



# Benefits for Agency Partners

The Community Foundation of the Ozarks addresses the needs of nonprofits through the Agency Partner Program. **Any nonprofit, church, school or government entity that establishes a fund with the CFO is considered an agency partner.** Participating agencies have the peace of mind knowing their charitable resources are being managed in a responsible manner by an experienced Investment Advisory Board, as well as a dedicated staff and board of directors committed to working for the benefit of our communities.

The Agency Partner Program provides the following services to members who establish a fund with the CFO or one of its regional affiliate foundations:

## Investment Management

- Management of funds as a trusted steward of charitable funds
- Multiple investment and fund options to support the timelines and goals of your organization.
  - Most funds have the option of four different investment pools — Diversified/Growth, ESG Aware, Balanced and Cash.
  - Visit [cfozarks.org/investments](https://cfozarks.org/investments) for to find the most recent performance reports, rates, investment policy, FAQs and more.

## Capacity-building Support

- Professional development for staff, board and volunteers including grant writing training and resources, planned giving training, etc.
- Board development
- Strategic planning
- Nonprofit Resource Guide
- Nonprofit Leadership Circles for ED/CEOs and emerging leaders (staff in director or manager positions)

Agencies that choose to partner with the CFO will know they are engaged in a regional effort to enrich and better the lives of people and communities throughout the Ozarks.

## Fundraising and Development Support

- Support from the CFO's Donor Services team
  - Expert advice for nonprofits, schools, school foundations and donors on a wide variety of planned gifts
  - Access to the CFO's charitable gift annuity program
  - Advice on planned giving
- Support and advice on how to work with potential and current community donors
- CFO staff provide presentations on behalf of agency partners about giving and leaving a legacy
- Unique donation URL for each fund to use in fundraising activities
- Guidance on how to best use your CFO fund and link for maximum benefit to your organization
- Information on grant opportunities

## Administrative/Back-office Support

- Access fund activity and information 24/7 through Fund Manager
- Ability to pay vendors from your fund
- Automatic delivery of tax acknowledgment letters to donors
- Contribution and distribution recordkeeping
- Quarterly financial statements
- Acceptance of a wide variety of donor gifts

Want to know more? Contact **Tiffany Frey**, director of philanthropic services, at [tfrey@cfozarks.org](mailto:tfrey@cfozarks.org), or **Millie Schuchmann**, philanthropic services manager, at [mschuchmann@cfozarks.org](mailto:mschuchmann@cfozarks.org), or call 417-864-6199.



# Types of Agency Partner Funds

Whether your nonprofit needs to build capacity or plan for long-term stability, the CFO has charitable fund options to meet your goals.

## NON-ENDOWED CAPACITY FUNDS

*\$2,500 minimum to open a new fund, \$1,000 minimum to maintain*

Agency Partners are in the unique position of partnering with the Community Foundation of the Ozarks by establishing a capacity fund. These organizational funds are not permanent funds but rather allow the agency flexibility in distributions. Non-endowed funds are completely liquid and can be withdrawn by the organization at any time. The primary reasons to consider such a fund are:

- **Capital campaigns:** As your organization raises assets during a campaign, the money can be invested in a money market account or in the diversified fund and later withdrawn when the project or purpose of the campaign has been completed.
- **Reserve:** Organizations may have reserve funds that they do not need to immediately access. Letting these funds grow in a capacity fund, while having total access to all or part of the money at any time, is a plus. Non-endowed capacity funds can eventually become endowed.
- **Earning:** Non-endowed funds have four different investment pool options. Visit [cfozarks.org/what-we-do/fund-management](https://cfozarks.org/what-we-do/fund-management) to find the most recent performance history reports, rates, administrative and investment fees for each fund type, investment policy, FAQs and investment management updates and outlook.
- **Accessibility:** Capacity funds keep assets fluid rather than tying them up in an endowed fund, which has a spending policy.

## ENDOWMENTS

*\$10,000 to open, principal is restricted*

**Endowments** also are managed by the CFO. This type of fund provides permanent long-term funding for an organization. Endowed funds are invested and intended to help sustain an organization for years. The historic contributions to the fund are never spent and remains endowed. The historical average annual return on the Diversified/Growth Pool is about 7%. The current administrative fee for endowments not established with an affiliate foundation is 1% annually based on the fund's balance; fee assessed quarterly. Funds established with affiliate foundations have an administrative fee of 1.15%. The CFO's Investment Advisory Board sets an annual spending policy that determines how much of the fund can be withdrawn in a given fiscal year. Currently, the spending policy is 4%.

