
**TOWN OF BRIDGEWATER
POLICY
MUSEUM ENDOWMENT FUND**

Policy No.	63
Approved:	October 22, 2001
Revised:	June 11, 2012
Resolution No.:	01-359 12-139

1. Objective

- (a) The purpose of the Museum Endowment Fund is to accumulate financial resources which will be invested for the future support of the DesBrisay Museum.

2. Structure

- (a) The Fund shall comprise two parts, Fund A and Fund B.
- (b) All money which has been donated to the Fund with restrictions placed on its investment or use will be placed in Fund A. Money which has been donated without restrictions will be placed in Fund B.
- (c) Fund A will be restricted so that the capital of the fund will remain intact. Funds may only be drawn from interest or capital gains, for the purpose of acquisitions for the permanent collection or other special projects.
- (d) Fund B will be unrestricted so that capital, capital gains and interest may all be used for any purpose of the DesBrisay Museum.
- (e) All decisions on the expenditure of money from either Fund A or Fund B will be made by Town Council on the recommendation of the Bridgewater Museum Commission.
- (f) All funds currently in the Fund at the date that this document is approved will be deposited in Fund A.

3. Disbursement Guidelines

- (a) No funds shall be disbursed from Fund A until it contains at least \$100,000, although this provision shall not override a specific bequest by a donor.
- (b) Funds in Fund B may be disbursed regardless of the amount in the fund, so long as the fund maintains a balance of at least \$1,000 and the amount disbursed does not exceed the fund's balance. No overdrafts are permitted.

4. Investment Committee

- (a) When the balance in Funds A and B in total reaches \$50,000 an investment committee shall be appointed by the Town to manage the investments in accordance with the Town's investment policy. Until such time as the Investment Committee is formed, the investments will be managed by the Town's Director of Finance.
- (b) This committee shall consist of three persons, who will include the Town's Director of Finance (or designate), a representative of the Commission, and one other person who should have a financial background and/or demonstrated investment acumen.
- (c) Members of the investment committee shall hold office for three years and may be reappointed.
- (d) It is the responsibility of the investment committee to ensure that the funds are disbursed to the Museum in accordance with the objectives established for the Endowment Fund and any specific restrictions placed on funds by a donor.
- (e) With regard to specific fund restrictions by a donor, it is the investment committee's responsibility that each such restriction
 - i) be disclosed in its annual financial reports;
 - ii) be reviewed annually to ensure that they are being adhered to.

5. Reporting Guidelines

- (a) The Investment Committee will report annually to Town Council and the Commission on the Fund's value and investment performance for the previous fiscal year.
- (b) Until such time as the Investment Committee is formed, the Town's Director of Finance shall make this report.
- (c) The Fund's books and records will be maintained by the Town.

6. Signing and Authorization Authority

- (a) The Town's Director of Finance, together with the chairperson of the Investment Committee, shall authorize all disbursement or transfer of funds from the Fund.
- (b) All funds transferred from the Fund to the DesBrisay Museum accounts must be authorized by a written request from the Museum Commission and approved by Town Council, in accordance with Section 2 (e).
- (c) In keeping with normal Town practice, all disbursements from the Fund shall be signed by the Town signatories (one elected official and one staff person).

7. Policy Changes

- (a) Any changes in this document require the approval of the Museum Commission and Town Council.

8. Dissolution

- (a) If for any reason the operations of the DesBrisay Museum are terminated or are wound up, or are dissolved, and there remains in the Fund at that time, after satisfaction of all the Endowment Fund's debts, liabilities and commitments, any funds remaining whatsoever, the same shall be transferred by the Town to some other public, not-for-profit, charitable heritage or cultural society in Bridgewater, or elsewhere in Lunenburg County, which pursues a mission or has objectives similar to those of the DesBrisay Museum.