

# **Autonomous Pious Foundation Charter And Trustee Meeting and Reporting Forms**

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Revised October 2015



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**THE ARCHDIOCESE OF LOS ANGELES**  
**CATHOLIC PARISH SCHOOL ENDOWMENT TRUST FUND**  
**CHARTER**

**ARTICLE I: NAME**

The name of the Fund shall be **THE (NAME OF SCHOOL) SCHOOL ENDOWMENT TRUST FUND, *An Autonomous Pious Foundation*** (hereinafter, “Fund”). This Charter shall serve as the statutes of the autonomous pious foundation.

**ARTICLE II: PURPOSE**

The purpose of the Fund shall be solely to perpetuate, support, and uphold the work of (Name of School) School. Any conditions imposed or dispositions made by the trustees of this Fund upon the principal, its earnings or income shall be in conformity with this basic purpose and this Charter and the requirements of the 1983 *Code of Canon Law*—especially, the provisions of canons 113-123; 1301; 1303, §1, 1°, governing public *juridic persons* in a general and *autonomous pious foundations* in particular, as well as those canon that govern *ordinary* and *extraordinary acts of administration* (cf. especially canons 1276; 1277; 1279; 1291; 1292; §§1,2; and 1295).

**ARTICLE III: ADMINISTRATION – TRUSTEES**

A Board of Trustees shall administer the Fund. The Board of Trustees shall have a minimum of three (3) and a maximum of ten (10) members, including the Pastor and School Principal as ex-officio voting member. The Pastor and School Principal shall serve for the length of their respective terms of office as Pastor and School Principal. The other members shall be appointed by the Pastor (who shall also determine their number) and shall serve for three years with the possibility of renewal for three years at the discretion of the Pastor. The terms of members should be staggered to ensure continuity, and the initial terms shall be adjusted to allow for such continuity. A person appointed to complete an unfinished term will first serve for the remainder of the terms before being re-appointed for a three year term at the discretion of the Pastor. A trustee may resign at any time by giving written notice to the Pastor. The Pastor has the power to remove any trustee with our without cause. The presiding officer shall be the Pastor. The Pastor shall file a current list of trustees yearly with the Archbishop of Los Angeles or his delegate and shall notify the same of any changes in the interim. The following persons shall be the initial members of the Board of Trustees and shall serve for an initial term as indicated below:

Pastor: \_\_\_\_\_  
Name

School Principal: \_\_\_\_\_  
Name

_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term



#### **ARTICLE IV: ADMINISTRATION – VOTING**

A majority of the authorized number of trustees, including the Pastor, constitutes a quorum for the conduct of business. Except for actions subject to Articles VIII, X., XI and XII, a simple majority vote of a quorum shall be adequate to make decisions.

#### **ARTICLE V: ADMINISTRATION – MEETINGS**

Regular meetings of the trustees must be called at least twice a year on notice by the Pastor to review and decide matters relating to the Fund. The Pastor may call special meetings on notice, as he judges necessary. Written minutes of all meetings of the Board of Trustees shall be kept. Special meetings may be held by telephone, if a quorum of trustees so agree and participate in the meeting.

#### **ARTICLE VI: ACCEPTANCE OF GIFT OF DONATION**

The trustees shall have the right and obligation to review each and every gift or donation, whether made in case or in kind, and to accept or reject a gift on the basis of its suitability in the furtherance of this Fund. The trustees may reject a gift only after the matter has been reviewed and approved by the Director of Trusts and Estates of the Development Department of the Archdiocese of Los Angeles. All *non-cash* gifts must be reviewed and approved by the Director of Trusts and Estates of the Development Department of the Archdiocese of Los Angeles before being accepted.

#### **ARTICLE VII: DEPOSITING OF PRINCIPAL ASSETS**

The restricted assets of this Fund shall be deposited with the Archdiocesan Catholic Center in the investment pool established by the Archdiocese of Los Angeles for use of (name of Parish School Endowment Trust Fund).

