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| **ANNUAL TRACKING REPORT FOR INVESTMENT REPORTING TO THE STATE AUDITOR’S OFFICE (SAO) BY HIGHER EDUCATION INSTITUTIONS**  **SUBMIT TO THE SAO BY DECEMBER 31 (see submission instructions below)**  **For additional information about the SAO’s requirements for higher education reporting, see https://www.sao.texas.gov/InternalAudit/PublicFunds** | | | |
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| **Name and State Agency Number of Higher Education Institution** | | **[enter name and state agency number]** | |
| **Annual Tracking Report for Fiscal Year Ending August 31** | | **[enter year #]** | |
|  | | | |
| **Main Investment Web Page** | **[enter main Web page location with investment reports and disclosures]**  **[enter additional Web page location(s) if information below is located in multiple locations]** | | |
|  |  | | |
| [**Annual Investment Report (Including Deposits)**](http://www.sao.state.tx.us/Resources/IntAud/HigherEdInvestReporting.html#3) | **[enter Web page location]** | | |
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| **Responses to the “**[**Three Questions**](http://www.sao.state.tx.us/Resources/IntAud/pubfunds.html#5)**” (external managers; soft dollars; related endowments or foundations) as of fiscal year end**  **NOTE: Responses can be added to** [**Annual Investment Report**](http://www.sao.state.tx.us/Resources/IntAud/HigherEdInvestReporting.html#3) **or posted separately** | **[enter Web page location]** | | |
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| [**Quarterly Investment Reports**](http://www.sao.state.tx.us/Resources/IntAud/pubfunds.html#6) **for most recent fiscal year (per Article III, Rider 5)** |  | | |
| **Fiscal Quarter Ending Nov. 30** | **[enter Web page location]** | | |
| **Fiscal Quarter Ending Feb. 28/29** | **[enter Web page location]** | | |
| **Fiscal Quarter Ending May 31** | **[enter Web page location]** | | |
| **Fiscal Quarter Ending Aug. 31** | **[enter Web page location]** | | |
|  | | | |
| [**Current Investment Policy**](http://www.sao.state.tx.us/Resources/IntAud/pubfunds.html#7) **(or Policies, if more than one)** | **[enter Web page location]**  **[enter additional Web page location(s) for additional policies]** | | |
| **Only for institutions subject to PFIA:**  **Date of, or Web link to, latest investment policy review & approval by governing board**  ***See PFIA, Section 2256.005(e), Texas Gov’t Code***  **(If institution has multiple policies, use a separate row for each policy)** | **[enter name of Investment Policy, e.g., “Cash Management Fund” policy]** | | **[enter date of latest review or Web page location that documents latest governing board review and approval]** |
| **[enter name of additional Investment Policy, e.g., “Endowment Fund” policy** | | **[enter date of latest review or Web page location that documents latest governing board review and approval]** |
|  | | | |
| **Person to contact at institution if SAO needs more information** | **[enter name and business title]** | | |
| **[enter phone number]** | | |
| **[enter e-mail address]** | | |
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| **Submission Instructions**  **Submit Tracking Report to SAO as an attachment at** [**submitreports@sao.texas.gov**](mailto:submitreports@sao.texas.gov)  **Include in “Subject” line: “Annual Investment Tracking Report” and Name of Higher Education Institution** | | | |