

# THE DONORCENTRAL GUIDE FOR CHARITABLE ORGANIZATION ENDOWMENT (COE) FUNDS

The Oklahoma City Community Foundation is pleased to offer DonorCentral, an easy and convenient online reporting system for fund representatives of Charitable Organization Endowment (COE) Funds. DonorCentral offers the ability to review fund balances, gift history and financial statements. Following are helpful steps to ensure DonorCentral is a useful tool. **If at any time you have questions or need assistance with DonorCentral, please contact Gayle Farley at 405/606-2910 or g.farley@occf.org.**

## Accessing DonorCentral

DonorCentral is accessible through the Oklahoma City Community Foundation website – www.occf.org. On the website’s home page, you will find a link to DonorCentral on the navigation menu on the right-hand side. Click on DonorCentral and you will be directed to the page shown at right.

To sign on to DonorCentral, please use the following:

USER NAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

**NOTE: Your USER NAME and PASSWORD are not case sensitive.**

If you misplace or forget your **USER NAME**, you must send a letter of request on your organization’s letterhead and signed by the board president before we will release the **USER NAME**. This procedure will help to limit access to authorized individuals. **Forget your PASSWORD?** Click “Forgot Your Password” on the sign on page and follow the instructions.

## Welcome to DonorCentral

After you sign on to DonorCentral, you will be directed to the “Welcome to DonorCentral” page shown below.

Use either the menu on the left-hand side or click through on the links listed in the middle of the page to navigate the site.

*NOTE: The Grant Recommendations link is not accessible to COEs because these funds receive an annual distribution. Please refer to your COE customized annual report for more information.*

## Fund Summary

The Fund Summary page (shown below) provides an up-to-date snapshot of the fund's activity. The page includes gifts made to the fund as well as grants (distributions) made from the fund. In addition, fund value information is available and prior financial statements can be viewed using Adobe Acrobat Reader. NOTE: If you do not have Adobe Acrobat Reader, a free download is provided on the Fund Summary Page.

**Fund Summary**  
If you would like to see your funds in detail, click here.

Funds Summarized in Aggregate:

Summary of All Funds	Current Fiscal Year	Last Fiscal Year	Cumulative
Gifts <sup>1</sup>	\$3,075.00	\$14,427.00	\$253,484.96
Grants Paid	\$12,769.00	\$13,302.00	\$119,908.84
Grants Payable	\$0.00		
Spendable Balance	\$0.00	as of 03/22/2011	
Non-Spendable Balance	\$307,739.88	as of 03/22/2011	
<b>Total Fund Balance</b>	<b>\$307,739.88</b>		

1 - Gifts - These figures include all gifts posted to the Foundation's system. Gifts prior to July 1, 1996 are shown cumulatively as June 30, 1996. If you would like a detail of those gifts or have other questions, please contact our offices at 405/235-5603.  
Total Fund Balance - Investment performance has been posted through January 31, 2011.  
For more information about FAS136 and how it impacts how we report your charitable organization involvement fund, please click here.

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**Curr Fiscal Year** is activity occurring in the current fiscal year of July 1 to June 30.

**Last Fiscal Year** is activity from prior fiscal year.

**Cumulative** is all fund activity since 6/30/96 or the fund's inception, whichever is later.

In the **Gifts** row, click on any of the gift amounts to view a list of contributions to the fund that have been posted for the time frame indicated (example screens are shown below):

**Gift History Curr Fiscal Year**

Printer Friendly Version

Gift Date	Donor Name	Gift Description	Amount
12/31/2010		Cash/Check	75.00
12/27/2010		Cash/Check	1,000.00
10/21/2010		Cash/Check	1,000.00
07/09/2010		Cash/Check	1,000.00
<b>4 Gifts Listed:</b>			<b>3,075.00</b>

Return to Fund Summary

## Gift History – Current Fiscal Year

**Gift History Cumulative**

Printer Friendly Version

Gift Date	Donor Name	Gift Description	Amount
12/01/2010	William L. and Paula Evans	Cash/Check	75.00
12/27/2010		Cash/Check	1,000.00
10/21/2010		Cash/Check	1,000.00
07/09/2010		Cash/Check	1,000.00
06/28/2010		Cash/Check	25.00
05/26/2010		Cash	10.00
12/29/2009		Cash/Check	50.00
12/18/2009		Cash/Check	1,000.00
10/06/2009		Cash/Check	13,302.00
10/06/2009		Cash/Check	13,302.00

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## Gift History – Cumulative

## Fund Summary continued

**Fund Summary**  
If you would like to see your funds in detail, click here.

Funds Summarized in Aggregate:

Fund	Current Fiscal Year	Last Fiscal Year	Cumulative
Gifts <sup>1</sup>	\$3,075.00	\$14,427.00	\$263,494.96
Grants Paid	\$12,769.00	\$13,302.00	\$119,908.84
Grants Payable	\$0.00		
Spendable Balance	\$0.00	\$0.00	\$0.00
Non-Spendable Balance	\$307,739.68	as of 03/22/2011	
<b>Total Fund Balance</b>	<b>\$307,739.68</b>		

1 - Gifts - These figures include all gifts posted to the Foundation's system. Gifts prior to July 1, 1996 are shown cumulatively as June 30, 1996. If you would like a detail of those gifts or have other questions, please contact our offices at 405/235-5603.  
Total Fund Balance - Investment performance has been posted through January 31, 2011.  
For more information about FAS136 and how it impacts how we report your charitable organization endowment fund, please click here.