## QUASI-ENDOWMENT

*\$2,500 to open new fund, \$1,000 minimum to maintain*

Organizations may establish a quasi-endowment for unrestricted purposes or for a specific purpose provided the terms are broadly defined. A quasi-endowment fund is a fund that functions like a permanent endowment fund but is not legally restricted in the same way. Quasi-endowments are invested funds that can be used to support an organization. A spendable amount is calculated each year for use by the organization which is 4% of the three-year average balance in the fund. However, the principal can be liquidated, unlike a permanent endowment, with approval by the organization's board. The organization maintains the asset value, but the CFO manages the fund. Quasi-endowments may be invested in the Diversified/Growth or ESG Aware pools.

Want to know more? Contact **Tiffany Frey**, director of philanthropic services, at [tfrey@cfozarks.org](mailto:tfrey@cfozarks.org), or **Millie Schuchmann**, philanthropic services manager, at [mschuchmann@cfozarks.org](mailto:mschuchmann@cfozarks.org) or call 417-864-6199.



# FAQ for Endowments

## What is an endowment?

An endowment is a permanent fund that provides income each year to support your organization's mission. Endowment funds are professionally managed to ensure the funds remain strong over time. Currently, endowment funds pay out 4% of the average fund balance. For example, a \$100,000 fund provides about \$4,000 of support each year. For more information about how endowment funds are managed, visit [cfozarks.org/investments](https://cfozarks.org/investments). Find the most recent performance history reports, rates, administrative and investment fees for each fund type, investment policy, FAQs and investment management updates.

## Why is an endowment important?

An endowment provides essential stability and is a permanent source of funding. It facilitates strategic use of funds and allows the organization to plan on the income from one year to the next. An endowment fund presents an excellent option for donors who want to make legacy or planned gifts. Board members and donors appreciate the fact that endowments provide sustainable and guaranteed sources of income.

## What form can an endowment gift take?

Endowment gifts take many forms. The CFO provides professional gift planning assistance and facilitates gifts of all types, including:

- Cash
- Gifts of non-cash assets such as stock and real estate
- Gifts through wills or trusts
- Gifts of retirement plan assets
- Gifts of life insurance

## What is a named fund?

A named fund is a permanent endowment that honors an individual or family and benefits the organization the donor cares about most. Named funds are created with a gift of at least \$10,000. The gift may be current or deferred, as in the case of a gift made through a will. Each year, the charitable organization receives income from the named fund.

## What is a bequest?

A bequest is a gift made in a will or trust. Because a bequest is flexible and revocable, it is the most common type of donor legacy gift. With a gift made from a will to an endowment fund, a donor can continue to support the organization mission far into the future.

## Are endowment funds restricted in purpose?

Most endowment funds provide unrestricted support to advance the mission of a nonprofit organization. It also is possible to establish a fund to support a specific purpose within an organization. Individuals and families often create funds named to honor an individual and to support a program of special importance to them.

Want to know more? Contact **Tiffany Frey**, director of philanthropic services, at [tfrey@cfozarks.org](mailto:tfrey@cfozarks.org), or **Millie Schuchmann**, philanthropic services manager, at [mschuchmann@cfozarks.org](mailto:mschuchmann@cfozarks.org), or call 417-864-6199.



# Fund Contribution Instructions

All gifts that are made directly from a donor into a fund at the Community Foundation of the Ozarks will receive a gift acknowledgement that satisfies the donor's tax documentation. These are made via email immediately for credit card contributions; all other gift acknowledgements are made by mail. To view transfers made into or out of your fund (either by your organization or by other donors), use Fund Manager to view the gifts and distributions from your agency funds.

