College of Arts & Sciences Managers' Meeting

Wednesday, July 10th

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

Welcome: Manish Kumar, Associate Dean for Finance and Budget Management

HR Announcements: Ashante Diallo, Interim HR Officer

HR Lunch & Learns
- This month's Lunch & Learn will be held on Wednesday, July 17th in 205 Howell Hall from 12 noon – 1:00 pm. This month's topic is "Student Hiring". The June Lunch & Learn topic will be on August 14th and will be on "IT Safety" with our very own Jackson Cox from OASIS. More information on this session will be sent soon but it is currently on our College website.

REMINDER: EHRA Non-Faculty Performance Review
- As a reminder, the annual performance cycle for EHRA non-Faculty employees is from July 1 – July 30th. All performance evaluations should be prepared and delivered to the employee no later than July 31st. Similar to last year, the Dean's Office HR Consultants will distribute ratings spreadsheets to each department by late July. Spreadsheets will be due by August 2, 2019 and the ratings will be entered into ConnectCarolina by the Office of Human Resources. Attached are both the Annual Performance Appraisal Form and the EHRA Non-Faculty Performance Goals Document. For information on EHRA non-faculty performance evaluations please click here. If you have additional questions and/or concerns, please reach out to your HR Consultant.

Salary Increase Freeze Until Adoption of FY 2019-2020 State Budget
- Given the lack of an adopted State Budget for FY 2019-2020, the System Office has received official guidance from the Office of State Budget and Management (OSBM) of a temporary freeze for many types of salary adjustments regardless of funding source and employee type effective July 1, 2019 or later until further notice. For those actions that remain permissible during this freeze, all regular UNC System salary pre-approval procedures remain in effect. This freeze is also not intended to cause any interruption to offers to external candidates for existing budgeted positions. All affected employees will be notified via email with copies to the Department Manager and Department Chair. Once the freeze is lifted, any pending salary increases will be initiated retroactively. If you have additional questions and/or concerns, please reach out to Ashante Diallo, ashante@unc.edu.

Finance Announcements: Manish Kumar, Associate Dean for Finance and Budget Management

1. Payout/Reinvestment process will be coming up towards the end of the month. Please begin looking at your endowments to prepare for this process. Payouts have posted to your University sources (Fund 28200 - source 7XXXX) & College of Arts and Sciences (fund 29920 - sources C0XXX). In the meeting materials, we have provided the 'To Help Prepare For' e-mail we sent out last month and a help document on how to read the Trust Funds by Owning Department report. The Dean's Office Finance Team, Meredith Tunney, & Joanna Cardwell will host a Help Session on Thursday, August 1st from 10 am to 12 noon. An e-mail with a doodle poll will be sent out in the coming weeks.

2. Dean's Office Commitment Allocations, Professorship salaries & research funds, & permanent salary adjustments will be allocated by the end of August.

3. Year-end Deficits on State & Dean's Office allocated sources - If you have a deficit greater than $100 on your state or DO allocated trust source, you will receive an e-mail within the next week with options on how to pay back the deficit.

4. Start-up allocations - We will be allocating more start-up on trust funds. The same trust fund may not be used each FY so please search your ledgers by using the faculty's unique program code rather than the previous year's source. And please make sure that you run your commitment report in ASR monthly to check for new DO allocations.

5. Operational Excellence - Chase Debnam, department manager of Psychology and Neuroscience will be in touch with the departments who have not completed their operational excellence training as of July 10th. Additionally, unnecessary campus vouchers – or those that resulted from procuring items via methods not recommended by the decision tree will be sent an Excel report on a monthly basis. As you review your data, please consider the following questions:

   - What are the drivers of unnecessary campus vouchers in my unit?
   - What steps can I take now *and* in long-term to eliminate unnecessary campus vouchers?
   - How can I limit personal reimbursements and ensure that items are procured via the appropriate purchasing method moving forward?

Update on Dean's Office Positions

The Dean's office is currently in the process of recruiting multiple candidates for the following positions:

1. Lead accounting technician:
   - The final round of interviews will be completed during the week of July 15th.
2. Accounting technician position:
   - The final round of interviews were completed in late June. The anticipated start date for this position is on Monday, July 15th.
3. Senior Budget Analyst:
   - Interviews will be conducted in the coming weeks.
4. Congrats and Grant Manager:
   - Interviews will be conducted in the coming weeks.
   - For a smooth transition, Elise Richards, former Contracts and Grants Manager, will continue to support her departments in the exact same way she does now until the position is filled to maintain the standard level of customer service we provide our partners. There will be no stop in service or assistance as she begins her new role. Elise will still support the College in her new role at OSR, and will be available as a resource if needed.

