

# Fiscal Stewardship: Re-investment

## (Endowed Funds Only)

### Overview

Re-investment is the process where unused operating fund balances are put back into the principal, resulting in increased value of the endowment and future distributions. Making a *one-time* re-investment means that a specified amount (up to the current balance) is transferred back to the principal account (99\* budget number) to add to the total value of the endowment. As funds are invested quarterly, this infusion will then increase the distribution amount for that fund's operating account in the following quarter.

For example: the "ABC Endowed Fund" currently has \$50,000 in the principal budget and a fund balance of \$10,000; making a *one-time* re-investment of the \$10,000 fund balance on Jan 1 will increase the principal account total to \$60,000. The March 31 distribution will then be based on the new principal account total of \$60,000.

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## Re-investment Email Template

Send Reinvestment Request Email to:

- UW Treasury Office : Vivianne Yang ([vivianne@uw.edu](mailto:vivianne@uw.edu)) and copy:
  - o Debbie Olson ([dsolson@uw.edu](mailto:dsolson@uw.edu))
  - o Donor Relations ([steward@uw.edu](mailto:steward@uw.edu))
  - o Advancement Services ([CASadser@uw.edu](mailto:CASadser@uw.edu))

Subject Line: Re-investment Request from <Department Name>

Vivianne,

I am the administrator for the Department of \_\_\_\_\_. At the next quarterly investment, I would like to make a *one-time* re-investment of \$\_\_\_\_ currently in [*operating budget #*] into [*principal budget #*].

Please let me know if you have any questions or concerns.

Thank you,

Administrator Name

*\*Please make sure to include your title and contact information in the email*

### QUESTIONS?

Please contact **CAS Advancement Services** at [casadser@uw.edu](mailto:casadser@uw.edu)

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