



The Diocese of Fond du Lac

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Reading Your Diocesan Common Trust STATEMENT(S) OF PARTICIPATION

*Each Statement of Participation includes
Fund Name, Account Number and Period Covered.*

Your Distribution is sent directly from JPMorgan, separate from statements, either by check or directly into your account via ACH. If you currently are not using ACH and wish to establish it, contact the Diocesan Office. Only one total distribution is made even if there are multiple funds. The distribution amount for the quarter just ended should be 1% of the Ending Market Value with Accruals from the statement, unless contributions or withdrawals were made in that quarter (these are pro-rated and affect the amount of distribution).

Automatic Reinvestment. Participants may re-invest automatically and have no distribution made on an account by account basis. This may be changed each quarter. To re-invest or change status, send the Diocesan Office an email detailing the change, the name and account number of the fund.

Statement Lines: All reporting is for transactions made during the quarter just ended

Beginning Market Value with Accruals: Total value as of the beginning of the quarter.

Contributions: Any contributions received from the participant during the quarter.

Distributions: Any distributions made to the participant during the quarter. NOTE: NOT the amount you'll receive for the quarter being reported because statements are received and distributions made after the quarter ends. So a 2nd quarter statement reports the distribution made in the 2nd quarter which was based on the ending market value of the 1st quarter.

Fees and Other Expenses: Administrative fees from JPMorgan. These are proportional to the value as compared to the entire Diocesan Common Trust. There are no fees charged by the Trustees or the Diocesan Office for administering the Diocesan Common Trust.

Net Transfers: Net amount of transfers by participant, possibly between funds, usually from withdrawals.

Net Contributions/Disbursements: Net of transactions.

Income Earned: Receipts received from investments, usually from dividends.

Realized Gain/(Loss): Change in value from investment transactions.

Unrealized Gain/(Loss): Change in value from valuation of investments.

Ending Market Value with Accruals: Value of account after accounting all transactions. Unless contributions or withdrawals were made during the quarter, your distribution received in the quarter you receive this statement should be 1% of this value.

The Trustees of the Diocese of Fond du Lac supervise the Diocesan Common Trust Fund (DCT) and meets with the Investment Manager at JPMorgan. Current policy emphasizes long term growth, accounting for inflation.

(OVER)

CONTRIBUTE, WITHDRAW, CREATE

Participants may contribute, withdraw or create a new account at any time. Distributions are pro-rated for the quarter in which they are made based on contributions or withdrawals.

TO CONTRIBUTE:

- 1) Authorize a contribution to the account (e.g. Vestry decision, gift, bequest, etc...)
- 2) Prepare a letter to the Bishop as President of the Trustees, which includes:
 - a. Congregation's name;
 - b. Congregation's contact information (address, phone, and/or email address);
 - c. Name and account number the contribution is being made to.
- 3) Write a check payable to **JPMorgan**. Memo the name and account number.
WRITE A SEPERATE CHECK FOR EACH ACCOUNT for more precise accounting.
- 4) Send both the letter and check to the Diocesan Office.

TO WITHDRAW:

Download from diofdl.org or contact the Diocesan Office for a REQUEST FOR WITHDRAWAL OF FUNDS FROM THE DIOCESAN COMMON TRUST form. The Diocesan Office will verify the request for withdrawal against any restrictions on record. Withdrawals are processed at the earliest convenience.

TO CREATE:

When creating a new account, there needs to be a record of any details or restrictions communicated to the Diocesan Office.

- 1) Authorize a new account (e.g. Vestry decision, as directed in a will, etc...)
- 2) Prepare a letter to the Bishop as President of the Trustees, which includes:
 - a. Date letter is written;
 - b. Contact information of person sending the letter;
 - c. Explanation of authority to create the fund (e.g. resolution by the Vestry, gift to congregation);
 - d. Name of the account
 - e. Source of the funds to create the account (e.g. congregation's assets, gift by a specific donor);
 - f. Any restrictions on the account such as:
 - i. May principal be withdrawn? Is it to be left intact? Does someone have authority to give permission for withdrawals?
 - ii. Are distributions to be reinvested or paid out?
 - iii. Are distributions to be used for a specific purpose?
 - g. If there are no restrictions, state this clearly in the letter.
- 3) Write a check payable to **JPMorgan**. Memo the name of the fund.
WRITE A SEPERATE CHECK FOR EACH ACCOUNT for more precise accounting.