#### **ARTICLE VIII: USE AND DISBURSEMENT OF THE FUND**

The fund can make disbursements only from the earnings of the fund. (Earnings are defined as dividends, interest, realized and unrealized gains and losses). The disbursement works as follows:

1. The percentage disbursement rate is 5% of the total market value of the Fund.
2. The 5% disbursement policy is based on a widely adopted endowment disbursement process of computing the average year end market value of the endowment funds for the past three fiscal years. The purpose of the 5% disbursement policy is that an endowment should be able to earn higher earnings annually over time, which would be added to the fund thereby providing an offset against the erosion of purchasing power through inflation.

In the event that the fund's total returns for a given fiscal year and for the trailing three (3) fiscal years are adequate to permit a 5% distribution without invading principal, a distribution of up to 5% may be authorized by a unanimous vote of the Board of Trustees with the approval of the Archbishop or his delegate, but in all cases, the principal distributed must be repaid from future returns. In no case may the trustees invade the sum of the original gift with which this Fund was established as an autonomous pious foundation or of any subsequent gift(s) to the Fund without first observing the procedural requirements of Article X below.

Any unused portion of the 5% annual disbursement will revert to principal at the end of the next fiscal year.



The Fund will receive a quarterly statement of activity from the Office of Financial Services of the Archdiocese of Los Angeles. Financial information regarding this Fund can be obtained by the Pastor, at any time, from the Office of Financial Services of the Archdiocese of Los Angeles.

#### **ARTICLE IX: ADJUDICATION OF DISPUTES**

The Archbishop or his delegate shall have the authority to settle disputes regarding this Fund and its disposition in accordance with the terms of this Charter and the requirements of Canon Law.

#### **ARTICLE X: ALTERATION**

The requirements of canons 120-122 and all other canons relevant to public juridic persons must be observed before any alteration of this Fund may take place. To alter this Fund a unanimous vote and recommendation of the Board of Trustees is required and it is to be forwarded to the Archbishop or his delegate. That recommendation must receive the written approval of the Archbishop (or specially mandated local ordinary), who shall obtain the consent of the College of Consultors and Archdiocesan Finance Council of the Archdiocese of Los Angeles, prior to issuing his approval.

#### **ARTICLE XI: EXTINCTION**

As a public juridic person, this Fund is of its nature perpetual. The requirements of canons 120-122 and all other canon relevant to public juridic persons must be observed before it may be extinguished. If the parish school is dissolved or is merged through consolidation of the parish or, in the judgment of the Archbishop or his delegate, the purpose of this Fund is no longer possible, the Fund may be extinguished or transferred to the new merged parish school entity with the consent of the Archdiocesan Finance Council and the College of Consultors, in accord with the requirements of canon law, particularly canon 123. The Archbishop or his delegate shall indicate that fact in writing to the Pastor of the above-named Parish.

If the purpose of this Fund is no longer possible, the accumulated earnings and the principal assets will revert unrestrictedly to the (consolidated) parish to be used in accordance with general Archdiocesan norms at the discretion of the Pastor. If the parish has been suppressed, then all accumulated earnings and the principal assets of the Fun, with the consent of the College of Consultors and the Archdiocesan Finance Council, will revert to the Archdiocese of Los Angeles, and be utilized at the Archbishop's discretion.

#### **ARTICLE XII: ESTABLISHMENT AND AMENDMENTS**

The Fund is canonically established and this Charter shall become effective when the Pastor receives the written permission to establish the Fund. Prior to said permission, the Archbishop, after obtaining the consent of the College of Consultors and the Archdiocesan Finance Council, shall have issued a decree erecting the Fund as an autonomous pious foundations (**canons 1303, §1, 1°; 114, §1; 116, §§1, 2**), and shall have approved this Charter as the statutes of the pious foundations (**canons 117; 94, §1**). This Charter may be amended by a unanimous vote of the Board of Trustees, but only after receiving the written permission of the Archbishop or his delegate.

#### **ARTICLE XIII: ANNUAL REPORTS**

The trustees shall use the form provided by the Office of Financial Services of the Archdiocese to issue an annual written report of the disposition of the Fund and its activity to the parish and school communities. A copy of the report shall be attached to the Parish Annual Financial Report.



