I. Purpose of Endowment Policy

The University Foundation, California State University, Chico ("the Foundation") establishes and manages endowment funds. The objective is to ensure that each donor’s contribution fulfills the donor’s intent while complying with the accounting and law requirements as well as the Foundation’s policies as approved by the Board of Governors.

The endowment funds help to assure the long-range financial security of the Foundation and the University. Because it is critical to maintain the highest standards of stewardship over a long time horizon, and in consideration of the generosity and commitment from our donors, the Endowment Policy is revised from time to time. This assists to avoid unforeseen issues for these long-term holdings and allows the Foundation and the University to fulfill its promise to the donor to manage funds wisely.
In addition, endowment funds often span many generations. As times, society and financial markets change, it is important to review and realign policy. A minimum gift of $25,000 is now required to establish an endowment. A donor may establish a named endowment fund also by providing pledged gifts over time totaling $25,000 or more, provided that the time period does not exceed five years.

Endowment funds are comprised of special asset classes held by the Foundation. The terms for these asset classes may vary based on whether the classes are described in the Uniform Prudent Management of Institutional Funds Act ("UPMIFA") or in Generally Accepted Accounting Principles ("GAAP"). Both accounting requirements and legal rules govern the endowment funds. Asset classes are described below in Section IV.

II. Assets covered by the Endowment Policy

California adopted revised rules governing institutional funds in 2009, effective as of January 1, 2009 for existing and new funds, referred to generally as UPMIFA. Endowment funds are one type of institutional funds to be governed by this law. An endowment fund is one that, under terms of a gift instrument or agreement, is not wholly expendable on a current basis. This provides for permanent and term endowments as defined in section IV below.

Certain assets are specifically excluded from the definition of institutional funds, and therefore are not endowment funds: program-related assets (assets used in the charitable program), funds held by a third-party trustee (aside from another institution or another charity), and a fund where a beneficiary (not an institution) holds an interest, such as a charitable remainder trust while the income beneficiary is still receiving payments. Consequently, these three classes will not be affected by this endowment policy.

All other types of funds described in Section IV are covered by this policy.

III. Alignment with UPMIFA, GAAP and CASE Guidelines

This policy is intended to comply with and be administered under the UPMIFA rules as provided in the California Probate Code section 18501-18510. These provisions specifically provide for management and investing of the funds as well as appropriation (spending) or accumulation. They also provide mechanisms for modification of funds where necessary.
GAAP rules are followed consistently in order to comply with audit requirements for financial statements.


IV. Terminology and Definitions

Permanent Endowments

Assets held as endowment funds vary by classification. Permanent endowments are “permanently restricted funds,” better known in common parlance as “true endowment”, which means the donor has set forth specific restrictions to last in perpetuity.

Term or Temporary Endowments

Temporarily restricted funds means the donor has restricted the funds in some temporal manner. Thus, an endowment fund may be designed to last for a set number of years, and then released to become an unrestricted fund. In other provisions, the donor may allow interest, gain and principal to be appropriated, or amortized, over time until the fund is fully expended. A third usage of temporary restriction is to restrict not only the fund to endowment, but also its distribution to a specific use or program.

Quasi-Endowment

Quasi-endowment, or the accounting term “funds functioning as endowment,” means that the institution imposed a restriction upon itself, calling a fund quasi-endowment. However, UPMIFA and GAAP rules specifically state that the term endowment fund does not include assets an institution designates as endowment for its own use. Consequently, quasi-endowment funds are actually unrestricted funds the Foundation chooses to treat as if endowment.

V. Investment of Endowment Funds

All types of endowment funds, including quasi-endowments, will be invested in accordance with the University Foundation’s approved Investment Policy.
In accordance with standards required by UPMIFA, subject to the intent of the donor expressed in a gift instrument, and in compliance with the institution’s duty of loyalty expressed in UPMIFA, the endowment funds will be managed and invested in good faith and with the care an ordinarily prudent person would exercise in similar circumstances.

