



Account Definitions and Documentation Requirements

Endowment

Endowments are monies which are donor-restricted for a specific use and donor designated as an endowment, to held in perpetuity. These monies are invested with a long-term perspective; spending is from Board authorized distributions. An endowment may be established with the presentation of a gift or pledge document representing the minimum required, currently \$100,000. A fund is eligible for distribution once the total value of gifts or market value on December 31 reaches \$100,000. Distributions will be made available quarterly, beginning with September 30 each year.

Donor-initiated endowments require an **Endowment Gift Agreement** which specifies the name, purpose and administration of the fund. Draft documents are to be submitted to the Foundation through the LaserFiche Gift Agreement Request system.

Expendable

Expendable funds are non-endowed, immediately spendable monies which are restricted for a specific use, and are intended to have a limited funding and expense timeframe. An expendable fund may be established with the presentation of a gift or pledge document representing the minimum required, currently \$10,000.

Donor-initiated expendable funds require the generation of an **Expendable Gift Agreement** which specifies the name, purpose and administration of the fund. Draft documents are to be submitted to the Foundation through the LaserFiche Gift Agreement Request system.

Expendable funds may be established at the request of the department with a **Gift Agreement: Department Initiated** form for (i) general department spending or (ii) department initiated fundraising. A department must have a gift(s), not a pledge, to meet the \$10,000 minimum. Draft documents are to be submitted to the Foundation through the LaserFiche Gift Agreement Request system.

Capital

Capital funds are expendable funds used for building or reconstruction projects. These funds are initiated by departments or programs. Capital funds require the **Gift Agreement: Department Initiated** form. When initiating a capital account, departments should contact the Foundation to discuss the timelines of expected funding and use of those funds to promote the highest return on investment of those funds before submitting a draft document through the LaserFiche Gift Agreement Request system.

Interim Fund

Interim funds are used when there is a fundraising goal, clearly stated in solicitation materials, to establish an endowment. If sufficient monies are not realized within a specific period of time (not to exceed 5 years), the fund remains an expendable fund. If the endowment funding level is reached within the specified time period, the entire balance converts to an endowment. No expenditures or distributions will be made from the account until the conversion determination is made. The determination, once made, is final. These funds require the generation of a **Gift Agreement: Department Initiated** form through the LaserFiche Gift Agreement Request system.