



Charity No 267469 Regd. No. 1166357 England  
Registered Office: 8 Castle Gate NOTTINGHAM NG1 7AS

**DEPOSIT & INVESTMENT INSTRUCTIONS**  
**Congregational Church**

***PART A: TO BE COMPLETED BY CHURCH***

From:
Address:
Post Code:
Phone:
E-mail:

**SOURCE & PURPOSE, (in order to comply with the Money Laundering Regulations 1993 - brief explanation – please use separate sheet if required)**

Please supply copy of the relevant **church/deacons** meeting minutes

We confirm that we have the authority from the Church to place the following funds for investment and or deposit. The funds emanate from the sale of the land and are currently held by The Congregational Federation Limited.

<i>Instruction</i>	<i>Amount £</i>	<i>Please tick</i>
<b>CCLA -</b> COIF Deposit fund COIF Ethical Investment Income Shares COIF Fixed Interest Accumulation Shares COIF Fixed Interest Shares COIF Investment Accumulation Shares COIF Investment Income Shares	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
<b>M&amp;G -</b> Charibond Accumulation Units Charibond Income Shares Charifund Accumulations Units Charifund Income Shares	_____ _____ _____ _____	_____ _____ _____ _____
<b>BLACKROCK</b> Charinco Common Investment Fund Charinco Accumulation Units Charifaith Common Investment	_____ _____ _____	_____ _____ _____

CFL will act only on the information supplied above. Please confirm whether the church wishes to receive the quarterly interest.

Alternatively interest can be credited to your COIF Deposit Account.

Receive quarterly interest  Interest paid COIF Deposit Account

***Two signatures required by appointed church officers***

<b>Signed</b>	<b>Print</b>	<b>Office Held</b>
		<b>Secretary</b>
		<b>Treasurer</b>
		<b>Minister</b>
<b>On behalf of</b> Congregational Church		<b>Dated</b>

***PART B***  
***INTERNAL CF LTD USE ONLY:***

<i>Checked:</i>	<i>Manager advised:</i>
<i>Authorised:</i>	<i>Trustees advised:</i>
<i>Deposited:</i>	<i>Church advised:</i>
<i>Invested:</i>	

**PTO**

## **PART C**

### **Role of the Managing Trustees**

The Managing Trustees (hereinafter referred to as the church) are responsible for choosing the investment product, (subject to the legal limitations on Trustee investments) and for reviewing their investments regularly. It is recommended that the church obtains independent financial advice.

The church is responsible for informing The Custodian Trustees of any changes to office holders or banking accounts.

### **Role of the Custodian Trustees**

The Congregational Federation Ltd as Custodian Trustees are not authorised to give investment advice, nor do we retain a professional financial advisor. We provide a service to the church, but this cannot extend to fund management.

However, 99% of investments are maintained within professionally managed Charity Investment Funds. Such stocks fluctuate according to market conditions and it would be impossible to adjust holdings between equity/fixed interest stocks, to take account of market swings for such a large number of separate holdings.

The Trustees of The Congregational Federation Ltd are regularly apprised with respect to the church's investments and the funds are subject to external scrutiny.

All funds will be held separately to the funds of The Congregational Federation Limited and are maintained in accounts designated to particular churches.

Income received from Deposits and/or Investments will be distributed to the church, unless otherwise notified in writing, via BACS in April, July, October & February, (subject to the clauses below.)

1. Where the account quarterly income is less than £35.00, we reserve the right to accumulate income derived from deposits and investments in a nominated COIF Deposit Account unless otherwise notified in writing.
2. CFL deducts an annual administration charge of 2% of annual income; we reserve the right to withdraw this from a nominated COIF Deposit Account.
3. Where the Gross Annual Income falls below £50.00, the administration charge will not be levied.

CFL publishes an annual valuation and income and expenditure statements, as of 31<sup>st</sup> December, which will be forwarded to the church treasurer, however information can be requested from us at any time during the year.

CFL will only remit information to third parties upon receipt of written instruction from the church.

### **Notes**

**Permanent endowment** is property of the charity (including land, buildings, cash or investments) which the trustees may not spend as if it were income. It must be held permanently, sometimes to be used in furthering the charity's purposes, sometimes to produce an income for the charity. The trustees cannot normally spend permanent endowment without the authority of The Charity Commission.

The terms of the endowment may permit assets within the fund to be sold and reinvested, or may provide that some or all of the assets are retained indefinitely (for example, a particular building).

**Restricted Funds** are funds subject to specific trusts which may be declared by the donor(s), or with their authority (e.g., in an Organ Fund), but still within the objects of the charity. Restricted funds may be restricted income funds, which are expendable at the discretion of the trustees in furtherance of some particular aspect(s) of the objects of the charity, or they may be capital funds, where the assets are required to be invested, or retained for actual use, rather than expended.

**Designated Funds** The trustees may exercise their discretion to set aside part of an unrestricted fund for designated purposes, (e.g. Thanksgiving Offering – allocated for specific projects) Designated funds may also be used where donors have expressed a preference without imposing a trust. The funds so designated remain unrestricted since the trustees can remove the designation at any time

Individual churches may have different investment policies and objectives. Some may wish to have the maximum possible income; and others may wish to invest in such a way as to ensure future capital gain, even at the expense of immediate income. Some may wish to invest for a long period, whereas others may require a short or medium term investment. Some may prefer some or all of their monies to be placed on deposit.