

FUNDS

The Assets tracked on the ST. John's Episcopal Church (SJEC) Balance Sheet are monetary only and reside in several different Funds. Property and physical items are not tracked within SJEC Balance Sheet. Each Fund has a unique purpose. Further the Funds are categorized either as Operating or Long-Term Investment.

OPERATING FUNDS:

The Assets within the Operating Category are to be used for the day-to-day expenses of SJEC and the time-sensitive emergencies which might arise. SJEC has four different Operating Funds:

1. Operating Checking Fund

All checks written for any payments required by SJEC are initiated from the Operating Checking Fund. Likewise, all deposits (except for donations of stock, mutual funds, or other financial instruments) are placed into the Operating Checking Fund. Currently our Operating Checking Fund is held at Essex Savings Bank. It is the goal to keep 4-5 weeks' worth of operating expenses within the Operating Checking Fund.

2. Operating Debit Card Fund

The Operating Debit Card Fund is set up for use by SJEC Staff as a way to order items required using on-line purchases. The Operating Debit Card is controlled by the SJEC Office Administrator. After purchases, a receipt is printed and then attached to an accounting form to indicate how the purchases should be charged. No deposits of money are made into the Operating Debit Card Fund. Money is only transferred into the Operating Debit Card Fund from the Operating Checking Fund. This transfer is initiated by the SJEC Treasurer. Currently the Operating Debit Card Fund is held at Essex Savings Bank.

3. Operating Investment Fund

The Operating Investment Fund is used to maintain monies available for offsetting cash-flow within the Operating Checking Fund, and for meeting time-sensitive emergencies which might occur. It is also used to accept donations of stock, mutual funds, or other financial instruments, which have been donated to SJEC to meet the individual's promised pledge. The monies within the Operating Investment Fund are invested in short-term investments like money market or certificate of deposits (CD's). Currently the Operating Investment Fund is held at Wells Fargo Advisors. The SJEC Treasurer is responsible for managing the Operating Investment Fund, which includes investment of the monies, transfer of monies to the Operating Checking Fund as well as transferring monies into the St. John's Heritage Endowment Fund. It is the goal to keep 10-12 weeks' worth of operating expenses within the Operating Investment Fund.

4. Rector's Discretionary Fund

The Rector's Discretionary Fund has been developed in accordance with the Manual of Business Methods in Church Affairs, in accordance with Title I, Canon 7 of the Episcopal Church (see Appendix A). The monies within the Rector's Discretionary Fund are to be used at the discretion of the Rector or Priest-in-Charge as an effort to provide for timely financial assistance to those in need in a manner that protects the privacy and dignity of the recipients. Donations to the Rector's Discretionary Fund occur three ways:

Contributions where the donor specifically indicates that the donation is to go into the Rector's Discretionary Fund. This is usually done by a check with such an indication on the memo line.

The Loose Offering from the first Sunday of the month is transferred from the Operating Checking Fund into the Rector's Discretionary Fund.

Fees from the performance of weddings or funerals, designated for the Rector or Priest-In-Charge, are transferred from the Operating Checking Fund into the Rector's Discretionary Fund.

The Rector or Priest-In-Charge is the only individual that will typically withdraw funds from the Rector's Discretionary Fund. The Treasurer and Assistant Treasurer also have signing privileges but will only do so at the direction of the Rector, Priest-In-Charge or the Interim Clergy. The Treasurer provides an audit of the Rector's Discretionary Fund at least once a year. The Rector's Discretionary Fund is currently held at Liberty Bank.

LONG-TERM INVESTMENT FUNDS:

The Assets within the Long-Term Investments Funds are there for the use in maintaining the facilities and the programs of St. John's Episcopal Church, Essex, CT. The Vestry has directed the formation of a sub-committee, the Investment Oversight Committee (IOC), to be the responsible entity for the management of the Long-Term Investment Funds. Vestry, however, is the responsible entity for withdrawing monies from the Long-Term Investment Funds. SJCE has three different Long-Term Investment Funds:

1. D&B General Expense Fund

The proper name for this fund is the Donations & Bequests for Church Purposes, Inc., Essex St John's Church General Fund (04351). It is listed on SJEC Balance Sheet as D&B BG 1081 unrestricted. See Appendix B for definition of this Fund.

