



Office of Cost Accounting and Reporting

Investment Procedures - Endowments

The advancement office secures donor monies through a signed donor agreement. (Signature authority for NMT is the president).

Advancement requests a fund set up through the Cost accounting Department via email or phone call.

The Cost Accounting Office then prepares a fund set up request form (with email and/or donor agreement attached) that is routed to Budget and Analysis for set up. This is to establish a corpus fund (610xxx) and a companion fund (24xxxx).

Once established, donor monies are deposited to the designated corpus fund to be invested.

Monies are invested quarterly unless the dollar value exceeds \$100,000 which then should be invested as soon as possible. A request to invest the funds is made by the Cost Accounting Office to the VP of Admin & Finance. A journal voucher is generated to decrease the comptroller's cash fund and to increase the asset within the corpus fund. (This will clear claim on cash in banner).

Unrealized gain/loss is posted to the individual corpus funds based on the investment firm's financial statements that are received on a monthly basis.

Distribution Procedures

On a yearly basis a withdrawal request is made by the Cost Accounting Office to the VP of Admin and Finance. This amount is based on the NMT investment policy.

A Journal voucher is posted to reflect the increase to bank and a decrease to the asset account so that the reduction is also captured within the various corpus funds.

A transfer from the corpus funds to the companion funds is completed via journal voucher in accordance with the donor agreement.