UNC and NCCU Internship Collaboration

- To streamline an ongoing pipeline for the Dean's Office and for the departments we serve, we've collaborated with NCCU to hire 3 interns for the fall and spring semesters. Additionally, this collaboration will give us an opportunity to hire future full-time employees, while effectively managing our workflow to accomplish our immediate objectives. The NCCU interns will be working with a variety of areas within the business operations office to include:

  - Contracts and Grants
  - Accounting Shared Services
  - Human Resources

Travel and Pcard Updates: Travis Henderson, Director of Procurement, Janet Rupert, Director, Accounts Payable & Travel Services

Oasis Updates: Andy Lang, Associate Dean of Information Technology and Data Analytics and Sean Semone, Associate Director, Arts and Sciences Information Services

Instructions for Setting EHRA Non-Faculty Performance Goals

When Do I Set Goals?

Performance goals should be set at the beginning of each performance evaluation cycle which runs from July 1st to June 30th. For the current performance, completing this document is optional. For the performance cycle beginning July 1, 2019, this document will be mandatory.

What is the Right Number of Goals?

Supervisors should establish at least three (3) goals and objectives for the employee. We recommend no more than five (5) goals.

Where Should We Focus?

Goals and objectives should be based on key business needs, strategic initiatives, and principal functions of the position. These goals are not intended to cover all aspects of the employee work product. They should be focused on key results, outcomes and deliverables and may be:

- **Critical-Function -** highlight some of the most critical work needs in the position description
- **Compliance-Focused** - ensure compliance with relevant policies, procedures, regulations, and/or job requirements
- **Project-Oriented** - may be regular or one-time work that is significant during the cycle
- **Work-Unit Specific** - improve and/or sustain work product or related team dynamics
- **Division-Wide** - tied to University strategic goals and/or initiatives
- **Forward-Focused** - align with the unit and the University strategic goals and mission

Does My Employee Have a Say in This?

Yes! It is important that the employee have a voice in the process to ensure buy-in and engagement. Often managers will have the employee take the first pass at creating their own goals for the upcoming performance period.

How Do I "Connect the Dots" for my Employees?

It is important that individuals see how their work is tied to the overall mission, vision and priorities of their organization. Whenever possible, your employee's goals should be aligned to The University of North Carolina System Strategic Plan, UNC-Chapel Hill Blueprint for Next Strategic Plan, UNC-Chapel Hill Institutional Goals and your Division/School goals. Linking these higher-level goals and strategic priorities to the individual's performance goals will enable the individual to connect their performance to the performance of their division/school as well as the University and the System as a whole. Refer to the Goal Alignment Worksheet to help "connect the dots".

Where Can I Find More Information?

For additional information and resources for writing individual goals, please visit the OHR website at
https://hr.unc.edu/managers/performance/ehra-evaluation/

Instructions for Creating a Professional Development Plan

Discuss professional development activities with the employee and determine the appropriate activities to be established during the performance cycle. These may include activities for employee growth and/or to address performance. Some examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden employee skills relevant to the employee's position, career path, or service to the University.

Goal Alignment Worksheet

Individual Annual Performance Goals should be aligned to one or more higher-level goals or strategic plans outlined below.

