

# Fiscal Stewardship: FAQs

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- Where can I see Fund Balances?

BI Portal: Gift Balance Detail by Budget – for a specific fund

BI Portal: Gift Balance Detail by Spending Restriction and OrgCode – for all Division/Department funds

- How do I find the Operating Budget for funds?

Advance – Lookup – Change first field (Choose a template) to: *Gift – Allocation*

In Long Name field, enter part of the name of the Fund

Select the correct fund (if there is a list of options)

Click on Detail on the Allocation record – operating budget is the Account2 field and/or the Comment field

- Where can I review a Fund's purpose?

Basic purpose: BI Portal, Gift Balance Detail reports

Entire agreement: ReportWriter, Web Reports – Endowment Documents Online

- What do I do if there are no qualifying recipients/projects to award a fund to?

Review the fund agreement for potential expanded spending language, craft an Extended Fund Use plan if saving funds for future use, re-invest for the year to grow the principle (endowments only) or consult with your unit fundraiser on a potential amendment request.

- How do I Re-invest (Endowments) or Merge (Current Use) funds?

Contact Debbie Olson – CAS Dean's Office: 206.616.4414 or [dsolson@uw.edu](mailto:dsolson@uw.edu)

- How do I cancel a Re-investment?

Contact Vivianne Yang – UW Treasury: 206.221.7239 or [vivanne@uw.edu](mailto:vivanne@uw.edu)

- We've been notified of a newly invested fund, when will the money distribute?

For current use funds, the money will distribute the next quarter after investment. For endowment funds, the money will distribute 3 quarters (9 months) after investment.

**Investment Dates:** January 1, April 1, July 1, October 1

**Distribution Dates:** December 31, March 31, June 30, September 30

- How do I change a Fund's name?

Permanent Document Change: an Amendment is needed (Amendment Request Template)

Online Change only: Update via the [online giving admin portal](#) – Fund Maintenance (at the top of the screen) or Contact CAS Advancement Services – [CASadser@uw.edu](mailto:CASadser@uw.edu) if you don't have access