



DATE: March 2, 2015
TO: All Budget Users
FROM: Stephanie Tong, Senior Budget Analyst
RE: FY16 Endowment Distribution

Greetings,

Upon the completion of The Board of Trustees' meetings in early February, I am writing to confirm the Rate of Distribution for Endowed Funds will be set at **\$30.76** per unit for FY16. The Annual Income Distribution for endowed funds are calculated based off the number of units in each endowment. As a point of reference, the FY15 Rate of Distribution is \$30.57.

To assist in the planning of FY16 budgeting and spending, departments can refer to a report within the Discoverer reporting tool called "**Endowment Distribution**". In this report, you can view the current amount of shares in each of the endowed funds along with the calculated income and administrative charges associated. Please keep in mind unit shares may increase if new endowments are acquired between now and the end of FY15, which will affect the distribution amount. The report is accessible in the Budget Services tab located in the MyWellesley portal. If you need assistance in running this report, please contact me directly.

The distribution income and administrative charge amounts will be uploaded into Banner, along with FY16 Operating Budgets in July.