University of North Carolina System Strategic Plan	UNC-Chapel Hill Blueprint for Next	Institutional Goals	Division/School Goals
ACCESS: the opportunity for all North Carolinians who are prepared for the associated rigorous learning experiences to pursue a university education. **STUDENT SUCCESS**: A combination of positive intellectual, personal, and social development facilitated by a high-quality university education. The development of competencies — critical and creative thinking, life-long learning, technological mastery, resilience, effective communication, flexibility, and collaboration, among others — for meaningful engagement in 21st-century life. The timely acquisition of a degree. **AFFORDABILITY & EFFICIENCY**: A working compact among the state's elected officials, taxpayers, and UNC to deliver the University's multifaceted mission at the highest levels of quality in a cost-effective manner without regard to a student's ability to pay. **ECONOMIC IMPACT & COMMUNITY ENGAGEMENT:** Preparing graduates to be well-rounded citizens and lifelong learners to meet the state's long-term needs; improving quality of life; investing in foundational research; speeding the discovery, application, and translation of research; and deepening sustained partnerships that strengthen local communities and the state's economy. **EXCELLENT & DIVERSE INSTITUTIONS:** The University's constituent institutions are individually distinct and mission-focused and collectively comprise an inclusive and vibrant university system, committed to excellence and the fullest development of a diversity of students, faculty, and staff.	**Pillar 1 – OF THE PUBLIC, FOR THE PUBLIC.** We will: • Eliminate all barriers to a great education. • Bring expertise to bear for the benefit of North Carolina and beyond. • Work for democracy: develop citizen-leaders and encourage informed public discussion. **Pillar 2 – INNOVATION MADE FUNDAMENTAL** We will: • Value and prioritize foundational research and creative practice. • Meet the imperative for learning that is personalized, experiential, collaborative, and data-literate. • Translate research into professional, commercial, and societal uses. • Adapt to evolving workforce and student need **CROSS-CUTTING IMPERATIVES** • Aspire to preeminence. • Help us serve as the economic powerhouse for the state. • Prepare our graduates for the new economy and contemporary life. • Adopt a global mindset. • Address big societal questions.	*(Refer to the HR website for more detailed descriptions of institutional goals. These will be rated on the annual appraisal on a 3-point scale (Not Meeting, Meeting, Exceeding Expectations)* **EXPERTISE**: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession. Maintains technical skills and relevant professional credentials. **ACCOUNTABILITY:** Completes required volume of work by established deadlines and stays productive throughout workday. Takes sufficient/ appropriate measures to plan and organize work, prioritize tasks, and set realistic goals. **CUSTOMER-ORIENTED:** Listens to determine the most effective way to address customer needs and concerns. Follows through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until job is completed. **TEAM-ORIENTED:** Communicates and engages directly, clearly, and tactfully with colleagues. Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs. **COMPLIANCE & INTEGRITY:** Complies with personnel and equal opportunity policies, including prohibitions on harassment, discrimination, and violence, and all other policies. Complies with all safety requirements for the position. **SUPERVISION (For Supervisors Only):** Provides adequate stewardship of assigned resources, including budget, space, equipment, and staffing. Provides clear objectives that foster work unit development and align with university values and goals.	*Insert Division/School Goals Here*

ANNUAL PERFORMANCE APPRAISAL CYCLE *(Dates From/To)*:		to	
Dept. Name:		**Employee Name:**	
Supervisor Name:		**Position Title:**	
Supervisor Title:		**Employee ID:**	

INDIVIDUAL GOALS & OBJECTIVES	Enter a minimum of three (3) performance goals below.

GOAL #1 -- Title:	
Description:	

GOAL #2 -- Title:	
Description:	

GOAL #3 -- Title:	
Description:	

GOAL #4 -- Title:	
Description:	

GOAL #5 -- Title:	
Description:	

SIGNATURES FOR ANNUAL PERFORMANCE GOALS

Supervisor:		**Date:**	
Employee:		**Date:**	

UNC
HUMAN RESOURCES
Workforce Strategy, Equity, and Engagement Division

ANNUAL PERFORMANCE APPRAISAL CYCLE *(Dates From/To)*:		to	
Dept. Name:		**Employee Name:**	
Supervisor Name:		**Position Title:**	
Supervisor Title:		**Employee ID:**	

Professional Development Plan

Professional Development Activities	Examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden skills relevant to the employee's position, career path, or service to the University.
Activity #1 -- Title:	
Description:	
Activity #2 -- Title:	
Description:	
Activity #3 -- Title:	
Description:	

SIGNATURES FOR PROFESSIONAL DEVELOPMENT PLAN			
Employee:		**Date:**	
Supervisor:		**Date:**	

ANNUAL PERFORMANCE APPRAISAL
FOR EHRA NON-FACULTY EMPLOYEES

Name:		**Employee ID#:**	
Title:		**Review Period:**	

Carolina's overarching strategic framework, "The Blueprint for Next" focuses on two core strategies – "Of the Public, for the Public" and "Innovation Made Fundamental" that combine Carolina's historic role in service to the state and its people with a fundamental quality essential to Carolina's future success: a willingness to continually reinvent itself. These core pillars align with and support the major priorities of the University of North Carolina system-wide strategic plan which include access, student success, affordability and efficiency, economic impact and community engagement and excellent and diverse institutions.