**ARTICLE XIV: ACCOUNTABILITY**

The Board of Trustees shall review the transactions or activities of this Fund at each meeting to insure that the Fund is being administered according to this charter.

**ARTICLE XV: CONFIDENTIALITY**

All information concerning donors, including but not limited to, their identity and the amount or description of their gifts, shall be kept strictly confidential by the Board of Trustees and any authorized personnel of the Fund, unless written permission is obtained from the donor or donor's legal representative to release such information.

PASTOR

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed

SCHOOL PRINCIPAL

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed

ROMAN CATHOLIC ARCHBISHOP

Dated: \_\_\_\_\_

By: \_\_\_\_\_

ARCHDIOCESAN SEAL



**THE ARCHDIOCESE OF LOS ANGELES**  
**PARISH ENDOWMENT TRUST FUND**  
**CHARTER**

**ARTICLE I: NAME**

The name of the Fund shall be **THE (NAME OF PARISH) CHURCH ENDOWMENT TRUST FUND, *An Autonomous Pious Foundation*** (hereinafter, "Fund"). This Charter shall serve as the statutes of the autonomous pious foundation.

**ARTICLE II: PURPOSE**

The purpose of the Fund shall be solely to perpetuate, support, and uphold the work of (Name of parish) Church. Any conditions imposed or dispositions made by the trustees of this Fund upon the principal, its earnings or income shall be in conformity with this basic purpose and this Charter and the requirements of the 1983 *Code of Canon Law*—especially, the provisions of canons 113-123; 1301; 1303, §1, 1°, governing public *juridic persons* in a general and *autonomous pious foundations* in particular, as well as those canon that govern *ordinary* and *extraordinary acts of administration* (cf. especially canons 1276; 1277; 1279; 1291; 1292; §§1,2; and 1295).

**ARTICLE III: ADMINISTRATION – TRUSTEES**

A Board of Trustees shall administer the Fund. The Board of Trustees shall have a minimum of three (3) and a maximum of ten (10) members, including the pastor as ex-officio voting member. The pastor shall serve for the length of his term as pastor. The other members shall be appointed by the pastor (who shall also determine their number) and shall serve for three years with the possibility of renewal for three years at the discretion of the pastor. The terms of members should be staggered to ensure continuity, and the initial terms shall be adjusted to allow for such continuity. A person appointed to complete an unfinished term will first serve for the remainder of the terms before being re-appointed for a three year term at the discretion of the pastor. A trustee may resign at any time by giving written notice to the pastor. The pastor has the power to remove any trustee with our without cause. The presiding officer shall be the pastor. The pastor shall file a current list of trustees yearly with the Archbishop of Los Angeles or his delegate and shall notify the same of any changes in the interim. The following persons shall be the initial members of the Board of Trustees and shall serve for an initial term as indicated below:

Pastor: \_\_\_\_\_  
Name

School Principal: \_\_\_\_\_  
Name

_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term
_____	_____	_____	_____
Name	Term	Name	Term



#### **ARTICLE IV: ADMINISTRATION – VOTING**

A majority of the authorized number of trustees, including the pastor, constitutes a quorum for the conduct of business. Except for actions subject to Articles VIII, X., XI and XII, a simple majority vote of a quorum shall be adequate to make decisions.

#### **ARTICLE V: ADMINISTRATION – MEETINGS**

Regular meetings of the trustees must be called at least twice a year on notice by the pastor to review and decide matters relating to the Fund. The pastor may call special meetings on notice, as he judges necessary. Written minutes of all meetings of the Board of Trustees shall be kept. Special meetings may be held by telephone, if a quorum of trustees so agree and participate in the meeting.

#### **ARTICLE VI: ACCEPTANCE OF GIFT OF DONATION**

The trustees shall have the right and obligation to review each and every gift or donation, whether made in case or in kind, and to accept or reject a gift on the basis of its suitability in the furtherance of the Fund. The trustees may reject a gift only after the matter has been reviewed and approved by the Director of Trusts and Estates of the Development Department of the Archdiocese of Los Angeles. All *non-cash* gifts must be reviewed and approved by the Director of Trusts and Estates of the Development Department of the Archdiocese of Los Angeles before being accepted.

