

commonfund  
INSTITUTE**NCSE® (NACUBO-Commonfund Study of Endowments) 2013**

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**NCSE purpose, rules and use of information:**

By participating in the NACUBO-Commonfund Study of Endowments (NCSE) (including Foundations in Support of Higher Education) I understand that the goal of NACUBO and Commonfund Institute in sponsoring the NCSE is to provide meaningful benchmarking information to the higher education community, including responding institutions, Commonfund Institute's and NACUBO's members, clients and prospective clients.

**I also understand and agree by my participation in the NCSE to the following:**

- **Aggregated information:** NACUBO and Commonfund Institute will aggregate the information I provide in the NCSE with the information received from other institutions, publicly report such aggregated information in a report about trends and best practices in the field of endowment management for educational institutions, and send me a copy of the final report.
- **Total endowment value:** NACUBO has traditionally published the total market value and total one-year change in market value for individual institutions, and this practice will be continued.
- **Information sharing:** Individual responses of participating institutions that agree to share their information with other NCSE participants will be provided by NACUBO to participants via:
  - A set of spreadsheets.
  - The NACUBO Benchmarking Tool, an online analytical tool for creating peer group analyses of investment rates of return, asset allocations, spending rates and endowment per student.
  - Academic researchers (including faculty members and research staff) will have confidential access to individual institutions' responses, subject to the condition that institution names and individually identifiable data not be published in any reports resulting from such research.

**Please indicate below your agreement or disagreement with the above:**

- YES**, I agree with the above. My institution's responses may be made available to other NCSE participants and to academic researchers as noted in "Information sharing" above.
- NO**, I do *not* agree with the above. Do *not* make my institution's responses available as noted in "Information sharing" above. By selecting **NO**, I understand that my institution will *not* be able to receive *any* institutionally specific data generated from the 2013 NCSE—this includes endowment per full-time equivalent student, investment rates of return, endowment spending rates and asset allocations.

**I. DEMOGRAPHICS**

**NCSE ID NUMBER**  **REQUIRED FIELD - FORM WILL NOT SUBMIT IF NO ENTRY**  
**(INCLUDED IN YOUR PARTICIPATION INVITATION AND SUBSEQUENT EMAIL(S) FROM RIVERSIDE ASSOCIATES)**

**INSTITUTION NAME:**

**ENTER NAME OF INSTITUTION AS IT SHOULD APPEAR IN THE LIST OF PARTICIPATING INSTITUTIONS**

**RESPONDENT NAME:**

**TITLE**

**MAILING ADDRESS**  **ADD. CONT'D**

**CITY**  **STATE**  **ZIP CODE**  **PHONE**

**E-MAIL**  **XXX-XXX-XXXX**

**1.A. RESPONDING INSTITUTION CATEGORY:**

**CHECK ONE**

- Private College and University Endowments
- Public College, University or System Funds
- Public or Private Institution Related Foundations
- Combined Endowment / Foundation
- Other **SPECIFY BELOW**

**B. CARNEGIE CLASSIFICATION:**

**CHECK ONE**

- Doctorate-granting university
- Master's college or university
- Baccalaureate college
- Community college
- Special focus institution

**C. NUMBER OF FULL-TIME EQUIVALENT (FTE) STUDENTS ENROLLED FOR CREDIT:**

**ENDOWMENTS AND COMBINED FUNDS ONLY ANSWER THIS QUESTION**

**D. INSTITUTION'S FISCAL YEAR END DATE:** 06/30  05/31  OTHER  **SPECIFY**  **MM/DD**

**IF YOUR ENDOWMENT INCLUDES FOUNDATIONS IN ITS PORTFOLIO, PLEASE INDICATE THE NUMBER OF FOUNDATIONS INCLUDED IN THIS QUESTIONNAIRE**

**E. DOES THE ABOVE NUMBER INCLUDE YOUR LARGEST FOUNDATION?** YES  NO  UNCERTAIN

**F. TOTAL NUMBER OF FOUNDATIONS INCLUDED IN YOUR ENDOWMENT**  UNCERTAIN

**COMMENTS:**

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### III. ASSET ALLOCATION

PLEASE ANSWER FOR EACH CATEGORY - LINES 1 THROUGH 26. IF UNABLE TO RESPOND WITH DETAIL WITHIN EACH CLASS, ANSWER, AS A MINIMUM, CLASS TOTALS - LINES 4, 11, 15, 22, 23, 24, & 25.

3. **A** What percentage of your total endowment is currently invested in each of the asset classes listed below?