INDIVIDUAL GOALS	Evaluate 3 to 5 goals from July 1, 2018 to June 30, 2019 based on the principal functions of the position. These will be rated on the annual appraisal on a 3-point scale (Not Meeting, Meeting, or Exceeding Expectations).
GOAL #1 -- Title:	**Example: Conduct trainings on campus for stakeholders**
Description:	Present at least 7 trainings for all staff and faculty on new University policies. Serve as a resource for stakeholders by demonstrating subject matter expertise, develop a positive working relationship across campus.
GOAL #2 -- Title:	
Description:	
GOAL #3 -- Title:	
Description:	
GOAL #4 -- Title:	
Description:	
GOAL #5 -- Title:	
Description:	

#	INDIVIDUAL GOALS TITLE:	INDIVIDUAL GOALS RATING:
1		
2		
3		
4		
5		

UNC HUMAN RESOURCES
Workforce Strategy, Equity, and Engagement Division

ANNUAL PERFORMANCE APPRAISAL
FOR EHRA NON-FACULTY EMPLOYEES

Name:		Employee ID#:	
Title:		Review Period:	

FINAL OVERALL RATING

Mark Appropriate Overall Rating:	
OR, review not completed because:	

DEVELOPMENT ACTIVITIES: List/describe professional development activities for the employee. For current, list activities for the 2018-2019 performance cycle. For future, list activities planned for the 2019-2020 cycle. Please indicate at least one (1) development activity.

Current:

Future:

SUPERVISOR COMMENTS ON EMPLOYEE'S PERFORMANCE (Required)

SIGNATURES FOR ANNUAL PERFORMANCE APPRAISAL

Next Level Manager:	Print:	Date:	
	Sign:		
Supervisor:	Print:	Date:	
	Sign:		
Date of Annual Performance Appraisal Review Session with Employee:			
Employee Acknowledgement: I understand my signature below indicates: that I have received this annual performance appraisal, that my signature does not necessarily imply my agreement with the ratings given or the comments included, and that if I choose, I may write a response to include with this appraisal document.		**(Check here if you are attaching comments.)**	
Employee:		**Date:**	

This message is being sent from the Dean's Office Finance Team to all College of Arts and Sciences Managers with a copy to all Deans, Directors and Department Heads

This e-mail to provide early notice of the College of Arts & Sciences Endowment Payout/Reinvestment Process so that departments can be better prepared for the upcoming process in July.

Summary of action to prepare for Reinvestment/Payout Process:
- **Arts & Sciences Foundation Endowment and Expendable (CXXXX) & the University Endowments (7XXXX)**: Reports will be available in ASR in late July. We will send out notification once the report is open. The Dean's Office has two very helpful reports that you can use to prepare for this process.
    - **Endowment Market Values Report** – this report provides the anticipated payout for June 2019. Please make sure to select the latest month available (currently April) for the most accurate payout. Please note that this is a projection and the amount may change when we receive the actual payouts in late June.
        - You can use this report for University Endowments (7XXXX), Chapel Hill Foundation Endowments (U0XXX), and CAS Foundation Endowments (C0XXX)
    - **Trust Funds by Owning Department** – although we are still in the fiscal year and funds are still being expended, you can use this report to view the expendable gifts your department has received throughout the fiscal year up until the current date. The expendable gifts that you have collected throughout the fiscal year will show under fund code 29930 until they are paid out in early 2019.
        - You can use this report for Chapel Hill Foundation Expendables (U5XXX), and CAS Foundation Expendables (C5XXX)
        - Also, once the June 2019 payouts post you can view these amounts within this report
            - University Endowment payouts will show under fund code 28200
            - CAS Endowment & Chapel Hill Foundation Endowment payouts will show under fund code 29920

In case you need a refresher on locating and reading the reports, please find attached a help document on how to read each report.

Also, we will be having a help session in August to assist with any questions you may have including reinvestments, reading your budgets, understanding college reports and commitment allocations. Information will be sent out soon about signing up for a session.

In order to better assist you with this process, please contact your budget analyst:

Division	Contact Name	Phone	Email
Fine Arts and Humanities	Kristen Rogister	3-5797	Krsmith3@email.unc.edu
Undergraduate Education	Kristen Rogister	3-5797	Krsmith3@email.unc.edu
Social Sciences & Global Programs	Heather Yousef	3-3941	hyousef@unc.edu
Natural Sciences	Joe Daley	2-6243	jjdaley@unc.edu

Thanks,
Dean's Office Finance Team

SAS College Trust Fund Financial Reports

Navigate to: http://college.unc.edu/

➡️ Click link: Intranet/Business Operations

➡️ Click link: CAS Reporting Systems

➡️ Click link: SAS Visual Analytics (School Reports tab in InfoPorte)

Direct path to location: http://collegeintranet.web.unc.edu/resources/cas-reporting-systems/

Reports Include:

