

# Report to the 2005 Legislature on University of Hawaii Tuition and Fees Special Fund Expenditures for the Purpose of Generating Private Donations FY2004

## **Expenditures**

Section 304-16.5(c), Hawaii Revised Statutes, which was revised in the 2004 Legislative session, provides that the Board of Regents, "...may authorize expenditures of up to \$3,000,000 annually, excluding in-kind services, from this fund [*University of Hawaii tuition and fees special fund*] for the purposes of promoting alumni relations and generating private donations for deposit into the University of Hawaii Foundation for the purposes of the University."

In October 2002, the University of Hawaii Foundation and the University of Hawaii entered into an Agreement for Services to provide private fund-raising and alumni relations services for the university. This agreement has three parts.

- First, the general fund-raising support is provided at the rate of \$2,000,000 per year.
- Second, the agreement calls for the payment of 50% of the salaries and benefits of the Foundation's Unit Development Officers. For fiscal year 2004 this amount was \$538,966.
- Third, a payment of \$350,000 per year is made for alumni relations services.

In total for fiscal year 2004, the expenditures from the fund were \$2,888,966.

## **Reporting**

The statute's reporting requirements were also revised. The statute requires a report "detailing the use of any funds authorized by the board under this subsection..." The following page summarizes the information provided in this report.

## Summary of Attachments

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Fund-raising Activity  
(\$000)

Attachment 1

	FY 2003	FY 2004
<b><u>By Source</u></b>		
Individuals	\$ 10,791	\$ 9,953
Corporations	4,188	3,989
Foundations	4,166	8,609
Other (Groups/Consortia, Clubs/Associations, Affiliated Organizations)	2,867	3,395
<b>Total</b>	<b>\$ 22,012</b>	<b>\$ 25,946</b>

<b><u>By Type</u></b>		
Gifts and Pledges	\$ 10,539	\$ 19,790
Deferred Gifts	6,077	1,638
Gifts in Kind	1,457	1,068
Grants to UH	3,939	3,450
<b>Total</b>	<b>\$ 22,012</b>	<b>\$ 25,946</b>

<b><u>By Category</u></b>		
Endowment	\$ 7,686	\$ 4,380
Expendable	8,930	17,048
Gifts in-Kind	1,457	1,068
Grants to UH	3,939	3,450
<b>Total</b>	<b>\$ 22,012</b>	<b>\$ 25,946</b>

<b><u>By Purpose</u></b>		
Faculty and Academic Support	\$ 9,053	\$ 7,859
Student Opportunity and Access	4,376	\$ 7,486
Research	4,874	\$ 4,497
Other - Bldg, Public Svc, Special Projects	3,709	\$ 6,104
<b>Total</b>	<b>\$ 22,012</b>	<b>\$ 25,946</b>

# Financial Summary of the Operating Activities of the Foundation

## Attachment 2

	<b>FY2004 Results</b>
<b>Revenues:</b>	
Unrestricted gifts	\$ 168,102
Income from expendable accounts	963,120
Fee from endowment accounts	2,119,725
Service fee on gifts	324,184
Service fee on non-gifts	38,979
Other	25,119
Subtotal	\$ 3,639,229
UH contract for services	2,000,000
UH contract for services-Alumni Relations	350,000
Split funding for unit DOs	538,966
<b>Total Revenues</b>	<b>\$ 6,528,195</b>
 <b>Expenses:</b>	
Development	
Personnel	\$ 2,536,732
Program	897,940
Alumni Relations	
Personnel	180,841
Program	145,478
Service & Support	
Personnel	1,475,209
Program	774,211
UH Support Fund	192,507
Total Expenses	<b>\$ 6,202,918</b>
 <b>Revenues Over Expenses</b>	<b>\$ 325,277</b>
Incentive/Early Termination	161,726
Capital expenditures	89,941
<b>Net</b>	<b>\$ 73,610</b>

# Departments Supported by the Moneys from the Fund

## Attachment 3

- Development Operations
- Unit Development Officers
- Annual Giving – Calling Center/Direct Mail
- Scholarship Development
- Foundation Relations
- Corporate Relations
- Gift Planning
- Development Research
- Donor Relations / Special Events
- Alumni Relations

# Purpose and Activities of Each Department and how it Participates in Fund-raising Activities

## Attachment 4

### **Development Operations**

Development Operations is responsible for the Unit Development Officers, Annual Giving, Scholarship Development and Special Events. There are many activities which support the development staff:

- Facilitate the identification of a lead 'relationship manager'. This manager ensures that each contact with the donor reflects the best of the university and the UH Foundation, and that solicitation strategies are developed and executed.
- Hold monthly development staff meetings.
- Hold monthly (or as needed) meetings with each unit development officer to review strategies, next steps, resources needed, key relationships, etc.
- Coordinate and provide continuing training to development staff and academic leadership on campaign fund-raising, cultivation and solicitation roles and responsibilities.
- Ensure that each unit-based Development Officer is working to meet mutually agreed upon performance and fund-raising goals.
- Work to ensure that donors who have interests in more than one school or campus are actively and appropriately managed, and ensure that donors from units who do not have assigned development staff are managed.