## To Contribute via Check

- Make check payable to "Community Foundation of the Ozarks" or "CFO"
- Memo line should include the name of the fund you are contributing to, and we encourage you to include the fund ID number.
- Mail check to the CFO at: Community Foundation of the Ozarks, P.O. Box 8960, Springfield, MO, 65801

## To Contribute via Credit Card or eCheck

- Credit card gifts may be received through the Community Foundation website: [cfozarks.org/donate](https://cfozarks.org/donate)
- Use the search bar to look up the name of the fund; click on the name of the fund to begin the donation process
  - Organizations may ask donors to add 3.0% to their donation to cover processing fees
- For echecks, under "Payment method," select "US bank account."
  - **Option 1 (recommended):** Securely connect to your financial institution by entering your online banking login details.
  - **Option 2:** Enter your checking account and routing numbers manually (takes 1–2 business days to process)
- For more information on echecks, visit [cfozarks.org/resources/how-to-give-by-echeck](https://cfozarks.org/resources/how-to-give-by-echeck)

## To Contribute via Wire Transfer/ACH

- Bank: Guaranty Bank
- Bank address: 2144 E. Republic Road, Springfield, MO 65807
- Organization name on account: Community Foundation of the Ozarks, Electronic Transfer Account
- Bank routing details (ABA): 086519421
- Account number: 7900068617
- Phone: 417-885-0556

## To Contribute via Transfer of Stocks or Securities

- Before authorizing any transfers to the CFO, please notify CFO finance staff by emailing [finance@cfozarks.org](mailto:finance@cfozarks.org) or calling 417-864-6199.
- Inform your financial advisor that you'd like to donate stock to the CFO. Your advisor will need some information from you to complete your request. As a starting point, please be prepared to provide them with the following information:
  - Financial institution holding the receiving account: Morgan Stanley
  - Account registration for the CFO: Community Foundation of the Ozarks
  - DTC Number: 0015
  - Account Number: 573-022827
  - Phone number for Morgan Stanley: 417-882-7150
  - Contact name: Clark Creighton
  - Support staff to contact: Lori Tegarden, Sara Voss
  - Fax: 417-882-9744
  - Specific stock position and quantity of shares to be donated
  - Fund ID number or name of the charitable fund, or the name of the nonprofit to which donated funds should be directed
- Your advisor will likely require written authorization to complete this request and will advise you of what is needed.
- Once authorized by you and initiated by your advisor, the transfer generally occurs within one to three business days. When the position leaves your account, you should be able to verify quantity as well as identifying information for the position from within your account activity. Shares will be liquidated and proceeds will be directed to the specified charitable fund or nonprofit.

For gifts of real estate, IRA charitable rollover, estate planning options and more, please contact **Ashley Silva**, vice president of development and philanthropic services, at [asilva@cfozarks.org](mailto:asilva@cfozarks.org) or 417-864-6199.



# Gifts, Distributions & Fund Manager

## HOW TO GIVE TO YOUR FUND

Charitable contributions can be made to the fund in a variety of ways:

- Checks
- Cash
- Wire transfers
- Stock/appreciated securities
- Real estate
- IRA charitable rollover
- Estate planning options

### To contribute via check

- Make check payable to “Community Foundation of the Ozarks” or “CFO”
- Memo line should include the name of the fund you are contributing to
- Mail check to the CFO at: Community Foundation of the Ozarks, P.O. Box 8960, Springfield, MO, 65801

Cash gifts can also be mailed to the CFO with the name of the fund noted. For all other gifts, please contact the CFO for guidance and directions.

## ACCESSING FUND MANAGER

Fund Manager is a web-based service for fund advisors, nonprofit agency partners and affiliate community foundations. With information updated daily, it enables you to view your fund balances, gifts to your funds, and completed and pending grants from your funds. Fund advisors with agency partners can request distributions online at any time. Log on at [cfozarks.org/fundmanager](https://cfozarks.org/fundmanager) or through the link on the CFO’s website.

Need access to Fund Manager? Contact [support@cfozarks.org](mailto:support@cfozarks.org) or 417-864-6199.

## HOW TO REQUEST A DISTRIBUTION

The CFO can make distributions back to your organization at any time. Submit the request online via Fund Manager. Online requests are processed Monday, Wednesday and Friday each week. This schedule is adjusted for holidays and weather. Requests may be taken via email, but this will slow the disbursement process.

