

# AFFILIATE INVESTMENT POOL

## INSTRUCTIONS FOR OPENING AN ACCOUNT

1. Today's date and the affiliate's name (congregation name, district name, affiliated organization board name, etc.) should be entered in the blanks on the first page of the Investment Pool Agreement.
2. The agreement must be signed on the third page. The persons signing should be the affiliate's administrative officer (pastor, mission center president, affiliated organization board president, etc.) and the affiliate's financial officer.
3. Two copies of the signed agreements should be sent to: Fiscal Services, 1001 W Walnut, Independence, MO 64050. The Presiding Bishop will sign the agreements and one will be returned to the affiliate's contact person. The third copy is for you to keep as a record of what you sent until you receive a signed copy back.
4. The contact person will be the financial officer of the affiliate. The contact person will receive all statements and other information on the account.
5. The minimum amount to open an account is \$1,000.00. You may send the initial deposit to open the account with the agreement form if you wish. You may also wait until you receive the signed agreement back before you send the initial deposit. The funds may be sent by a check drawn on the affiliate's bank account payable to: Presiding Bishopric. It is not necessary to send the funds by cashier check or other guaranteed means. The check should be sent to the same address as the agreement.
6. When you send the initial deposit you should include a letter stating whether the funds should be deposited in Pool A or Pool B or some combination and the title you want on the account. The agreement form allows the affiliate to open multiple accounts in that affiliate's name. This covers selection of either pool or both, as well as separate accounts for different purposes such as operating reserves, building funds, etc.
7. When we receive the initial deposit we will return a receipt for the funds and a statement showing the account name, contact person, pool designation, and account number.

## INSTRUCTIONS FOR MAKING ADDITIONAL DEPOSITS

1. You may make additional deposits to your account in any amount at any time by sending a check payable to: Presiding Bishopric. The check should be sent to: Fiscal Services, 1001 W Walnut, Independence, MO 64050.
2. You should include a letter with the check stating the name and number of the account into which you want the funds deposited. The name and number are found on the top of the statement you receive each time you make a deposit or withdrawal.
3. When we receive the deposit we will return a receipt for the funds and an updated statement showing all transactions for the year and the current balance in the account.

## INSTRUCTIONS FOR MAKING WITHDRAWALS

1. Withdrawals may be made at any time in any amount. There are advance notice requirements included in the agreement based on the amount of the withdrawal.
2. Requests for withdrawals must be in writing signed by one of the persons who signed the agreement or their successor in office. Emails are acceptable.
3. The request may be mailed to the same address used for deposits or it may be faxed to the Fiscal Services at (816) 521-3094. You may email the request to [fiscalservices@cofchrist.org](mailto:fiscalservices@cofchrist.org).
4. The letter should include the name and number of the account from which the withdrawal is being made. You should also state the name the check should be payable to.
5. The check will be sent to the contact person with an updated statement showing all transactions for the year and the current balance in the account.

## OTHER INSTRUCTIONS RELATED TO YOUR ACCOUNT

1. You should send a letter to the Fiscal Services any time there is a change in one of the officers who signed the agreement or their successor. This will allow us to update our records and make sure the statements are sent to the right person.
2. Statements are sent twice per Fiscal Year. The first statement is sent by February 15<sup>th</sup> for the first six months and then by August 15<sup>th</sup> after the close of our fiscal year which is June 30. The statements will show all transactions for the year and the amount of earnings posted to your account on a monthly basis.