



Long Island Community Foundation
 Nassau Hall, 1864 Muttontown Road
 Syosset, NY 11791
 516-348-0575
 www.licf.org

**The New York Community Trust
 & Community Funds Inc.**
 909 Third Avenue, New York, NY 10022
 T: 212-686-0010 F: 212-532-8528
 www.nycommunitytrust.org

Westchester Community Foundation
 200 North Central Park Avenue, Suite 310
 Hartsdale, NY 10530
 914-948-5166
 www.wcf-ny.org

HOW TO READ YOUR QUARTERLY STATEMENT

Sample Statement

A Apr 1, 2008 - Jun 30, 2008

A. The statement period usually covers a calendar quarter.

Mr. and Mrs. Daniel Martin
 5320 West 11th Street
 Apartment 3B
 New York, NY 10014

Fund No. 5555
**Martin Family Fund
 Community Funds, Inc.**

B

Grants Paid in Quarter: <u>2</u>	\$6,000.00
4/1 Board of Foreign Parishes	\$3,000.00
4/13 Mt. Sinai Adolescent Health Center	\$3,000.00

B. These are the grants you suggested that we have paid during the statement period.

C

Income Available for Grants (as of 07/01/07): \$61.63

1. Grants Approved, Not Yet Paid: <u>1</u>	\$1,250.00
Central Park Conservancy	\$1,250.00
2. Grants in Process: <u>1</u>	\$250.00
Puppies Behind Bars	\$250.00

C. This is the money in the disbursing account that is available for grants (without invading principal).

1. These are grants you have suggested that we have approved but not yet paid.
2. These are grants you have suggested for organizations about which we need further information.

D

Contributions Received in Quarter: \$28,425.00

1.		
5/21	Ms. Leigh Martin Gift Description – 175 shs. Amazon	\$20,105.00
6/17	Mr. David Martin Gift Description – Check	\$8,320.00

D. These are the contributions to your fund received during the statement period. (For publicly traded securities, this amount is the mean market value on the date of the gift.)

1. An addition to your fund may be made by you or other people.

E**Summary of Disbursing Account Activity**

1. Beginning Balance	\$1,711.63
2. Grants	(6,000.00)
3. Income	\$1,200.00
4. Cash Contributions / Sale Proceeds	\$28,425.00
5. Investment Purchases	(28,425.00)
6. Investment Redemptions	\$5,000.00
7. Assessment	(1,000.00)
8. Misc. Expenses	(250.00)
9. Transfers	(100.00)
10. Ending Balance	\$561.63

F**Summary of Fund Balances**

1. Previous Balance	\$7,711.63
2. CFI Investment Pool	\$50,000.00
3. Disbursing Balance	\$61.63
4. In process of being invested	\$500.00
5. Contributions in transit this quarter	\$0.00
6. This Quarter	\$50,561.63
7. Pending Grants (grants in process and grants approved but not paid)	(1,500.00)

E. This section shows all fund activity in the disbursing account during the statement period.

1. The available income carried over from the previous statement.
2. Grants paid from the fund during statement period.
3. Interest and dividends received from investments during the statement period.
4. Additions to the fund: Cash contributions are those that come by check, cash or wire. Sale proceeds are the proceeds received once a non-cash gift has been sold. The amount shown in this section may vary from the contribution value in section C because of changes in market prices, sales and fees (including fees on assets contributed in the prior statement period).
5. Any new investment purchases.
6. A withdrawal of principal (an invasion) to pay grants, other expenses, or to change investment vehicles.
7. The NYCT fee for the quarter.
8. Any other expenses incurred by the fund during the quarter that are not covered by the fee.
9. A contribution from this fund to another fund in NYCT is shown as a transfer.
10. The ending cash balance in the fund, which should equal the sum of the "disbursing balance" and "in-process of being invested" in section F.

F. This section contains a summary of the fund balances.

1. Market value of the fund at the end of the last statement period, including the disbursing balance.
2. The fund's investments and most current market values we have received.
3. Uninvested balance in the fund, less any money in process of being invested.
4. Amount scheduled to be invested, not reflected in section E under investment purchases until the transaction is completed.
5. This entry only appears at year-end. These are contributions sent by U.S. Mail and postmarked in the preceding year but not received until the current year.
6. Total fund balance at the end of the statement period.
7. Grants scheduled to be paid, shown in detail in section C.