In Appendix C, the deposits made into this Fund on behalf of St. John's are shown. Of these deposits, \$18,480.87 has perpetual restrictions and can never be used. The remaining monies can be requisitioned only by approval of the Vestry. The requisition form is shown in Appendix C.

At this time, the Vestry has chosen not to allow additional monies to be deposited into this Fund.

2. D&B Rector Expense Fund

The proper name for this fund is the Donations & Bequests for Church Purposes, Inc., Essex St John's Church Rectors Fund (04352). It is listed on SJEC Balance Sheet as D&B BG 1082 restricted. See Appendix B for definition of this Fund.

In Appendix D, the deposits made into this Fund on behalf of St. John's are shown. Of these deposits, \$8,526.40 has perpetual restrictions and can never be used. A further restriction is that this entire Fund can only be used for the purpose of retaining a Rector or Priest-in-Charge at SJEC. The monies can be requisitioned only by approval of the Vestry. The requisition form is shown in Appendix E.

At this time, the Vestry has chosen not to allow additional monies to be deposited into this Fund.

3. St. John's Heritage Endowment Fund

The St. John's Heritage Endowment Fund was created by Vestry action in early 2020 and is to be a Separately Managed Portfolio (SMP), managed by the IOC. It is listed on the SJEC Balance Sheet as MAI Capital. At this time, MAI Capital is the investment firm used by the IOC to manage the transactions of the St. John's Heritage Endowment Fund. Deposits into this Fund are managed by the SJEC Treasurer. The deposits can be from excess donations, donations in memory of an individual, or any donations that have been distinctly directed to be deposited into this Fund. The Vestry, in consultation with the IOC, will determine all withdrawals from the St. John's Heritage Endowment Fund. This Fund is a quasi-endowment fund where all of the monies are free to be used for any purpose designated by the Vestry.

CHAPTER V: CLERGY DISCRETIONARY FUNDS

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Introduction

This Chapter addresses what are commonly referred to as “Clergy Discretionary Funds.” These are funds owned by a church entity (typically a parish, mission, or diocese) that are designated for distribution at the sole discretion of an individual person (typically a parish priest or diocesan bishop) rather than upon the decision of a governing body (such as a vestry or diocesan council). This Chapter suggests best practices to help those involved in the administration of Clergy Discretionary Funds to comply with applicable Church canons and avoid unintended tax consequences in connection with those Funds – such as having the Fund construed as taxable income to the clergy person, or having donors denied tax exempt status for their donations. In addition, these procedures are designed to provide trustworthy accounting and stewardship of church funds to protect responsible persons from suspicion and mistrust. These guidelines also apply if discretionary funds are established for disbursement at the discretion of laity serving the Church.¹

Section A. Relevant Canon

Episcopal Church Canon III.9.6.b.6 (2022) provides:

“The Alms and Contributions, not otherwise specifically designated, at the Administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the Rector or Priest-in-Charge or with such Church officer as the Rector or Priest-in-

¹ Note: There may be sources of funds other than those discussed here where diocesan canons or other governing documents authorize the bishop to make disbursements – such as a fund for grants or a rainy day fund. These may have their own express parameters and therefore are not the subject of this Chapter.

Charge shall appoint to be applied to such pious and charitable uses as the Rector or Priest-in-Charge shall determine. When a Parish is without a Rector or Priest-in-Charge, the Vestry shall designate a member of the Parish to fulfill this function.”

This canon, originally adopted in 1814, is generally interpreted to impose a requirement on parishes that on one Sunday a month when the Eucharist is celebrated at the principal service or services, the “loose offering” – that is, gifts other than payments toward a member’s annual pledge – be designated by the parish for a Clergy Discretionary Fund, primarily intended for the aid of the needy. The canon’s assignment of discretion over such gifts to the Rector or Priest-in-Charge has generally been understood as an effort to provide for timely financial assistance to those in need in a manner that protects the privacy and dignity of recipients.

Other church entities not covered by the Canon – missions and dioceses, for example – may also establish Clergy Discretionary Funds, and persons other than a Rector or Priest-in-Charge – such as bishops – may be placed in charge of such Funds. A parish also may choose to establish a second Fund separate from the one mandated by the Canon. Although all of these Funds technically may not be covered by Canon III.9.6(b)(6), the same best practices and tax concerns apply, and the recommendations set out in this guidance are intended to apply to all such Funds.