#### **ARTICLE VII: DEPOSITING OF PRINCIPAL ASSETS**

The restricted assets of this Fund shall be deposited with the Archdiocesan Catholic Center in the investment pool established by the Archdiocese of Los Angeles for use of (name of Parish Endowment Trust Fund).

#### **ARTICLE VIII: USE AND DISBURSEMENT OF THE FUND**

The fund can make disbursements only from the earnings of the fund. (Earnings are defined as dividends, interest, realized and unrealized gains and losses). The disbursement works as follows:

1. The percentage disbursement rate is 5% of the total market value of the Fund.
2. The 5% disbursement policy is based on a widely adopted endowment disbursement process of computing the average year end market value of the endowment funds for the past three fiscal years. The purpose of the 5% disbursement policy is that an endowment should be able to earn higher earnings annually over time, which would be added to the fund thereby providing an offset against the erosion of purchasing power through inflation.

In the event that the fund's total returns for a given fiscal year and for the trailing three (3) fiscal years are adequate to permit a 5% distribution without invading principal, a distribution of up to 5% may be authorized by a unanimous vote of the Board of Trustees with the approval of the Archbishop or his delegate, but in all cases, the principal distributed must be repaid from future returns. In no case may the trustees invade the sum of the original gift with which this Fund was established as an autonomous pious foundation or of any subsequent gift(s) to the Fund without first observing the procedural requirements of Article X below.

Any unused portion of the 5% annual disbursement will revert to principal at the end of the next fiscal year.



The Fund will receive a quarterly statement of activity from the Office of Financial Services of the Archdiocese of Los Angeles. Financial information regarding this Fund can be obtained by the Pastor, at any time, from the Office of Financial Services of the Archdiocese of Los Angeles.

### **ARTICLE IX: ADJUDICATION OF DISPUTES**

The Archbishop or his delegate shall have the authority to settle disputes regarding this Fund and its disposition in accordance with the terms of this Charter and the requirements of Canon Law.

### **ARTICLE X: ALTERATION**

The requirements of canons 120-122 and all other canons relevant to public juridic persons must be observed before any alteration of this Fund may take place. To alter this Fund a unanimous vote and recommendation of the Board of Trustees is required and it is to be forwarded to the Archbishop or his delegate. That recommendation must receive the written approval of the Archbishop (or specially mandated local ordinary), who shall obtain the consent of the College of Consultors and Archdiocesan Finance Council of the Archdiocese of Los Angeles, prior to issuing his approval.

### **ARTICLE XI: EXTINCTION**

As a public juridic person, this Fund is of its nature perpetual. The requirements of canons 120-122 and all other canon relevant to public juridic persons must be observed before it may be extinguished. If the parish is suppressed or consolidated, or, in the judgment of the Archbishop or his delegate, the purpose of this Fund is no longer possible, the Fund may be extinguished or transferred to the new consolidated entity with the consent of the Archdiocesan Finance Council and the College of Consultors, in accord with the requirements of canon law, particularly canon 123. The Archbishop or his delegate shall indicate that fact in writing to the pastor of the above-named Parish.

If the purpose of this Fund is no longer possible, the accumulated earnings and the principal assets will revert unrestrictedly to the (consolidated) parish to be used in accordance with general Archdiocesan norms at the discretion of the pastor. If the parish has been suppressed, then all accumulated earnings and the principal assets of the Fund, with the consent of the College of Consultors and the Archdiocesan Finance Council, will revert to the Archdiocese of Los Angeles, to be utilized at the Archbishop's discretion.

### **ARTICLE XII: ESTABLISHMENT AND AMENDMENTS**

The Fund is canonically established and this Charter shall become effective when the pastor receives the written permission to establish the Fund. Prior to said permission, the Archbishop, after obtaining the consent of the College of Consultors and the Archdiocesan Finance Council, shall have issued a decree erecting the Fund as an autonomous pious foundations (canons 1303, §1, 1°; 114, §1; 116, §§1, 2), and shall have approved this Charter as the statutes of the pious foundations (canons 117; 94, §1). This Charter may be amended by a unanimous vote of the Board of Trustees, but only after receiving the written permission of the Archbishop or his delegate.

