

# Advisor Managed Funds

At the Boston Foundation

## PROCESS CHART FOR PROFESSIONAL ADVISORS

The chart below describes the seven steps to take when opening an Advisor Managed Fund (AMF) at the Boston Foundation (TBF), including those responsible for each step.

STEP 1:	STEP 2:	STEP 3:	STEP 4:	STEP 5:	STEP 6:	STEP 7:
<b>Exploratory Conversation</b>	<b>Submit External Manager Documentation</b>	<b>Documentation Review and Chief Investment Officer Conversation</b>	<b>Open Donor Advised Fund and Transfer Funds</b>	<b>Begin Investment Management of TBF Donor Advised Fund</b>	<b>Philanthropic Services Available to Client</b>	<b>Ongoing AMF Process and Monitoring</b>
<p>Identify possible AMF candidate (fit with Boston Foundation mission and services, minimum \$500,000)</p> <ul style="list-style-type: none"> <li>• Contact the Boston Foundation</li> <li>• Preliminary discussion with Professional Advisors team</li> <li>• TBF sends you our External Investment Manager Checklist</li> </ul>	<p>Advisor submits External Manager Checklist documentation (e.g. asset allocation, rebalancing strategy, custodial relationships, etc.)</p>	<p>Our Chief Investment Officer reviews the documentation provided</p> <ul style="list-style-type: none"> <li>• Meeting with CIO to discuss checklist and items not covered in checklist (e.g. recent leadership changes)</li> <li>• Work together to establish an Investment Policy Statement – TBF can share our standard policy as a starting point</li> <li>• Establish relevant performance benchmarks</li> </ul>	<p>Your client fills out the DAF Agreement and provides a letter that recommends your firm be retained by TBF to manage assets in the DAF</p> <ul style="list-style-type: none"> <li>• TBF enters into investment management agreement with your firm (the Investment Manager)</li> <li>• TBF enters into custody agreement with a mutually agreed upon custodian</li> <li>• Client transfers funds to the new custody account in the name of the Boston Foundation and funds are then managed by the Investment Manager. Alternatively, the client may have previously funded their DAF and request that funds be transferred to the new custody account for management by the Investment Manager.</li> <li>• The Boston Foundation issues a gift receipt for the value of new assets</li> </ul>	<p>The funds can now be invested by your firm</p> <ul style="list-style-type: none"> <li>• TBF asks that approximately six months' worth of grants be maintained in one of the TBF-managed pools to allow for grantmaking</li> </ul>	<p>The donor is assigned a relationship manager to help achieve donor's philanthropic goals</p> <ul style="list-style-type: none"> <li>• Donor gains access to our Donor Portal for grantmaking, research, fund balance, etc.</li> <li>• Donor joins TBF's large community of donors for site visits, workshops and seminars</li> <li>• Donor has access to fresh research about issues affecting Greater Boston and information about effective programs and nonprofits</li> </ul>	<p>Your firm issues quarterly performance reports to TBF (as with other clients)</p> <ul style="list-style-type: none"> <li>• Measure performance against agreed upon benchmarks</li> <li>• Replenishments to DAF can be made at any time</li> <li>• AMF minimum (\$500,000) must be maintained; if funds fall below the minimum and remain below for six months, investment management reverts to TBF</li> </ul>

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