



**St. Vincent de Paul Waukesha County, Inc.**  
**818 Sunset Drive, Waukesha, WI 53189-7017**

**Endowment Fund Policies & Procedures**

A Decree was declared by St. Vincent de Paul Waukesha County Inc. (SVPDWC) April 2nd, 2012 with an initial charitable investment of \$10,000 to the Waukesha County Community Foundation (the "Foundation") requesting the gift, together with other gifts, which will be made by SVPDWC and other donors hereafter described, be used to establish and maintain a component Fund (the "Fund"), which will be held and administered as follows:

**Investment of Fund Assets:** The assets are invested with BMO Harris Bank Trust Company

**Name of the Fund:** St. Vincent de Paul of Waukesha County, Inc. Endowment fund Investment pool.

**Purpose:** Support the mission of SVPDWC through the acceptance and use of bequests and other donations to generate income for distributions of grant-in-aid to patrons of ministries operating within the SVPDWC. The patrons will be residents of Waukesha County seeking life changing initiatives in the following areas; education, job training, health treatment and rehabilitation treatment.

**Advisory Board:** The SVPDWC Board of Directors passed a resolution April 2015 approving a standing board committee, here thereafter, called the Endowment Advisory Board (EAB). The EAB is comprised of a chairperson and four advisor members. Each advisor member will represent one of the four awarding entities (AE) and have an alternate from their entity to represent them in their absence. The alternate member will be their successor. All members may serve two terms, of three years each.

**Advisory Board Duties & Responsibilities:**

Operate the endowment fund with written updated policies and procedures\*

Oversee and direct the investment process of the endowment fund assets\*

Develop, budget, implement annually a PR and communication marketing plan to solicit new donors\*

Develop the application process and approve all patron grants with consensus of EAB advisors\*

Maintain a record of EAB meeting minutes, communications with Patrons, Awarding Entities, SVPDWC Board of Directors, Patron Service Providers, Donors and the Foundation at the Council office

Report quarterly to the Board of Directors and membership

\*With review and final approval of the SVPDWC Board of Directors

**Awarding Entities include these SVPDWC ministries:**

St Dismas Jail Ministry

Coming Together to Get Ahead Ministry Program

Retail Store Ministry

Conference(s) Home Visit Ministry

AE(s) select SVDP patrons based on their requested interest, qualifications and motivation to embrace one of the aforementioned life changing initiatives. Applications will be forwarded to the EAB for approval and those recommended for further action will be reviewed at the next regularly scheduled quarterly SVPDWC Board of Directors meeting.

AE advisory members will personally handle all communications with their patrons including six month evaluations.

**Fund bequests and other gifts:** Assets donated in the form of stocks, bonds and other investment vehicles including real estate will be sold by the SVDPWC upon receipt, through a third party agent, and proceeds delivered to the Foundation.

Management fees of 0.25% subject to change will be charged by the Foundation on the quarterly fund market value for direct and indirect expenses

**Annual Withdrawals from the Fund:** The total amount the SVDPWC Executive Board may withdraw should not exceed 5% of the Fund's market value as of December 31<sup>st</sup>. The board will budget the actual amount in July for the new fiscal year beginning October 1<sup>st</sup> in consultation with the EAB chairperson.

The Foundation's calendar year-end report will recommend a withdrawal percentage rate based on the Fund's income growth (interest, dividends and capital gains) over the previous 20 quarters. This report will be a resource to help the Executive Board decide on the exact percentage rate for withdrawals each year.

The budget will provide the EAB their annual funding for patron grant awards.

The withdrawal limit of 5% should be increased to 6% when the Fund's average annual income growth rate achieves 8% over a ten-year period of time.

**Grant Disbursements:** A grant disbursement on behalf of a patron should not exceed the limit of \$8,000 and may be awarded on a multi-year basis.

The grant limit should be indexed to inflation and increased every three years. New grant limits will be reviewed and approved by the SVDPWC board.

Upon grant approval, the EAB Chair Person will deliver a written payment request to the Council Treasurer for a distribution to the patron's AE. The AE's treasurer will reimburse the firm providing services to the patron.

**Governance:** All assets of the Fund shall be assets of the Foundation and not a separate trust. The Fund shall be held and administered subject to the provisions of the Foundation's Articles of Incorporation and By-Laws as presently in effect or as each may from time to time be amended, including those provisions that may permit the Foundation Board to amend, modify or vary any of the purposes, directions, restrictions or conditions set forth herein.

**Acknowledgement:** We understand that the foundation may publish any information regarding the Fund, including the creation of the Fund, and the donors to the Fund. The EAB will review and approve patron information the Foundation wishes to publish in the public domain.

Yours truly,

Robert Buerger, Endowment Advisory Board Chairperson

Robert Buerger date 1/7/16

Regge Krueger, VP Jail Ministry & Endowment Advisory Board Member

Regge Krueger date 2/13/16

Bill James, VP Store Operations & Endowment Advisory Board Member

W James date 1-7-2016

Carol Maurer, CTGA Committee Chair & Endowment Advisory Board Member

Carol L. Maurer date 1/5/2016

Julie McIntyre, SVdP Executive Director & Endowment Advisory Board Member

Julie McIntyre date 1-7-16

Zoltan Eszes, President St. Vincent de Paul Waukesha

Zoltan Eszes date 1/14/16