### **ARTICLE XIII: ANNUAL REPORTS**

The trustees shall use the form provided by the Office of Financial Services of the Archdiocese to issue an annual written report of the disposition of the Fund and its activity to the parish community. A copy of the report shall be attached to the Parish Annual Financial Report.





**ARTICLE XIV: ACCOUNTABILITY**

The Board of Trustees shall review the transactions or activities of this Fund at each meeting to insure that the Fund is being administered according to this charter.

**ARTICLE XV: CONFIDENTIALITY**

All information concerning donors, including but not limited to, their identity and the amount or description of their gifts, shall be kept strictly confidential by the Board of Trustees and any authorized personnel of the Fund, unless written permission is obtained from the donor or donor's legal representative to release such information.

PASTOR

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed

ACCEPTANCE

ROMAN CATHOLIC ARCHBISHOP

Dated: \_\_\_\_\_

By: \_\_\_\_\_

ARCHDIOCESAN SEAL



**THE ARCHDIOCESE OF LOS ANGELES**  
**ARCHDIOCESAN CATHOLIC PARISH HIGH SCHOOL ENDOWMENT TRUST FUND**  
**CHARTER**

**ARTICLE I: NAME**

The name of the Fund shall be **THE (NAME OF SCHOOL) HIGH SCHOOL ENDOWMENT TRUST FUND, *An Autonomous Pious Foundation*** (hereinafter, “Fund”). This Charter shall serve as the statutes of the autonomous pious foundation.

**ARTICLE II: PURPOSE**

The purpose of the Fund shall be solely to perpetuate, support, and uphold the work of (Name of School) High School. Any conditions imposed or dispositions made by the trustees of this Fund upon the principal, its earnings or income shall be in conformity with this basic purpose and this Charter and the requirements of the 1983 *Code of Canon Law*—especially, the provisions of canons 113-123; 1301; 1303, §1, 1°, governing public *juridic persons* in a general and *autonomous pious foundations* in particular, as well as those canon that govern *ordinary* and *extraordinary acts of administration* (cf. especially canons 1276; 1277; 1279; 1291; 1292; §§1,2; and 1295).

**ARTICLE III: ADMINISTRATION – TRUSTEES**

A Board of Trustees shall administer the Fund. The Board of Trustees shall have a minimum of three (3) and a maximum of ten (10) members, including the Archdiocesan Superintendent of Schools, or the Superintendent’s designee,(hereinafter, the Superintendent), and the School Principal who are ex-officio voting members. The Superintendent and the School Principal shall serve for the length of their respective terms of office as Superintendent and School Principal. The other members shall be appointed by the School Principal (who shall also determine their number) and shall serve for three years with the possibility of renewal for three years at the discretion of the Superintendent and the School Principal. The terms of members should be staggered to ensure continuity, and the initial terms shall be adjusted to allow for such continuity. A person appointed to complete an unfinished term will first serve for the remainder of the terms before being re-appointed for a three year term at the discretion of the Superintendent and the School Principal. A trustee may resign at any time by giving written notice to the Superintendent and the School Principal. The Superintendent and the School Principal jointly have the power to remove any trustee with our without cause. The presiding officer shall be the School Principal. The School Principal shall file a current list of trustees yearly with the Archbishop of Los Angeles or his delegate and shall notify the same of any changes in the interim. The following persons shall be the initial members of the Board of Trustees and shall serve for an initial term as indicated below:

_____ Superintendent		_____ School Principal	
_____ Trustee	Term	_____ Trustee	Term
_____ Trustee	Term	_____ Trustee	Term
_____ Trustee	Term	_____ Trustee	Term
_____ Trustee	Term	_____ Trustee	Term
_____ Trustee	Term	_____ Trustee	Term



#### **ARTICLE IV: ADMINISTRATION – VOTING**

A majority of the authorized number of trustees, including the School Principal, constitutes a quorum for the conduct of business. Except for actions subject to Articles VIII, X., XI and XII, a simple majority vote of a quorum shall be adequate to make decisions.

