



**INTERNATIONAL PENTECOSTAL HOLINESS FOUNDATION
INVESTMENT ADMINISTRATION AGREEMENT**

THIS AGREEMENT

is made this the _____ day of _____, 20_____, between

_____, of
(ORG NAME)

_____, County of _____, _____,
(CITY) (COUNTY) (STATE)

hereinafter referred to as (Church, Association, Institution or Organization) and the INTERNATIONAL PENTECOSTAL HOLINESS FOUNDATION, a not-for-profit corporation, hereinafter referred to as the “Foundation”.

ARTICLE I

This Agreement is established for the purpose of providing funds administration for the (Church, Association, Institution or Organization).

ARTICLE II

To accomplish the purposes of this Agreement, the Foundation hereby agrees to administer a fund to be known as the “_____ FUND” hereinafter referred to as the “Fund.”

ARTICLE III

The Foundation will reinvest the net income in the Fund, allowing it to accumulate until such time as the (Church, Association, Institution or Organization) shall notify the Foundation, in writing, directing that the net income be distributed in monthly, quarterly, semi-annual or annual installments.

ARTICLE IV

The (Church, Association, Institution or Organization) may withdraw all or any part of the principal and undistributed income at the end of any given calendar quarter upon thirty (30) days’ notice given to the Foundation, or at such other time as is mutually agreeable to the parties of this Agreement.

ARTICLE V

The Foundation shall immediately invest any funds received by it designated for this Fund. The Foundation shall have full power and authority to administer, invest, and reinvest any of the Fund’s property or earnings thereof upon such terms and conditions as it may think best, and for said purpose shall have the right to administer and control said Fund’s property as if it were the owner thereof. The Foundation shall, upon specific instructions of the (Church, Association, Institution or Organization), separately invest such portion of the Fund as the (Church, Association, Institution or Organization) shall require by an Investment Policy Statement.

ARTICLE VI

The Foundation shall invest and reinvest the funds and the accumulation thereon as it deems appropriate under guidelines, established by the Board of Trustees of the Foundation, provided, however, that if the Foundation invests any portion of the funds pursuant to the instructions of the (Church, Association, Institution or Organization), the Foundation shall not be liable for any loss or any other unfavorable result arising therefrom. The Foundation specifically agrees that in all cases it will use its best judgment in investment policies but does not guarantee maintenance of corpus or income and the Foundation shall incur no liability in any case except for its own willful misconduct or gross negligence.

ARTICLE VII

The (Church, Association, Institution or Organization) or the Foundation may terminate this Agreement at the end of any calendar quarter upon thirty (30) days' notice to the other party or at such time as shall be agreed upon by both parties.

ARTICLE VIII

Upon termination of this Agreement, the Foundation shall distribute to the (Church, Association, Institution or Organization) the entire assets of the Fund. Valuation of the funds for termination purpose shall be the actual value of such investments at such time.

ARTICLE IX

The Foundation shall serve as administrator of this Fund without bond. The Foundation shall charge the FUND an administrative fee in accordance with the Administrative Fee Schedule which is attached as part of this agreement.

ARTICLE X

The Foundation shall render to the (Church, Association, Institution or Organization) an accounting of its transactions with respect to the Fund on a periodic basis, but in no event less often than annually.

Name of Church, Association, Institution or Organization

Title _____

Title _____

Title _____

Title _____

Title _____

Title _____

IPH Foundation
Oklahoma City, OK

Edward W. Wood – President

Johnny Upton – Vice-President

William Reginald Till – Vice-President



**INTERNATIONAL PENTECOSTAL HOLINESS FOUNDATION
INVESTMENT ADMINISTRATIVE FEES**

Administrative Fees for the IPH Foundation will be asset based and decline as assets increase over time. Fees are typically negotiable when assets are above \$ 5,000,000. Specific fees and related value added services are to be presented and discussed with clients at the beginning of the established relationship and at appropriate intervals as needed.

ACCOUNT PARTICIPATION AND MINIMUMS

- ❖ To participate in the IPH Foundation investment administration services participants must be a ministry, association or affiliate of the IPHC. Individual investors are not eligible for the IPHF investment services.
- ❖ Minimum investment required \$5,000
- ❖ Minimum investment required for online account access (UBS investments only) - \$100,000

FUND LEVEL (BREAK POINTS)

Up to \$ 1,500,000
 \$ 1.5 M to \$2.0 M
 \$ 2.0 M to \$3.0 M
 \$ 3.0 M to \$4.0 M
 \$ 4.0 M to \$5.0 M
 Over \$ 5,000,000

FOUNDATION ADMINISTRATIVE FEE (ANNUALIZED)

.80 % of portfolio value at assessment date
 .75 % of portfolio value at assessment date
 .70 % of portfolio value at assessment date
 .60% of portfolio value at assessment date
 .50% of portfolio value at assessment date
 Negotiable

This annual fee is deducted quarterly from the fund’s balance.

ADDITIONAL ADMINISTRATIVE DUTIES AND ASSOCIATED FEES

Should additional value added services be required by the client, the Foundation will discuss the services required and quote proposed administrative fees to cover any administrative costs. This will be periodically reviewed with the client.

AUTHORITY TO PAY INVESTMENT ADMINISTRATIVE FEES

The client (Organization Name) and its representative hereby authorize the Foundation to bill directly the custodian for its fees relating to the FUND and further authorize the custodian to pay fees directly to the Foundation from the FUND. The Foundation must request payment of fees to the custodian by invoice for value added services showing the fee and the value of the FUND at assessment.

This authority may be revoked at any time by written notice to the Foundation.

_____ / ____ / ____
 Fund Representative Date

_____ / ____ / ____
 Foundation Representative Title Date



**INVESTMENT QUESTIONNAIRE FOR
INVESTMENT POLICY STATEMENT**
(ONE QUESTIONNAIRE SHOULD BE COMPLETED FOR EACH FUND)

Instructions: Please complete the information below. It will be used to complete the Investment Policy Statement for funds placed with the International Pentecostal Holiness Foundation

1. Legal Name of Your Entity

2. Name of the Board Authorizing this Agreement

3. Name of the Fund placed in Investment with the IPH Foundation (please complete a separate form for each Fund placed with the IPH Foundation). A separate Investment Policy Statement will be issued for each Fund. Please complete related investment questions about this fund.

Fund Name _____

Fund Type: Reserve Operating Other (describe) _____

Investment Type	Investment Time Horizon	Investment Objective and Annualized Rate of Return (Over a full economic cycle 5 to 7 years)		Cash Requirement
<input type="checkbox"/> Conservative	<input type="checkbox"/> Long Term	Annualized Income Need	_____ %	Do you anticipate a need for cash in excess of your income need? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list the annual Amount \$ _____
<input type="checkbox"/> Cons.-Moderate		Additional Fund Growth	_____ %	
<input type="checkbox"/> Moderate	<input type="checkbox"/> Short Term	Total -Target Return	===== %	
<input type="checkbox"/> Mod. – Aggressive				
<input type="checkbox"/> Aggressive				

4. Please describe the purpose of this fund:

5. List any Investment Restrictions or Filters:

Please filter investments in companies whose primary source of revenue is derived from:

- Pornography Alcohol Tobacco Gambling Abortion

Other Investment Restrictions
(describe) _____

List specific companies, if any, that you wish to place as a restricted investment:

COMPLETED this ____ day of _____, 20____. By: (Signature) _____

(Printed Name) _____ (Title) _____