CAS-Endowment Market Values: *This report Shows trust funds by source owner including the total market value, book value and estimated payout for selected CAS department. The report summarizes the original value of the investments, the market value of the funds and the split of the original value between donor equity and non-donor equity. The report is particularly useful information during the initial years of the fund to determine whether or not it may be subject to underwater regulations. This report also provides estimated payout which can also be utilized to assist with budget planning.*

- *Source of data: Data warehouse tables from University Accounting System; Data updates approximately 6 weeks after the close of the month.*
- *Suggested Use: To see estimated payout to assist with budget planning for future year, to see if source is at risk for being underwater when payout will not be received for use.*
- *Additional Notes*
    - *Select 1 month at a time*
    - *Market value should always be higher than book value or it is underwater and payout will not be provided*
    - *"7" sources receive payout in June*
    - *"C" and "U" sources receive payout in August*

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CAS-Trust Funds by Owning Department: *Shows trust funds by source owner including the progress from total opening fund balance, total revenue, total expenses, and ending fund balance at a selected point in time for selected CAS department.*

- *Source of data: Data warehouse GL actuals tables; Data loads each day usually by 8am but is dependent on InfoPorte load to be complete before it will load.*
- *Suggested Use: To see <u>CASH</u> balance for trust funds by owner, this should match budget balance if you own the fund, if you don't own the fund it will not show up in this report for your department.*

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CAS - Endowment Market Values

Overview: This report shows trust funds by source owner including the total market value, book value and estimated payout for selected CAS department. The report summarizes the original value of the investments, the market value of the funds and the split of the original value between donor equity and non-donor equity. The report is particularly useful information during the initial years of the fund to determine whether or not it may be subject to underwater regulations. This report also provides estimated payout which can also be utilized to assist with budget planning.

Choose Department

Choose one Fiscal Year and Month

Endowment Market Values

Business Unit Or School	Division	Owning Department	Year and Month	Source	Endowment Type	CAS Projected Payout	Underwater Status
☐ CHASF -	☐ Academic Initiatives	☐ Academic Advising	☑ 2017 - 07	☐ 70032 - Hammer Quas...	☐ Foundation Endowment	☐ No Reduction 915	☐ Partially Underwater 11
☐ CHASF - College of Arts a...	☐ Arts and Sciences Dean...	☐ American Studies	☐ 2017 - 06	☐ 70080 - Bahnson Agne...	☐ Foundation Quasi-Endow...	☐ Reduction 11	☐ Not Underwater 915
☐ CHFDN - College of Arts a...	☐ Carolina Union	☐ Anthropology	☐ 2017 - 05	☐ 70083 - Jordan Mahlon...	☐ No Match		
☐ UNCCH - College of Arts ...	☐ Executive Vice Chan & ...	☐ Applied Physical Scienc...	☐ 2017 - 04	☐ 70086 - Paddison Geor...	☐ University Endowment		
	☐ Fine Arts	☐ Archaeology	☐ 2017 - 03	☐ 70093 - Riggins Mildre...	☐ University Quasi-Endowm...		
	☐ Global Programs	☐ Art & Art History	☐ 2017 - 02	☐ 70094 - Weil-Am Citize...			

◁ Summary | Underwater | Payout / Per... | Total Market... | Glossary ▷

Owning Dep...	Business U...	Source	Total Market Value	Donor Market Value	Non-Donor Market Value	Total Book Value	Donor Book Value	Non-Donor Book Value	Payout
	CHASF - College of Arts and Sciences	C0478 - Trawick Ward Fund	$37,107.77	$35,754.63	$1,353.14	$32,177.05	$31,073.97	$1,103.08	$1,852.87
		C0565 - Richard Yarnell Memor	$22,584.32	$22,584.32	$0.00	$22,375.51	$22,375.51	$0.00	$1,127.80
		Subtotal: CHASF - College of Arts and Sciences	$767,314.77	$680,369.11	$86,945.66	$559,412.49	$482,320.16	$77,092.33	$38,317.58
	UNCCH - College of Arts and Sciences	70756 - Peeblesmargaret Arc	$26,327.88	$26,327.88	$0.00	$14,185.79	$14,185.79	$0.00	$1,300.30
		71174 - Rla Invest Fund	$241,954.03	$146,758.93	$95,195.10	$233,474.00	$143,474.00	$90,000.00	$12,082.58
		Subtotal: UNCCH - College of	$268,281.91	$173,086.81	$95,195.10	$247,659.79	$157,659.79	$90,000.00	$13,382.88

Donor Book Value: Initial donation(s)
Non-Donor Book Value: Amount Reinvested
Donor Market Value: The market value of the donation(s)
Non-Donor Market Value: The market value of the reinvestments

Compare market value and book value to ensure market value is higher otherwise it's underwater and unavailable for use until it's no longer underwater

Shows anticipated amount for payout for use the following year.

