

# UU Common Endowment Fund (UUCEF) First-Time Investment Process for Congregations



## 1. Eligibility and Investment Structure

**Eligible Investor.** UU congregations and related UU organizations that qualify as charitable organizations under applicable law.

**Interest Acquired.** Upon acceptance of a subscription, the congregation becomes a member of UUCEF LLC and holds units valued as of the last business day of each month.

## 2. Required Forms and Documentation

- **Subscription Agreement:** Establishes the account; affirms Fund documents; provides entity details and authorized signers.
- **Distribution Election:** Select an annual distribution rate (0.0%–6.0%); indicate payout cadence.
- **Authorized Persons:** List the individuals empowered to transact additions, withdrawals, and distribution changes.
- **ACH Authorization:** Provide a voided check and banking instructions for distributions/withdrawals by ACH.
- **Governing Body Resolution:** Authorize investment in UUCEF and designate authorized persons.

## 3. Funding, Valuation, Statements, and Liquidity

- **Funding:** Transmit contributions so funds arrive at least three business days prior to month-end to be invested on that month's Valuation Date (last business day).
- **Valuation:** Units are priced at month-end net asset value (NAV); accounts are credited on the first business day of the following month.
- **Statements & Reporting:** Monthly reporting is available via the reporting portal typically 10 business days after month end.
- **Withdrawals:** Processed at month-end NAV with written notice to the UUA. Withdrawal amounts  $\geq$ \$100,000 require 30 days' notice, and amounts  $\leq$ \$100,000 require 10 days' notice.

## 4. Step-by-Step Process Narrative

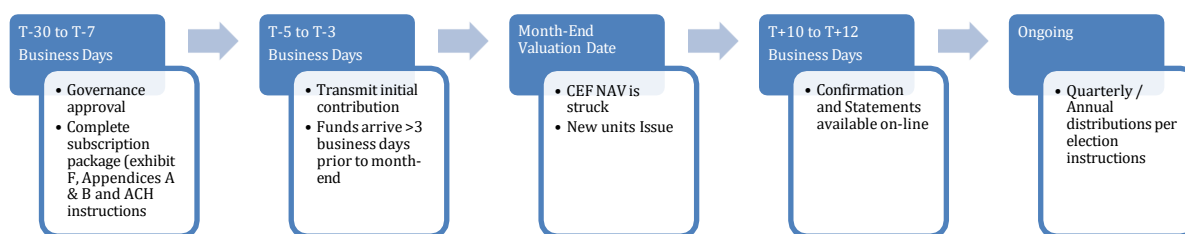
1. **Governance & Eligibility:** Confirm eligibility and adopt a board/committee resolution authorizing the investment and signer authority.

## UU Common Endowment Fund (UUCEF) First-Time Investment Process for Congregations

2. **Complete and Submit Subscription Package:** Execute Exhibit F, Appendix A, Appendix B, and ACH Authorization; retain copies in your records.
3. **Transmit Funds on Schedule:** Wire/ACH funds to arrive  $\geq 3$  business days before month-end for that month's NAV; note any internal cutoffs.
4. **Confirm Opening and Monitor:** Upon confirmation, verify online access; review monthly/YTD statements; reconcile with your ledger.
5. **Plan Liquidity:** If cash is needed, submit withdrawal notice observing the required notice period; proceeds are remitted via ACH at month-end NAV.

### 5. Implementation Timeline (Illustrative)

Anchor the following to a target month-end Valuation Date and your internal approval and treasury cutoffs.



### 6. Additional Reports and Resources

- All UUCEF Forms can be found here:  
<https://uucef.org/reports/forms-and-online-statements/>
- Monthly Investment Commentary is available here:  
<https://uucef.org/reports/monthly-market-commentary/>
- Performance Reports – Available monthly, shortly after statements are posted:  
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The UUA Investment Office is ready to help – Reach us by email to [UCEFinvestmentoffice@uua.org](mailto:UCEFinvestmentoffice@uua.org)

