

Endowment Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Planet and Partnerships](#)

2. PROCEDURAL DETAILS

- 2.1. These procedures address the administration of Endowed Funds, including the calculation and distribution of investment returns and the spending attributed to the Endowed Funds.
- 2.2. The Chief Financial Officer is responsible for overseeing the implementation, administration and interpretation of these Procedures.

Establishment of Endowed Funds

- 2.3. University Advancement is responsible for accepting funds in accordance with the [Donations Acceptance and Solicitation Procedures](#).
- 2.4. University Advancement is responsible for the following:
 - 2.4.1. Creating an Endowment Agreement between the University and the donor;
 - 2.4.2. Issuing charitable tax receipts as appropriate;
 - 2.4.3. Documenting the receipt of funds into Raisers' Edge;
 - 2.4.4. Submitting cost centre applications when required for restricted Endowed funds; and
 - 2.4.5. Where Endowed Funds are received with no restrictions attached to its purpose and do not require a separate cost centre, funds will be allocated into an existing endowment account and utilised accordingly.
- 2.5. Financial Services is responsible for recording funds received in the University's financial systems, in conjunction with information and documentation provided by University Advancement.

Non-endowed philanthropic funds

- 2.6. Philanthropic funds received for restricted purposes but which are not Endowed Funds (for example, a grant for a designated research project) will be managed outside of Endowed Funds consistent with normal practices.

Investment of Endowed Funds

- 2.7. Financial Services will invest Endowed Funds separate from other University funds, consistent with a long term investment strategy approved by Finance Committee.
- 2.8. Financial Services will manage an equalisation account separate to the Endowed Funds, which offsets annual investment returns which are lower or higher than the Endowed Funds investment return objective, determined in accordance with section 2.7.
- 2.9. Financial Services will distribute investment income quarterly, consistent with the Endowed Funds investment return objective for the Endowed Funds approved investment strategy.
- 2.10. Where funds have been received during a calendar year, the distributed investment income will be applied on a pro-rata basis, reflecting the time funds have been held.

Spending of Endowed Funds

- 2.11. University Advancement will, subject to appropriate delegations, request Financial Services to transfer funds from the Endowed Funds to the cost centre responsible for their expenditure, providing supporting documentation for the transfer.
- 2.12. University Advancement is responsible for compliance with the terms and conditions specified in an Endowment Agreement.
- 2.13. University Advancement will be responsible for budgeting the annual spend of Endowed Funds as part of the University's normal budget process. It is intended that expenditure will be relatively stable from year to year, consistent with the approach to distribution of investment income.

Reporting of Endowed Funds

2.14. University Advancement will prepare a bi-annual Advancement Report through Finance Committee to Council, with support from Financial Services, including opening and closing balances of each category of Endowed Funds, the value of funds received, investment income received and expenditure of funds.

2.15. University Advancement will be responsible for donor stewardship, including reporting and other stewardship activities as appropriate.

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

4. SCOPE OF PROCEDURES

This procedure applies to staff engaged in the management of Endowed Funds only.

It does not apply to donations, grants or similar, where the full amount, including principal, is designated for specific purposes.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Endowed Funds

An Endowed fund is charitable donation established in perpetuity in which the principle is invested for a total return (both income and appreciation) with a portion of the fund's balance is paid out on a regular basis.

Endowed Funds may be:

- Permanently restricted by the terms of the endowment;
- Unrestricted but designates by the University as restricted; or
- Temporarily restricted, whether by the terms of the endowment or as designated by the University

6. RELATED DOCUMENTS/LINKS/FORMS

[Endowment Policy](#)

[Donations to Curtin Policy](#)

[Donations Acceptance and Solicitation Procedures](#)

Policy Compliance Officer	John Fitzgerald , Chief Advancement Officer
Policy Manager	Vice-Chancellor
Approval Authority	Finance Committee
Review Date	1 st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval	Key Changes and Notes
New	Approved	24/11/2021	Finance Committee	FC 87/21	Attachment B to Item 12 effective 16 February 2022