Trust Funds by Owning Department (All Trust Funds)

Overview: This report summarizes beginning balance, transactions and ending balance of all trust sources under departmental control at a point in time. Filters narrow results left to right.

Choose UNCCH

Choose Department

Choose Fiscal Year

Choose All Fund Groups <mark>except</mark> 298, 29910, 29920, and 29930

Ending Fund Balance shows remaining amount available to spend.

Trust Funds by Owning Department with multiple transaction departments (All Trust Funds)

Overview: This report summarizes beginning balance, transactions and ending balance of all trust sources under departmental control at a point in time with a breakout by department. Filters narrow results left to right.

Choose All Fund Groups except 298, 29910, 29920, and 29930

Choose UNCCH

Choose Department

Choose Fiscal Year

Click w/Transaction Department Tab to see breakout by transaction department

Shows transaction department

Shows expenses to-date by department

Trust Funds by Owning Department

Business Unit	Division	Owning Department	Transaction Department	Fiscal Year	Accounting Period	Fund Type	Fund Group	Source Group	Source
☐ CHASF	☐ Arts and S...	☐ Exercise a...	☐ African Afri...	☑ 2018	☐ 0 - Beginning...	☐ Trust	☐ 282	☐ 70	Source
☐ CHCAN	☐ Fine Arts	☑ First Year ...	☐ American ...	☐ 2017	☐ 01 - July		☐ 298		
☐ CHFDN	☐ Global Pro...	☐ GEC Buildi...	☐ Anthropolo...	☐ 2016					
☑ UNCCH	☐ Humanities	☐ Geography	☐ Archaeology	☐ 2015					
	☐ Natural Sci...	☐ Geological...	☐ Art & Art H...	☐ 2014					
	☐ Scholarshi...	☐ Germanic ...	☐ Asian Stud...						
	☐ Social and...	☐ Global Stu...	☐ Biology						

Source Description

☐ 70976-King Fy Sem Enhance
☐ 70977-Davis First Yr Sem
☐ 70987-Holmes Fy Sem Enhanc
☐ 70992-Townsend Fy Seminars
☐ 70998-Cobey 1St Yr Sem Dev

◁ | Summary | w/ Transacti... | Yo... | Detail | Glossary | ▷

Owning...	Fu...	Source	Fu...	Transaction Depar...	Opening Fund Balance	Gifts Rev 46XXXX	Invest Rev 43XXXX	Rev Transfers 48XXXX	Other Rev	Alloc from Related Fdtn 462180	Total Revenue	Expenses	Expenses Transfers 58XXXX	Alloc to Univ 559139	Total Expenses	Ending Fund Balance
		70998-Cobey 1St Yr Sem Dev	282	Sociology	($170.05)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($170.05)
				Undergraduate Education	($5,316.52)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($5,316.52)
	Trust			Subtotal: 282	$9,439.07	$0.00	$28.20	$0.00	$0.00	$0.00	$28.20	$198.05	$0.00	$0.00	$198.05	$9,269.22
			298	First Year Seminars	$131,637.38	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$131,637.38
				Subtotal: 298	$131,637.38	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$131,637.38
				Subtotal: 70998-Cobey 1St Yr Sem Dev	$141,076.45	$0.00	$28.20	$0.00	$0.00	$0.00	$28.20	$198.05	$0.00	$0.00	$198.05	$140,906.60
				Subtotal: Trust	$1,963,367.94	$200.00	$523.72	$0.00	$0.00	$0.00	$723.72	$198.05	$0.00	$0.00	$198.05	$1,963,893.61
Subtotal: T...					$1,963,367.94	$200.00	$523.72	$0.00	$0.00	$0.00	$723.72	$198.05	$0.00	$0.00	$198.05	$1,963,893.61

Trust Funds by Owning Department (Principal Funds)

Overview: *Transactions for endowment principal funds only. You will want to review this report for substantial additions to the endowment accounts. These additions will generate additional earnings in the fund beginning in subsequent years. These endowments produce payouts annually to be used for spending in the department for the purpose stated in the gift agreement. Filters narrow results left to right.*