Section B. Ownership and Control of the Fund

The church entity – typically the parish, mission, or diocese – owns the Fund.

A specific priest or bishop has control over the Fund’s disbursements. In a parish, that is typically the Rector or Priest-in-Charge, but a separate Fund may be established for disbursement by other priests in a parish. Similarly, the diocese may have a Discretionary Fund for the bishop.

The Fund can be held as part of the entity’s general operating account or in a separate account that is in the entity’s name (“Christ Church Rector’s Discretionary Account”), in either case using the entity’s tax ID number.

Because Clergy Discretionary Funds are owned by the church entity, **all donations to the Fund should be made to the church entity and not to the individual clergy person.** Similarly, when a clergy person departs the church entity, the Fund remains with the entity.

If a donation is made to the Clergy Discretionary Fund of a newly ordained priest who is not yet assigned, the donation may be received and held by the diocese and transferred to the parish or mission where the new priest is later assigned.

Tax note: If monies are donated directly to the priest or bishop rather than to the parish, mission, or diocese, they may be considered gifts to the priest or bishop and not tax-deductible to the donor.

Section C. How the Fund is Funded

Canon III.9.6.b.6 requires that, at a minimum, parishes must dedicate the loose offering at the Holy Eucharist once a month to a Clergy Discretionary Fund. This is the only canonically required source for such a Fund.

There are a variety of other ways beyond loose offerings that parishes, missions, and dioceses may choose to finance a Clergy Discretionary Fund. These avenues become more important as the use of cash in our society – and with it, the size of loose offerings – generally declines.

- Parishes, missions, and dioceses may choose to set aside a budgeted amount for a Clergy Discretionary Fund.
- Parishes, missions, and dioceses may have trusts the income of which has been designated for a Clergy Discretionary Fund.
- Parishes and missions may require clergy to place gifts received for weddings, funerals and baptisms into the Clergy Discretionary Fund. As in other cases, checks should be made out to the parish or mission rather than to the clergy person.
- Individuals may donate directly to the Fund, for example by writing a check to the church entity and noting that it is for the Clergy Discretionary Fund. Parishes, missions, and dioceses may also consider providing an option to donate to a priest's or bishop's discretionary fund on electronic giving forms.

Important: The “Discretionary” part of “Clergy Discretionary Fund” means that it is in the sole discretion of the priest or bishop in charge of the Fund to decide who shall receive disbursements from the Fund. “Pass through” donations – that is, donations in which the donor specifically requires that the donated money be disbursed to a specific beneficiary – deprive the clergy person of the appropriate discretion and also risk unfortunate tax consequences; they should **not** be accepted.

Tax note: Contributions to a properly administered Clergy Discretionary Fund are generally deductible from federal and state taxation by donors as charitable contributions to the church entity.

Tax note: Contributions made to a Clergy Discretionary Fund for the direct benefit of a named individual (“pass through” gifts) are likely not deductible charitable contributions.

Section D. How the Fund May (and May Not) be Used

Canon III.9.6.b.6 requires that Clergy Discretionary Funds be regarded as “offerings for the poor” to be applied to “pious and charitable uses as the Rector or Priest-in-Charge shall determine.” Although these standards technically apply only to Funds created pursuant to the Canon, they are good principles for the proper operation of any such Funds.

Acceptable uses of a Clergy Discretionary Fund have generally been understood primarily to include:

- gifts of aid to needy individuals or families
 - Note: Caution is urged with gifts to needy church employees (such as to pay utilities, for example), as they will likely result in a taxable event for the employee
- gifts to recognized charitable organizations
 - Note: Caution is urged where the clergy person making disbursements from the Fund has a connection to the charitable organization – such as a rector’s school or college. See below for *Grey areas about appropriate uses* for tips in such a situation.

The following are typically **unacceptable** uses for Clergy Discretionary Funds:

- expenditures for the personal benefit of the clergy person administering the Fund or for his or her family
 - Note: These would include use of the Fund for personal or family clothing, entertainment, or basic living expenses, whereas those same uses when intended to benefit other needy persons within or without the parish are commonly considered to be wholly appropriate.
- Expenditures for items that would typically be included in a vestry’s budget
 - Note: These include operating expenses of the parish, parish maintenance or other projects, and business expenses (travel, books, etc.) or liturgical expenses (vestments) of the rector.