**B** As of June 30, 2013, what were your percentage one year net returns in each asset class?

#### INVESTABLE ASSETS EXCLUDE PENSION FUNDS

#### DOMESTIC EQUITIES:

- 1 Active **INCLUDE REITs HERE**
- 2 Index (Passive / Enhanced)
- 3 Multi-strategy Equity Fund **CHECK ONLY IF COMMONFUND MULTI-STRATEGY FUND**

#### 4 TOTAL DOMESTIC EQUITIES:

#### DETAIL CHECK - TOTAL DOMESTIC EQUITIES

#### FIXED INCOME:

- 5 Domestic (U.S.) Investment Grade (Active) **INCLUDE TIPs HERE**
- 6 Domestic (U.S.) Investment Grade (Passive)
- 7 Domestic (U.S.) Non-Investment Grade (Active or Passive)
- 8 International (Non-U.S.) Investment Grade (Active or Passive)
- 9 Emerging Markets (Active or Passive)
- 10 Multi-strategy Bond Fund **CHECK ONLY IF COMMONFUND MULTI-STRATEGY FUND**

#### 11 TOTAL FIXED INCOME:

#### DETAIL CHECK - TOTAL FIXED INCOME

#### INTERNATIONAL EQUITIES:

- 12 Active MSCI EAFE®
- 13 Passive/index MSCI EAFE®
- 14 Emerging Markets

#### 15 TOTAL INTERNATIONAL EQUITIES: LINES 12+13+14

#### DETAIL CHECK - TOTAL INTERNATIONAL EQUITIES

#### ALTERNATIVE STRATEGIES:

- 16 Private Equity Real Estate **EXCLUDES REITs**
- 17 Venture Capital
- 18 Private Equity **LBO'S, MEZZANINE, M&A FUNDS, INTERNATIONAL PRIVATE EQUITY**
- 19a Energy & Natural Resources - Includes Oil, Gas, Timber
- b Commodities and Managed Futures
- 20 Marketable Alternative Strategies **INCLUDE HEDGE FUNDS, ABSOLUTE RETURN, MARKET NEUTRAL, LONG/SHORT, 130/30 STRATEGY, EVENT DRIVEN AND DERIVATIVES.**
- 21 Distressed Debt

#### 22 TOTAL ALTERNATIVE STRATEGIES:

#### DETAIL CHECK - TOTAL ALTERNATIVE STRATEGIES

#### CASH and OTHER:

- 23 Cash, Money Market Investments, Treasuries **ALL INVESTMENTS <1 YEAR**
- 24 Other **SPECIFY** Cash surrender value of life insurance policies

#### 25 TOTAL CASH AND OTHER:

#### DETAIL CHECK - TOTAL CASH AND OTHER

#### 26 PORTFOLIO TOTAL AUTO SUM OF LINES 4+11+15+22+25

#### DETAIL CHECK - PORTFOLIO TOTAL

|  |  | <b>A</b>           | <b>B</b>           |                          |
|--|--|--------------------|--------------------|--------------------------|
|  |  | Currently Invested | Return @ 6/30/2013 | UNC = UNCERTAIN          |
|  |  | PCT INV            | PCT RTN            | UNC                      |
|  |  | 5.25%              |                    |                          |
|  |  | 0.48%              |                    |                          |
|  |  | 6.10%              |                    |                          |
|  |  | 11.83%             | 16.16%             | <input type="checkbox"/> |
|  |  | 11.83%             |                    |                          |
|  |  | PCT INV            | PCT RTN            | UNC                      |
|  |  | 9.02%              |                    |                          |
|  |  |                    |                    |                          |
|  |  | 2.42%              |                    |                          |
|  |  | 1.26%              |                    |                          |
|  |  | 3.19%              |                    |                          |
|  |  | 2.40%              |                    |                          |
|  |  | 18.29%             | 6.70%              | <input type="checkbox"/> |
|  |  | 18.29%             |                    |                          |
|  |  | PCT INV            | PCT RTN            | UNC                      |
|  |  | 3.12%              |                    |                          |
|  |  |                    |                    |                          |
|  |  | 5.37%              |                    |                          |
|  |  | 8.49%              | 8.29%              | <input type="checkbox"/> |
|  |  | 8.49%              |                    |                          |
|  |  | PCT INV            | PCT RTN            | UNC                      |
|  |  | 9.06%              | 11.52%             | <input type="checkbox"/> |
|  |  | 9.01%              | 8.77%              | <input type="checkbox"/> |
|  |  | 12.69%             | 10.85%             | <input type="checkbox"/> |
|  |  | 3.16%              | 7.64%              | <input type="checkbox"/> |
|  |  |                    |                    | <input type="checkbox"/> |
|  |  | 22.15%             | 1.22%              | <input type="checkbox"/> |
|  |  | 1.09%              | 7.16%              | <input type="checkbox"/> |
|  |  | 57.16%             | 6.65%              | <input type="checkbox"/> |
|  |  | 57.16%             |                    |                          |
|  |  | PCT INV            | PCT RTN            | UNC                      |
|  |  | 3.13%              | 1.70%              | <input type="checkbox"/> |
|  |  | 1.10%              | 0.00%              | <input type="checkbox"/> |
|  |  | 4.23%              |                    |                          |
|  |  | 4.23%              |                    |                          |
|  |  | 100.00%            |                    |                          |
|  |  | 100.00%            |                    |                          |