Choose All Business Units

Choose Department

Choose Fiscal Year

Choose Fund Groups 298 and 29910

Trust Funds by Owning Department

Business Unit	Division	Owning Department	Transaction Department	Fiscal Year	Accounting Period	Fund Type	Fund Group	Source Group	Source
☐ CHASF	☐ Arts and Scie...	☐ Academic ...	☐ Academic ...	☑ 2018	☐ 0 - Beginning ...	☐ Auxiliary	☐ 241	☐ 70	Source
☐ CHCAN	☐ Fine Arts	☐ Aerospace ...	☐ Ackland Art...	☐ 2017	☐ 01 - July	☐ F&A	☐ 271	☐ 71	
☐ CHFDN	☐ Global Prog...	☐ African Afrl...	☐ Aerospace ...	☐ 2016	☐ 02 - August	☐ Other	☐ 281	☐ C0	
☐ UNCCH	☐ Humanities	☐ African Stu...	☐ African Afrl...	☐ 2015	☐ 03 - September	☐ State & State ...	☐ 282	☐ C9	**Source Description**
	☐ Natural Scien...	☐ American ...	☐ African Stu...	☐ 2014		☐ Trust	☐ 291	☐ U0	☐ 70023-Davis Stu Aid Admin
	☐ Scholarships ...	☐ Anthropology	☐ Allied Healt...				☐ 292		☐ 70032-Hammer Quasi End
	☐ Social and B...	☐ Applied Ph...	☐ Allied Healt...				☐ 293		☐ 70080-Bahnson Agnew H Jr
	☐ Undergraduat...	☐ Archaeology	☐ Allied Healt...				☐ 295		☐ 70083-Jordan Mahlon K
		☐ Art & Art Hi...	☐ Allied Healt...				☑ 298		☐ 70086-Paddison George L
		☐ Arts and H...	☐ American ...				☐ 299		☐ 70093-Riggins Mildred & M
		☐ Arts and S...	☐ Anthropology				☐ 29900		☐ 70094-Weil-Am Citizen Lect
							☑ 29910		☐ 70095-Coker Will Chambers

◀ | Summary | w/ Transacti... | Ye... ⚲📍ⓘ R... | Detail | Glossary | ▶

Ownin... ▲▼	Fun... ▲▼	Source ▲▼	Fund Group... ▲▼	Opening Fund Balance	Gifts Rev 46XXXX	Invest Rev 43XXXX	Rev Transfers 48XXXX	Other Rev	Alloc from Related Fdtn 462180	Total Revenue	Expenses	Expenses Transfers 58XXXX	Alloc to Univ 559139	Total Expenses	Ending Fund Balance	Years of Payout Available
		70369-Baxter Prize-Amer St	298	$5,432.98	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,432.98	
		Subtotal: 70369-Baxter Prize-Amer St		$5,432.98	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,432.98	
		71089-Wilgus Fellowship	298	$128,543.41	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$128,543.41	
		Subtotal: 71089-Wilgus Fellowship		$128,543.41	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$128,543.41	
		C0204-Green Archie Fund	29910	$368,576.11	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$368,576.11	
		Subtotal: C0204-Green Archie Fund		$368,576.11	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$368,576.11	
	Trust	C0293-American Stud Endow	29910	$423,280.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$423,280.31	
		Subtotal: C0293-American Stud Endow		$423,280.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$423,280.31	
		C0318-Patterson Folklre Fd	29910	$69,258.17	$40.00	$0.00	$0.00	$0.00	$0.00	$40.00	$0.00	$0.00	$0.00	$0.00	$69,298.17	
		Subtotal: C0318-Patterson Folklre Fd		$69,258.17	$40.00	$0.00	$0.00	$0.00	$0.00	$40.00	$0.00	$0.00	$0.00	$0.00	$69,298.17	
		C0457-Dorn Faculty Excelle	29910	$418,789.49	$15,000.00	$0.00	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$433,789.49	
		Subtotal: C0457-Dorn Faculty Excelle		$418,789.49	$15,000.00	$0.00	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$433,789.49	
		C0549-The Carolyn Carter Maness	29910	$51,696.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$51,696.40	

Ending Fund Balance shows amount of principal funds invested (also known as Book Value)

Trust Funds by Owning Department (Foundation Expendable: Source C5XXX or U5XXX)

Overview: This report summarizes beginning balance, transactions and ending balance of Foundation Expendable Sources (Source: C5XXX or U5XXX) under departmental control at a point in time for a specific source. Foundation expendable funds are transferred in August (refer to gift agreement for exclusions). Filters narrow results left to right.

