Amount of expenses charged to the account (e.g., management fees), summed automatically by the system.

### **Spending Allowed for the Current Fiscal Year**

1. Program Assets – Market Value at Year-End: Market value of the account at the end of the most recent fiscal year.
2. Amount Over/Under Corpus: Difference between market value at the end of the most recent fiscal year and the endowment corpus, summed automatically by the system.
3. Maximum Spending Allowed: Total positive difference between the corpus and market value at the end of the most recent fiscal year. Spending is not allowed when market value is below corpus.
4. Actual Amount Allocated for Expenditure: Actual amount the campus has allocated for expenditure in the current fiscal year. This amount may equal but not exceed maximum spending allowed, reported in #3.
5. Approved Disbursement Percentage Payout: Percentage of assets allocated for expenditure per foundation board or other decision-making body. Documentation related to disbursement policies/decisions will be uploaded separately.
6. Amount Allocated for Expenditure in the Previous Fiscal Year: Amount allocated for expenditure by the campus during the most recent completed fiscal year.
7. Actual Amount Expended in the Previous Fiscal Year: Amount actually expended during the most recent completed fiscal year.
8. Actual Amount Expended in the Previous Fiscal Year from Carryover: Amount actually expended during the most recent completed fiscal year from expendable funds allocated in previous fiscal years
9. Unexpended Spendable Balance from Previous Fiscal Year: Amount remaining in the expendable account at the end of the fiscal year and carried forward.
10. Unexpended Spendable Balance as a Percentage of Market Value: Amount unexpended in relation to account's market value.

### **Portfolio Composition/Asset Allocation**

1. Equity Funds: For each category listed, provide amount of assets allocated. The total amount and percentage of account assets are calculated automatically by the system.
2. Fixed Income Amount: For each category listed, provide amount of assets allocated. The total amount and percentage of account assets are calculated automatically by the system.
3. Total Asset Allocation: Provide the fixed income rating. The system automatically sums the total allocation of assets.

### **Annual Donor and Endowment Holder Reporting**

1. Certification of Donor Contact and Date: Provide the date within the reporting year on which the donor was contacted. If contact was not required, select the reason from the pick list.
2. Donor Contact for Long-Term Vacancies: Indicate whether the donor was contacted and that a preferred course of action has been transmitted to the Board of Regents for consideration.
3. Endowment Holder and Academic Administrator Notifications: Certify that the endowment holder and appropriate academic administrators were notified of the value of the account, expendable funds, and guidelines for use of endowment earnings within the reporting year.

**Memo**: Provide any additional information, explanations, or special circumstances affecting the endowment over the reporting year.