- Note: The bottom line here is that it is inappropriate to use the Fund to finance a purpose that the vestry has declined to finance.

Tax note: Use of a Clergy Discretionary Fund for the clergy person's personal purposes may well be treated as taxable income to the clergy person.

Tax note: Use of a Clergy Discretionary Fund to provide a gift to an employee may result in the value of the gift needing to be reported on the employee's W-2 form.

Section E. Additional Best Practices

1. *Recordkeeping.* Clear records of deposits into and disbursements from the discretionary account must be maintained. A clergy person exercising discretion over a Fund should keep detailed records, including receipts, regarding each disbursement from the Fund. Those detailed records should be reviewed annually with a trusted individual, perhaps an accountant conducting the audit. In addition, the clergy person should report regularly to the vestry (or appropriate diocesan body) regarding disbursements from the Fund, describing in general terms how the funds have been used while protecting the names of the recipients as appropriate; some prefer that an independent "Reviewer," described below, make such a report. If clergy person uses their personal monies to make a gift and then seeks reimbursement from the Fund, they should make sure to get a receipt for the expenditure.
2. *Audit.* Clergy Discretionary Funds are subject to audit and should be included in financial reports following standard accounting procedures.
3. *Grey areas about appropriate uses.* Grey areas will arise regarding what constitutes an appropriate use for the Fund. For example, what about payments to institutions or causes that are charitable in nature but would also inure to the clergy person's benefit in some way? It is strongly recommended that the clergy person consult with the governing body (vestry, diocesan council) before making such a gift.
4. *Bank statements.* Where the Clergy Discretionary Fund is held in a separate checking account, monthly bank statements should be mailed directly to, or otherwise accessed by, a person of trust (the "Reviewer") other than the rector or other member of the clergy authorized to make disbursements. In a parish, this is typically the Treasurer, but the vestry may direct that another person, such as the senior warden, act as the Reviewer and receive the statements.

The Reviewer should verify that all payments from the general account of the parish have been deposited into the account; review all checks to payees and who endorsed them, as well as the purposes noted in the check register or on the cancelled checks; reconcile the checking account; and review all back-up invoices and/or letters. This individual should state in writing on the monthly statement that all verifications were made and, finally, file the bank statements with the other financial records of the congregation. As noted above, the vestry may require that the Reviewer make regular reports to the vestry, as well.

5. *Payees.* It is preferable that payments be made directly to a vendor, such as a utility company or landlord, rather than to individuals requesting assistance. In some parts of the Church, it is not uncommon for clergy to make prior arrangements with drug stores, gas stations, grocery stores, etc. to enable persons to make purchases with approval of the clergy, and checks from the discretionary fund are written directly to the vendor upon receipt of bills. Cash disbursements are discouraged and should only be made for small amounts or when there is an emergency and a check cannot meet the needs.

6. *Letter of Agreement.* The Letter of Agreement with a new rector might include a commitment by the vestry to finance a Clergy Discretionary Fund, as well as requirements for recordkeeping and reporting by the rector.

7. *Be consistent.* Whatever the practice of a particular church entity regarding the sources of funds, it is recommended that that be adhered to consistently.

Last updated January 2023

Appendix B

Donations and Bequests for Church Purposes, Inc (D&B) was established in 1863 by an act of Connecticut's legislature, the General Assembly, to manage, invest, reinvest, sell or transfer gifts, devices, and bequests for support of the institutions, parishes, and missionary work of the Protestant Episcopal Church in the diocese of Connecticut. At first glance, this may seem strange. After all, "separation of Church and State," is a founding principle of our nation and a value held by The Episcopal Church. However, prior to the 20th century, organizations such as D&B, which held funds in trust for its participants, could only be created by an act of the Connecticut General Assembly.

Today, D&B exists as a separate organization from ECCT, with its own Board of Trustees and Director of Operations. It serves as a fiduciary agent for ECCT and as a trustee for donors making bequests to support specific aspects of the mission of God in Connecticut and beyond. Its purpose continues to be to manage endowment, bequests, and assets of the parishes, institutions, and Missionary Society of ECCT by investing sustainably and providing prudent oversight of the funds in its care in order to more faithfully participate in God's mission.

As of 2024, D&B has 126 participants consisting of 115 parishes and 11 diocesan related organizations. It holds over 450 separate accounts in the fund with a combined market value of approximately \$150 million.

