



## LETTER OF TRANSMITTAL REVOCABLE INVESTMENT ACCOUNT

Attention: Ellen Knudsen, Executive Director  
20 Soundview Avenue  
White Plains, NY 10606

Date \_\_\_\_\_

In recognition of the United Methodist Frontier Foundation, Inc. as an arm of the Church and its stewardship, we enclose our check in the amount of \$ \_\_\_\_\_, dated \_\_\_\_\_, and made payable to the United Methodist Frontier Foundation, Inc. This represents funds which we are placing with the Foundation in an account to be known as the: \_\_\_\_\_ Fund,

to be invested as follows:

- 2   % Money Market Fund (This is a mandatory allocation of your investment)
- \_\_\_\_\_ % Balanced Income Fund (ratio of 70% Fixed income/30% Equities)
- \_\_\_\_\_ % Growth And Income Fund (ratio of 50% Fixed income/50% Equities)
- \_\_\_\_\_ % Bond Fund
- \_\_\_\_\_ % Diversified Equity Fund
- 100 % Total Fund Allocations (must equal 100%)

By this **LETTER OF TRANSMITTAL** we direct that, until we notify you otherwise, the Foundation is to (choose one):

(1) Pay \_\_\_\_\_% of the income (interest and dividends only) to us  
\_\_\_\_\_Annually    \_\_\_\_\_Semi-annually    \_\_\_\_\_Quarterly    OR

(2) Reinvest \_\_\_\_\_ % of the income. OR

(3) Each year, pay us \_\_\_\_\_ % of the 3-year average balance of the account in  
\_\_\_\_\_ Quarterly    \_\_\_\_\_ semi-annual    \_\_\_\_\_ annual installments.

(This total return approach may be appropriate for endowments and other permanent funds, especially if they have grown substantially since their inception.)

We understand:

- that reports on this fund will be made available monthly on the Foundation website (www.UMFF.org) or mailed quarterly within thirty (30) days following the close of the applicable period.
- income checks pertaining to each account will be mailed to investors within thirty (30) days following the close of the applicable period.
- that we can make additions to this account at any time, and that monies received in the Foundation Office will be deposited immediately in a Money Market account and invested as indicated in this document the next time the fund shares are valued (normally monthly).
- that any income to be reinvested will be added to the principal on a monthly basis. We understand that any realized capital gains/losses will be added to/subtracted from the principal on a monthly basis also.
- that we must notify the Foundation in writing at least ten (10) days before the beginning of the next quarter should we decide to alter our stated plan for receiving or investing dividends, and such change will take effect at the beginning of the next quarter.
- that upon notification in writing to the Foundation, any part or all of this account may be withdrawn and will be paid within sixty (60) days of receipt of notification.
- that the Foundation's annual fees for services provided are based on the Fee Schedule which follows as Schedule "A". The Foundation reserves the right to revise the Annual Fee Schedule upon thirty (30) days advance written notice. The Foundation will not revise the Fee Schedule more than once per calendar year. The Foundation's fees, based on the then current Fee Schedule, are computed and charged monthly.

Signed:

(a) For the \_\_\_\_\_  
(Name of Organization)  
Address \_\_\_\_\_  
\_\_\_\_\_

Email address (if you wish to receive reports online) \_\_\_\_\_  
(This address is for notification purposes only; reports are NOT sent here)

Signature: \_\_\_\_\_ Name: (print): \_\_\_\_\_  
(i.e. Chair, Administrative Council/Trustees/Finance Comm)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor or Chief Executive Officer

Signature: \_\_\_\_\_ Name:(print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Pastor or Chief Executive Officer)

(b) For the United Methodist Frontier Foundation:

Signature: \_\_\_\_\_ Name:(print): \_\_\_\_\_  
(Executive Director/President)

Date: \_\_\_\_\_

Please remit signed copy to the Foundation. A copy of the original will be remitted to the church.

Revised September 18, 2017



UNITED METHODIST FRONTIER FOUNDATION, INC.

SCHEDULE “A”

Investment Management Fee Schedule

(An attachment to the Letter of Transmittal – Revocable Investment Account)

Effective Date – February 1, 2011

**Accounts of \$250,000 or less**

- All partners with aggregate account balances invested through the UMFF equal to or less than \$250,000 market value will be charged 1.25% annually, implemented as a monthly deduction from their aggregate accounts of 0.104% (1.25% divided by 12 months).

**Example:**

Account Balance	Fee Rate	Annual Fee
\$ 30,000	1.25%	\$ 375
\$ 100,000	1.25%	\$ 1,250
\$ 250,000	1.25%	\$ 3,125

**Accounts in Excess of \$250,000**

- All partners with aggregate balances invested through the UMFF in excess of \$250,000 market value will be charged 1.25% annually, implemented as a monthly deduction from their aggregate accounts of 0.104% on values up to and including \$250,000. Balance values in excess of \$250,000 will continue to be charged 1.00% annually, implemented as a monthly deduction of 0.0833% (1.00% divided by 12 months).

**Example:**

**Total Portfolio: \$ 350,000**

		Fee Rate	Annual Fee
First:	\$ 250,000	1.25%	\$ 3,125
Balance:	\$ 100,000	1.00%	\$ 1,000
Totals:		1.179%	\$ 4,125