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May 31, 1984

To: Zen Studies Society Endowment Fund Committee

From: Committee Chairman David Leddick

Re: Financial Status

cc: Eido Roshi Shimano
Korin Sylvan Bush

I received the Zen Studies Society Financial Report and request for funds on May 22, 1984 with an anticipated budget and I must outline for everyone concerned what our status is, which does not seem to be very clearly grasped.

In the report of Feb. 2, 1984 the following funds were reported to be in what was then called The Carlson Fund, now The Endowment Fund.

Zen Studies Society Citibank\$3,222.50
Shearson AmEx	\$40,000.00
Normura Securities	\$13,640.73
Refund cancelled insurance	9,165.00

Subsequently the parsonage house was sold for \$785,00.00. And after fees, taxes and commissions there was a balance of \$735,599.00 This was placed in the Shearson AmEx account, and from this account \$160,000.00 was refunded to Eido Roshi Shimano for expenses in purchasing another parsonage apartment. And \$585,000.00 transferred to Marine Midland Bank for investment by the Endowment Fund. This should have left \$30,999.00 in the Shearson AmEx account.

The Marine Midland investments have been outlined in a previous report but it must be understood, the Marine Midland Certificate of Deposits are due in April of 1985. The U.S. Treasury Notes in February of 1987 and May of 1989. This principal cannot be used until these due dates. The account retains \$3,024.19 in cash not invested.

As I estimated the Fund had the following available until the end of October when the Treasury Notes are first due:

Citibank	\$3,222.50
Shearson Amex	\$30,999.00
Marine Midland	\$3,024.19

\$37,245.69

This omitted Normura Securities which we do not plan to utilize at any time. And in fact we earned money in Marine Midland before investing, so the total anticipated was \$39,083.87.

In the Zen Studies Society the Citibank total is now \$922.46. Shearson AmEx is presently \$19,185.50 and requires an \$8,000.00 minimum. Ignoring the minimum the present assets until next October are \$24,970.83.

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The minimum that the Endowment Fund anticipated commencing in April when the original investments were made was \$27,000.00 which includes salaries for the Roshi and bookkeeper plus maintenance and miscellaneous. We would be short of this by about \$2,000. But this could be paid after the Treasury Notes come due in a delayed payment, which would leave \$27,000 to cover the subsequent six-month period.

In the Zen Studies Report there are the following unanticipated expenses:

Purchasing Parsonage expenses	\$2,370.00	
Unanticipated Parsonage maintenance Feb. and March	1,000.00	
Report indicates \$3,000 for Feb. to May maintenance which includes an unexplained ^{↑ loan interest (Citibank)}	1,000.00	
Also unexplained extra expense	513.60	
✓ Unanticipated Roshi salary Feb. Mar.	5,750.00	→ 2,875 @
Funeral Contribution	2,000.00	
Repairs	1,900.00	
Religious Supplies	1,000.00	
Fee for lawyer (which I believe is paid already per sale of house report)	7,531.00	
Zendo guest	800.00	
Pagado deposit	1,000.00	
	\$24,864.60	Total

In addition it is projected to need:

Insurance advance for Shoboji and Kongoju	\$3,443.00
Pagoda Fund (Print and mail)	1,000.00
Funders Pagoda	5,000.00
Scrolls and Art Supplies	4,000.00
Legal Accountant Fee	1,300.00
Shearson Minimum (which I omit here)	\$11,743.00

I also exclude here both the Roshi's trip to Japan for the recent funeral and the anticipated trip on June 11. This is over \$6,000 and is somewhat in excess of what the Endowment Fund hoped to cover annually.

I think we must meet to discuss this situation immediately. It should be very clear that the Endowment Fund is not the Business Manager for the Zen Studies Society. It only is designed to provide income, not administrate it. And the administration of Society funds doesn't seem to be very realistically related to its income from the Endowment Fund. I await a reaction from all concerned to this memorandum.