### **Unit Development Officers**

Unit Development Officers are responsible for effectively managing relationships with individual donors and prospective donors across the UH System to achieve the philanthropic goals of both the university

and the donor. The Development Officers are housed at many colleges and campuses across the system.

Work in close coordination with Chancellors, Deans and Directors to:

- Identify, cultivate and solicit individuals (alumni, friends, parents, community leaders and others) who have the capacity to make gifts of at least \$10,000 annually.
- Engage and provide excellent training to volunteers who have already made major gift commitments to help make our case to others.
- Steward current donors to ensure that UH remains among their top charities.
- Educate and involve faculty, staff and academic leadership in the fund-raising process.
- Coordinate with other colleges, campuses or programs when appropriate.
- Ensure that donors are appropriately recognized.

### **Annual Giving – Calling Center/Direct Mail**

Annual Giving is responsible for raising annual gifts, and instilling a habit of making annual gifts, from alumni, parents and friends of the University of Hawaii. These gifts are raised via direct-mail appeals, telephone solicitations, on-line giving (e-philanthropy) and matching gifts.

Annual Giving works closely with University of Hawaii Foundation unit Development Officers, Chancellors, Deans and Directors in producing annual giving appeals.

In order to provide an ever-increasing flow of annual gifts to the various units of the University of Hawaii, Annual Giving provides the following services, categorized into the four Annual Giving solicitation methods.

#### I. Direct Mail

Annual Giving provides all logistical and technical services for direct-mail appeals, so that the unit need only focus on the message and not get bogged down in details.

- Coordinate all logistical aspects of direct-mail solicitations .
- Assist each unit with developing a letter/message for each direct-mail solicitation tailored for that unit.
- Assist each unit with developing a brochure or other support materials for direct-mail solicitations.
- Provide support for other specialized appeals/mailings (such as an appeal for a specific endowment or scholarship fund).

## II. Calling Center

Annual Giving operates a year-round calling center staffed by paid and well-trained UH-Manoa undergraduate students.

- The calling center will raise more than \$1 million per year for various units of the University of Hawaii by making more than 40,000 contacts with UH alumni and friends, resulting in approximately 15,000 specific pledges of support.
- Annual Giving works closely with each unit to craft “talking points” to be used in calling scripts. Talking points include items such as: exciting faculty or student news; upcoming unit events or other unit news; how funds raised last year through Annual Giving were used; how funds raised in the current year will be used; etc.
- Chancellors, Deans and Directors are invited to meet with the callers and speak about their unit in conjunction with a calling campaign for that unit. Callers often have specific questions for unit representatives that provide callers with additional talking points.
- Callers record feedback and questions from each unit’s alumni and friends – that information is forwarded to the unit for action or information.

## III. On-Line Giving

In order to better promote this method of giving, Annual Giving is:



- Printing the on-line giving web address (URL) on all materials being mailed from the office of Annual Giving.
- Promoting on-line giving in pledge reminders.
- Working with UH units to promote giving to their unit on that unit's web site with a prominent link to the on-line giving form from that unit's homepage.

#### IV. Matching Gifts

Many corporations will match gifts made by their employees to the University of Hawaii. The office of Annual Giving is exploring methods to enhance this source of revenue. Initial efforts include:

- Contracting with a nationally-known matching gift data house (HEP Development) to augment the Calling Center matching gift database.
- Implementing a matching gift reminder system to encourage donors who work for a matching gift company, but who have not submitted their employer's matching gift form, to submit their form.
- Promoting the benefits of matching gifts more prominently in print materials.

#### **Scholarship Development**

Scholarship Development is responsible for the development, establishment, and maintenance of philanthropic student aid accounts across the University of Hawaii System. Scholarship Development serves as the central clearinghouse for Development Officers, and UH administrators, faculty, and staff throughout the system, regarding any matters relating to student aid. In addition, the group oversees all payment of funds to students receiving any type of student aid. Student Aid is defined as Scholarships, Fellowships, and Awards. It is the responsibility of Scholarship Development to ensure that all awards being made to students are in accordance with the wishes of our donors.

