



Steps to Implementing Charitable Donation Account Investment

The following outlines the next steps to implement a charitable donation account investment.

DUE DILIGENCE

<input type="checkbox"/>	Documentation of due diligence <ul style="list-style-type: none">• Safety and soundness of investment• Risk Analysis• Concentration Analysis
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BOARD PRESENTATION

<input type="checkbox"/>	Recommended investment presented to Board for review and approval
<input type="checkbox"/>	Determination of Executive to be insured
<input type="checkbox"/>	Execution of Board resolution

EXPRESS UNDERWRITING *(Generally 3-5 business days for insurance carrier decision once completed application has been submitted)*

<input type="checkbox"/>	Gallagher initial contact with Executive(s)
<input type="checkbox"/>	Executive(s) completes Confidential Fact Sheet (CFS) via secure website
<input type="checkbox"/>	Actively at work statement; motor vehicle and prescription drug report
<input type="checkbox"/>	Application submitted to insurance carrier
<input type="checkbox"/>	Decision received from insurance carrier
<input type="checkbox"/>	Premium wire instructions prepared

LEGAL

<input type="checkbox"/>	Charitable Donation Account (Management Agreement reviewed by Board / Committee)
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FINAL BOARD / COMMITTEE MEETING

<input type="checkbox"/>	Final projection based on underwriting reviewed
<input type="checkbox"/>	Final Charitable Donation Account Management Agreement reviewed

PLAN IMPLEMENTATION

<input type="checkbox"/>	Legal package prepared and provided to Credit Union for signature. Package includes: <ul style="list-style-type: none"> • Charitable Donation Account Management Agreement • Sample accounting entries • Wire instructions • Premium wired by Credit Union
<input type="checkbox"/>	Charitable Donation Account Management Agreement signed by Credit Union; copy provided to Gallagher using return envelope provided with legal package
<input type="checkbox"/>	Receipt of the wire confirmed with the insurance carrier(s)

IMPLEMENTATION FOLLOW-UP

<input type="checkbox"/>	Conference call with Gallagher and Credit Union CFO to review accounting
<input type="checkbox"/>	Gallagher provides Credit Union with access details for INFO (InfoNet for Officers), Gallagher's online administration system <ul style="list-style-type: none"> • Password-protected • Service Organization Controls (SOC) 1 certified platform
<input type="checkbox"/>	Gallagher prepares Compliance Manual and delivers to Credit Union

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