Gifts intended for endowment that are non-income producing in-kind or illiquid assets will be managed separately while illiquid, All illiquid assets designated to fund an endowment will be sold as soon as prudent and possible, and the net proceeds after the sale will then be included in the endowment investment pool subject to the Investment Policy. While illiquid or non-income producing, all assets will be valued annually to determine fair market value.

VI. Spending Policy

Purpose of Rule

The spending policy is part of the endowment policy and governs the distributions from all endowment funds. The intent of the spending policy is three-fold: to achieve consistency with regard to all three types of endowment funds addressed in Section IV, to balance the expenditures in order to preserve the funds’ ability over time to support then current activities, and to enhance the value of the funds to extend their benefits to future generations.

Components of Expenditure

In accordance with UPMIFA, it is lawful to provide for distributions from principal, gain, whether realized or unrealized, and income (dividends, interest, rents, royalties). The Foundation may appropriate or accumulate so much of the funds as it determines prudent for the uses, benefits, purposes and duration of an endowment fund. To limit such authority to spend or accumulate, a donor must specifically state a limitation or restriction in the gift agreement. It is the intent of the spending policy to achieve consistency in the management of the numerous endowment funds and therefore the Foundation will not encourage variations from its spending policy on a per donor basis.

Spending Rate

The distributable amount for payout each year is based on four percent (4%) of the average of the market values on June 30th for each of the three consecutive years preceding the fiscal year in which the payout is to be made. For new accounts, only those accounts showing funds on deposit on June 30 will be included in the average.
**Full Distribution**

In general, the four percent amount distributable in accordance with the set spending rate will be composed first from realized total return, and if insufficient, from principal, unless principal usage is specifically prohibited by a donor’s written direction.

Income and gain in excess of the distributable amount as defined in this spending policy shall be added back to the fund to be reinvested for growth and to preserve and enhance the value of the fund.

The reinvested amounts will be identified as spending reserves and to the extent that a current year’s investment total return is insufficient to meet the spending rate, the reserves may be drawn upon for distribution.

For quasi-endowments, the reserve will be added to principal of the fund and such enhanced principal will be expendable in accordance with the governing resolution of the quasi-endowment fund or the direction of the Board of Governors.

**Partial Distribution**

In fiscal years where the three years’ trailing average market values multiplied by the four percent spending rate, plus the assessed fees of one and three quarters percent, exceeds the earnings available for distribution, the shortfall in available earnings may cause a partial distribution in that year. A partial distribution may occur if the following two criteria are both met: 1) the account has no donor prohibition against the expenditure of principal (in the event principal needs to be accessed for a partial distribution), and 2) the account has a history of making at least one full distribution.

In the case of a partial distribution, the annual distribution shall be limited to two percent (2%).

**Quarterly Allocation**

Financial results (total return on investment) of the endowment investment pool will be allocated on a quarterly basis to individual endowment accounts based on the value an individual endowment account bears to the value of the total endowment pool. This percentage shall be applied to total earnings and such portion of earnings shall then be allocated to the individual endowment account.
Illiquid Assets Held as Endowment

No distribution will be made from illiquid assets held in endowment until the assets are liquidated, are added to the endowment investment pool, and therefore become income producing. However, if illiquid assets are producing net income after administrative expenses, distributions may be made from the income of the asset.

Income earned on illiquid assets held as endowment may be distributed in accordance with a donor’s expressed, written intent in the gift agreement, or by approval of the Board of Governors if no intent was expressed by the donor in the gift agreement.

Pledged Amounts Where Endowment Fund is Not Yet Completed

A donor may establish a named endowment fund by providing pledged gifts for up to five years totaling the threshold amount of $25,000. However, for endowments that have not yet reached the threshold amount, no distributions will be made. See also, Section VIII on Administration of Funds.

