To: All Agency Fund holders  
From: Sue McEntee, Executive Director  
Date: 3-18-2020  
RE: How to access your funds, and current restrictions on your funds

As we continue to move into uncharted territory, I feel it necessary to make sure that everyone understands how to access funds they may need.

- If you are requesting funds as per your original fund contract, use the Distribution Request Form attached.
- If you are asking to change the current distribution restrictions for your fund, or how much you can request be distributed, you will need to use the “Distributions Change Request Form.” This is a temporary distribution change form. We will reach out at a later date and make sure you wish to maintain this change in distribution.

Here is what to remember:

1. Look at your original contract and determine what the “draw” restrictions are on your fund. You can find this under Schedule “C” Administrative Procedures. You can change these restrictions if you need. Please utilize the attachment named, “Distributions Change Request.”

   The “Schedule C” will tell you what your current restrictions are. To see who is authorized to approve a change in distributions, see “Schedule D.” You only need to add the number of required names needed to approve a change to the change form. Not everyone needs to be listed.

   Once you have this filled out, please email it to smcentee@catholicfoundationiowa.org. You must then instruct each person you listed on the form to email me at that same email address above, their approval of the change. Their email must come from the email you provided for them on your original contract.

   Please feel free to email or call with any questions:
   smcentee@catholicfoundationiowa.org
   515-237-5044 office, or in an emergency call 515-380-4856
ADMINISTRATIVE PROCEDURES
DISTRIBUTION CHANGE REQUEST FORM
SCHEDULE “C”

__________________________________________________________ Fund
(clearly print the name of your fund)

Today’s date: ____________________________________________

DISTRIBUTIONS FROM THE FUND:

Distributions shall be made in accordance with the Organization’s direction, subject to the limitation selected below. A distribution request must be completed by authorized signature(s) of the Organization.

The Fund mentioned above designates one of the following three options to govern distributions:

☐ Option 1 - All Fund Property shall be available for distribution at any time;

☐ Option 2 - Distributions for any fiscal year shall be limited to 5% of the account balance as of the end of the prior fiscal year; or

☐ Option 3 - Distributions for any fiscal year shall be limited to the ordinary income (interest and dividends) on the Fund account for the preceding fiscal year.

Optional Additional Limitation on Distributions:

☐ Distributions under Option 1, 2 or 3 above shall not be made if the distribution would cause the Fund balance to fall below the corpus of the Fund, or $________________.

Only approved and submitted Fund Advisors listed below and on “Schedule D” of your original contract will be accepted.

Please print clearly all of the names of all who must approve this request. We must have their personal email address, and they will need to email at smcentee@catholicfoudnaotiniowa.org, from that email address with a note of approval for the change submitted.

Advisor #1: __________________________________________________________________________
Advisor #1 email: ________________________________________________________________

Advisor #2: _______________________________________________________________________
Advisor #2 email: ________________________________________________________________

Advisor #3: _______________________________________________________________________
Advisor #3 email: ________________________________________________________________

Advisor #4: _______________________________________________________________________
Advisor #4 email: ________________________________________________________________