#### **ARTICLE V: ADMINISTRATION – MEETINGS**

Regular meetings of the trustees must be called at least twice a year on notice by the School Principal to review and decide matters relating to the Fund. The School Principal or the Superintendent may call special meetings on notice, as he/she judges necessary. Written minutes of all meetings of the Board of Trustees shall be kept. Special meetings may be held by telephone, if a quorum of trustees so agree and participate in the meeting.

#### **ARTICLE VI: ACCEPTANCE OF GIFT OF DONATION**

The trustees shall have the right and obligation to review each and every gift or donation, whether made in case or in kind, and to accept or reject a gift on the basis of its suitability in the furtherance of the Fund. The trustees may reject a gift only after the matter has been reviewed and approved by the Director of Trusts and Estates of the Development Department of the Archdiocese of Los Angeles. All *non-cash* gifts must be reviewed and approved by the Director of Trusts and Estates of the Development Department of the Archdiocese of Los Angeles before being accepted.

#### **ARTICLE VII: DEPOSITING OF PRINCIPAL ASSETS**

The restricted assets of this Fund shall be deposited with the Archdiocesan Catholic Center in the investment pool established by the Archdiocese of Los Angeles for use of (name of High School Endowment Trust Fund).

#### **ARTICLE VIII: USE AND DISBURSEMENT OF THE FUND**

The fund can make disbursements only from the earnings of the fund. (Earnings are defined as dividends, interest, realized and unrealized gains and losses). The disbursement works as follows:

1. The percentage disbursement rate is 5% of the total market value of the Fund.
2. The 5% disbursement policy is based on a widely adopted endowment disbursement process of computing the average year end market value of the endowment funds for the past three fiscal years. The purpose of the 5% disbursement policy is that an endowment should be able to earn higher earnings annually over time, which would be added to the fund thereby providing an offset against the erosion of purchasing power through inflation.

In the event that the fund's total returns for a given fiscal year and for the trailing three (3) fiscal years are adequate to permit a 5% distribution without invading principal, a distribution of up to 5% may be authorized by a unanimous vote of the Board of Trustees with the approval of the Archbishop or his delegate, but in all cases, the principal distributed must be repaid from future returns. In no case may the trustees invade the sum of the original gift with which this Fund was established as an autonomous pious foundation or of any subsequent gift(s) to the Fund without first observing the procedural requirements of Article X below.



Any unused portion of the 5% annual disbursement will revert to principal at the end of the next fiscal year.

The Fund will receive a quarterly statement of activity from the Office of Financial Services of the Archdiocese of Los Angeles. Financial information regarding this Fund can be obtained by the Pastor, at any time, from the Office of Financial Services of the Archdiocese of Los Angeles

#### **ARTICLE IX: ADJUDICATION OF DISPUTES**

The Archbishop or his delegate shall have the authority to settle disputes regarding this Fund and its disposition in accordance with the terms of this Charter and the requirements of Canon Law.

#### **ARTICLE X: ALTERATION**

The requirements of canons 120-122 and all other canons relevant to public juridic persons must be observed before any alteration of this Fund may take place. To alter this Fund a unanimous vote and recommendation of the Board of Trustees is required and it is to be forwarded to the Archbishop or his delegate. That recommendation must receive the written approval of the Archbishop (or specially mandated local ordinary), who shall obtain the consent of the College of Consultors and Archdiocesan Finance Council of the Archdiocese of Los Angeles, prior to issuing his approval.

#### **ARTICLE XI: EXTINCTION**

As a public juridic person, this Fund is of its nature perpetual. The requirements of canons 120-122 and all other canon relevant to public juridic persons must be observed before it may be extinguished. If the High School that is the object of this fund is dissolved, or, in the judgment of the Archbishop or his delegate, the purpose of this Fund is no longer possible, the Fund may be extinguished with the consent of the Archdiocesan Finance Council and the College of Consultors, in accord with the requirements of canon law, particularly canon 123. The Archbishop or his delegate shall indicate that fact in writing to the Superintendent and the School Principal of the above-named High School.

