

## **Archdiocesan Deposit and Loan Fund (ADLF)**

The Deposit and Loan Fund (ADLF) is established by the Archdiocese to provide parishes and archdiocesan agencies more favorable banking terms on deposits and loans than they could receive from local banking institutions. The ADLF policy is established by the Archbishop with the advice and counsel of the Archdiocesan Finance Council. The ADLF is administered by the Chief Financial Officer of the Archdiocese.

In addition to bond and debt transactions at the Archdiocesan level, the parishes and agencies of the Archdiocese are sources for funding the ADLF. Each parish and agency is required to deposit into the ADLF funds on hand in excess of anticipated cash receipts and disbursements for the following ninety (90) days ("Excess Funds"). All Excess Funds must be deposited in the ADLF, and a parish or agency may not invest such funds or deposit them in financial institutions.

All deposits in the ADLF earn interest monthly at rates determined quarterly. The deposit rate will be set by the ADLF committee on a quarterly basis at a rate in excess of the rates offered by local banking institutions throughout the Archdiocese for similar type savings accounts. Parishes and agencies shall have the right to withdraw deposits pursuant to established procedures.

The ADLF is a low-cost funding source for capital and technology projects; each parish and agency may request loans from the ADLF. Loans shall bear interest at rates determined quarterly by the ADLF committee. The loan rate will be set using a reasonable spread over the above determined deposit rate in order for the whole of the ADLF fund to operate at or slightly above break-even level. Loans shall be subject to approval pursuant to established procedures, and shall be evidenced by promissory notes or other written agreements establishing repayment terms. Loan approval and disbursement is subject to availability of archdiocesan funds. Parishes and agencies are prohibited from borrowing funds from any lender other than the ADLF without the express written consent of the Archbishop.

You may review the entire ADLF policy by following this link:

[http://www.archindy.org/finance/files/parish/general/current\\_adlf\\_policy.pdf](http://www.archindy.org/finance/files/parish/general/current_adlf_policy.pdf)

Current rates for April – June 2013: Deposits .75% and Loans 3.75%.

You may contact Carey Kendall in the Office of Accounting Services with any questions: ckendall@archindy.org or 317-236-1519.

# ADLF PROCEDURES FOR DEPOSIT & WITHDRAW

**Availability of Funds** - all requests for deposit and withdraws are processed by the next operating business day.

**Deposit funds by** filling out the deposit form that can be found on the Archdiocesan Finance page under the Policies and Forms section:

<http://www.archindy.org/finance/files/parish/general/ACH%20ADLF%20deposit%20form.pdf>

**Withdraw funds by** filling out the withdraw form that can be found on the Archdiocesan Finance page under the Policies and Forms section:

<http://www.archindy.org/finance/files/parish/general/ADLF%20withdrawal%20request%20form.pdf>

You may email the forms to [accountingservices@archindy.org](mailto:accountingservices@archindy.org) or fax them to 317-592-4035.

## Deposit Form

Archdiocese of Indianapolis  
ADLF Authorization Form  
Deposit or Loan Payment to Parish ADLF Account(s)

ADLF Deposit/Loan Account #	Amount for deposit/ loan payment
_____	_____
_____	_____
_____	_____
Total \$ _____	

Parish, School or Agency Name: \_\_\_\_\_

Parish, School or Agency Number: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_  
(as it appears on your bank statement)

Bank Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Transit ABA Number: \_\_\_\_\_

This form authorizes the Office of Accounting Services to remove funds from the above stated account.

Parish, School or Agency Contact Name: \_\_\_\_\_

Parish, School or Agency Contact phone #: \_\_\_\_\_

Signature (of person authorized to sign on the bank account): \_\_\_\_\_

Title (of person authorized to sign on the bank account): \_\_\_\_\_

Date: \_\_\_\_\_

Mail completed form to Office of Accounting Services, 1400 N Meridian St. Indianapolis, IN 46202 or Fax to **317-592-4035**.


For Office Use Only

ACH Initiated \_\_\_\_\_ Date \_\_\_\_\_

ACH Prepared \_\_\_\_\_ Date \_\_\_\_\_

ACH Approved \_\_\_\_\_ Date \_\_\_\_\_

## Withdraw Form



R. C. ARCHDIOCESE OF INDIANAPOLIS  
ARCHDIOCESAN DEPOSIT AND LOAN FUND  
*Application for WITHDRAWAL from amounts on deposit*

To: R. C. Archdiocese of Indianapolis  
Office of Accounting Services  
P.O. Box 1430  
Indianapolis, IN 46206-1430  
Fax Number: 317-592-4035

From: Parish # ( ) Entity name and address: \_\_\_\_\_

ADLF Deposit/ Loan Number: _____	Account Name: _____
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Withdrawal of \$ \_\_\_\_\_ from amounts on deposit in or loaned from the account identified above with the Archdiocesan Deposit and Loan Fund is hereby requested for the following purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parish bank account information for deposit	
Parish bank routing number	Parish bank account number
_____	_____

SIGNATURES REQUIRED FOR WITHDRAWAL APPLICATION		Guidelines for signatures Parish: A. Finance Committee Chairperson B. Parish Council President C. Parish Pastor/Administrator Parish School/Deamery High School: A. School Principal B. School/Deamery Board President C. Parish Pastor/Deamery Dean Parish Organization A. Treasurer of Organization B. President of Organization C. Parish Pastor/Administrator
SIGNATURE	DATE	
A. _____	/ /	
B. _____	/ /	
C. _____	/ /	
DATE SUBMITTED TO OAS.....	/ /	
DATE FUNDS ARE NEEDED.....	/ /	

OFFICE USE:

Deposit A/C Balance : \$ \_\_\_\_\_ Business Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_