VII. Assessment of Fees

Fees Assessed

All endowment accounts in the endowment pool are subject to fees assessed quarterly at the end of the quarter at the rate of 1.75% annually (0.4375% per quarter) of the market value of the endowment account. The assessed fee shall be a priority distribution and shall be distributed to the general fund of the University Foundation. All donors to endowment funds shall be notified in writing of this fee assessment.

Illiquid Assets

Illiquid assets that are not yet part of the endowment investment pool are not subject to this fee assessment.

Pledged Funds

Funds pledged to create an endowment over time that have not yet reached fulfillment and launched as an endowment will not be assessed this fee, however, they may share in quarterly allocated distribution of earnings of the endowment pool. Once the pledge is fulfilled, fees will begin to be assessed.
New Endowment Accounts

New endowment accounts for which there have been no earnings or insufficient earnings from its date of inception shall not be assessed a fee. Fees will not be assessed until there are sufficient earnings to achieve the four percent distribution plus the one and three quarter’s percent administration fee. Thereafter, the annual fee will be assessed without accrual for prior years’ unpaid fees.

VIII. Administration of Funds

New Accounts

All new endowment accounts will require the $25,000 threshold amount. Endowments created prior to the adoption of this revised policy will be “grandfathered” and not subject to the new threshold requirement.

Endowments Pledged Over Time

All pledged endowment accounts being funded over time shall not be operated as an endowment until fully funded, which shall be expressly provided in the gift agreement. The establishment of the endowment account is contingent upon the completion of the funding of the pledge. An account that has not reached full funding by the end of the pledged period (or by the maturity of the deferred gift or bequest) shall not be launched as an endowment and shall be reviewed by the Board of Governors or its delegate. If the donor is able to complete the funding within a time approved by the Board of Governors or its delegate, the fund may still be able to be launched as an endowment.

Such review may conclude, however, that an alternate use for the distribution from the fund may be made with the written consent of the donor, where available. If the donor is unavailable, no longer competent or is deceased, the Board of Governors or its delegate may redirect the usage of the incomplete fund. Attempts to notify the donor or his/her representative shall be made prior to redirection.

IX. Modification or Termination of a Fund

In General

The Foundation may seek to modify a restricted gift if the restriction has become unlawful, impracticable, impossible to achieve, or wasteful. Such modification or
release of restriction shall be done in a manner consistent with the provisions of UPMIFA. If the donor is alive, the Foundation will seek written consent of the donor to modify or release the restriction on the fund. With the donor’s written consent, the Foundation may modify or release a restriction without court approval.

If the donor is not available to provide written consent, a restriction may be modified upon petition to court.

Endowments With No Further Purpose; Unusable Funds

Where the stated purpose or use of the fund, or the investment or management of the fund, as provided in the gift instrument, is no longer achievable due to it being unlawful, impracticable, impossible to achieve, or wasteful, the Foundation may petition the court, with notice to the Attorney General, to modify the purpose in a manner consistent with the stated purpose, or modify the investment to further the purpose of the fund.

Endowments with Insufficient Funds

Where the Foundation determines that a restriction in a gift instrument on investment, management or purpose is unlawful, impracticable, impossible to achieve, or wasteful, and 1) the fund is valued at less than $100,000, 2) is more than 20 years old, and 3) the Foundation can use the funds in a manner as near as possible to the stated purpose or restriction, the Foundation may give written notice to the donor, if alive, at his/her last known address, and to the Attorney General that it intends to modify or release the restriction. After 60 days notice to the Attorney General, the Foundation then may release or modify the restriction. This modification shall be done pursuant to the provisions of Probate Code section 18506(d) without court approval.

Endowments Where Gift Agreement Allows for Modification

In some events, a donor may include an “escape clause” or a “cy pres” clause in the gift instrument, allowing the Board of Governors or its delegate to modify a stated purpose to determine another purpose as similar as possible that is usable by the Foundation or University. In these cases, the Foundation will not seek court approval as the gift agreement controls the modification.

X. Restatement of Endowment Policy

This Endowment Policy is subject to the supervision of the Board of Governors and may be revised at any time.