There are two different types of scholarships that UH donors support:

- *Endowed Scholarships* create a permanent fund. Contributions are invested to ensure the scholarship retains its value in

perpetuity, and the scholarships created by the endowment are funded through the income generated by the endowment.

- *Annual Scholarships* reflect a donor's commitment to support a scholarship for a specific number of semesters or years.

Scholarship Development collaborates closely with Chancellors, Deans, Directors, faculty members and the financial aid offices throughout the UH System, to develop scholarship accounts that most appropriately serve the needs of their students. Many steps are necessary to ensure the success of the program:

- With the unit Development Officers, engage donors who have specific interests. Prepare written agreements to ensure the donor's wishes are captured and clearly defined.
- Facilitate the development of proposals for system-wide student aid initiatives with the respective UH and UHF representatives.
- Ensure student aid opportunities are being advertised to students. Meet annually with high school counselors throughout the state to provide them with information on student aid opportunities for their students.
- Monitor activity in student aid accounts and be sure funds are being awarded to students who meet the criteria established by our donors.
- Identify student aid accounts with no activity and inquire with colleges/departments experiencing difficulty in making awards.
- Transfer funds to UH and inform Financial Aid Offices of students receiving aid so adjustments to student financial aid packages are made to avoid over-awarding of funds.
- Coordinate thank you letters from students and forward to donors.
- Disseminate annual reports to donors notifying them of students who have benefited from their support.

## **Foundation Relations**

Foundation Relations manages the university's relationships with private foundations in order to increase the amount of private foundation grants made to the research, academic, and community service projects of the University of Hawaii.

Foundation Relations works closely with the Chancellors, Deans, Directors and faculty throughout the system to identify priorities and submit professional proposals.

To maximize foundation giving and assist in securing needed resources, Foundation Relations carries out several activities. Some are aimed at laying the groundwork for the overall efforts of the university. Other services are provided in support of the development and submission of proposals for specific programs or projects. These include the following:

- Monitor foundation activity and trends, annual reports, news releases, requests for proposals, policy papers and other sources of information about major foundations.
- Coordinate, plan and perform visits to foundation staff to educate them about the university and its programs and to learn more about programmatic directions and decision-making processes.
- Facilitate the development and submission of proposals for system-wide initiatives pertaining to issues that are broadly relevant (e.g., when a coordinated approach would elevate the impact and significance of the project or the level and likelihood of funding).
- Operate as a central clearinghouse for administrators, faculty, staff, and Development Officers throughout the system, so that our contacts with foundations are strategic and coordinated.
- Identify relevant funding opportunities and disseminate this information to the university community.
- Gather and share information on lessons learned and successful strategies for working with foundations.
- Assure positive, productive and coordinated communication – from the initial inquiry about a program through the submission of a final report and beyond – with foundation staff.
- Assist the unit in determining whether – and which – foundations

are the right sources of funding for specific projects.

- Perform research on foundations, their interests, approach to giving, limitations, and requirements.
- Share information about foundations that have been researched and/or visited, including the latest Request for Proposals, giving histories, special considerations, and pertinent relationships with staff.
- Assist in preparing proposals; review, edit and provide consultation on proposal format and content; offer guidance on particular foundations and their preferences; and compile necessary background documentation and cover letters.

### **Corporate Relations**

Corporate Relations manages the university's relationships with corporations and corporate foundations and with the entrepreneurial community and serves as a catalyst for promoting and strengthening relationships between corporations and the University of Hawaii community.

Corporate Relations works closely with academic units throughout the system – Chancellors, Deans, Directors and faculty, in conjunction with unit development staff, to identify priorities. Corporate Relations represents the broad priorities of the academic units and the overall campus to the corporate community, promoting opportunities for interaction largely to enhance philanthropy, but also to enhance research, recruiting, marketing, and other initiatives.

Corporate Relations also works closely with the Office of Research Services and the Office of Technology Transfer. These activities include:

- Coordinate, plan and perform visits to corporations and corporate foundation offices to educate them about the university and its program and to learn more about programmatic directions and decision-making processes.
- Coordinate and plan corporate visits to campus in conjunction with unit Development Officers.