- **Email requests:** [mschuchmann@cfozarks.org](mailto:mschuchmann@cfozarks.org)
- **Fax:** 417-864-8344
- **Written request:** Community Foundation of the Ozarks  
Attn: Millie Schuchmann  
P.O. Box 8960 · Springfield, MO 65801

### Guidelines for distributions

- CFO can make direct payment from your fund to a vendor which has invoiced your organization. **To pay a vendor, the CFO must have a clear invoice for the expenses. The items or services purchased must reflect your program’s charitable purpose and follow CFO policy.** To have these invoices paid, please submit copies and instructions to your CFO contact through the channels listed above. The CFO cannot process payment requests to individuals. Instead, a disbursement can be made back to your organization to pay the individual.
- CFO can make distributions from your fund to organizations classified by the IRS as 501(c)3 organizations, recognized houses of worship, schools or incorporated government entities.
- When payment of \$600 or more per year is made, **a completed W-9 for the recipient is required before the CFO can disburse the payment.** You can find the W-9 form instructions and explanation in Fund Manager under the “Files” tab. A complete W-9 must be submitted prior to payment. Once the form is signed and completed, it can be submitted via Fund Manager or emailed to your CFO contact to begin the disbursement process.
- If you have questions about these guidelines, please ask your CFO contact.



# Reporting Requirements for Designated and Agency Partner Funds

The Community Foundation of the Ozarks holds two types of funds that directly benefit nonprofit agencies—designated and agency partner funds—each with their own reporting requirements.

## DESIGNATED FUNDS

Designated funds are established by individual donors (third parties), not the agency itself, to benefit one or more nonprofit agencies; therefore the agency does not receive a financial statement for these funds as the agency does not own the monies in the fund. Such funds are not governed by the accounting standards codification cited on this page.

## AGENCY PARTNER FUNDS

An agency partner fund is established by an agency that transfers certain assets to the CFO and designates itself as the beneficiary of the fund. This type of fund is governed by **Accounting Standards Codification 958-605-25 (Not-for-Profit Entities, Revenue Recognition)**—see sidebar. Please note that an agency partner fund agreement includes standard language which distinguishes the CFO from a financial institution.

### How should the agency show agency partner funds in its financial statements?

The agency should recognize the Accounting Standards Codification 958-605-25 (Not-for-Profit Entities, Revenue Recognition) for its “XYZ Fund” on its statement of financial position. Please consult your accountant and/or refer to the Financial Accounting Standards Board directive No.136.

*This disclosure statement is intended to provide basic information regarding the establishment of designated and agency funds. The CFO is not in the business of rendering legal, accounting or financial advice. Please consult your attorney, accountant or financial advisor for more information.*

## ACCOUNTING STANDARDS CODIFICATION 958-605-25

*(Not-for-Profit Entities, Revenue Recognition)*

This standard applies to accounting for assets transferred to a fund in a community foundation by not-for-profit organizations. Under ACCOUNTING STANDARDS CODIFICATION 958-605-25 (NOT-FOR-PROFIT ENTITIES, REVENUE RECOGNITION), when a not-for-profit transfers a portion of its own assets to a fund in a community foundation, the not-for-profit continues to report those assets as its own, with the offsetting activity reported in net assets. The community foundation also reports the asset, and the offsetting entry is classified as a liability to the not-for-profit organization. When a private individual establishes an endowment fund in a community foundation to benefit a nonprofit organization, ACCOUNTING STANDARDS CODIFICATION 958-605-25 (NOT-FOR-PROFIT ENTITIES, REVENUE RECOGNITION) specifies that the assets in the endowment be reported only in the books of the foundation. An endowment fund in a community foundation that contains a mixture of assets transferred from the not-for-profit organization and gifted by private individuals must treat each type of transaction separately as specified above.







# The CFO's Charitable Resources for Donors and Nonprofits

The CFO is committed to recognizing, informing and engaging donors through various means to strengthen outreach and philanthropy. Our intent is to provide donors with personalized service so they can realize their charitable goals. This can be achieved through different types of gifts and charitable funds.

## TYPES OF GIFTS

The CFO is a charitable resource for not just donors, but also nonprofits. One of the CFO's primary services is accepting gifts that some nonprofits may not be staffed to accept. Most gifts received by the CFO are granted to nonprofits designated by the donors.

### Planned Gifts

- Portions of a will/trust, retirement account or life insurance policy
- Transfer on death of anything with a title or deed: car, house, vacation home, etc.
- Pay on death for a checking or savings account
- Charitable gift annuities
- Charitable remainder trust

### Stock & Appreciated Assets

- Publicly traded stock
- Closely held stock

### IRA Charitable Rollovers

Under current tax law, if a donor meets the age requirement and is required to take a minimum distribution annually from their individual retirement account, that distribution can be made directly to a nonprofit organization as a **qualified charitable distribution**, also referred to as a QCD or "charitable rollover." A QCD allows the donor to avoid claiming the distribution as income while benefitting the charity. These gifts cannot be made to donor-advised funds but can be made to any agency partner fund, unrestricted fund, designated or field-of-interest endowment or scholarship fund held at the CFO. The check must be made payable to the nonprofit organization.

