

MEMORANDUM

DATE: November 5, 2024

To: All Foundation Clients

FROM: Deborah Johnston, CFO

RE: **Important Year-End Grant and Contribution Deadlines**

To enable a smooth flow of your grants through year-end, please note the following deadlines.

Deadlines to Make Grant Recommendations from Your Fund

Many charities account for donations in the year the check is received. To ensure adequate processing and mailing time for 2024 grants, recommendations should be made as early as possible.

- **Paper grant recommendation deadline: Tuesday, December 10.**
- **Online grant recommendation deadline: Friday, December 13.**

We will process all grants received thereafter, but we cannot *guarantee* grant payments to your selected organization(s) in 2024 for requests received after these dates.

If you are invested in the Strategic Return Fund or JLens, this is a reminder that we can only liquidate at month-end. Please check your cash balances to ensure adequate funds are available to meet your anticipated grant recommendations for the remainder of the year. We need to know by Wednesday, November 20 if you wish to liquidate some of your holdings to cover your year-end grant requests.

Deadlines to Contribute to Your Fund

1. **Check, Credit Card and ACH Contributions:** Checks must be ***postmarked, and online transactions made,*** on or before Tuesday, December 31, 2024, to qualify as a 2024 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 16*** to ensure a smooth processing. Contact Cynthia Jones, Investment Accountant, at (323) 761-8728 or cjones@jewishfoundationla.org and indicate your broker, the securities and number of shares you are transferring, and the date you initiate the transfer. We recommend that stock donations be made via our Schwab account due to low fees.
3. **Complex Asset Gifts:** We welcome contributions 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 asset transactions promptly*** and contact Steve Gamer, Dan Rothblatt, or Ellen Rosen for more details.

Thank you for your generosity. Please note that The Foundation's **last working day in 2024 is Tuesday, December 31**. We will close (and be offline) at 5:00 p.m. that day and reopen on Thursday, January 2, 2025.

We wish you a happy, healthy, and peaceful conclusion to 2024!