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**ANNUAL SPENDING REPORT  
FOR THE FISCAL YEAR ENDING JUNE 30,**

CATEGORY	SUB TOTAL AMOUNTS	TOTAL
CASH BEGINNING BALANCE, July 1,		\$
Add:		
DISTRIBUTION OF ENDOWMENT INCOME		
INTEREST EARNED		
OTHER (Please identify)		
1.		
2.		
3.		
TOTAL ADDITIONS	\$	\$
Subtract:		
PAYROLL	\$	
OPERATIONAL SUPPLIES		
OFFICE SUPPLIES		
FOOD SUPPLIES		
OTHER SUPPLIES		
DUES & SUBSCRIPTIONS		
FREIGHT & DELIVERY		
POSTAGE		
TELEPHONE		
PRINTING		
ADVERTISING		
TRAVEL		
UTILITIES		
RENT		
REPAIRS & MAINTENANCE		
SCHOLARSHIP/FELLOWSHIP/STIPEND		
CONTRACTORS		
EQUIPMENT		
OTHER (Please identify)		
1.		
2.		
3.		
TOTAL EXPENDITURES	\$	\$
<b>CASH ENDING BALANCE</b>		\$

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**PLEASE INCLUDE A NARRATIVE OF ENDOWMENT EXPENDITURES**

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Annual policy review conducted on \_\_\_\_\_  
DATE

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I certify all expenditures are in accordance with the donor's specific guidelines of the endowment fund and the policies and procedures set forth and approved by the President.

\_\_\_\_\_  
APPROVING AUTHORITY PRINT NAME AND SIGN DATE

c: Director of General Accounting and Loan Collection