ASSET ALLOCATION SECTION CONTINUES ON NEXT PAGE



C. Which of the following Environmental, Social and/or Governance (E/S/G) criteria does your institution use in investing in any asset? NONE  UNCERTAIN   
**SKIP TO Q.3.J BELOW**

- |                  |                          |                               |                          |
|------------------|--------------------------|-------------------------------|--------------------------|
| 1. Environmental | <input type="checkbox"/> | 3. Governance                 | <input type="checkbox"/> |
| 2. Social        | <input type="checkbox"/> | 4. Other <b>SPECIFY BELOW</b> | <input type="checkbox"/> |

D. Please describe below your approach to E/S/G screening (i.e. do you impose your criteria before or after you determine your asset allocation to optimize your portfolio?)

E. For each of the *investment practices* listed in the following table, please indicate the *percentage of your institution's total endowment assets* (assets from Q.2.A) that uses that specific investment practice.

**EXCLUDE INVESTMENTS IN LARGE COMMINGLED FUNDS (MUTUAL FUNDS, LIMITED PARTNERSHIPS, ETC.) WHERE INVESTOR-DIRECTED PROXIES ARE NOT FEASIBLE.**

|                                 |                   |                            |                 |                          |           |                          |
|---------------------------------|-------------------|----------------------------|-----------------|--------------------------|-----------|--------------------------|
| <b>NEGATIVE SCREENS</b>         | PERCENT DEDICATED | <input type="checkbox"/> % | NONE/DO NOT USE | <input type="checkbox"/> | UNCERTAIN | <input type="checkbox"/> |
| <b>IMPACT INVESTING</b>         | PERCENT DEDICATED | <input type="checkbox"/> % | NONE/DO NOT USE | <input type="checkbox"/> | UNCERTAIN | <input type="checkbox"/> |
| <b>SUSTAINABILITY INVESTING</b> | PERCENT DEDICATED | <input type="checkbox"/> % | NONE/DO NOT USE | <input type="checkbox"/> | UNCERTAIN | <input type="checkbox"/> |

F. Do you and your portfolio managers vote your proxies consistent with your E/S/G criteria? YES  NO  UNCERTAIN

G. Do your portfolio managers integrate E/S/G criteria in security selection? YES  NO  UNCERTAIN   
**SKIP TO Q.3.I BELOW**

H. Were those essential criteria you considered in hiring the manager(s)? YES  NO  UNCERTAIN

I. Is consideration of E/S/G aspects a formal policy of the institution or at the discretion of the manager? POLICY  DISCRETION  UNCERTAIN

J. In which of the following sustainability oriented multi-institutional groups is your organization a signatory or a participant? NONE  UNCERTAIN

- 1. UN Principles for Responsible Investment
- 2. UN Global Compact
- 3. Ceres
- 4. Carbon Disclosure Project
- 5. AASHE STARS
- 6. ACUPCC
- 7. Other **SPECIFY BELOW**

**ASSET ALLOCATION SECTION CONTINUES ON NEXT PAGE**



**IV. PORTFOLIO MANAGEMENT**

4.A. Did you *rebalance* your total portfolio in the past fiscal year? YES  NO  UNCERTAIN

B. Which of the following best describes your rebalancing policy?

IF NO REBALANCING POLICY, CHECK HERE  YOU WILL SKIP TO Q.4.C

YOU MAY SELECT RESPONSES FROM EACH COLUMN

**CALENDAR BASED**

CHECK ONE

- 1. Annually
- 2. Semi-annually
- 3. Quarterly
- 4. Monthly
- 5. Other **SPECIFY BELOW**

CHECK ALL THAT APPLY

**MARKET VALUE BASED**

- 6. Target and Range Based
- 7. Response to Major Gifts or Other Cash Flows
- 8. Other **SPECIFY BELOW**

