

Miami Valley Unitarian Universalist Fellowship

Endowment Fund Policies & Procedures

Approved October 9, 2019

1. The Endowment Fund trustees shall meet at least quarterly.
2. The Endowment Fund treasurer shall let the MVUUF Board of Trustees know the status of the Fund at least quarterly; the report shall include:
  - a. The current value of the Fund;
  - b. The number of shares;
  - c. The price per share;
  - d. Expenses of the Fund;
  - e. The number of restricted shares.
3. The Endowment Fund's President shall make a written report to the congregation at the semi-annual congregational meetings.
4. The Trustees may withdraw funds from the Endowment Fund when:
  - a. The funds requested are a result of an increase in the Fund's value and
  - b. The Board makes a written request for the funds and
  - c. The Board identifies what the funds will be used for from their budget items or
  - d. The congregation requests funds to be withdrawn (in two successive congregational meetings) per bylaws.
5. Trustees may request that donors identify as to whether the monies are restricted or unrestricted:
  - a. "Restricted" means any withdrawal can only be from profits; the principal may not be used.
  - b. "Unrestricted" means funds are available per charter rules.
6. Donors to the Endowment Fund should receive a written thank you note from one of the Trustees. The Administrator shall notify a Trustee when donations have been made.
7. Officers of the Endowment Fund should rotate annually at the end of the fiscal year.
8. The brochure should be evaluated/updated every five years.
9. There should be training for new Trustees.
10. Official files:
  - a. Minutes should be kept in the Endowment Fund notebook in the library.
  - b. Other files should be kept in the Office filing cabinet as required by law.
  - c. Before disposing of any Endowment Fund files, the Administrator should give them to the Trustees.
  - d. Files should be transferred from old to new Trustees.
11. A form should be available for donations to the Endowment Fund. It should include: address of the donor, date of donation, name of donor, amount of donation, designation of whether restricted or not, identified if from a special event/purpose.
12. Funds in the Endowment Fund will be invested consistent with UU beliefs and principles.