



The Episcopal Diocese of Hawai‘i

Request to Deposit Funds into a **NEW** Endowment Fund Form

If you are depositing into a CURRENT fund, please use
Request to Deposit into a CURRENT Endowment Fund Form

NOTE: The Diocesan investment portfolio is not a savings account. It is not a checking account.

The Diocesan investment portfolio is long-term in its orientation, designed to hedge against inflation through a rising stream of income and appreciation in asset value, over time. Historically stocks and securities convertible into common stocks have been more effective in that role than bonds or money market instruments (certificates of deposit or money market funds). The portfolio is largely invested in stocks or securities convertible into stocks and also bonds. By their nature, these vehicles fluctuate in market value. While we have every confidence that, over time, stocks will continue to produce a growing stream of income and growing value, we are keenly aware that the stock market is capable of significant price corrections from time to time.

As such, we strongly recommend against the use of the Diocesan Investment portfolio if the invested money is likely to be spent in less than 3 years. To invest short term money in a long-term portfolio in hopes of earning a higher return is risky. Prudence would suggest that any money you expect to spend in the next three years should not be invested in the portfolio.

[date]_____

Please attach copy of the Donor request, trust document (if applicable), any other supporting documentation along with copy of Vestry/Bishop’s Committee/Board minutes authorizing deposit. If you do not have anything in writing from Donor, please document donor’s wishes to the best of your knowledge on a church letterhead.

If money is not from a single donor, but from operating account, then please have that stated in the Vestry/Bishop’s Committee/Board minutes.

To: Diocesan Controller

From: [Name of Priest, Warden, or Treasurer, and Title]_____

Church/Organization: [Name of church or organization]_____

At its meeting on [date]_____ the [Vestry, Bishop's Committee, or name of governing group of an organization_____]

approved the deposit of funds into the Diocesan Portfolio. Please see the attached minutes from that meeting.

Deposit into a NEW fund: _____

[name of the fund(s). If more than one fund, please list funds and amounts below]

Amount: _____

Please check one of the following regarding PRINCIPAL:

- Permanent restriction: cannot spend principal ever
- Temporary restriction on time or purpose: Cannot spend principal for a specified amount of time. What is that time? [enter # of years or n/a] Money can only be spent for a specific purpose. What is that purpose? [enter purpose]
- Unrestricted
- Vestry or Bishop's Committee or Board Restricted (can change restrictions with a majority vote of board in the future)

Please check one of the following regarding INCOME:

- Temporary restriction on time or purpose: Cannot spend income for a specified amount of time. What is that time? [enter # of years or n/a] Money can only be spent for a specific purpose. What is that purpose? [enter purpose]
- Unrestricted
- Vestry or Bishop's Committee or Board Restricted (can change restrictions with a majority vote of board in the future)

What do you want done with quarterly distributions? (check one)

- Reinvest
- Distribute

The quarterly distributions are computed by an independent CPA using the average market value of the endowment fund over 12 quarters.

[If you are depositing into more than one fund, please list funds and amounts here or insert any additional information]