

**Investment Policy Statement — Short  
Term Portfolio**

**Policy Number**  
BP401

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**Category**  
Finance and Accounting

**Version #2**

**Primary Risk Governance Category**  
Prudent Investments

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**National Standard(s) — 1a**

**Board Approval Date** — May 9, 2018

**Next Review Date** — TBD

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**Purpose:**

Purpose of this Investment Policy Statement

This investment policy statement is set forth by the Board of Directors of Community First Foundation (the Foundation) in order to:

- 1) Define the investment goals and objectives of the Foundation
- 2) Establish the overall investment parameters for the Short Term Portfolio (the Portfolio) including:
  - a. Downside risk limitations
  - b. Growth expectations
  - c. Liquidity guidelines
- 3) Delegate certain responsibilities to the Finance and Investment Committee
- 4) Establish reporting and monitoring requirements.

The Board of Community First Foundation seeks to holistically align the investment portfolio with the mission of the organization: we increase generosity and power community for positive change.

**Goal of Foundation**

The Board of Directors believes that some funds have a time horizon of less than 5 years and should be invested with the appropriate level of risk. While investment returns are desired and risk is to be accepted in the Portfolio, more emphasis should be placed on preservation of capital than on return. To attain this goal, the overriding investment objective for the Portfolio is to maintain purchasing power and generate investment returns, collectively total return, while carrying out the mission of the Foundation.

## Investment Objectives

To meet the needs of the Foundation, the investment strategy emphasizes capital preservation as defined above. Specifically, the objectives in the investment management of the Portfolio are:

- Preservation of Purchasing Power: to achieve returns equal to the rate of inflation over the time horizon to preserve purchasing power of the Portfolio's assets.
- Maximizing the generation of investment returns in excess of purchasing power while avoiding excessive risk. Risk control is an important element in the investment of the Portfolio's assets.
- Outperform over the long term (defined as rolling five-year periods) the custom benchmark outlined in the table below

## Benchmark

<b>Broad Asset Class</b>	<b>Index</b>	<b>Target Weight</b>
Global Equities	MSCI All Country World Index (ACWI)	20%
Fixed Income	U.S. Barclays US Aggregate 1-3 Year	75%
Cash and Cash Equivalents	90 Day T-Bill	5%
<b>Total Holdings</b>		100%

In general, the purpose of this statement is to outline a philosophy and attitude that will guide the investment management of the Portfolio toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

Management will create such procedures as it deems necessary to implement this policy.

<b>Policy:</b>	<b>Planning Time Horizon</b>	Less than 5 years
	<b>Targeted Return</b>	CPI +2% (1)
	<b>Risk Tolerance</b>	Ex-ante Value at Risk (95% Confidence Level) not larger than 8% in any year (2)
	<b>Liquidity</b>	One hundred percent of the Portfolio's assets are to be invested in securities that are daily liquid.
	<b>Asset Allocation</b>	<b>Not to Exceed</b>
	Equities	35%
	Fixed Income	90%
	Cash Equivalents	10%
	<b>Diversification</b>	The Portfolio is to be diversified among asset classes and within asset classes to meet its objectives, as well as among different investment strategies, styles and investment managers.
	<b>Governance</b>	Uniform Prudent Management of Institutional Funds Act (UPMIFA).

(1) Annual returns may vary from the Targeted Return based upon risk tolerance and other cost/benefit considerations.

(2) There is a 5% probability that the 1-year risk tolerance of -8% will be exceeded. Actual losses may exceed modeled losses throughout the year. Ex-ante forecasted losses will be reviewed and revised annually based on future capital market assumptions.

### **Delegation of Responsibility**

#### **Responsibility of the Finance and Investment Committee of the Foundation**

Subject to the terms of this investment policy statement and the Finance and Investment Committee (the FIC) charter, the Board of Directors delegates responsibility for the management of the assets of the Portfolio to the FIC. In fulfilling this responsibility, the Foundation will retain the services of an Investment Advisor to act as advisor to the FIC. The selection of an Investment Advisor, and the scope of services to be provided, will be determined at the discretion of the FIC.

## **Portfolio Review and Monitoring**

### **Investment Performance Review and Evaluation**

The Finance and Investment Committee shall provide investment performance updates and evaluations to the Board of Directors of the Foundation at least quarterly.

### **Investment Policy Review**

To assure continued relevance of the guidelines, objectives, financial status, and capital-markets expectations as established in this Investment Policy Statement, the Board and FIC will review and evaluate this Investment Policy Statement at least annually.

In the case of Foundation employees, violation of this policy may result in disciplinary action in accordance with the Community First Foundation Employee Handbook. Violations by members of the Board and other volunteers may lead to dismissal from the Board or committee on which the volunteer serves.

**Definitions:**

N/A