C. Do you employ risk limits and guidelines within your portfolio? YES  NO  UNCERTAIN

SKIP TO Q.4.F BELOW

D. Are your risk limits and guidelines hard limits or soft limits? HARD  SOFT  N/A

E. What risk metrics do you use? **CHECK ALL THAT APPLY**

- 1. Value at Risk calculations based on returns ("top down")
- 2. Value at Risk calculations based on positions ("bottom up")
- 3. Volatility calculations such as standard deviation, etc.
- 4. "Greek letter" measures of return such as alpha, beta, etc.
- 5. Other: **SPECIFY BELOW**

F. Do you stress test or scenario test your portfolio? YES  NO  UNCERTAIN

COMMENTS:

**PORTFOLIO MANAGEMENT SECTION CONTINUES ON NEXT PAGE**

**V. SPENDING RATE / POLICY**

**EFFECTIVE SPENDING RATE:**

**DISTRIBUTION FOR SPENDING (Q.2.E.1) DIVIDED BY BEGINNING MARKET VALUE (Q.2.B)**

5. A. What was your *effective spending rate* for your most recent *fiscal year*? 4.93 % UNCERTAIN

B. Did your *effective spending rate* increase or decrease during the past fiscal year?  
INCREASE  DECREASE  NO CHANGE  UNCERTAIN   
SKIP TO Q.5.D BELOW

C. By what percentage did your *spending rate* increase or decrease? 2.50 % UNCERTAIN

D. Did your *actual spending dollars* increase or decrease during the past fiscal year?  
INCREASE  DECREASE  NO CHANGE  UNCERTAIN   
SKIP TO Q.5.F BELOW

E. By what percentage did your spending dollars increase or decrease? 5.30 % UNCERTAIN

F. What were the *factors* that drove the changes in your effective spending rate *or* spending dollars? UNCERTAIN

Payout calculation formula and new gifts

G. Were there special appropriations (non-recurring withdrawals) in addition to your policy spending rate? YES  NO  UNCERTAIN   
SKIP TO SECTION COMMENTS

H. In addition to your policy spending rate, what percentage did special appropriations represent?    % UNCERTAIN

I. For what purpose(s) were those special appropriations used? CHECK ALL THAT APPLY UNCERTAIN   
1. Capital Campaign Costs   
2. Major Campus Improvements   
3. Debt Service   
4. Financial Aid   
5. Support Operating Budget   
6. Other: SPECIFY BELOW

SECTION COMMENTS:

**SPENDING RATE / POLICY SECTION CONTINUES ON NEXT PAGE**

## VI. HIGHER EDUCATION PRICE INDEX (HEPI)

6. *How* do you use the HEPI?

DO NOT USE

**CHECK ALL THAT APPLY**

- 1. Setting Spending Rate
- 2. Budget Process
- 3. Setting Tuition & Fees
- 4. As Investment Benchmark or Hurdle Rate
- 5. Educational / Informational Purposes
- 6. Other **SPECIFY BELOW**

SECTION COMMENTS:

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**VIII. FEES AND EXPENSES**

8.A. In dollars or basis points, what were the *total costs* of managing your investment program during **fiscal year 2013**?

DOLLARS \$  **OR** BASIS POINTS  UNCERTAIN

B. Which of the following do you include in total cost calculations? UNCERTAIN

C. In dollars or basis points, what fees are paid for each of these categories? UNCERTAIN

| <b>CHECK ALL THAT APPLY</b>  | <b>B.</b>                | <b>C. DOLLARS</b>       | <b>OR</b> | <b>C. BASIS POINTS</b> |                                    |
|--|--------------------------|-------------------------|-----------|------------------------|------------------------------------|
| 1. Asset Management Fees and Mutual Fund Expenses  | <input type="checkbox"/> | \$ <input type="text"/> | <b>OR</b> | <input type="text"/>   | UNCERTAIN <input type="checkbox"/> |
| 2. Direct Expenses<br><b>E.G. SUB-ADVISORY FEES, CUSTODY,<br/>AUDIT &amp; RECORD KEEPING</b> | <input type="checkbox"/> | \$ <input type="text"/> | <b>OR</b> | <input type="text"/>   | UNCERTAIN <input type="checkbox"/> |
| 3. Incentive/Performance Fees Paid to Asset Managers   | <input type="checkbox"/> | \$ <input type="text"/> | <b>OR</b> | <input type="text"/>   | UNCERTAIN <input type="checkbox"/> |
| 4. Internal Staff  | <input type="checkbox"/> | \$ <input type="text"/> | <b>OR</b> | <input type="text"/>   | UNCERTAIN <input type="checkbox"/> |
| 5. Consultant Fees/Outsourcing Fees  | <input type="checkbox"/> | \$ <input type="text"/> | <b>OR</b> | <input type="text"/>   | UNCERTAIN <input type="checkbox"/> |
| 6. Other <b>SPECIFY BELOW</b>  | <input type="checkbox"/> | \$ <input type="text"/> | <b>OR</b> | <input type="text"/>   | UNCERTAIN <input type="checkbox"/> |
|  |                          | \$ <input type="text"/> |           | <b>0</b> <b>TOTAL</b>  | <input type="text"/> <b>0.00</b>   |