If the Fund is extinguished, the accumulated earnings and the principal assets of the Fund, with the consent of the College of Consultors and the Archdiocesan Finance Council, will revert to the Archdiocese of Los Angeles, and be utilized at the Archbishop's discretion.

#### **ARTICLE XII: ESTABLISHMENT AND AMENDMENTS**

The Fund is canonically established and this Charter shall become effective when the Superintendent and the School Principal receive the written permission to establish the Fund. Prior to said permission, the Archbishop, after obtaining the consent of the College of Consultors and the Archdiocesan Finance Council, shall have issued a decree erecting the Fund as an autonomous pious foundations (canons 1303, §1, 1º; 114, §1; 116, §§1, 2), and shall have approved this Charter as the statutes of the pious foundations (canons 117; 94, §1). This Charter may be amended by a unanimous vote of the Board of Trustees, but only after receiving the written permission of the Archbishop or his delegate.

#### **ARTICLE XIII: ANNUAL REPORTS**

The trustees shall use the form provided by the Office of Financial Services of the Archdiocese to issue an annual written report of the disposition of the Fund and its activity to the High School community. A copy of the report shall be attached to the Parish Annual Financial Report made to the Department of Catholic High Schools and a copy shall be sent to the Office of Financial Services of the Archdiocese of Los Angeles.



**ARTICLE XIV: ACCOUNTABILITY**

The Board of Trustees shall review the transactions or activities of this Fund at each meeting to insure that the Fund is being administered according to this charter.

**ARTICLE XV: CONFIDENTIALITY**

All information concerning donors, including but not limited to, their identity and the amount or description of their gifts, shall be kept strictly confidential by the Board of Trustees and any authorized personnel of the Fund, unless written permission is obtained from the donor or donor's legal representative to release such information.

SUPERINTENDENT OF SCHOOLS

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed

SCHOOL PRINCIPAL

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed

ACCEPTANCE

ROMAN CATHOLIC ARCHBISHOP

Dated: \_\_\_\_\_

By: \_\_\_\_\_

ARCHDIOCESAN SEAL



**NOTICE OF TRUSTEE MEETING**

**OF THE**

\_\_\_\_\_ **TRUST FUND (“FUND”)**

Please take notice that the [quarterly] [semi-annual] [regular] meetings of the Fund will be as follows:

Place:

Date [or Dates, if for full year]:

Time of meeting [s]:

Purpose for Meeting [s]:            To conduct regular affairs of the Foundation [and insert special items as appropriate]

\_\_\_\_\_  
Name of Pastor

Note: You may decide to issue one Notice for all the Meetings for the calendar year.

Note: Special Meetings may be held by telephone as long as all Trustees are present on the same conference call. Minutes must be prepared.



**MINUTES OF TRUSTEES MEETING**

**OF THE**

\_\_\_\_\_ **Trust Fund (“Fund”)**

A [regular] [special] Meeting of the Trustees of the Fund was held on the date, time and place set forth in the Notice of this Meeting, a copy of which is filed with the Minutes of this Meeting.

The following Trustees were present: [a quorum must be present]

The following Trustees were excused: [a quorum must be present]

The Pastor opened the meeting at \_\_\_\_\_

Upon motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ the Minutes of the previous Meeting which had been distributed to the Trustees were approved.

The following matters were discussed and resolutions were approved.

[Include Minutes summarizing the discussions and setting forth the resolutions for each matter on which formal action was taken. Each action needs to indicate the votes in favor and not in favor. A simple majority is required to approve actions. Sample resolutions are attached.]

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the same was adjourned.