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**Grants Paid** represents grants (distributions) that have been posted and paid. You can click any of the Grants Paid amounts to view the date the grant was paid, the grant recipient (your organization), the grant status and the amount of the grant.

**Grants Payable** shows grants that are approved but not yet paid to grantee.

*Information on Grants Paid and Grants Payable is updated nightly.*

Example of a Grants Paid – Last Fiscal Year page

**Grants Paid Curr Fiscal Year** Summary of All Funds

Please Family Member

Date Paid	Grantee Name	Status	Amount
10/01/2010		Trustee Approval	7,362.00
10/01/2010		Trustee Approval	5,407.00
<b>2 Grants Paid:</b>			<b>12,769.00</b>

Return to Fund Summary(s)

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**Grants Paid Cumulative** Summary of All Funds

Please Family Member

Date Paid	Grantee Name	Status	Amount
10/01/2010		Trustee Approval	7,362.00
10/01/2010		Trustee Approval	5,407.00
09/21/2009		No Report Due	13,302.00
09/23/2008		No Report Due	13,087.00
09/26/2007		No Report Due	10,336.00
09/25/2006		No Report Due	8,425.00
09/29/2005		No Report Due	7,535.00
10/01/2004		No Report Due	6,614.00
10/01/2003		No Report Due	6,442.32
10/01/2002		No Report Due	7,014.45

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Example of a Grants Paid- Cumulative page.

## Fund Summary continued

**Fund Summary**  
 For use in appropriate columns of the table below.

	Current Fiscal Year	Last Fiscal Year	Cumulative (since 10/1/1999)
City P	\$2,215.00	\$29,822.00	\$152,455.99
Grants Paid	\$2,262.00	\$12,202.00	\$114,561.84
Grants Payable	\$0.00	\$0.00	\$0.00
Spendable Balance	\$0.00 as of 03/02/2011		
Non-Spendable Balance	\$178,815.75 as of 03/02/2011		
<b>Total Fund Balance</b>	<b>\$178,815.75</b>		

**45th Infantry Division Museum - FA5136 Fund**

	Current Fiscal Year	Last Fiscal Year	Cumulative (since 10/1/1999)
City P	\$0.00	\$111,059.00	\$111,059.00
Grants Paid	\$0.00	\$0.00	\$0.00
Grants Payable	\$0.00	\$0.00	\$0.00
Spendable Balance	\$0.00 as of 03/02/2011		
Non-Spendable Balance	\$129,822.93 as of 03/02/2011		
<b>Total Fund Balance</b>	<b>\$129,822.93</b>		

**Spendable Balance** represents the total amount to be granted in either September or October of each year. This number will generally be zero.

**Non-Spendable Balance** represents the endowed portion of the fund.

**Total Fund Balance** represents the sum of spendable and non-spendable balances. Investment performance is attributed to the fund on a monthly basis and is normally posted within 20 days of the month's end, after investment account activity has been reconciled.

## Viewing, Emailing and Printing your Fund Statement

You can view a fund statement by clicking **View a Statement**.

NOTE: You must have Adobe Acrobat Reader to view the fund statement. A link to a free download is provided on the **Fund Summary** page.

You can also view the fund statement by clicking **Email Fund Statement**.

Print the fund statement by clicking the printer icon.

Donors	Prior Years		Total Net Investment Performance	Adm. Fees	Gross	Current Year		Ending Balance
	Understood	Investment Performance				Understood	Investment Performance	
	Total Gifts							
	980.00	(77.88)	44.00	(27.12)	(27.12)	19.92	442.24	
	38,000.00	(2,343.17)	4,271.77	(214.16)	(1,878.42)	2,373.14	34,426.99	
	2,710.00	(278.89)	421.69	(21.68)	(186.12)	226.71	2,403.17	
	8,000.00	(2,234.08)	1,087.29	(84.32)	(402.28)	609.87	8,943.69	
	11,000.00	(3,486.49)	1,934.94	(84.16)	(710.44)	1,244.86	16,449.99	
	28,747.00	(8,811.41)	4,178.81	(214.48)	(1,642.82)	2,521.89	38,678.74	
	1,000.00	(275.96)	17.18	(6.99)	(262.21)	53.89	716.28	
	4,000.00	(1,499.21)	752.82	(37.46)	(188.13)	487.12	3,966.43	
	24,209.99	(6,844.97)	2,820.03	(104.96)	(1,070.23)	1,487.22	21,941.21	
	800.00	0.04	66.20	(2.42)	(28.22)	27.06	837.60	
	11,000.00	(2,085.71)	1,023.98	(61.88)	(482.79)	489.89	9,876.79	
	11,000.00	(2,710.88)	1,187.80	(84.84)	(402.89)	610.80	9,829.84	
	8,000.00	(81.43)	685.41	(33.63)	(287.47)	364.11	8,262.89	
	940.00	(1,059.99)	234.64	(12.43)	(98.99)	123.92	1,911.52	
<b>Total</b>	<b>128,100.00</b>	<b>(1,714.45)</b>	<b>18,473.56</b>	<b>(997.85)</b>	<b>(2,480.20)</b>	<b>10,103.66</b>	<b>162,479.20</b>	

Example of a Fund Statement as viewed in Adobe Acrobat Reader.

**For more information on your fund, please refer to your COE annual report provided by the Oklahoma City Community Foundation or contact Gayle Farley at 405/606-2910 or at [g.farley@occf.org](mailto:g.farley@occf.org).**