



The **Endowment Financial Report** should incorporate all endowments funded by the grant, including any required matching endowment funds. Separate supporting endowment statements can be uploaded in the **Documents** section, if necessary.

In the **Endowment Income** text box, describe how the organization is managing any shortfall of funds, if relevant.

The next two fields should indicate the cumulative amount of endowment funds received as of the end of the reporting period, in two categories:

1. Endowment funds received from Mellon, and
2. Endowment funds received from other sources, including any required matching funds per the grant terms.

▼ Endowment Financial Report

Please report on investment performance and the use of endowment funds below.

Endowment Income
If income from the endowment has declined during the reporting period or is not sufficient to cover budgeted expenditures, please describe how the organization is managing the shortfall of available funds.

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Principal Balance

Please enter the total amount of endowment funds received (principal) as of the end of the current reporting period.

Endowment Funds Received (Mellon)

Endowment Funds Received (Non-Mellon)

Principal Balance: 0

The **Principal Balance** field will be auto-populated based on the above inputs.

The **Beginning Market Value** is the market value of the endowment fund as of the end of the previous reporting period. The following fields should account for the current reporting period:

- **Endowment Funds Received (Mellon):** any additional endowment funds received from Mellon
- **Endowment Funds Received (Non-Mellon):** any non-Mellon funds received
- **Investment Return:** the amount of investment income generated by the endowment funds
- **Endowment Payout:** the amount of endowment income allocated for expenditure

Changes in the Endowment Fund Market Value

Please enter the financial activity of the endowment fund for the current reporting period.

Beginning Market Value

Endowment Funds Received (Mellon)

Endowment Funds Received (Non-Mellon)

Investment Return

Endowment Payout

Ending Market Value: 0

The **Ending Market Value** field will be auto-populated based on the above inputs.

For technical support, please contact fluxxusers@mellon.org or (212) 500-2484.



The Andrew W. Mellon Foundation: Endowment Financial Report

The next set of fields pertain to the **use of the endowment income** during the current reporting period.

The **Beginning Payout Fund Balance** equals the amount of endowment income allocated for expenditure that had not been expended as of the end of the previous reporting period, if any. The **Additional Payout** field should show the amount of endowment income allocated for expenditure in the current reporting period. **Interest/Investment Income** earned on allocations from the endowment fund, if any, should also be shown.

Use of Endowment Income

Please enter the financial activity of the endowment fund payout for the current reporting period.

Beginning Payout Fund Balance

Additional Payout

Interest/Investment Income

Expenses Total

*should be the same as the **Endowment Payout** field in the previous section*

Expenses Total: Total of expenditures from the endowment income allocations during the current reporting period

Please enter expenses by category below. Please create a new line for each expense category by clicking on the "+" icon and entering the requested information.

Expense Category	Amount
1 Salaries	<input type="text"/>
2 Benefits	<input type="text"/>
3	<input type="text"/>

Ending Payout Fund Balance:

Below the **Expenses Total** field is a table where expenses during the period should be itemized. Please create a new line for each expense by clicking on the blue + icon and entering the expense category name and amount.

The **Ending Payout Fund Balance** field will be auto-populated based on the above inputs.

Any required documents, including separate supporting endowment statements, should be uploaded in the **Documents** section.

Documents

When uploading documents, please select the Document Type that you feel is the most appropriate. Instructions for working with Documents can be found on the [Foundation's website](#).

Documents

Grantee Authorizations

In the space below, please enter the name and contact details of the person in your organization with institutional responsibility for financial reporting who reviewed the financial report.

Name

Title

Email

Date

This field is required in order to submit the form.

Before submitting your report, be sure to complete all the fields in the **Grantee Authorizations** section.

To submit the form, select **Save** and then **Submit**.

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