

# Lutheran Women's Missionary League Nebraska South District Guidelines For Endowment Fund



***LWML Nebraska  
South District  
Endowment Fund***

*Every good gift and every perfect gift is  
from above, coming down from the  
Father of lights, with whom there is no  
variation or shadow due to change.*

James 1:17

# Guidelines for LWML Nebraska South District Endowment Fund

The Lutheran Women's Missionary League-Nebraska South District will have an Endowment Fund and be known as the LWML Nebraska South District Endowment Fund (herein referred to as Fund). It will be administered by the Endowment Committee (herein referred to as Committee)

## I. PURPOSE

The purpose of the Fund is to promote, encourage, receive, and manage special gifts for the benefit of the mission and ministry of the LWML Nebraska South District. The Fund will support a primary focus for mission and ministry in the following three areas as stated in the Bylaws (Article \_\_, Section \_\_): (TBD)

- A. ***Leadership Development/Training***
- B. ***Other Ministry Areas***
- C. ***LWML's "Gifts of Love" Ministry***

***Leadership Development/Training*** – Will focus on, but not be limited to, any expenditure or purpose related to leadership development and training of current LWML leaders offered by national or a district. It may also be used by current LWML leaders or members to attend events, seminars, meetings, and courses that will enhance their skills and be of benefit to ministry in the LWML. Will provide for but not be limited to financial assistance in full or in part for LWML members, Young Women Representatives, and/or Heart to Heart Sisters for use in attending national and district events, conventions and retreats or training sessions that will be of benefit to service in the LWML.

***Other Ministry Areas*** – will provide funds for those ministries deemed to be of highest need as approved by the Executive Committee, including operational needs. Preference will be given to LCMS recognized service organizations and 501c3 organizations.

***Gifts of Love*** – will provide funds to the Lutheran Women's Missionary League Gifts of Love ministry.

## II. GOVERNANCE

- A. The Committee will oversee the operations of the Fund and be comprised of at least five or more members. The three (3) mandated members will be a Coordinator appointed by the LWML-Nebraska South District President, the elected Financial Secretary, and the elected Treasurer of LWML-Nebraska South District, and two (2) members appointed by the District President with approval of the Executive Committee.
- B. The Committee will manage the Fund.
- C. The Coordinator will be the primary promoter of the Fund.
- D. The Coordinator will preside at all meetings of the Committee.
- E. Other ad-hoc or ex-officio members may be invited to serve by the Coordinator of the Fund with approval of the LWML Nebraska South District President.
- F. The Coordinator will be the responsible party for maintaining complete and accurate minutes of all meetings of the Committee. A copy of the minutes will be provided to each Committee member and the LWML Nebraska South District President.



G. Each mandated member will keep a complete set of minutes to be delivered to her successor.

### III. DUTIES

#### A. General

1. The Committee will convene at least two (2) times annually or more as deemed necessary for the best interests of the Fund.
2. The Committee will establish written rules for the conduct of its administrative operations. At least three (3) members of the Fund Committee must agree for any recommendations to be presented to the Executive Committee.
3. The Committee may recommend standards and goals, within the stated purposes of the Fund, to guide in the investment and spending of the monetary assets. Recommendations will be presented to the LWML Nebraska South District Executive Committee for approval.
4. The Committee shall oversee the maintenance of complete and accurate financial records and transaction books to account for the activities of the Fund.

#### B. Coordinator

1. Provide all new members of the Committee a copy of the "Guidelines for the Nebraska South District Endowment Fund" and "Nebraska South District Endowment Fund Gift Acceptance Policy" and assist in their understanding of the function and purposes of the Fund.
2. Inform LWML Nebraska South District members at least bi-annually of the purpose of the Fund and periodically arrange opportunities for members to meet with the LWML Gift Planning Counselor for individual guidance.
3. Invite Endowment donors as well as the Nebraska South District leaders to enroll in the LMWL Gifts of Love Legacy Circle. Provide Gifts of Love Legacy brochures as well as other resources/information.
4. Serve as the primary communication liaison with external parties employed for legal, investment, accounting and reporting, and other advisory needs.
5. Acknowledge all gifts received into the Fund with appropriate letters of gratitude, being respectful of all Internal Revenue Service regulations, and including whenever feasible a value ascribed to each gift. All directives of the donor should be honored.
6. Maintain a permanent log of all donor gifts received and the original remitting document so that knowledge of donor intent and restrictions, legal fiduciary responsibilities, and archival records retention purposes can be satisfied.

#### C. Financial Secretary

1. Receive, deposit, and record all special gifts on behalf of the Fund.
2. Assist with identification of the type of gift being received in accordance with accounting guidelines.
3. Provide information for all gifts received and the original remitting document to the Coordinator for acknowledgment and archival purposes.
4. Provide information for all gifts received to the Treasurer for separate transfer to investment accounts and for recording the proper type and classification of the gift to the financial records.

#### D. Treasurer

1. Receive information for all gifts to the Fund from the Financial Secretary and record to the financial records of LWML Nebraska South District.
2. Maintain accounts with financial institutions as recommended by the Committee and authorized by resolution of the LWML Nebraska South District Board of Directors.
3. Prepare checks and other documents for transferring assets of the Fund.

4. Disburse monies from the Fund upon recommendation of the Committee and approval of the Executive Committee in accordance with the stated mission and ministry purposes of the Fund.
5. Receive investment statements on behalf of the Fund from all external parties and record investment earnings and activity.
6. Send a copy of the investment statement to the Coordinator when received.

