



Florida DIVISION OF  
ARTS & CULTURE

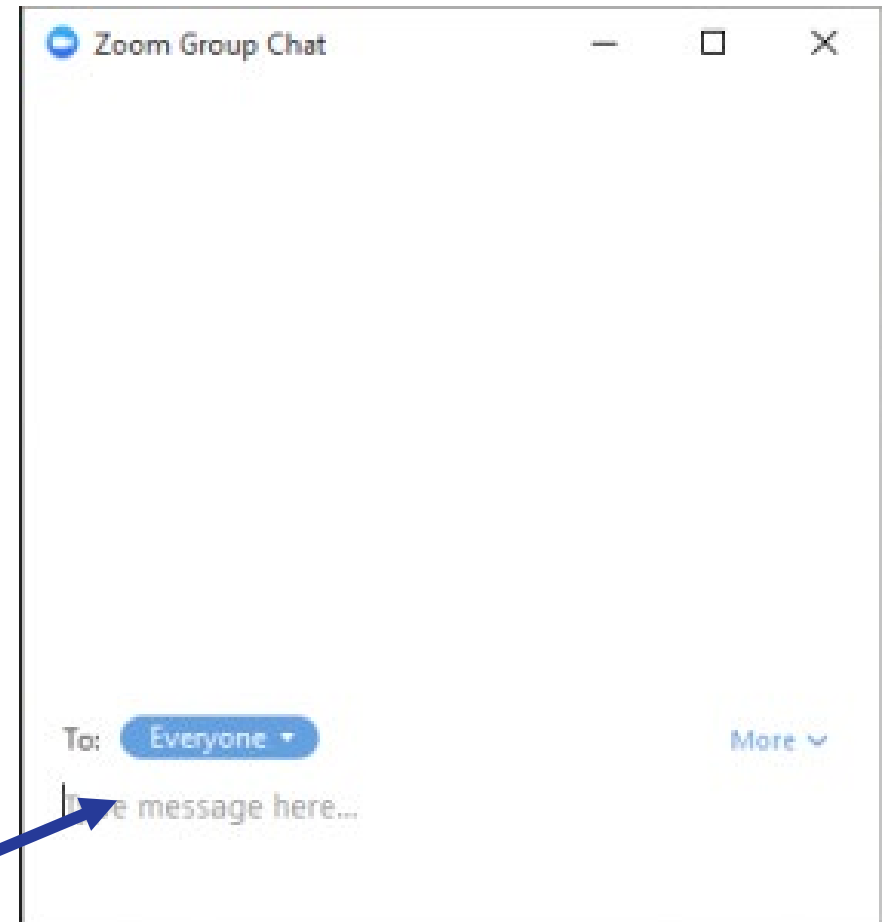
# CULTURAL ENDOWMENT ANNUAL REPORT GUIDE



# Meeting Etiquette

- ❖ Participants will be muted
- ❖ Video is disabled
- ❖ Chat feature is available
- ❖ Q&A will take place at the end

**TYPE HERE**



# WHY ANNUAL REPORT?

- ❖ It's legally required
- ❖ Certifies that you are maintaining the corpus of your endowment(s)
- ❖ Shows that you are spending the interest for allowable project costs
- ❖ Shows that you are crediting the Division in your programming.



# FINDING YOUR END NUMBER

## Organization Details



Request Account Association with

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#) | [Manage Compliance](#)

[Organization Information](#)

[Organization Applications](#)

**[Organization Grants](#)**

[Single Audit Act](#)

