



Deposits and Investments, and their related income

It is possible to invest surplus cash balances and capital sums on Trust Funds and Donations sources of funds. Use the Transaction Code Balance reports to see all investment activity for one or more source of funds. For details, see:

[Using Cognos](#)
[Using CUFS](#)

If a surplus cash balance is placed on deposit or is used to buy Cambridge University Endowment Fund (CUEF) units, this is similar to taking money from a current account and placing it in an investment account. The cash balance on the source of funds is reduced to enough to meet short term planned expenditure, and a corresponding sum appears on a specific transaction code to represent the deposit/investment.

The Transaction Code Balance Report can be used to show:

- 1) Permanent Capital - invested in the CUEF to provide income to meet approved expenditure
- 2) Spendable Capital – surplus income is often invested in CUEF units – but can also be disinvested and spent
- 3) Distribution to Investors – income earned from holding CUEF units. This is paid into the ZZYB cost centre whether the CUEF units are held as permanent or spendable capital.
- 4) Investment revaluation reserve – at the beginning of the financial year, the CUEF units have a value e.g. £32.00 per unit. They are revalued throughout the year. So if 100 units are held and they increase in value by £1, £100 will show as a bracketed figure on XHAA and be added as a positive to the value of the unit holding (code NAAA). However, this extra value will only materialise if the units are sold.

Regular statements for Trust Funds

Finance Division issues a quarterly statement for each Trust Fund to the manager of the fund, with detail of the purpose of the fund plus a breakdown of income, expenditure, revaluations, and the number of permanent/spendable CUEF units held.

The Transaction Code Balances report can be used to check this information on a monthly basis.

Cognos

Use the GL: Budget to Actual report set up to show Actual Transaction Code Balances (i.e. delete all Plan and Variance columns).

- SoFs: select range KAAA to KZZZ
- Cost centres: Lowest to Highest
- Transaction Code: Remove defaulted restriction (excludes Balance sheet codes) to show all

Detailed Procedure Deposits and Investments

Example of Cognos Budget to Actual report, configured as Transaction Code Balances for Trust Funds

Source of Funds Code	Source of Funds	Cost Centre Code	Cost Centre	Transaction Code	Transaction	Actual Previous Month (MAR-24)	Actual YTD
KZZY	David B Great Endowment Fund	ZZYA	Permanent Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	216.90	8,829.28
KZZY	David B Great Endowment Fund	ZZYA	Permanent Trust Fund Capital	XEAA	Departmental Reserves	0.00	(8,766.03)
KZZY	David B Great Endowment Fund	ZZYA	Permanent Trust Fund Capital	XHAB	Investment Revaluation Reserve - CUEF	(216.90)	(68.70)
KZZY	David B Great Endowment Fund	ZZYB	Spendable Trust Fund Capital	FAEG	Fellowships/Scholarships/Exhibitions/Prizes Etc	0.00	250.00
KZZY	David B Great Endowment Fund	ZZYB	Spendable Trust Fund Capital	NAAA	Distribution to Investors	(29.55)	(236.43)
KZZY	David B Great Endowment Fund	ZZYB	Spendable Trust Fund Capital	XEAA	Departmental Reserves	0.00	(263.82)
KZZY - Subtotal						(29.55)	(255.70)
KZZZ	Ecology for all Fund	ZZYA	Permanent Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	105,484.96	4,294,019.60
KZZZ	Ecology for all Fund	ZZYA	Permanent Trust Fund Capital	XEAA	Departmental Reserves	0.00	(4,260,615.61)
KZZZ	Ecology for all Fund	ZZYA	Permanent Trust Fund Capital	XHAB	Investment Revaluation Reserve - CUEF	(105,484.96)	(33,412.95)
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	ABMA	Stipends; Academic staff - research only; Grade 12	0.00	(1,152.50)
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	ACMA	Stipends; Academic staff - teaching and research; Grade 12	13,534.67	121,526.82
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	CMEA	Wages; Technicians; Grade 4	4,687.60	34,743.08
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	ELCZ	Laboratory	0.00	7,475.31
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	NAAA	Distribution to Investors	(15,716.88)	(125,735.10)
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	9,861.09	401,419.40
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	XEAA	Departmental Reserves	0.00	(398,316.92)
KZZZ	Ecology for all Fund	ZZYB	Spendable Trust Fund Capital	XHAB	Investment Revaluation Reserve - CUEF	(9,861.09)	(3,123.56)
KZZZ - Subtotal						2,505.39	36,827.57

