

## Christ Lutheran Foundation, Inc. Activity Timeline

It is the responsibility of the Communications Committee to receive amendments to this Activity timeline and facilitate approval by the Board of Directors.

<b>January</b>	Funds distributed to approved grant recipients by the 15th Congregation approves candidates for Board of Directors Investment Committee Meeting Annual Meeting of the Board of Directors: <ul style="list-style-type: none"><li>▪ Review Quarterly Investment Performance with Investment Manager</li><li>▪ Review Financial Statements and Annual Audit</li><li>▪ Election of Officers</li><li>▪ Signature cards</li><li>▪ Communicate names and positions to Investment Manager</li><li>▪ Appointment of Committee Members recommended by Nominating Committee and Appointment of Chairpersons</li><li>▪ Sign Conflict of Interest Statements</li></ul>
<b>February</b>	Federal Tax Return Due on the 15th
<b>March</b>	Investment Committee Meeting
<b>April</b>	Investment Committee Meeting Board of Directors Meeting: <ul style="list-style-type: none"><li>▪ Review Quarterly Investment Performance with Investment Manager</li><li>▪ Review Financial Statements</li><li>▪ Review/Approve Committee Policies and Guidelines</li></ul>
<b>May</b>	
<b>June</b>	<b><u>Grant requests due in the Church office by the 15<sup>th</sup></u></b> Investment Committee Meeting
<b>July</b>	Ministry and Mission Committee begins review of applications Investment Committee Meeting Board of Directors Meeting <ul style="list-style-type: none"><li>▪ Review Quarterly Investment Performance with Investment Manager</li><li>▪ Review Financial Statements</li><li>▪ Review completed list of grant applications received</li></ul>
<b>August</b>	Ministry and Mission Committee continues review of applications
<b>September</b>	Ministry and Mission Committee continues review of applications Investment Committee Meeting
<b>October</b>	Provide calculation of funds available for distribution to Ministry and Mission Committee Ministry and Mission Committee completes review of applications and makes recommendation to Board for grant distributions by October 1st Investment Committee Meeting Board of Directors Meeting <ul style="list-style-type: none"><li>▪ Review Quarterly Investment Performance with Investment Manager</li><li>▪ Review Financial Statements</li><li>▪ Review and approve recommendation from Ministry and Mission Committee on grant applications</li><li>▪ Approve next fiscal year budget</li><li>▪ Review upcoming vacancies requiring Nominating Committee to present candidates at the Church Annual Meeting in January</li><li>▪ Engage and/or confirm an Audit Firm</li><li>▪ Set the Annual Meeting date</li></ul>
<b>November</b>	All grant applicants are notified by the 30th as to the acceptance or rejection of their request Request funds for grant distribution from Investment Manager to be available on or before December 30th.
<b>December</b>	Prepare checks on or before December 30th for distribution. Investment Committee Meeting

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Adopted by action of the Board of Directors, Christ Lutheran Foundation, Inc.  
Initiated by Board Approval: October 23, 2006  
Reviewed and Approved, July 19, 2010  
Reviewed & Approved October 18, 2010  
Reviewed & Approved April 18, 2011  
Reviewed & Approved April 15, 2013  
Reviewed & Approved April 21, 2014  
Reviewed & Approved April 20, 2015  
Reviewed & Approved May 9, 2016  
Reviewed & Approved April 17, 2017  
Reviewed & Approved July 23, 2018  
Reviewed & Approved April 19, 2019  
Reviewed & Approved April 27, 2020  
Reviewed & Approved April 27, 2021  
Received & Approved October 25, 2022  
Received & Approved April 25, 2023