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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	\$	\$
CASH ENDING BALANCE		\$

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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