

## CUSTODIAL ACCOUNT WORKSHEET

Organization Name	Tax ID	
Street Address		
City	State	Zip Code
Phone	Fax Number	
Contact Name	Title	
Contact Phone	Contact E-mail	
Home Congregation	City	State
Account Name	Account Number (Provide account number if existing)	

**A. Authorized Signers:** Please list below the individuals authorized to have informational and/or withdrawal privileges to the account. It is the responsibility of the organization to keep the LCMS Foundation informed of changes to this list and agrees to provide an update any time changes in authorized signers occur.

Printed Name/Title	Signature
Printed Name/Title	Signature
Printed Name/Title	Signature
Printed Name/Title	Signature
	Date

Account Name	Account Number
Authorized Signature & Date	

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**B.** Please complete the *Account Distribution information* below; this helps you determine the investments strategies that will fit your spending/ distribution policies.

**Please compute Distributions as follows:**

**Spending Plan Options:** (only one option may be selected)

- a) \_\_\_\_\_ Make distributions to us in accordance with the LCMS Foundation’s standard spending policy. I certify that we have received a copy of the policy in its entirety.
- b) Distribute \_\_\_\_\_% of the June or December (circle one) month end account value each year.
- c) Distribute \$\_\_\_\_\_ per year.

All earnings will be reinvested regularly. Assets will be sold to meet distribution requirements.

**Or, Net Earnings Options:** (both options can be selected provided the total equals 100%)

- d) Distribute \_\_\_\_\_% of the net earnings.
- e) Reinvest \_\_\_\_\_% of the net earnings in accordance with the last investment directive we have on file.

Net earnings are equal to interest plus dividends less administrative expenses. Check here \_\_\_\_\_ if long-term capital gains dividends are to be included in the calculation of net earnings.

**Please Send Distributions to us:**

- ☐ Annually      ☐ Semi-Annually      ☐ Quarterly      ☐ Monthly  
(Distributions will be sent on normal calendar cycles.)

**Please Send Account Statements:**

- ☐ Annually      ☐ Semi-Annually      ☐ Quarterly      ☐ Monthly  
(Statements will be sent on normal calendar cycles.)

We would like our statements delivered via:

- ☐ U.S. Mail      ☐ E-Mail      E-mail Address: \_\_\_\_\_  
*(If different from page 1)*

Additional Comments:

Account Name

Account Number

\_\_\_\_\_  
Authorized Signature & Date

**C.** Please complete this worksheet for each account. You may choose from Preference Funds, Standard Funds, or the Money Market Fund or some combination of the three. **Your choices must total 100%.** Allocation change requests will be processed at the next possible month end. Preference Fund change requests must be received by the 21<sup>st</sup> of the month. Standard Fund and Money Market changes must be received by the last business day of the month.

Preference Funds:	Allocation
Money Market Fund (Lowest Risk)	_____ %
Core Bond Fund (Low Risk)	_____ %
High Yield Bond Fund (Moderate Risk)	_____ %
Domestic Equity Fund (High Risk) _	_____ %
International Equity Fund (High Risk)	_____ %

Standard Funds:	Allocation
<i>(Note: The Standard Funds have different investment allocations utilizing the Preference Funds to provide customers with options that rebalance monthly and align with differing risk preferences and time horizons. The target investment allocations and associated risk level for each fund can be found in the Investment Services Booklet.)</i>	
Fixed Income Fund (Low Risk)	_____ %
Conservative Balance Fund (Low-Moderate Risk)	_____ %
Moderate Balance Fund (Moderate Risk)	_____ %
Aggressive Balanced Fund (Moderate-High Risk)	_____ %
Equity Fund (High Risk)	_____ %
Total	_____ %

Check here \_\_\_\_ if you have chosen more than one fund and would like your account to be rebalanced annually

## **LCMS Foundation Spending Policy**

In August 2009, the State of Missouri adopted the Uniform Prudent Management of Institutional Funds Act (UPMIFA). This act revised the Uniform Management of Institutional Funds Act of 1972, bringing the law governing charitable institutions in line with modern investment and expenditure practices. UPMIFA allows organizations like the Foundation to invest endowment assets more effectively and determine a rate of expenditure (spending rate) that will better balance the income needs of LCMS ministries while still preserving the endowment for future generations.

Effective July 1, 2015, the LCMS Foundation has adopted the following spending policy for investment and expenditures that will be applied to all qualifying endowment funds gifted to and owned by the LCMS Foundation.

### **Policy**

1. Endowments with restrictions on investments or other terms contrary to the LCMS Foundation's spending policy will be excluded.
2. Endowment corpus will be invested for total return in the LCMS Foundation's Standard Fund – Aggressive Balanced.
3. 100% of the net investment earnings will be reinvested on a regular basis: quarterly for endowments valued less than \$100,000 and monthly for endowments valued greater than \$100,000.
4. Distributions to ministry will be calculated using a spending rate of 4% based on a 3-year rolling quarterly average endowment balance. Distribution amounts will be calculated once annually after June 30 values have been finalized. Payments will begin on the first payment date after the endowment's one-year anniversary.
5. The LCMS Foundation's institutional investment clients may choose the LCMS Foundation Spending Policy as an option for management subject to the exceptions detailed below.
6. This policy will be reviewed on an annual basis to ensure that the policy remains prudent for then current market conditions.

### **Exceptions to Policy for Investment Clients of the LCMS Foundation**

- Policy #2: Institutional investment clients retain investment authority over the dollars that they invest with the LCMS Foundation. In accordance with its own policies, the LCMS Foundation may provide information about investment options but may not advise or direct a client to any specific investment strategy. Investment clients must choose their own investment strategy from the options available to them through the LCMS Foundation's investment program.
- Policy #4: In order to allow for additions and withdrawals that may occur in investment accounts, distribution amounts will be recalculated quarterly after quarter-end values have been finalized.

Should you have any questions about the Foundation's spending policy, please contact our office at (800) 325-7912.