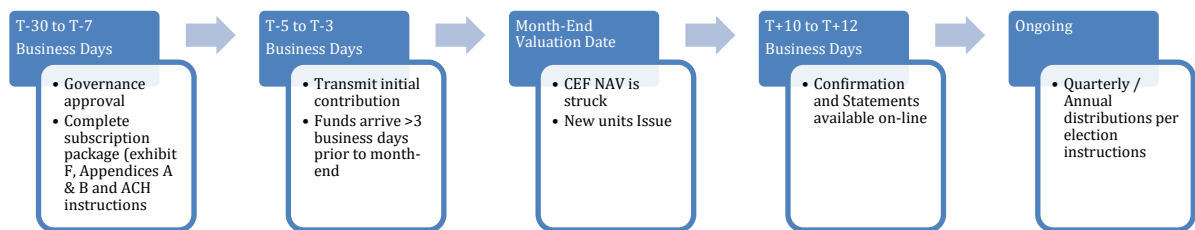
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The UUA Investment Office is ready to help – Reach us by email to [UCEFinvestmentoffice@uua.org](mailto:UCEFinvestmentoffice@uua.org)



## UU Common Endowment Fund (UUCEF)

October 01, 2025 Through October 31, 2025

Account Number: [REDACTED]

Account Name: [REDACTED]

### UU Common Endowment Fund

24 Farnsworth Street  
 Boston, MA 02210-1409  
 Phone 617-948-4306

### Account Activity Summary

Beginning Balance - Close of Business Sep 30, 2025	\$2,623,013.25
Additions	50,000.00
Withdrawals	(593.85)
Investment Income	10,455.99
Realized Gains / Losses	12,716.25
Fees	(3,149.60)
Change in Market Value	36,413.90
<b>Ending Balance - Close of Business Oct 31, 2025</b>	<b>\$2,728,855.94</b>

### Asset Details

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
<b>Common Endowment Pool</b>					
UUCEF_POOL	194,541.7045	\$ 14.027100	\$ 2,728,855.94	\$ 2,480,133.33	\$ 248,722.61
<b>Total Common Endowment Pool</b>			<b>2,728,855.94</b>	2,480,133.33	248,722.61
<b>Grand Total</b>			<b>\$2,728,855.94</b>	2,480,133.33	248,722.61

### Cash Clearing Detail

Description	Date	Amount
UUCEF611430-FUS Milwaukee Endow Trust First Unitarian Society of Milwau	10/23/2025	\$(593.85)
Withdrawal From Cash / Cash Equivalents	10/28/2025	50,000.00
Purchase UUCEF Pool	10/28/2025	(50,000.00)
Sold UUCEF Shares	10/28/2025	593.85
		<b>\$ 0.00</b>

### UUCEF Cash / Equivalent

Description	Date	Amount
Cash Receipts	10/01/2025	\$ 50,000.00
Withdrawal From Cash / Cash Equivalents	10/28/2025	(50,000.00)
		<b>\$0.00</b>

## UU Common Endowment Fund (UUCEF)

October 01, 2025 Through October 31, 2025

Account Number: [REDACTED]

Account Name: [REDACTED]

### Buy and Sale Details

<u>Purchase Details</u>	<u>Date</u>	<u>Price</u>	<u>Shares</u>	<u>Amount</u>
Cash / Cash Equivalents	10/01/2025	\$ 1.000000	50,000.0000	\$ 50,000.00
UUCEF_POOL	10/28/2025	13.737000	3,639.8049	50,000.00
<b>Total Purchases</b>				<b>\$100,000.00</b>
<u>Sale Details</u>	<u>Date</u>	<u>Price</u>	<u>Shares</u>	<u>Amount</u>
UUCEF_POOL	10/28/2025	\$ 13.736988	(43.2300)	\$ 593.85
<b>Total Sales</b>				<b>\$593.85</b>

### Notes

#### ACTIVITY SUMMARY TERMS

Additions = Deposits made into the fund.

Withdrawals = This line includes the amounts withdrawn from the fund by owner request and the income amounts distributed regularly to the owners.

Investment Income = Earnings from gains, dividends, and interest.

Realized Gains / Losses = Change in value incurred from investment transactions.

Fees = Administrative and Management Fees for fund support and services.

Change in Market Value = Unrealized gains or losses impacting the fund.