



POLICY STATEMENT

Policy Name	Trust and Endowment Management		
Policy #	205	Category	Advancement
Policy Sponsor(s)	Associate Vice-President, Finance	Previous Revision Date	June 3, 2015
Policy Approved by	President and CEO	Issue or Revision Date	January 10, 2022
Procedures Approved by	CFO and Vice-President, Administration	Review Date	January 2027

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to provide guidelines for the administration of trust and endowment funds, including the determination of the annual amount available for spending from those funds.

SCOPE

All new endowments and trust funds will be managed according to this policy. Existing endowments and trust funds will be subject to this policy with the exception of the minimum dollar requirement to endow a fund, and the minimum dollar and time period requirements for designation as a long-term trust.

GUIDING PRINCIPLES

1. Saskatchewan Polytechnic actively seeks and welcomes gifts to support activities of the institution, in accordance with Policy 202-G Fundraising.
2. Saskatchewan Polytechnic is committed to protecting and preserving the capital of endowed funds and ensuring the funds provide an appropriate level of funding for current and future generations.
3. Saskatchewan Polytechnic's objective is to provide stable annual funding to support the purposes stipulated by the donor as well as maintaining the purchasing power of the original capital value of endowments for future generations.

POLICY

1. The Saskatchewan Polytechnic trust and endowment investment committee, as mandated by Saskatchewan Polytechnic's senior management council and acting with advice from professional investment advisors, is responsible for the general stewardship of trust and endowment funds and seeks to maximize investment income from these funds, working within the boundaries of Saskatchewan Polytechnic's Investments policy (408-G).
2. Endowment funds are invested in a diversified portfolio of cash, fixed income, and equities to meet this strategy over the long term.

3. Investment income earned on the portfolio will be allocated back to the specific funds on a pro rata basis.
4. Long-term trust funds will be invested in the same manner as endowed funds but do not have the requirement that the capital must remain in perpetuity.
5. Investment income for long-term trusts will be calculated in the same manner as for endowments.
6. Funds from other trusts will be held in Saskatchewan Polytechnic's bank account. No investment income will be credited to other trusts.
7. Exceptions to this policy or its procedures shall be made only by the president, following consultation with the vice-presidents. Such exceptions are reported to the Audit & Risk Committee of the board of directors.

DEFINITIONS

For the purposes of administering this policy, the following definitions apply:

Endowment Fund

A gift to Saskatchewan Polytechnic where the capital is required to be maintained in perpetuity and the related investment income is used to support initiatives in accordance with the Terms of Reference or Gift Agreement for the Endowment.

Trust Fund

A gift to Saskatchewan Polytechnic where the funds and, in certain cases, the related investment income, is used to support initiatives in accordance with the Terms of Reference or Gift Agreement for the Trust. Saskatchewan Polytechnic has two categories of trust funds:

1. **Long-term Trusts**
Gifts of \$10,000 or more which are projected to be disbursed over a period of at least 10 years are considered *long-term trusts*.
2. **Other Trusts**
Gifts that don't meet the definition of an endowment or long-term trust are considered *other trusts*.

RELATED POLICIES/DOCUMENTS

Policy 202-G Fundraising
Policy 408-G Investments