

## MEMORANDUM

**DATE:** November 1, 2022

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

**FROM:** Robert Avery, VP, Finance and Ellen Rosen, VP and General Counsel

**RE:** **Important Year-End Reminder 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 2022 is Friday, December 30**. We will close (and be offline) at 5:00 pm that day and reopen Tuesday, January 3, 2023.

### **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 2022 grants, recommendations should be made as early as possible.

- **Paper grant recommendation deadline: Friday, December 9.**
- **Online grant recommendation deadline: Friday, December 16.**

We will process all grants received, but we are unable to guarantee grant payments to your selected organization(s) in 2022 for requests received after these dates.

***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 Tuesday, November 22 if you wish to liquidate some of your holders 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 **Saturday, December 31, 2022** to qualify as a 2022 donation. You can donate via Donor Services Online with an online check (ACH - no fee) or credit card (fee involved).
2. **Stock Donations:** Please initiate stock donations ***no later than Monday, December 12*** 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, the shares you are transferring, and the date you are initiating the transfer. 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.*** Please contact Steve Gamer or Ellen Rosen for more information.

Thank you for your generosity. We wish you a happy, healthy, and peaceful conclusion to 2022!