

St. Bartholomew School

The Ave Maria Endowment Fund Guidelines

Funding

St. Bartholomew School will establish "The Ave Maria Endowment Fund"(hereafter referred to as the Endowment) from an initial amount of \$75,000 received as a bequest from the estate of Ann Ollivierre, a former parishioner. Additional contributions will be accepted to advance the purpose of the fund. Contributions to the Endowment will come from parishioners, alumni, friends, and groups/organizations who appreciate the value of a Catholic Education. All contributions are tax deductible if itemized. Cash contributions are encouraged, but other gifts (stock, bonds, securities, real estate, planned giving through wills and bequests) will be accepted.

Purpose

The Endowment will provide a source of income distinct from the operating funds of the school to keep it financially and academically sound to ensure quality Catholic Education in East Brunswick and the surrounding area. The corpus is conservatively invested to generate income. Only income from the investment is used and distributed for the benefit of the school.

The Endowment will support school operations in many prominent ways:

- most notably, for need-based financial assistance for deserving families
- computer, technology and science upgrades
- faculty and curriculum development
- capital investment
- greatest need as defined by pastor

Projects to be funded by the Endowment will be determined by the Endowment Committee (the Committee) comprised of: the parish pastor (or his designated associate), the school principal, two members designated by the finance council, (who will serve for two-year terms) one of whom will be nominated to serve as chairman of the Committee, the parish business manager, and an appointed administrator of the Endowment.

Investment Provisions and Distribution

Funds in the Endowment shall be invested and used so that the Endowment remains stable and in existence in perpetuity. No more than 5 percent of the June 30 valuation of the Endowment will be used each year. If earnings are less than 5 percent in a given year, no funds will be distributed during the subsequent year. The Committee will decide the base corpus required (minimum amount to reach) prior to a spendable distribution amount. The Committee is responsible to ensure that all investments are in general accordance with ethical guidelines of the Church.

Reporting

The Endowment Administrator shall report annually to the Pastor and the Parish Finance Council on the financial performance of The Ave Maria Endowment Fund and how funds were distributed. Transparency and accountability are required. This includes the current balance of the Endowment, who or how the school benefited from the annual distributions, how gifts were acknowledged, and when/where the “Endowment Fund Performance Report” will be issued.

Successor

Any corporation resulting from any merger, conversion, or consolidation to which St. Bartholomew School may be a party, or any corporation otherwise succeeding generally to all or the greatest part of the assets and business of St. Bartholomew School, shall be the successor. Should St. Bartholomew School close, the assets of the Endowment shall be transferred to St. Bartholomew Parish.

In witness thereof, we have subscribed our names below, this _____ day of _____ 2014.

Fr. Thomas Walsh, Pastor

St. Bartholomew School agrees to the terms and purposes of this Endowment Agreement and shall implement the provisions as described.

Mrs. Ann Wierzbicki, Principal
St. Bartholomew School

APPENDIX

A. INVESTMENTS

All of the financial assets of the Ave Maria Endowment Fund should be invested directly or through mutual funds and pooled asset trusts in the following:

1. Insured obligations of commercial banks, bank holding companies, and savings and loan associations organized under the laws of the United States or any State thereof, rated in the two highest investment grades;
2. Obligations of or obligations fully guaranteed as to both principal and interest by the United States, its agencies, instrumentalities and corporations;
3. Obligations of corporations organized under the laws of the United States or any State thereof, including commercial paper, notes, and debentures rated as investment grade or higher;
4. Shares in United States companies on a major U.S. stock exchange.

B. RESTRICTIONS

Investment managers or commingled funds shall not be employed in order to:

1. Purchase securities on margin;
2. Make short sales of securities;
3. Purchase securities of the manager's firm or affiliated firms;
4. Purchase or sell commodities or commodity contracts;
5. Purchase or sell derivative securities (except the purchase of debt or other securities which have warrants attached);
6. Purchase restricted or lettered stock or private placements;
7. Invest in companies for the purpose of exercising control or management;
8. Purchase the securities of any issuer other than obligations issued or guaranteed as to principal and interest by the United States, its agents, instrumentalities, or corporations, if as a result more than 25% of the market value of our financial assets would be invested in the securities of this issuer;
9. Purchase securities such that, as a result, more than 25% of the market value of our financial assets is from securities by the companies in any one industry;
10. Purchase securities such that, as a result, more than 10% of the market value of our financial assets is from obligations of or shares in corporations within the smallest capitalization deciles of the exchange on which they are listed.

C. COMMUNICATION

The funds or portfolio managers must provide investment reports monthly. The Endowment Committee designee is responsible for regular and open communication with the Finance Committee concerning all investments and any significant occurrences. An investment summary should be prepared for review by the Endowment Committee quarterly. A complete investment review should be conducted at least annually.

D. SPECIAL INVESTMENTS AND PLANNED GIFTS

From time to time, the Endowment may receive special investments such as real estate, partnership interests, or closely held stock. It shall be the Endowment's policy to sell or liquidate such special investments for the best possible price, recognizing that obtaining the best price may require holding special investments for indefinite periods of time. The Committee shall review all special investments at each meeting and determine at each meeting the future steps to be taken with respect to such investments, such as continuing to hold or dispose of them, and the terms on which such steps should be taken.

The Endowment, from time to time, may act as trustee of, or in some other fiduciary capacity be responsible for, the investment of various planned gifts, such as charitable remainder trusts, charitable lead trusts and charitable annuities. These gifts will be invested as part of the Endowment.



**Saint Bartholomew School
Ave Maria Endowment Fund**

470 Ryders Lane
East Brunswick, New Jersey 08816
Phone : 732-254-7105 Fax: 732-254-6352
E-mail: twalsh@stbartseb.com

OFFICIAL PLEDGE CARD FORM

You are asked to fill out this Pledge Form to officially designate your gift to the Saint Bartholomew School Ave Maria Endowment Fund.

This is done in accordance with our uniform accounting procedures.

Name _____

Address _____

City State Zip _____

Phone (H) _____ (W) _____

(Cell) _____ Email _____

We/I hereby pledge our/my gift of \$ _____ to be paid
in installments of \$ _____ over a period of _____ years
on _____ (month/day/year).

Signature _____

Date _____

*The mission of Saint Bartholomew School is to love, educate and inspire our children
to live the teachings of Jesus Christ.*