- Research corporate and corporate foundation interests in order to match them to academic areas.
- Facilitate the development and submission of proposals for system-wide initiatives pertaining to issues that are broadly relevant.
- Operate as a central clearinghouse for administrators, faculty, staff, and Development Officers throughout the system, so that our contacts with corporations are strategic and coordinated.
- Identify relevant funding opportunities and disseminate this information to the university community.
- Encourage the support of closely traded, start-up organizations:
  - Cultivation of successful entrepreneurs by encouraging hands-on involvement.
  - Engagement of high-net-worth private equity investors who may become donors in future years.
  - Provide means for high-net-worth individuals who are currently donors to broaden their relationship with the university.
  - Acquisition of funds to the university through gifts of private equity.
  - Support of the research initiatives throughout the University System by bringing together capital, business expertise, and faculty research.

### **Gift Planning**

Gift Planning works to develop opportunities for individuals to support the ten campuses of the University of Hawaii System through charitable planning.

Activities of Gift Planning to increase support for the university through gift planning include:

- Assist major gift officers with individuals interested in supporting the university through planned gifts, either outright or deferred.
- Provide workshops for unit Development Officers, Deans, Directors and faculty on gift planning opportunities.
- Meet personally with individuals and their advisors to assist them to include charitable planning in their estate plans, through bequests, charitable gift annuities, charitable remainder trusts, charitable lead trusts, and the pooled income fund; provide information on making planned gifts with appreciated securities, real estate, assets in qualified retirement plans, insurance policies, personal residence, vacation home, or farm with retained life estate, and other assets.
- Provide illustrations of the benefits of specific gift plans, and gifts of specific assets, for review by prospective donors and their advisors.
- Publish and distribute the newsletters Ho`oulu (for donors and prospective donors) and Financial Strategies (for allied professionals); place gift planning ads in each issue of Malamalama; assist major gift officers to place articles and advertisements about gift planning in other University of Hawaii publications.
- Assist major gift officers with the offer of providing seminars on charitable planning for donors and prospective donors on gift planning for Hawaii allied professionals and the UH Foundation board.
- Maintain the Heritage Society, a donor recognition society that honors and stewards friends, alumni, faculty, and staff who have informed the Foundation of their planned gifts to benefit the University of Hawaii. Members are invited as special guests of the President to attend an annual event on campus that showcases a unit or exceptional faculty member, and to other stellar campus events.

### **Development Research**

Development Research provides accurate, timely, and relevant information essential to the success of the University of Hawaii's fund-raising goals. Applying a unique set of skills and resources, the staff

of Development Research gathers, interprets, analyzes, disseminates, and manages data critical to securing grants and contributions, offering support at each stage of the development process. Services include:

- Maintain inventory of participation (invitation and attendance) in strategic alumni, donor or prospective donor cultivation and stewardship events.
- Track current news, reviewing local, national and international on-line and print materials, for UH-related issues and alumni, donor and prospective donor information.
- Provide daily alerts on university-related news to development officers and others.
- Provide resource library for use by development officers.
- Provide overview of the services available through Development Research to new development officers and assist in development services training as needed.
- Deliver meaningful service and products based on best available information by keeping up-to-date on current fund-raising trends and philosophy and by using the latest research techniques, strategies and trends.

## **Donor Relations / Special Events**

### I. Donor Relations

Donor Relations is responsible for managing the UH Foundation's stewardship activities and representing the interests of major donors to all ten campuses of the University of Hawaii. Donor Relations works with UHF central and unit Development Officers and university personnel to ensure that donors are thanked in appropriate, distinctive, visible and memorable ways and are informed about how their gifts are being used. Donor Relations helps to strengthen and sustain the Foundation's reputation for integrity, responsibility, caring, and prudent management of private gifts, by engaging donors in the life of the university and the Foundation through best-practice stewardship activities designed to strengthen the Foundation's position as a trusted steward and motivate continued support.

Donor Relations engages in many activities to support development staff and academic leadership in the stewardship process:

- Ensures that the intent of the gift is observed and the donor's interests are represented. When in question, helps determine intent of the donor in making gifts.
- Prepares gift agreements and interfaces with unit leadership and unit development staff to develop and implement a stewardship plan for each major gift donor to the unit.
- Coordinates the preparation and mailing of annual reports to endowment donors.
- Oversees all activities for the Founders (\$100,000 cumulative) and Hoku (\$1 million cumulative) giving programs, including Founder's plaque processing and donor presentations, special stewardship activities, as well as working with the UHF Information & Technology Services department to ensure accurate gift club membership records are maintained.
- Coordinates with Annual Giving to oversee President's/Chancellor's giving programs and Gift Planning regarding Heritage Society giving program, to ensure coordinated stewardship efforts among gift-club level donors.
- Works with the Special Events office to plan and conduct annual or bi-annual donor recognition and cultivation events for high level gift clubs. The magnitude and prestige of these events attracts larger gifts from donors seeking to attain membership in any one of the Foundation's gift clubs.
- Reviews gift data to identify newly qualified members of high-level gift clubs and identify donors who are nearly qualified so an appropriate volunteer or Foundation staff member can invite them to membership.
- Oversees notification of next-of-kin when memorial gifts are made. Works with next-of-kin as needed to assure that the memory of their loved one is properly honored by the Foundation and the university.



- Establishes a structured, systematic program of stewardship at the UH Foundation that will outlast changes in staff and ensure perpetual cordial relations with donors.

## II. Special Events

Special Events assists other Foundation units in the strategic planning, budgeting, negotiating, organizing, and coordinating of special events that benefit the Foundation and the University of Hawaii System including events for donor recognition, inaugural events, scholarship receptions, and unit based events.

- Donor Recognition
  - Founder Club Member Dedications: Founder's Club dedications serve to recognize donors whose gifts exceed \$100,000.
  - Gift Clubs: Special Events organizes donor events to honor and formally recognize annual donors to the University of Hawaii System
  - Planned Giving Events: Special Events works with Gift Planning to honor these valuable donors.
- Inaugural Events – Special Events works with Donor Relations to organize inaugural events for newly endowed professorships and lectureships.
- Scholarship Receptions - Receptions for each campus are held for all students on financial aid and all donors and interested parties for the college's named scholarship funds.
- Unit-based Events - Special Events supports the events in which both the University of Hawaii & University of Hawaii Foundation Presidents are involved and functions held at the President's House or considered "hosted" and/or paid for by the university or the Foundation. Special Events is available to provide support or guide the unit development officers as needed on an individual needs basis which includes but not limited to: creating budgets, logistics support & resources.

## **Alumni Relations**

The University of Hawai'i Foundation Office of Alumni Relations (UHFAR) is responsible for system-wide alumni relations programming for the University of Hawai'i. Its mission is to

advance the interests of the university of Hawai'i by connecting alumni and friends with the university, building stakeholder relationships in the community, and inspiring pride, affinity and support through mutually beneficial and lifelong relationships. UHFAR partners closely with the University of Hawai'i Alumni Association (UHAA) to mobilize the alumni community for further involvement and support for the university. We work with University of Hawai'i Foundation departments, the UHAA Board of Directors, UH campuses and units, UH Athletics, and all associated alumni chapters to align the university's overall alumni relations vision, mission and goals with the advancement priorities of the University of Hawai'i System.

#### Services Provided by UHFAR:

- Alumni Communications
  - *Malamalama* Magazine (3 issues per year) – write, edit, and manage content of the alumni section of *Malamalama*, including alumni profiles, Class Notes, UHAA board member profiles, obituaries, and various alumni-related articles and program promotions.
  - *Nupepa*, UHAA's monthly E-newsletter – UHFAR manages *Nupepa*, a Web-based community of UH alumni, providing each campus and regional alumni chapter the opportunity to promote events, recognize outstanding alumni, faculty, and student achievements, and provides networking opportunities for alumni.
  - Various alumni mailings for campus units and regional alumni chapters.
- UHAA Membership
  - Market UHAA to the broad UH alumni community.
  - Communicate with members on a monthly basis.
  - Receive, process, and fulfill membership dues payments, renewal reminders, and all administrative aspects of dues-based membership.
  - Cultivate and manage relationships with UHAA corporate benefit partners.

- Manage partnerships with all 40 chartered UHAA Chapters.
- UHAA and chapter event planning, marketing, hosting, and follow-up reporting to UHF and UHAA.
- Partnerships
  - Data support services - responsible for official UH System alumni database, containing more than 200,000 UH alumni records
  - Supporting faculty, campuses and chapters through targeted mailings and database analysis and research
  - Work with UH Manoa Athletics department to market, sponsor and host various UH alumni Homecoming events, mainland tailgaters, and program promotions
  - Collaborate with UH faculty leaders to create and promote alumni Lifelong learning events, including Travel Study programs and Alumni College seminars; also, help to promote existing community-based learning programs
- UH Legacy Path
  - Create all advertisement and marketing for Legacy Path brick project
  - Work with designers and Manoa campus officials to coordinate brick path layout, design, customized brick inscriptions, and placement
  - Fulfill all brick orders, manage Legacy Path endowment