### Personal Property

Gifts of cars, trucks, boats, semi-trucks, livestock and other personal property can be made to the CFO. Each type of personal property has its own set of procedures. CFO staff is happy to explore these options with donors.

### Real Estate

Real estate can be donated through the **Ozarks Charitable Real Estate Foundation**, a supporting organization of the CFO. Real estate gifts are easily managed through OCREF, which provides donors with a convenient vehicle for real estate donations to funds benefitting a favorite nonprofit organization. As a starting point, a donor must have a title search, legal description and qualified appraisal completed in the last 60 days.

## FUNDS FOR DONORS AT THE CFO

Donors may establish several different kinds of funds that benefit nonprofits. Below are the most common types of funds.

### Donor-Advised Funds

Donor-advised funds, both endowed and non-endowed, allow individuals, families and businesses to simplify their charitable giving by recommending grants to a variety of charitable causes—local, regional or national—at times of their choosing.

### Designated Endowments

When learning about a donor's philanthropic goals and discussed planned gifts, you are likely to discover they support not just your organization, but several others. This is a great opportunity to inform donors about designated endowments at the CFO. These are permanent funds established by donors that annually benefit the nonprofits they choose and can last into perpetuity.

## THE LEGACY SOCIETY

The CFO established the Legacy Society to recognize and thank donors in their lifetimes for their lasting commitment to philanthropy through a planned gift to the CFO or an affiliate foundation. The Legacy Society is an opportunity for donors to build a lasting relationship with the CFO. Visit the Legacy Society page at [cfozarks.org/legacy](http://cfozarks.org/legacy) for ideas on how you can create a legacy society for your organization.



# Fund Manager: How to Read Your Statement

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Statements generated by CSuite are split into two main sections: The fund detail section appears at the top, followed by the financial position section.

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## FUND DETAIL

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Following the name of the fund, this section includes these details:

- **Fund ID:** The numeric code used by the system to identify the fund. If you ever have questions about your fund, reference the fund ID to help a CFO staff member quickly find the fund in the system.
- **Date established:** The date that the fund was officially opened with the CFO or one of its regional affiliate foundations.
- **Component of:** The name of the foundation that holds the fund — either the CFO or one of its regional affiliate foundations. If held by an affiliate, a portion of the administrative fees assessed to this fund support the affiliate.
- **Investment strategy:** The type of investment where the fund's monies are held.

## FINANCIAL POSITION & ACTIVITIES

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Following the name of the fund, this section includes these details:

- **Contributions/Gifts:** Charitable gifts of cash or noncash (such as securities) received within the period noted in the statement.
- **Dividends/Interest:** Dividends are distributions from a company's earnings to its shareholders; Interest is the amount of money a bank pays for holding cash with the bank or for income derived from fixed-income bond instruments.
- **Realized Gains/(Losses):** Upon selling an investment, the fund will experience a realized gain if the investment was sold above its cost basis. If the fund experiences a realized loss, an investment was sold below its cost basis.

- **Unrealized Gains/(Losses):** Increase or decrease in the value of an investment that has yet to be sold.
- **Other Revenues:** Can include (but is not limited to) rental income, tax credits, revenue for services and other non-gift revenue incurred by the fund.
- **Distributions/Grants:** Qualified grants or scholarships processed within the period.
- **Foundation Administrative Fees:** Supports operations and grantmaking programs of the CFO and its regional affiliate foundations.
- **Investment Management Fees:** Professional money management/advisory fees incurred by the financial institutions based on the investment strategy for your fund.
- **Other Expenses:** Can include (but is not limited to) credit card merchant fees, stock gift liquidation fees, third-party fees and other non-grant expenses incurred by the fund.

### Don't see a category on your statement?

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If there is no activity for a category in either of the reported periods, the category will not appear on the statement.

## BEYOND THE STATEMENT

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Additional information about the fund can be found on Fund Manager:

- Detailed information of gifts, grants and other activity
- Names of other fund advisors
- Spendable balance for the fund