



The Diocese of Brandon
DCTF Investment Deposit Form

Use one separate form for each trust fund you open.

Enclosed is a remittance in the amount of \$ _____
 which is to be used to:

- open a new**
- add to existing**

Trust Account with the Diocesan Consolidated Trust Fund (DCTF) of the Diocese of Brandon at the prevailing unit value.

This remittance will purchase units at the unit value determined at the close of the quarter which the funds are received on behalf of the Parish/Congregation of:

 The Trust Account will be known as:

 The capital investment is not to be disbursed without authority from the Incumbent and Churchwardens of the Parish/Congregation or the Management Board of the Ministry of:

- This fund has restrictions on the use of: (if selected, enclose documents)
 - Capital
 - Income
- This Fund is unrestricted.
- Fair Share HAS been previously paid on this amount.

The DIVIDENDS on this capital sum are to be dealt with as follows:

- Value NET of Fair Share paid out after the Diocesan audit is completed.
- Value NET of Fair Share capitalized (re-invested) until further notice.

While every effort is made by the Investment Committee to ensure that capital is maintained, due to market fluctuations, no guarantee is made nor should be understood to have been made.

Please acknowledge concurrence with these instructions: Date _____

Incumbent	Churchwarden	Churchwarden
print name	print name	print name

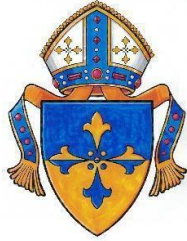
If a Diocesan Ministry (special circumstances), appropriate signing authority:

Signature and date: _____

Print Name: _____

The above instructions have been noted in the Office of The Incorporated Diocese of Brandon and are hereby confirmed.

Diocesan Executive Financial Officer: _____ Date: _____



DIOCESE OF BRANDON

Anglican Church of Canada

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Synod Office E-mail: admin@brandon.anglican.ca

Notes Concerning Investment in the Diocesan Consolidated Trust Fund

1. Two copies of this form are to be completed. Retain one for Parish/Ministry records and send one to the Synod Office with funds to be deposited.
2.
 - a) If this deposit to the Consolidated Trust Fund is from the proceeds of a bequest, please forward a copy of the will or portion of the same that pertains to the bequest instructions.
 - b) If this deposit has come in the form of a designated gift, please forward a copy of the letter of direction.
 - c) If the deposit is of monies received from a bequest that is given to a named parish or congregation, but no specific instructions for its use are given by the will, then the use of that money is at the discretion of the parish corporation; however, it may be best to include vestry in the decision. If the use of the bequest or gift is restricted by its own language, those restrictions must be followed by the parish corporation.
3.
 - a) In the case of funds received from a bequest or a gift that gives the recipient discretion over its use, or from a gift without any designation attached to it, then that money is unrestricted. If the parish or ministry wishes to indicate its preferences for the terms of withdrawal from this type of trust account, the parish must state those preferences with an explanation in an attached document. The diocese reserves the right to reject the parish's request for a restriction.
 - b) Copies of all documents relating to trusts held for ministries and parishes, including wills, declarations of trust, and statements of preference will be kept on file by the Synod Office for future reference so that when application is made to the Administration and Finance Committee for withdrawal, relevant information will be considered to ensure proper use of the funds.
4. A receipt for funds received will be forwarded to the Parish/Ministry by the Synod Office if requested.
5. A photocopy of this form, signed by the Director of Administration, will be returned to the Parish/Ministry to the address listed for correspondence.
6. Please make note that dividends paid out for investments held in the Consolidated Trust Fund are subject to the decision of the Diocesan Investment Committee. The committee will review the investment performance annually and set the dividend rate. The rate is based on the performance of the Fund and is in keeping with the intent that the Fund is to pay a reasonable dividend while maintaining the real value of the fund.