

Trust and Investment Handbook

MEMBERSHIP

The individual members of the committee will follow the terms of the Trust and Investment by-laws. All members including the chairperson of this committee will have the right to vote. If a member has or appears to have a conflict of interest on a matter arising before the committee, he or she will be excluded from any votes. Items of conflict can be but not limited to; family on the requesting board, having a substantial previous involvement on the subject matter, or a relative to employee benefiting from the request.

INVESTMENT

The committee should invest the funds with a conservative approach. The committee can use the recommendation of an outside financial advisor but should understand any investments purchased. All investment must be approved by the committee with a majority vote. Investments can be sold or redeemed by the committee with a majority vote. Capital gains net of selling fees, and reinvestment fees will be considered income available for projects and equipment in the following calendar year. If a capital loss does occur the principal should be recaptured out of future earnings until the principal is replaced. All investment has some risk and the committee cannot be held liable for any loss of principal. Any individual that commits fraud will be held liable.

INCOME

Income from interest, dividends and net capital gains in a calendar year is available to be spent in the next calendar year. If any income is not spent in the year it is available, the income will be carried forward as spendable income in the following year.

EXPENDITURES

Early in the calendar year the committee will notify all boards through the Church Bulletin and/or Church Newsletter, that Trust & Investment are accepting applications for disbursement of funds for projects or equipment for the current calendar year. Deadline for requests will be April 1st. Requests must come from a recognized board of the church and be signed by the requesting board chairperson. Applications are available on line or in the church office.

The committee will review all requests in April and present all approved recommendations to the Voters Assembly. This April meeting will allow all boards to request funds on an equal basis. Any requests that are not approved will be reported back to the requesting board by the chairperson with an explanation of the disapproval. If spendable funds are still available after the April meeting the committee will review future requests as the committee receives them.

The committee should review the request using the following criteria:

- 1) Non-budgeted items,
- 2) Out of the ordinary,
- 3) Practical,
- 4) Request should be necessary for the church or school operations.

All bank fees and investment fees should be expensed out of the current year spendable funds.

A yearly summary will be printed in the Church Annual.