Grant Number ▲	Program #	Project Number	Award Amount	Status	Actions
15.c.en.200.006	Cultural Endowment	END-212	\$240,000.00	Funded	<a href="#">i Details</a>
17.c.ps.142.461	General Program Support	17.6.142.461	\$96,187.00	Closed	<a href="#">i Details</a>
18.c.ps.142.525	General Program Support	18.6.142.525	\$48,810.00	Closed	<a href="#">i Details</a>
19.c.ps.142.629	General Program Support	null	\$10,271.00	Closed	<a href="#">i Details</a>
20.c.ps.142.565	General Program Support	null	\$46,430.00	Closed	<a href="#">i Details</a>
21.c.ps.142.576	General Program Support	null	\$48,651.00	Closed	<a href="#">i Details</a>

- ❖ Once you are on the DOSgrants site, go to **My Organizations**. Then click on **details**. You will then want to click on **Organization Grants**.
  - The number you want is under **Project Number** and starts with **END**.

# HOW MANY SHARES?

## Organization Details

From the same Organization Details page, sort by **Program #**. Your endowments will say “**Cultural Endowment**”

Request Account Association with A [redacted]

Organization Information   Organization Applications   **Organization Grants**   Single Audit Act

Grant Number	Program # ▲	Project Number	A
87.c.en.200.004	Cultural Endowment	END-9999	\$
92.c.en.200.004	Cultural Endowment	END-9999	\$
95.c.en.200.006	Cultural Endowment	END-9999	\$
98.c.en.200.001	Cultural Endowment	END-9999	\$
01.c.en.200.003	Cultural Endowment	END-9999	\$
15.c.en.200.019	Cultural Endowment	END-9999	\$
20.c.cf.200.265	Cultural Facilities	null	\$
17.c.ps.114.267	General Program Support	17.6.114.267	\$
18.c.ps.114.082	General Program Support	18.6.114.082	\$
19.c.ps.114.144	General Program Support	null	\$

1 2 10 items per page

# Yes or No Questions

Has any portion of the endowment principal (\$600,000) been expended?

Yes  No

Has either the corpus or the income of the Endowment Program Fund been used as collateral or otherwise subject to a lien?

Yes  No

Has the organization filed for protection under federal bankruptcy provisions?

Yes  No

Has the organization ceased sponsoring cultural programming operations?

Yes  No

Has the organization provided sponsor credit to the Florida Department of State, Division of Arts and Culture?  
(Documentation Required)

Yes  No

Does your organization conduct an annual audit? Yes  No

If Yes, please forward to the Division of Arts and Culture upon completion.

# DESCRIPTION FIELDS

These fields are not optional.

Describe the specific use of the fund income and how much money you spent on each usage

- ❖ List each specific use of funds.
- ❖ Make sure to include the number on each use.
- ❖ If you have not expended any funds, state that.

Describe the specific benefits to your organization derived therefrom

- ❖ Please summarize the benefits in a paragraph or less. If you need more space, attach a second page.



# Excellent Descriptions

Describe the specific use of the fund income and how much money you spent on each usage (attach additional document if needed)

Funds expended in 2022 were for the annual audit of organization financials (required) for \$4,861.25 and the museum's education department in order to expand services provided to the general public and county school systems for \$85,030.14. This usage included \$64,778.20 for part-time staff payroll (Artspace attendants and teachers for on-site and off-site art instruction and outreach) as well as \$20,251.94 for purchasing materials for programs, outreach, art kits, and the Artspace. The total funds used was \$89,891.39, which is reflected in the attached account statement.

Describe the specific benefits to your organization derived therefrom (attach additional document if needed)

The museum continues to expand exhibitions and educational programs and the funds provide a revenue to support their growth.

# ASSET CHART

## Face Value

- ❖ The nominal or dollar value of a security at its issuance, as stated by the issuer. (Same as Par Value for bonds)

## Investment Instrument

- ❖ How the money is being held: cash instruments, bonds, equity investments, ETFs, etc.

## Market Value

- ❖ This is what the endowment fund is worth today if you were to sell the investments it holds.

## Interest Earned for FY\*

- ❖ Should be calculated annually. Maintain the schedule of how you calculated interest earned.

