



FINANCIAL ADVISOR PROGRAM

Financial Advisor Responsibilities

The Greater Kansas City Community Foundation manages many different types of charitable funds and takes its stewardship responsibility seriously. Likewise, the Community Foundation requires all financial advisors to manage funds in a prudent manner consistent with the purpose and goals of the particular fund they are managing.

In addition, financial advisors must comply with the following:

- ▶ Financial advisors, and all employees of such advisors, will operate in compliance with all applicable laws and regulations.
- ▶ Financial advisors will notify the Community Foundation when any material change in investment style, or any change in either the individual or firm advising the account occurs.
- ▶ Financial advisors will seek the best price and execution for security trades they execute and will comply with all regulations concerning "soft dollars."
- ▶ Financial advisors will not, at any time, charge higher fees or commissions to the donor's fund than charged to the donor's personal accounts.
- ▶ Financial advisors will disclose all perceived or actual conflicts of interest, and all economic ties, commitments or familial relationships between the donor and the financial advisors. Family members of donors are prohibited from serving as investment advisors on the Community Foundation's charitable funds.
- ▶ In addition to monthly or quarterly statements, financial advisors should also provide monthly or quarterly net-of-fees performance reports.
- ▶ Financial advisors are prohibited from engaging in the following transactions on behalf of the Community Foundation unless such transaction is disclosed in writing to the Community Foundation prior to the transaction:
 - Investments that generate Unrelated Business Income Tax payable by the Community Foundation.
 - Any transaction that results in leveraging the Community Foundation's assets.
 - Excluding mutual funds, any transaction investing in private placements, lettered stock, futures contracts, swaps, synthetic securities, derivatives, options, short sales, margin transactions or other specialized investment activities.
 - No direct foreign exposure (does not include ADRs, mutual funds, ETFs and SMAs).
- ▶ Financial advisors are encouraged to develop an Investment Policy Statement outlining the objectives, time horizon and expected distribution rates of the fund as the basis for their asset allocation decision.