Parishes are invited to attend quarterly D&B Board meetings to hear the Investment Portfolio Review prepared by Bank of America.

Appendix C

D&B GENERAL FUND #4351			
	DEPOSIT		WITHDRAWAL
5/25/1917	\$5,000.00		Letter setting up Lydia A. Phelps Fund (principle designated permanent, only income can be used)
5/25/1917	\$1,200.00		Letter setting up Mary E. Tucker Fund (principle designated permanent, only income can be used)
5/25/1917	\$1,000.00		Letter setting up Susan N. Loomis Fund (principle designated permanent, only income can be used)
7/16/1917	\$630.87		Letter setting up Christina Finley Fund (principle designated permanent, only income can be used)
12/18/1917	\$2,000.00		Letter setting up Esther Starkey Fund (principle designated permanent, only income can be used)
12/18/1917	\$2,350.00		Letter setting up Polly Hayden Fund
12/19/1924	\$2,000.00		Letter setting up James Phelps Fund (principle designated permanent, only income can be used)
4/16/1925	\$300.00		Letter setting up Joseph H. Tucker Fund (principle designated permanent, only income can be used)
8/22/1963	\$1,000.00		Letter confirming deposit from Estate of Kenneth R. Cunningham (principle designated permanent, only income can be used)
9/25/1969	\$3,000.00		Letter confirming deposit from Estate of Howard Newton (principle designated permanent, only income can be used)
5/31/1972	\$9,127.56		Letter from Connecticut Bank & Trust acknowledging receipt of funds from SJEC from estate of Mary Thomas
1/21/1986	\$1,855.00		Bequest from Estate of Peter MacGregor
1/31/1986	\$1,145.00		Bequest from Estate of Garoline Whittemore
7/11/1989			Letter from Diane Stables with D&B stating there are three accounts with them The Rectors Salary Fund, the P. Hayden Fund and the Lydia A Phelps Fund.
7/13/1994	\$5,000.00		No details as to source - Shawmut Bank Check 0757 signed by Christopher Goff
2/5/1995	\$5,000.00		No details as to source - Shawmut Bank Check 1064 - Letter for deposit into BG 1081 signed by Christopher Goff (also combined BG 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089)
3/31/1996		\$20,000.00	Loan for Capital Improvements from BG 1081 - Letter signed by Christopher Goff
9/26/1995		\$20,000.00	Loan for Capital Improvements from BG 1081 - Letter signed by Christopher Goff
12/31/1996	\$5,000.00		No details as to source - Fleet Bank Check 2307 signed by Robert Dixon
9/18/1997		\$83,166.00	Letter requesting withdrawal from BG1081 leaving \$100 balance (for Capital Campaign Drive) - signed by Robert Dixon
9/18/1997		\$198,557.00	Letter requesting withdrawal from BG1082 leaving \$23,000 balance which was "donar driven" (for Capital Campaign) - signed by Robert Dixon
12/31/1997	\$5,000.00		No details as to source - Fleet Bank Check 2962 signed by Robert Dixon
10/24/2000		\$152,436.00	Repayment of Loan from October 1997 - Letter with no signature
11/15/2006	\$19,000.00		Jeanne Hohnson Estate - BofA Check 6937 signed by Sean
6/17/2010	\$10,850.00		No Restrictions - BofA Check 9905 signed by Howard Tuttle
8/28/2012	\$24,640.00		No Restrictions - BofA Check 2736 signed by Howard Tuttle
6/13/2012	\$10,000.00		No Restrictions - Check 2587 signed by Howard Tuttle
5/31/2018	\$25,000.00		Excess Revenues over Expenses & Unrestricted Donations and past savings - Check by Robert Zdon (Treasurer)
2/14/2018	\$25,000.00		Excess Revenues over Expenses & Unrestricted Donations - Check by Robert Zdon (Treasurer)
	\$165,098.43		\$321,723.00
	\$146,617.56	No Restrictions	
	\$18,480.87	Restricted	