\_\_\_\_\_  
Secretary of Meeting

Approved:

\_\_\_\_\_  
Pastor as Presiding Officer



**SAMPLE RESOLUTIONS**

**Trustee Election**

**Resolved:** the Board of Trustees shall be [set at \_\_\_\_\_ Trustees] [shall continue to consist of \_\_\_\_\_ Trustees.] [A vacancy has occurred because of the resignation or reassignment of \_\_\_\_\_]. [There are currently \_\_\_\_\_ Trustees and, accordingly, there are \_\_\_\_\_ vacancies] [To fill the [vacancy] [vacancies], the following persons designated by the pastor shall be named [designated] [re-designated] as Trustees [to serve] [to continue to serve] for the term set forth below:

Name \_\_\_\_\_ Term \_\_\_\_\_

Name \_\_\_\_\_ Term \_\_\_\_\_

Etc. for additional Trustees

**Receipt of Funds**

**Resolved:** that the Fund accept the receipt of \$ \_\_\_\_\_ from \_\_\_\_\_ to be used by the Fund for [insert details of source of funding/gift/name of donor/any special provisions] and that the Fund issue to the donor the appropriate acknowledgement of the gift and confirmation of the provisions of the gift, and that the funds be placed on deposit in the Fund’s account in the Investment Pool of the Archdiocese.

**Note:** The resolution should include sufficient details so that future Trustees can understand the exact intent of the donor and so that the administration of the Fund will be in compliance with the donor’s intent and the requirements of the Fund. Any information for documentation from the donor should be filed with the Minutes.

**Distribution of Funds**

**Resolved:** that pursuant to the Charter for the Fund, the Trustees hereby authorize the distribution of \$ \_\_\_\_\_ from the Fund which amount shall be distributed to \_\_\_\_\_ and shall be used for [insert details of application of funds and, as necessary, include details if the funds are being distributed from a particular donor directed fund]. The Trustees further authorize that such amount be withdrawn from the amounts on deposit in the Fund’s account in the Investment Pool of the Archdiocese and confirm that such withdrawal and application is consistent with the provisions of Article VIII of the Charter.

**Note:** The resolution should include sufficient details so that the future Trustees can understand the exact plan for the use of the funds and any special provisions should be filed with the Minutes.

**Confirmation of Funds Available**

**Resolved:** that pursuant to the Charter for the Fund, the Trustees hereby confirm that as of December 31, \_\_\_\_\_, based upon the reports received by the Trustees copies of which are filed with the Minutes





of this Meeting, that the Fund has available for distribution during this calendar year \$ \_\_\_\_\_. To the extent that such amount be not distributed this calendar year, the undistributed amount will be added to the capital of the Fund and used in the calculation of the amounts available for distribution in the following year. The Trustees further authorize that such amount be withdrawn from the amounts on deposit in the Fund's account in the Investment Pool of the Archdiocese and confirm that such withdrawal and application is consistent with the provisions of Article VIII of the Charter.

**Note:** The resolution should include sufficient details so that the future Trustees can understand the calculation of the amount available and the calculation should be filed with the Minutes.





**AUTONOMOUS PIOUS FOUNDATION ENDOWMENT  
TRUST FUND CHARTER ANNUAL REPORT  
20\_\_ - 20\_\_  
FOR ARCHDIOCESAN AND PARISH SCHOOLS**

School: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fiscal Year covered – July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

If your school does not have an Autonomous Pious Foundation Endowment Trust Fund Charter, check this box and sign and date below:

List Endowment Trust Fund Trustees (at least three and no more than ten including Principal and Regional Supervisor and Pastor or President where applicable)

Name and Title (if any)	Start and End Date of Term
Pastor (if Parish School)	Start and End Date of Term
President (if using President/Principal model)	Start and End Date of Term
Principal	Start and End Date of Term
Regional Supervisor	Start and End Date of Term

List dates of meetings of the Trustees during the Fiscal Year (at least two and may include telephone conference): \_\_\_\_\_

Attach minutes of all meetings during the Fiscal Year.

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Pastor's Signature (where applicable) Date

Please keep a copy for your files and return this form by September 30.

Richard Closson  
Trusts and Estates Office  
Archdiocesan Catholic Center  
3424 Wilshire Boulevard  
Los Angeles, CA 90010

