

GENERAL INVESTMENT POOL

Diocese of Marquette Investment Pool

Operating Procedures

Deposits:

1. Deposits into the General Pool must be accompanied by a **General Investment Pool Deposit/Withdrawal Form*** and mailed, emailed or faxed to Wendy Negri (906-225-0437 or wnegri@dioceseofmarquette.org) at the diocese by the 15th of the month.
2. *Actual funds must be received by the diocese at least three business days prior to the end of the month* in order for us to wire the funds to MCC.
3. A minimum amount for deposit is \$500.
4. Form must have an authorized signature.

Withdrawals:

1. Withdrawals from the General Pool must be accompanied by a **General Investment Pool Deposit/Withdrawal Form***, and any other necessary documentation, and mailed, emailed or faxed to Wendy Negri at the diocese by the 15th of the month.
2. Checks for withdrawals will be mailed from the diocese by the third business day of the following month.
3. A minimum amount for withdrawal is \$500.
4. Form must have an authorized signature.

Quarterly Accountings:

Quarterly accountings for Participating Entities will be sent out 30 days following the end of the quarter.

Performance Reports:

Performance Reports, showing returns for equities and fixed income, will be sent out 45 days following the end of the quarter.

* ***If you need forms***, they are located on the Diocesan website at www.dioceseofmarquette.org under Forms, Dept of Finance, or call Wendy Negri, 1-800-562-9745, Ext. 104

Effective: January 1, 2015