



Office of Stewardship & Development
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Investment Rebalancing Form

The following investment transfer should be applied to the following fund:

Fund Name:

Fund ID:

- Please rebalance the fund to reflect a _____% position in the Equity Portfolio and a _____% position in the Fixed Income Portfolio (FIP). **(Percentages above must add up to 100%)**

CFNEK recommended allocation for endowments: 60% EP and 40% FIP

CFNEK reviews fund allocations monthly and automatically rebalances to your guidance if the fund's allocation becomes out of balance by five percent due to deposits or investment returns.

Transfer instructions received by the Catholic Foundation of Northeast Kansas (CFNEK) by the 10th of the month will be processed the following month.

For distributions beginning after January 1, 2016, the income distribution policy of the CFNEK states that if a fund is invested 50% or greater in the Equity Portfolio (EP), the available annual distribution will be 4% of the average of the previous three year-end total account balances. If the account is invested at less than 50% in the EP, the available annual distribution will be 1.5% of the average of the previous three year-end Fixed Income Portfolio (FIP) balance, net of CFNEK fees, plus 4% of the average of the previous three year-end EP balances.

Authorized Signatures

Pastor/Executive Director/President

Date

Committee Chairperson

Date