	Face Value	Investment Instrument	Market Value	Interest Earned for FY*
1	\$1,990,694.36	Taxable Bonds	\$1,854,558.72	\$68,510.04
2				

# REQUIRED ATTACHMENTS

- ❖ Copy of monthly or quarterly account statements
  - Needs to coincide with your organization's last completed fiscal year
  - Must be **entire** fiscal year
  
- ❖ Copy of the **most recent** monthly or quarterly account statement from the financial investment institution maintaining the Endowment Program fund
  - Not required if your Fiscal Year End date is in July

# REQUIRED ATTACHMENTS

Copy of your organization's program/exhibition schedule

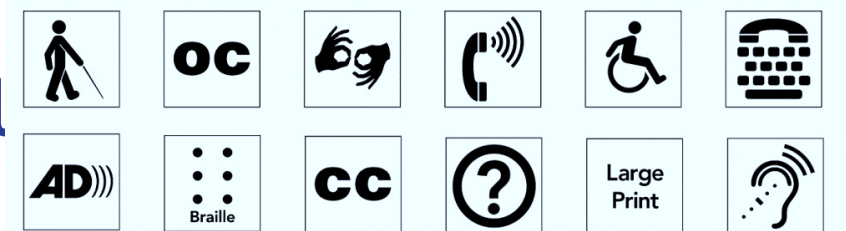
- ❖ Must be for the reporting period



Credits Department of State – Division of Arts and Culture

- ❖ This can be the old logo – next year (2024-2025) all must be updated to the new logo
- ❖ New Logo available here: <https://tinyurl.com/FAClogos>

Uses appropriate accessibility symbol and program is accessible



# FLORIDA SINGLE AUDIT ACT

- ❖ Florida Single Audit Act - requires recipients/sub-recipients to have a state single audit if \$750,000 or more in state financial assistance is expended during the non-state entity's fiscal year. (Section 215.97, F.S., "Florida Single Audit Act")
- ❖ Federal Single Audit Act – requires recipients/sub-recipients to have a single audit if \$750,000 or more in federal financial assistance is expended during the non-state entity's fiscal year
- ❖ Applies to non-state entities\*

# HOW TO UPDATE YOUR CONTACT

## Organization Details

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The Armory Art Center, Inc.

Request Account Association with The Armory Art Center, Inc.



[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#) | [Manage Compliance](#)

Organization Information

Organization Applications

Organization Grants

Single Audit Act

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- ❖ Make sure you are using your own account.
- ❖ If you are not associated, click “Request Account Association”
- ❖ This will send an email to the organization manager.
- ❖ If no one active is an organization manager, call Sammi.
- ❖ We want at least two accurate contacts for each grant.

# HOW TO UPDATE YOUR CONTACT

## Organization Details

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The Armory Art Center, Inc.

Request Account Association with The Armory Art Center, Inc.

Edit Organization | **Manage staff** | Manage Relationships | Deactivate Organization | Manage Compliance

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- ❖ If you are already an organization manager, click “Manage Staff” on the right.
- ❖ You can either “View Staff Requests” or “Add a new staff member”

## Organization Staff

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The Armory Art Center, Inc.

+ Add new staff member



View Staff Requests

# HOW TO UPDATE YOUR CONTACT

- ❖ From the Organization Staff page, you can Edit or Disassociate staff members.
- ❖ You cannot update email address; create a new profile if your email has changed.
- ❖ Please list a phone number for any grant contact.
- ❖ Accounts that are “Not Linked” means the person hasn’t verified being part of your organization.
- ❖ Please also email Sammi with your updated contact.

