The **Endowment Financial Report** should incorporate all endowments funded by the grant, including any required matching endowment funds. Separate supporting endowment statements can be uploaded in the **Documents** section, if necessary.

In the **Endowment Income** text box, describe how the organization is managing any shortfall of funds, if relevant.

The next two fields should indicate the cumulative amount of endowment funds received as of the end of the reporting period, in two categories:

1. **Endowment funds received from Mellon,** and
2. **Endowment funds received from other sources,** including any required matching funds per the grant terms.

The **Principal Balance** field will be auto-populated based on the above inputs.

The **Beginning Market Value** is the market value of the endowment fund as of the end of the previous reporting period. The following fields should account for the current reporting period:

- **Endowment Funds Received (Mellon):** any additional endowment funds received from Mellon
- **Endowment Funds Received (Non-Mellon):** any non-Mellon funds received
- **Investment Return:** the amount of investment income generated by the endowment funds
- **Endowment Payout:** the amount of endowment income allocated for expenditure

The **Ending Market Value** field will be auto-populated based on the above inputs.

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The next set of fields pertain to the **use of the endowment income** during the current reporting period.

The **Beginning Payout Fund Balance** equals the amount of endowment income allocated for expenditure that had not been expended as of the end of the previous reporting period, if any. The **Additional Payout** field should show the amount of endowment income allocated for expenditure in the current reporting period. **Interest/Investment Income** earned on allocations from the endowment fund, if any, should also be shown.

**Expenses Total**: Total of expenditures from the endowment income allocations during the current reporting period.

Below the **Expenses Total** field is a table where expenses during the period should be itemized. Please create a new line for each expense by clicking on the blue + icon and entering the expense category name and amount.

The **Ending Payout Fund Balance** field will be auto-populated based on the above inputs.

Any required documents, including separate supporting endowment statements, should be uploaded in the **Documents** section.

Before submitting your report, be sure to complete all the fields in the **Grantee Authorizations** section.

To submit the form, select **Save** and then **Submit**.

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