Episcopal Foundation of the Diocese of East Carolina

Investment Management Program

Questions or need more information please contact Teresa Osborne at osborne@dowdyosbornecpa.com or call 252-449-4404

Episcopal Foundation of the Diocese of East Carolina

Investment Management Program

for Congregations & Related Organizations

Overview

The purpose of this program is to enable congregations and related organizations of the diocese to gain high quality professional management for their endowment/invested funds at reduced fees because of the collective pool of money from multiple church and diocesan accounts.

Detail of the Investment Management Program

Churches participating in the program gain a number of advantages.

1. The funds are managed by professional investment managers at Raymond James & Associates, Inc. following the investment goals and philosophy of the Episcopal Foundation of the Diocese of East Carolina (see Investment Policy Statement posted on diocesan website). Funds are invested for long-term appreciation using a well-diversified, moderate growth allocation strategy. This investment program does involve some investment market risk, and therefore is not for short-term investing. Past performance does not guarantee future results and before investing churches should consider the fund's investment objectives, risks and expenses along with their own short-term cash flow needs.
2. The Foundation board consisting of clergy and lay from our Diocese review investment performance at quarterly board meetings.
3. Churches receive monthly statements and will be able to view quarterly performance reports on the diocesan website.
4. Churches can establish one account with a minimum investment of $ 50,000 and up to three accounts with a minimum investment of $ 100,000 in each of the three accounts.
5. Each church account is maintained in a separate investment account, and the Church receives a monthly statement for each account. All accounts are collectively included in the Foundation's total portfolio.
6. Churches can add to their accounts in whatever frequency and amount they wish.
7. Churches adopt their own spending policies (withdrawal guidelines) and are responsible for determining the timing of their withdrawals in accordance with their local church policy.
8. Churches pay competitive fees they generally cannot get when investing on their own (see Foundation's policies on accounts and fees posted on diocesan website).

Forms

Included in this packet are three forms:

1. An Agreement that formally establishes the terms of the relationship between the church and the Episcopal Foundation of the Diocese of East Carolina for investment management services.
2. A Vestry Resolution establishing persons with authority for the account.
3. Transaction instructions to add funds or withdraw funds from an account.

Episcopal Foundation of the Diocese of East Carolina

Agreement Establishing

The ____ Fund
(name & location of church)

Within the Investment Management Program

This agreement is made and entered into this _____ day of ____________, 20___ between ____ ("Church") and the Episcopal Foundation of the Diocese of East Carolina ("Foundation").

WHEREAS, the Church desires to establish, and the Foundation is willing to hold and administer funds transferred by the Church to the Episcopal Foundation of the Diocese of East Carolina's Investment Management Program, and

WHEREAS, the Church agrees to transfer and assign to the Foundation certain assets to be managed on its behalf by the Foundation subject to the terms and conditions of this agreement,

NOW, THEREFORE, the parties agree to the following.

The Church agrees to:

1. Delegate authority regarding investment decisions to the Foundation agreeing with the goals, objectives and guidelines of the Foundation's Investment Policy Statement (posted on diocesan website).
2. Church agrees to pay an investment fee to Raymond James deducted from account on a quarterly basis (current fee schedule posted on diocesan website).
3. Church agrees to pay an administrative fee to the Foundation annually deducted from account in May each year (current fee schedule posted on diocesan website).

The Foundation agrees to:

1. Receive funds from Churches and invest them according to the Foundation's Investment Policy Statement as amended from time to time.
2. Maintain the Church's fund(s) in separate accounts within the Foundation's portfolio.
3. Provide monthly statements to each Church by mail.
4. Post quarterly performance reports of the Fund on the diocesan website.
5. Release funds from the church's account as requested.

Disclaimer:

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Termination of Agreement

This agreement may be terminated by either party for any reason.

If a Church decides to terminate this agreement, they must inform the Foundation in writing. The balance of the Church's account, less any applicable fees, will be distributed as directed by the Church within 15 days of when the notice was received.

The Committee may terminate this agreement by informing the Church in writing at least six months in advance of the termination.

Episcopal Foundation of the
Diocese of East Carolina:

By ________________________________
(Signature)

____
(Please print name)

____
(Please print title)

For the Church:

By ________________________________
(Signature)

____
(Please print name)

____
(Please print title)

Vestry Resolution

Naming Person(s) with Authority on Endowment/Invested Funds

The Vestry of ____ hereby names the
(Name of Church and City)

following individual(s) as having authority to request withdrawals from its endowment and/or invested funds placed in the Episcopal Foundation of the Diocese of East Carolina Investment Management Program.

____
(Primary Contact Name, signature)

____
(Name, please print)

____
(Telephone Number)

____
(E-mail)

And/or

____
(Secondary Contact Name, signature)

____
(Name, please print)

____
(Telephone Number)

____
(E-mail)

Affirmed by: ____
(Signature)

____
(Name, please print)

____
(Title, please print)

Enacted by the Vestry on ____
(Date)

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Transaction/Distribution Form

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Church Name and Location: ____

Account Number: ____

To add to your funds:

1. Complete this form and mail it along with a check made out to Raymond James:

   Paul Elam
   Oak Harbor Wealth Partners
   3101 Glenwood Avenue Suite 102
   Raleigh, NC 27602

To withdraw funds:

1. Please e-mail a signed request to Teresa Osborne at osborne@dowdyosbornecpa.com

   Distributions will be mailed by check directly from Raymond James to your church. If reserve cash is available in your account at the time of your request you will receive your funds within 3-5 days and if investments have to be sold for your withdrawal you will receive you funds within 5-7 days.