**EITHER TOTAL SHOULD = AMOUNT ENTERED IN Q.8.A**

**SECTION COMMENTS:**

Because of inconsistent way in which Colleges report fees related to illiquid investments, we have chosen not to report fees and expenses. Also, given the differing terms of the illiquid investments, it is not practical to try and calculate the related fees.

**CLICK TO ACCESS:**

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**X. INVESTMENT OFFICE**

10.A. *Including yourself*, how many *full-time equivalent (FTE)* staff does your organization employ in the *investment management* area?  UNCERTAIN

**TWO PEOPLE, EACH EMPLOYED AT INVESTMENT MANAGEMENT FUNCTIONS 25% OF THEIR TIME = .50 FTE**

B. Does your organization have a Chief *Investment* Officer? YES  NO  UNCERTAIN

C. How many *separate* firms does your fund *currently* use for management of:

**NOTE: ALTERNATIVE STRATEGIES INCLUDE BOTH MARKETABLE ALTERNATIVES (HEDGE FUNDS, ETC.) AND NON-MARKETABLE ALTERNATIVES (PRIVATE EQUITY, REAL ASSETS, ETC.)**

|                                | ENTER "0" IF NONE | NUMBER                          | UNCERTAIN                |
|--------------------------------|-------------------|---------------------------------|--------------------------|
| 1. Domestic Equities?          |                   | <input type="text" value="3"/>  | <input type="checkbox"/> |
| 2. Fixed Income?               |                   | <input type="text" value="6"/>  | <input type="checkbox"/> |
| 3. International Equities?     |                   | <input type="text" value="4"/>  | <input type="checkbox"/> |
| 4. Alternative Strategies      |                   |                                 |                          |
| a. Direct?                     |                   | <input type="text" value="40"/> | <input type="checkbox"/> |
| b. Fund of Funds?              |                   | <input type="text" value="14"/> | <input type="checkbox"/> |
| 5. Total <i>separate</i> firms |                   | <input type="text" value="66"/> | <input type="checkbox"/> |

**TOTAL IS THE SUM OF 1 THRU 4b MINUS ANY OVERLAP**

D. Have you substantially outsourced or are you considering substantially outsourcing your investment management function to a third party?

OUTSOURCED  CONSIDERING  NEITHER

SECTION COMMENTS:

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O. From which of the following groups *not otherwise affiliated with the investment function* are members of the *advisory committee* drawn? UNCERTAIN

**CHECK ALL THAT APPLY**

- 1. Faculty
- 2. Alumni
- 3. Students
- 4. Other: **SPECIFY BELOW**

P. Which of the following best describes the authority of the **advisory committee**? UNCERTAIN

**CHECK ALL THAT APPLY**

- 1. Is purely advisory, with no official role in determining investment policy and practice or how proxies are voted.
- 2. Has an official role in determining investment policy and practice.
- 3. Has an official role in determining how proxies are voted.
- 4. Other: **SPECIFY BELOW**

**FOUNDATIONS ONLY ANSWER QUESTIONS 11.Q AND 11.R.**

Q. Are any of the positions at your foundation filled by employees who have joint appointments with the institution? YES  NO  UNCERTAIN

**SKIP TO SECTION COMMENTS**

R. How many positions have this joint appointment?  UNCERTAIN

SECTION COMMENTS:

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**PLEASE SHARE WITH US ANY OTHER COMMENTS YOU MAY HAVE REGARDING THE ISSUES COVERED IN THIS SURVEY OR THE SURVEY ITSELF.**

Some suggestions: Maybe make the survey specific to institution, example, prepopulate the NCSE ID # and respondent name and contact info from last year, maybe have beginning balances equal ending balances from last year's report, maybe have report prepopulated with all data from last year, and then people go in and just update what has changed, this might make sense to do for most sections, but not

**SAVE YOUR WORK AND CLICK "SUBMIT" BELOW TO SUBMIT YOUR COMPLETED QUESTIONNAIRE:  
(IT WILL TAKE A MOMENT OR TWO TO BEGIN TRANSMITTING - PLEASE BE PATIENT)**

**SUBMIT**

**THANK YOU VERY MUCH FOR YOUR TIME AND INSIGHTS.**