UFS

Run the Transaction Code Balances report

- SoFs: select range KAAA to KZZZ
- Cost centres: 0000 to ZZZZ
- Transaction codes: AAAA to ZZZZ
- Set **Currency** to **Stat** if you want to view **number** of CUEF units held

Example of UFS Transaction Code Balances report (Excel version)

Source of Funds	Source of Funds Description	Cost Centre	Cost Centre description	Transaction	Transaction description	Beginning Balance	Period Activity	Ending Balance
KZFY	Joseph Smith Endowment Fund	ZZYB	Spendable Trust Fund Capital	FAEG	Fellowships/Scholarships/Exhibitions/Prizes Etc	0.00	250.00	250.00
KZFY	Joseph Smith Endowment Fund	ZZYB	Spendable Trust Fund Capital	NAAA	Distribution to Investors	0.00	-206.88	-206.88
KZFY	Joseph Smith Endowment Fund	ZZYA	Permanent Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	8,760.58	-148.20	8,612.38
KZFY	Joseph Smith Endowment Fund	ZZYA	Permanent Trust Fund Capital	XEAA	Departmental Reserves	-8,766.03	0.00	-8,766.03
KZFY	Joseph Smith Endowment Fund	ZZYB	Spendable Trust Fund Capital	XEAA	Departmental Reserves	-263.82	0.00	-263.82
KZFY	Joseph Smith Endowment Fund	ZZYA	Permanent Trust Fund Capital	XHAB	Investment Revaluation Reserve - CUEF	0.00	148.20	148.20
KZFY Total						-269.27	43.12	-226.15
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	ABMA	Stipends; Academic staff - research only; Grade 12	0.00	-1,152.50	-1,152.50
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	ACMA	Stipends; Academic staff - teaching and research; Grade 12	0.00	107,992.15	107,992.15
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	CMEA	Wages; Technicians; Grade 4	0.00	30,055.48	30,055.48
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	ELCZ	Laboratory	0.00	7,475.31	7,475.31
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	NAAA	Distribution to Investors	0.00	-110,018.22	-110,018.22
KZWY	Ecology Investigation Fund	ZZYA	Permanent Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	4,260,606.65	-72,072.01	4,188,534.64
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	398,295.84	-6,737.53	391,558.31
KZWY	Ecology Investigation Fund	ZZYA	Permanent Trust Fund Capital	XEAA	Departmental Reserves	-4,260,615.61	0.00	-4,260,615.61
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	XEAA	Departmental Reserves	-398,316.92	0.00	-398,316.92
KZWY	Ecology Investigation Fund	ZZYA	Permanent Trust Fund Capital	XHAB	Investment Revaluation Reserve - CUEF	0.00	72,072.01	72,072.01
KZWY	Ecology Investigation Fund	ZZYB	Spendable Trust Fund Capital	XHAB	Investment Revaluation Reserve - CUEF	0.00	6,737.53	6,737.53
KZWY Total						-30.04	34,352.22	34,322.18

- In a Trust Fund, ZZYA cost centre holds permanent capital, i.e. funds that cannot be spent and will always remain invested
- Use Cost Centre ZZYB to view allowable expenditure (EXMZ) and earnings from investments and deposits (NAAA)
- Use Cost Centres ZZYA and ZZYB to view total of the sums invested (SAAA)