

Refer to Section {C}
{Business Affairs}Unit
Procedure for {C9 -- Endowment}



Endowment Gains and Loses

1. College Relations & Development will acknowledge receipt of all gifts to donor and enter the gift in the computer system.
2. The CRD receipt edit with documentation showing the requirements for any restricted gift will be provided to the business office.
3. The business office will transfer the receipt edit and post the transactions to the general ledger.
4. The business office will review all documentation related to restricted gifts and establish a separate general ledger account for gifts that require the permanent retention of net appreciation.
5. Each year the net appreciation that is restricted will be computed and added to the balance in the restricted general ledger account.

Endowed Scholarships

1. College Relations & Development will acknowledge receipt of all gifts to donor and enter the gift in the computer system.
2. The CRD receipt edit with documentation showing the requirements for any gift that is restricted will be provided to the business office.
3. The business office will transfer the receipt edit and post the transactions to the general ledger.
4. The business office will review all documentation related to restricted gifts and record these gifts in a separate general ledger account.
5. Each year the payout rate established by the board will be applied to principal and this amount will be added to the balance in a temporarily restricted general ledger account.
6. As amounts are transferred to students as scholarships, the amounts in the temporarily restricted account will be reclassified as Net Assets Released from Restriction.