Choose All Business Units

Choose Department

Choose Fiscal Year

Choose Source Group C5 or U5 to narrow results to Foundation Endowments

Choose specific source

Trust Funds by Owning Department

Business Unit	Division	Owning Department	Transaction Department	Fiscal Year	Accounting Period	Fund Type	Fund Group	Source Group	Source
☐ CHASF	☐ Arts and S...	☐ Psycholog...	☐ Academic ...	☑ 2018	☐ 0 - Beginning...	☐ Auxiliary	☐ 201	☐ 71	*Source*
☐ CHCAN	☐ Fine Arts	☐ Public Policy	☐ Ackland Ar...	☐ 2017	☐ 01 - July	☐ F&A	☐ 211	☐ 91	
☐ CHFDN	☐ Global Pro...	☐ Religious ...	☐ Admissions	☐ 2016	☐ 02 - August	☐ Other	☐ 241	☐ C0	**Source Description**
☐ UNCCH	☐ Humanities	☐ Robertson ...	☐ Aerospace...	☐ 2015	☐ 03 - Septem...	☐ State & State...	☐ 271	☐ C5	☐ 01025-Sch Educ - Spgre
	☐ Natural Sci...	☐ Romance ...	☐ African Afrl...	☐ 2014	☐ 04 - October	☐ Trust	☐ 281	☐ C9	☐ 10335-Psych Memory Study
	☐ Scholarshi...	☐ Scholarshi...	☐ African Stu...				☐ 282	☐ U0	☐ 10343-Psychology Res Study
	☐ Social and...	☐ Sexuality ...	☐ Allied Heal...				☐ 291	☐ U5	☐ 10365-Breast Cancer Study
	☐ Undergrad...						☐ 292		☐ 10404-Augmented Feedback

| Summary | w/ Transacti... | Year End R... | Detail | Glossary |

Owning Dep...	Fun...	Source	Fund Group ...	Opening Fund Balance	Gifts Rev 46XXXX	Invest Rev 43XXXX	Rev Transfers 48XXXX	Other Rev	Alloc from Related Fdtn 462180	Total Revenue	Expenses	Expenses Transfers 58XXXX	Alloc to Univ 559139	Total Expenses	Ending Fund Balance
	Trust	C5204-Matt Faculty Excelle	292	$1,771.57	$0.00	$2.88	$0.00	$0.00	$3.63	$6.51	$0.00	$1,778.07	$0.00	$1,778.07	$0.00
			29930	$3.63	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3.63	$3.63	$0.00
		Subtotal: C5204-Matt Faculty Excelle		$1,775.20	$0.00	$2.88	$0.00	$0.00	$3.63	$6.51	$0.00	$1,778.07	$3.63	$1,781.70	$0.00
	Subtotal: Trust			$1,775.20	$0.00	$2.88	$0.00	$0.00	$3.63	$6.51	$0.00	$1,778.07	$3.63	$1,781.70	$0.00
Subtotal:				$1,775.20	$0.00	$2.88	$0.00	$0.00	$3.63	$6.51	$0.00	$1,778.07	$3.63	$1,781.70	$0.00
Total				$1,775.20	$0.00	$2.88	$0.00	$0.00	$3.63	$6.51	$0.00	$1,778.07	$3.63	$1,781.70	$0.00

Ending Fund Balance on fund 292 shows amount available to spend

Allocation from Related Fdtn (462180): Receipt of Foundation expendable funds
Allocation to University (559139): Sending Foundation expendable funds to the University for spending

Shows amount paid out from the foundation expendable to the University for spending (cash transferred from fund 29930 to 292)

Trust Funds by Owning Department (Foundation Endowment: Source C0XXX or U0XXX)

Overview: This report summarizes beginning balance, transactions and ending balance of Foundation Endowment Sources (Source: C0XXX or U0XXX) under departmental control at a point in time for a specific source. Filters narrow results left to right.

Choose All Business Units

Choose Department

Choose Fiscal Year

Choose Source Group C0 or U0 to narrow results to Foundation Endowments

Choose specific source

Revenue Transfers (48XXX): Reinvested Funds (from income)
Allocation from Related Fdtn (462180): Receipt of Foundation Payout
Expense Transfers (58XXX): Reinvesting Funds (to principal)
Allocation to University (559139): Sending Foundation Payout to the University for spending

Shows amount of payout reinvested (cash transferred from 29920 to 29910)

Shows amount paid out from the endowment to the University for spending (cash transferred from fund 29920 to 292)

Ending Fund Balance on fund 292 shows amount available to spend