

## **INSTRUCTIONS FOR COMPLETION OF THE ELECTRONIC ANNUAL ENDOWMENT FINANCIAL REPORT FOR TITLE III PROGRAMS**

- The first time you log into the Financial Reporting System, you will be prompted to change your password. On the **Change Password** page, enter your current and new password and click the 'Change Password' button.
- On the **Select Report** page, click the 'Add Report' button to start a new report.
- On the **Grantee Profile** page, verify the name, address, city and state, of your institution. Also, verify the name and telephone number of the "contact person" for the Title III Endowment at your institution. (The Title III Director/Coordinator is responsible for the administration and management of your institution's endowment.) Enter any changes needed and click the 'Save and Continue' button.
- On the **Financial Report** page:
  1. Enter the amount of the original Endowment Fund Corpus. The "Endowment Fund Corpus" is the Federal grant amount plus the institution's matching amount.
  2. Enter the fiscal year in which your institution submitted the initial report.
  3. Enter the twelve-month period for which you are reporting.
  4. Investment Distribution—Enter the type of savings account or security, the amount invested, and the financial institution(s) managing your Endowment Fund Corpus (Section 628.43 or the program regulations).

AFTER THE FIRST YEAR, THE AMOUNT OF MONEY REPORTED TO BE INVESTED SHOULD BE THE "CORPUS" PLUS ALL THE UNSPENT OR UNUSED ENDOWMENT FUND INCOME. THIS FIGURE SHOULD BE THE AMOUNT AT THE BEGINNING OF THE INVESTMENT PERIOD.

Examples of investment entities include but are not limited to:

(A) A federally insured bank savings account;

(B) A comparable interest bearing account;

(C) Money market fund;

(D) Certificates of deposit;

(E) Mutual funds;

(F) Stocks;

(G) Bonds; and

(H) Other (if not listed in A through G above, please enter type of investment account)

### **5. INCOME EARNED**

- a. Enter the amount of the Endowment Fund Income Earned only for the 12-month period covered by this financial report.
- b. Enter the cumulative amount of the Endowment Fund Income earned since the *initial investment* of your Endowment Fund Corpus.

## 6. **INCOME USED**

In the appropriate spaces, enter the amount for the reporting year and the cumulative amount of the Endowment fund Income used for any of the following purposes:

- a) **Operations and maintenance** – includes expenditures established to provide services and maintenance related to campus ground and facilities, including utilities, property insurance, fire protection, janitorial services, and similar items.
- b) **Administration** – Includes expenditures for activities carried out to provide for day-to-day functioning as well as the long-range viability of the institution as an operating organization. Includes the cost for general executive and administrative offices and other expenses of a general character that do not relate solely to (1) instruction (2) organized research, or (3) other institutional activities.
- c) **Academic and support personnel** – Includes expenditures for all faculty and the academic administrator.
- d) **Construction and renovation**—Includes expenditures for renewal and replacement of the campus ground and facilities.
- e) **Community and student service programs and technical assistance**—Includes expenditures for activities that primarily provide services beneficial to groups outside the institution. Included in this category are conferences, institutes, radio and television, consulting, and similar services to particular sectors of the community. Also included are expenditures for counselors, career guidance and placement personnel as well as expenditures connected with auxiliary programs, student aid administration, student activities, cultural events, student newspaper, intramural athletics, student organizations, student aid administration, student health services and the like.  
  
Further included are expenditures for activities of specific professional or technical groups such as conferences, workshops, or meetings where specific and practical advice is given to a group of lawyers, doctors, business executive, etc.
- f) **Other** –includes expenditures for education-related activities not included in the categories above. Indicate in the space provided the nature of the expenditure.

7. Click the 'Save and Continue' button.

8. On the **Submit** page, click the 'Display the Report' link to view your report in PDF format. If the information on your report is correct, click the 'Submit Financial Report' button. Once the report is submitted, you cannot update it. If you need to update the report, click the blue 'Financial Report' button at the top of the page.

9. If you need to submit additional financial reports, click the 'Add Report' button on the **Select Report** page to enter your next report.

## **CERTIFICATION**

This financial report must be signed by the President or Chief Executive Officer of the institution. Click the 'Signature Page' link on the Report List page to view the signature page in PDF format and save it for your records. After you have submitted all twenty financial reports, you can fax the signature pages to the Department of Education.