

**MEMORANDUM**

September 23, 2009

**TO:** Account Administrators  
**FROM:** Joyce Romanoff Marx  
**SUBJECT:** July -September 2009 Statements  
Final June 2009 Statements  
Other Matters

**PLEASE BE SURE THAT ALL STAFF WHO WORK WITH FOUNDATION ACCOUNTS RECEIVE A COPY OF THIS MEMO**

**ACCOUNT STATEMENTS**

Enclosed for your review and records are the July -September 2009 (September is preliminary through September 25<sup>th</sup>) and the final June 2009 statement(s) for the account(s) you administer. Please review it/them to ensure accuracy and completeness of the data. Again, please note that in some instances the ending balance on the FINAL June report (previously mailed in September) will not equal the beginning balance on the July report for the following reasons:

- If there are items noted in the following GL accounts- 1200, 1210, 1265, 1268, 1266, 2105 - these would need to be subtracted from the beginning balance to agree to the ending balance.

*If you have questions or need to make corrections regarding the transactions on the statements, please contact Jay Wang @ 301-445-1922 or [jwang@usmd.edu](mailto:jwang@usmd.edu).*

*If the person currently receiving the statement is no longer with the unit and another person needs to receive the statement, OR the persons authorized to approve transactions is no longer with the unit, please contact Randy Possehl @ 301-445-2710 or [rpossehl@usmd.edu](mailto:rpossehl@usmd.edu).*

**SPENDABLE INCOME - FY'09**

Enclosed is the FY10 (07/01/09 – 06/30/10) Spendable Income statement as of September 30, 2009 for the endowment fund(s) you administer. **Also, on the monthly transaction statement is a credit to 01-8010 and a debit to 02-8110. This amount reflects the spendable income assigned to the project. Please note the memo attached to the report which reiterates the carryover policy for FY10 only.**

*If you have spendable income questions, contact Joyce Marx @ 301-445-2712, or [jmarx@usmd.edu](mailto:jmarx@usmd.edu).*

**REMEMBER OUR WEBSITE**

USMF's website has investment information, our policy and procedures manual, our forms which you can complete on line and print out, our policies such as the spending policy, and our contact list which identifies our Business Office Staff that provides a summary of their job responsibilities. Please be sure to refer to the manual when you have questions about USM Foundation procedures. Some of the forms have been updated, so please use those on the website and discard any outdated forms you may have in your files.

**Use the contact list to facilitate your ability to direct your calls to the correct person when you have questions. Please alert members of your staff who work with USM Foundation accounts to the list. Better yet, print out and distribute copies of the listing for even easier convenience.**