<a href="#">View Staff Requests</a>	
User Account	Actions
Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>
Not Linked	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Send Request</a>
Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>
Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>



# GRANT PROGRAM MANAGERS

**Samantha Arroyo**

[Samantha.Arroyo@dos.fl.gov](mailto:Samantha.Arroyo@dos.fl.gov)

Cultural Endowments

Multidisciplinary

**Cassandra White**

[Cassandra.White@dos.fl.gov](mailto:Cassandra.White@dos.fl.gov)

Music

**Jennifer Goudeau**

[Jennifer.Goudeau@dos.fl.gov](mailto:Jennifer.Goudeau@dos.fl.gov)

Literature

Artist Projects

Traditional Arts

Arts in Education

Visual Arts

Media Arts

**Sam Brown**

[Samuel.Brown@dos.fl.gov](mailto:Samuel.Brown@dos.fl.gov)

Cultural Facilities

**Sue Ernst**

[Susan.Ernst@dos.fl.gov](mailto:Susan.Ernst@dos.fl.gov)

Dance    Presenter

**Paul Gabbard**

[Paul.Gabbard@dos.fl.gov](mailto:Paul.Gabbard@dos.fl.gov)

Community Theatre

Professional Theatre

**Patricia Singletary**

[Patricia.Singletary@dos.fl.gov](mailto:Patricia.Singletary@dos.fl.gov)

Museums    Underserved

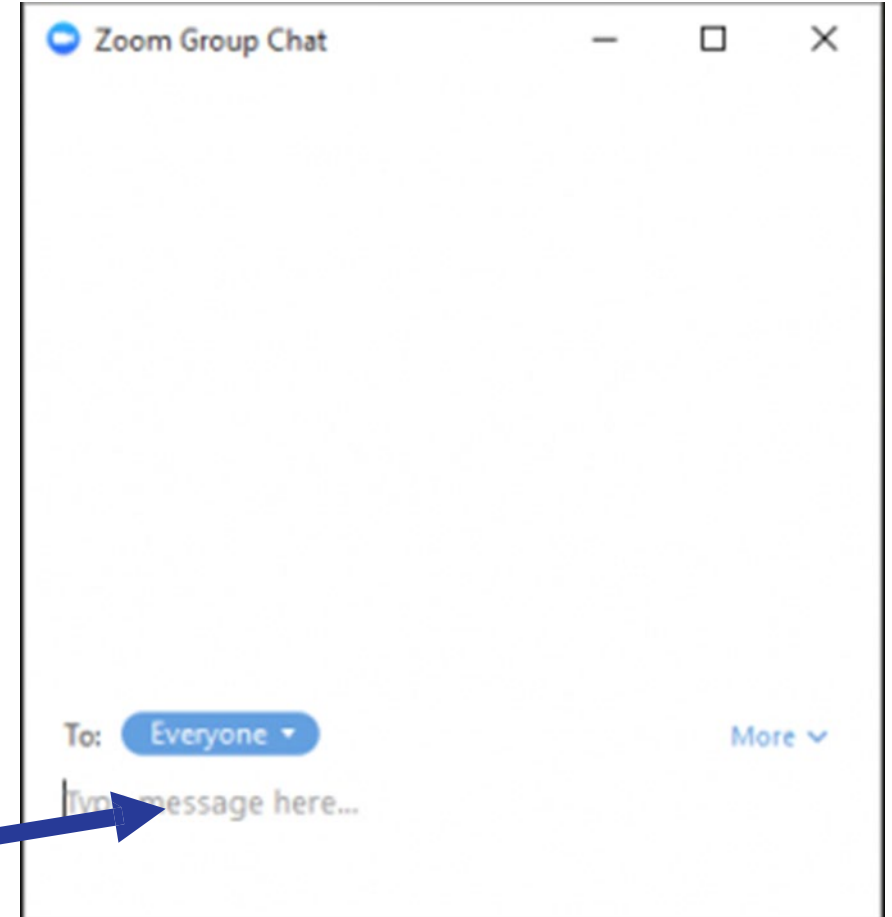
LAA/SSO

# QUESTIONS

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# ANSWERS

TYPE HERE



Links for the presentation and materials will be posted on the [Cultural Endowments Section of the DAC Website](#).