Appendix D

D&B RECTOR FUND #4352			
		INITIAL	
DEPOSIT DATE	DEPOSIT	WITHDRAWAL	
9/19/1950			Vestry voted to combine the following funds into one Rector Fund
5/25/1917	\$1,000.00		Letter setting up Mary E. Tucker Fund (principle designated permanent, only income can be used)
12/18/1917	\$500.00		Letter setting up Mary H. Starky Fund (principle designated permanent, only income can be used)
12/18/1917	\$500.00		Letter setting up Henry Hayden Fund (principle designated permanent, only income can be used)
4/16/1925	\$1,000.00		Letter setting up Timothy F. Starky Fund (principle designated permanent, only income can be used)
12/18/1917	\$5,000.00		Letter setting up Esther Starkey Fund (principle designated permanent, only income can be used)
12/18/1917	\$526.40		Letter setting up Martha Stymells Fund (principle designated permanent, only income can be used)
	\$8,526.40		
5/31/1955	\$24,328.08		Rector's Fund Balance

Donations and Bequests for Church Purposes, Inc. Request Form

This form is to be used for all changes Additions, New Accounts, Special Withdrawals, Transfer, Spending Plans

Completed Form must be emailed to tdupont@episcopalct.org

Parish Name:

Parish Address:

Street

Town

Contact Name:

Contact Phone:

Email:

ACCOUNT INFORMATION

Account Name:

Account Number:

Account Restriction:

ADDITION Contact tdupont@episcopalct.org for preferred method **ACH and Wire instructions**
Checks payable to: **Donations & Bequests for Church Purposes, Inc.**

Addition: Amount \$

Source of Funds:

Deposit into the following: **Balanced Fund** \$ _____
Value Investing ESG Fund \$ _____

TRANSFER of Existing Assets within a Fund

Move Existing Assets from:

Balanced Fund

ESG Value Investing Fund

Move Existing Assets to:

Balanced Fund

ESG Value Investing Fund

Any additional clarifying information:

NEW ACCOUNT complete this section contact tdupont@episcopalct.org for ACH and Wire instructions

New Account Name:

Ex: General Fund

New Account Restriction:

Additional information:

The new account is:

- Donor Restricted
- Temporarily Restricted
- Unrestricted

ACH is REQUIRED for all withdrawals they are processed the 1st business day of the month after the request

Special Withdrawal Amount: \$

Is this a withdrawal for?

Balanced Fund \$ Value Investing \$

Use ACH on file account ending in

Capital Expense
Operating Expense

Complete section below if updating current ACH on File

Bank Name

Account #

Routing #

Reminder please send vestry minutes with request.

SPENDING PLAN: Please note one month behind (for December is sent out in January)

Distributions and Frequency: Create the right spending plan.

The Episcopal Investment Funds offers your church the option of setting a regular schedule of distributions from your account. The amount distributed can be the income generated by the investments or a formal "spending plan". A spending plan is calculated by multiplying the recommended spending plan percentage to the number of units of the Bank of America Balanced Fund each parish holds at the end of the year by the average unit value of the Balanced Fund over the prior three years. A spending plan can be part of a "total return" strategy. Please choose 1 from the following A, B, C or D:

A. The **default** spending plan is no spending plan- no distributions. Therefore, if no plan is selected, all income will be reinvested.

_____ We elect to choose **no spending plan**.

B. _____ We elect to choose a **spending plan** as indicated below: to be distributed monthly.

_____ 1% annually _____ 2% annually _____ 3% annually
_____ 4% annually _____ 5% annually _____ other _____% annually

If the spending plan amount request exceeds 5%, please include documentation of vestry approval of this request.

C. _____ Dollar amount \$ _____ to be received monthly disbursed from ESG-Values Investing Fund.

D. _____ Dollar amount \$ _____ to be received monthly disbursed from Balanced Fund.

E. _____ **We elect to receive only income generated by this account.**

Closing Fund

Vestry minutes are required and approval from Canon of Mission Finance and Operations.

With approval 80% of the fund balance will be released on the 2nd business day after the request and the remaining amount when the final balance is calculated.

Bank Name

Account #

Routing #

Authorized Signatures

Authorized signatures – two officers – clergy, warden, clerk or treasurer

Signature 1:

Print Name:

Title: _____ Date: ____ / ____ / ____

Signature 2:

Print Name:

Title: _____ Date: ____ / ____ / ____

Requests must include vestry minutes reflecting approval of the withdrawal.

*All transactions **must** be **received no later than noon on the 27th** of each month **to implement changes for the next month.***

Completed Form must be emailed to tdupont@episcopalct.org