#### IV. FISCAL YEAR

For tax, accounting, distribution, or other purposes, the fiscal year of the Fund will be the same as the fiscal year of the LWML Nebraska South District.

#### V. GIFTS

Gifts into the Fund will be received in accordance with the Gift Acceptance Policy.

#### VI. LOANS

No loans will be made from the Fund.

#### VII. ACCOUNTABILITY AND REPORTING

##### A. Accountability

For accounting and reporting purposes all gifts to the Fund are classified into three (3) net asset classes according to the existence or absence of donor-imposed restrictions.

##### 1. Unrestricted Net Assets:

- a. Unrestricted/Undesignated – Gifts received are general in nature and not subject to donor-imposed stipulations. The LWML Nebraska South District Board of Directors may designate portions of its unrestricted net assets as board designated for various purposes.
- b. Unrestricted/Designated – The LWML Nebraska South District Board of Directors elected to incorporate these pre-determined board designations within the purpose of this Fund as stated in Section II.

These designations support the ministry and mission of LWML Nebraska South District with respect to Scholarship Assistance, Leadership Development and the Gifts of Love ministry.

2. Temporarily Restricted Net Assets – Net assets within this category are subject to donor-imposed stipulations that will be met either by actions of LWML Nebraska South District or the passage of time.
3. Permanently Restricted Net Assets – Net assets of this classification are subject to donor-imposed stipulations in that they must be permanently maintained. Generally, the donors of these assets permit the LWML Nebraska South District to use all or part of the income earned for general or specific purposes.

##### B. Reporting

1. An annual written investment performance report will be submitted to the LWML Nebraska South District Board of Directors at their first meeting following the close of the fiscal year. This will be reviewed by the Coordinator for the Committee.
2. An annual written financial statement will be submitted to the LWML Nebraska South District Board of Directors at their first meeting following the close of the fiscal year. This report will be the responsibility of the Treasurer.

## VIII. FUND MANAGEMENT AND FIDUCIARY RESPONSIBILITY

- A. No member of the Committee will engage in any self-dealing or transactions with the Fund in which the member of the Committee has a direct or indirect financial interest and will, at all times, refrain from any conduct in which her personal interests would conflict with the Fund.
- B. The Committee will have the right to recommend a qualified investment institution(s) to manage the assets of the Fund. Upon approval by the LWML Nebraska South District Board of Directors, the Committee will have the authority to invest the assets of the Fund in accordance with the established investment goals, policies, and portfolio guidelines of the Fund.
- C. The Committee may employ upon approval of the LWML Nebraska South District Executive Committee advisory services as deemed to be in the best interest of the Fund. This may include, but is not limited to attorneys, accountants, investment advisors, brokers, custodial agents, and others as reasonably needed. Advisory services fees and management fees may be paid by the Fund.

## IX. INVESTMENT AND SPENDING POLICY

### A. Statement of Investment Policy

The Committee will be prudent in stewardship by ensuring the values of our faith are reflected in the way that the resources entrusted to the LWML Nebraska South District Endowment Fund are managed and invested.

### B. Investment Goals and Objectives

1. The assets of the Fund may be pooled for investment purposes.
2. Assets will be invested wisely so that the investment returns may be used to maximize the goals and purposes of the Fund.

### C. Fund Distributions:

1. The distributions from this Fund will be used for the purposes identified in Section II as determined by the LWML Nebraska South District.
2. The Committee may recommend annual distributions from the Fund in an amount up to Five Percent (5%) of the rolling average of the last 3 fiscal year ends.
3. The Committee will make, no less than annually, recommendations to the LWML Nebraska South Executive Committee, regarding the amount and use of the Fund distribution. The LWML Nebraska South District Executive Committee will make the final determination regarding the amount and use of the Fund distribution.
4. The LWML Nebraska South District Executive Committee has the right to recommend against expenditure in any given year due to factors such as financial market conditions.
5. The Fund Committee and Executive Committee shall periodically review this distribution percentage and may adjust said percentage upward or downward as it determines to be advisable in order to meet the investment objectives of the Fund.
6. The Board of Directors will make final determination if the Principal/Corpus can be used for ministry activities following approval by the Fund Committee and the Executive Committee.

## X. POWERS

The provision of these Guidelines will govern the management of the Fund. The LWML-Nebraska



South District Gift Acceptance Policy will be the governing procedure for the review and acceptance or rejection of assets that a donor desires to give.

## XI. DURATION

The Fund will continue in existence, unless earlier dissolved, as long as the LWML Nebraska South District or its successor continues to exist. If the LWML Nebraska South District or its successor should cease to exist, then the assets constituting the Fund at the date of closure will become the property of the LWML to be administered subject to the same donor restrictions. If the donor restrictions are no longer practical, the LWML may amend them to the minimum extent necessary in order to use the funds in a manner closest to the donor restrictions as possible.

## XII. AMENDMENT

To honor the trust placed in LWML- Nebraska South District by individuals that donate gifts and restrict them to this Fund, the terms of the gift will not be changed without the consent of the donor or the donor's legal representative. For gifts that were not designated to the Fund by the donor, and which LWML Nebraska South District elected to place in the Fund, the Executive Committee will retain the ability to change the

terms of the gift or remove it from the Fund without the consent of the donor. Procedures set forth in this Endowment policy can be modified only with prior approval from the Fund Committee, Executive Committee and a three-fourths ( $\frac{3}{4}$ ) majority vote of the Board of Directors, as long as the changes do not conflict with the stated purpose or be in conflict with donor restriction