NOTE: If you plan on using the money within 2-3 years, we suggest that you keep the money in your operating (checking) account, just in case the market takes an unexpected drop and you lose a lot of the initial investment.

[Date]

To: Peter Pereira, Diocesan Treasurer

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 current fund: | [name of fund as written in quarterly report. If you are depositing into more than one fund, please list funds and amounts below.] |
| Amount:  | [amount] |

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