Expenditures of the Funds Authorized by the Board for Each Department  
by Primary Expense Category

Attachment 5

General Fundraising Support  
Page 1 of 3

	<b>Primary Expense Category</b>		<b>Total</b>
<b>Funds Received from University</b>	<b>Student</b>	<b>Costs</b>	<b>Total</b>
<b>Funds Expended</b>	<b>Payroll</b>	<b>Costs</b>	<b>Total</b>
Development Operations	\$ 240,348	\$ -	\$ 240,348
Unit Development Officers	786,809	-	786,809
Annual Giving - Calling Ctr/Direct Mail	117,756	2,234	119,990
Scholarship Development	112,110	-	112,110
Foundation Relations	191,615	-	191,615
Corporate Relations	93,140	-	93,140
Planned Giving	165,633	-	165,633
Donor Relations/Special Events	121,636	-	121,636
Development Research	168,719	-	168,719
<b>Total Funds Expended</b>	<b>\$ 1,997,766</b>	<b>\$ 2,234</b>	<b>\$ 2,000,000</b>

Expenditures of the Funds Authorized by the Board for Each  
Department by Primary Expense Category

50% of Unit Development Officers Payroll Costs

Attachment 5  
Page 2 of 3

	<b>Total</b>
<b>Funds Received from University</b>	\$ 538,966

	<b>Total</b>
<b>Funds Expended by Primary Expense Category</b>	\$ 538,966
<b>Payroll</b>	\$ 538,966
<b>Total</b>	\$ 538,966

<b>Units Supported</b>	
Astronomy/Architecture	UHH
CBA/TIM	Maui CC
CTAHR	Kapiolani CC
Education	Kauai CC
Engineering	Windward CC
Law	Leeward CC/UHWO
Arts & Sciences	JABSOM
Libraries	CRCH
Athletics	Nursing/Social Work

Expenditure of the Funds Authorized by the Board for Each  
Department by Primary Expense Category

Alumni Relations

Attachment 5  
Page 3 of 3

<b>Funds Received from University</b>	<b>Total</b>
	<b>\$ 350,000</b>
<b>Funds Expended by Primary Expense Category</b>	<b>Total</b>
Payroll	\$ 170,267
Payroll-Information technology	10,574
Temporary Personnel Costs	34,329
Recruitment/Relocation	21,250
Consultant/Legal	26,239
Business Meetings/Protocol/Travel	31,833
Duplication/Printing/Postage/Supplies	14,034
Outside Information Technology	10,352
Other	7,440
<b>Sub-total</b>	<b>\$ 326,318</b>
Capital expenses	1,069
<b>Total Funds Expended</b>	<b>\$ 327,387</b>
Carry over	22,614
<b>Total</b>	<b>\$ 350,000</b>

Note: The carry over is maintained for the continued support of ongoing Alumni Relations activities.

Moneys from the Fund Transferred to any Fund of the  
University

Attachment 6

No moneys from this fund were transferred to any fund of the university.

## Amounts and Purposes of all Expenditures from the UH Support Fund

### Attachment 7

<b>Purpose</b>	<b>President Office Expenses</b>	<b>Special Events</b>	<b>UH Manoa Chancellor</b>	<b>Total</b>
Business meetings	\$ 8,964	\$ 784	\$ 7,494	\$ 17,242
Membership dues/Prof meetings	21,584	-	500	22,084
Materials & supplies	1,100	434	-	1,534
Office supplies & expense	671	-	-	671
Printing & duplicating	2,197	146	-	2,343
Protocol	8,812	23,506	4,872	37,190
Receptions	330	4,522	888	5,740
Recruitment/relocation	185	-	1,335	1,520
Registration fees	1,580	-	-	1,580
Consultant fee for opinion survey	45,000	-	-	45,000
Other Services	3,758	1,881	-	5,639
Travel	44,554	-	4,080	48,634
Miscellaneous	5,308	892	831	7,031
<b>Total</b>	<b>\$ 144,043</b>	<b>\$ 32,165</b>	<b>\$ 20,000</b>	<b>\$ 196,208</b>

Reconciliation to Financial Summary of Operating Activities:

Beginning Balance of UH Support Fund - 7/1/03	1,373
Amount transferred this fiscal year (from Financial Summary)	192,507
Income from special events	4,162
Transfers from closed accounts	223
Ending Balance of UH Support fund - 6/30/04	<u>(2,057)</u>
Net expenditures	<u>196,208</u>