

## MEMORANDUM

**DATE:** November 9, 2020

**To:** The Foundation's Family of Donors

**FROM:** David Carroll, Senior VP, Finance & Administration/CFO

**RE:** **Important Year-End Reminders** About Grant Recommendations and Donations

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Thank you for your continued support of the Jewish Community Foundation.

The Foundation's last working day in 2020 is Thursday, December 31. We will close (and be offline) at 5:00 pm that day and reopen Monday, January 4, 2021.

### **Deadlines to Make Grant Recommendations from Your Fund**

Many charities account for donations in the year the check is received. In order to ensure adequate processing and mailing time for 2020 grants, recommendations should be made as early as possible.

- **Online grant recommendation deadline: Friday, December 18.**
- **Paper grant recommendation deadline: Friday, December 11.** We are unable to guarantee grant payments in 2020 for requests received after December 11.

*If you are invested in the Strategic Return Fund, a reminder that we can only liquidate at month-end. Please check your cash balances to ensure you have adequate funds available to meet your anticipated grant recommendations for the remainder of the year.* We need to know by Monday, November 23 if you wish to liquidate some of your holdings to cover your year-end grant requests.

### **Deadlines to Donate to Your Fund**

1. **Check, Credit Card and ACH Donations:** Checks must be *postmarked and online transactions made* on or before December 31, 2020 to qualify as a 2020 donation. You can donate via Donor Services Online with an online check (ACH - no fee) or credit card (fee involved). As we continue to work remotely, please understand that we are not physically in the office to receive year-end gifts in person.
2. **Stock Donations:** Please initiate stock donations *no later than Monday, December 14* to ensure a smooth donation process. Contact Cynthia Jones, Investment Accountant, at (323) 761-8728 or [cjones@jewishfoundationla.org](mailto:cjones@jewishfoundationla.org) and indicate your broker and the shares you are transferring. We recommend that stock donations be made via our Schwab account due to low fees.
3. **Complex Asset Gifts:** We welcome gifts of complex assets like shares of a business, real estate, and private securities. As these gifts require additional due diligence lasting several weeks or longer, *please initiate any anticipated complex gifts as soon as possible.* For more information please contact Steve Gamer at [sgamer@jewishfoundationla.org](mailto:sgamer@jewishfoundationla.org), Natella Royzman at [nroyzman@jewishfoundationla.org](mailto:nroyzman@jewishfoundationla.org), or Ellen Rosen at [erosen@jewishfoundationla.org](mailto:erosen@jewishfoundationla.org).

Thank you for your generosity. We wish you a healthy and peaceful conclusion to 2020!