



Leota Braun Charitable
Foundation
PO Box 364
Rockford, OH 45882

January 6, 2020

Dear Leota Braun Charitable Foundation Fund,

As we begin the year 2020, we wanted to apprise you of procedural changes that will be taking place at Leota Braun Charitable Foundation.

After six dedicated years to our foundation, Jordan Henkle will be stepping down as Treasurer and Melanie Shindeldecker will begin her term as Treasurer in January. Due to the change in Treasurers, the Board of Directors felt this was the opportune time to make changes in the fund deposit and fund disbursement procedures.

Because Melanie works out of town, getting money for deposits to her during the day can be difficult. The Village of Rockford has graciously agreed to have all deposits dropped off at the Village Hall at 151 East Columbia Street. Please use the locked box located on the outside of the building. Mark on the outside of your envelope "Leota Braun". Melanie will be picking up this money to take to the bank to deposit. To help us keep better track of your fund deposits, we appreciate your cooperation in having the money taken to the Village Hall instead of taking it directly to People's Bank for deposit.

We have created a disbursement form for your fund's use. This form has been placed on our website at www.leotabraun.org. This form can either be filled out online to request your disbursements or you may print the form, fill it out, and then either dropped off at the Village Hall lock box or email your form to treasurer@leotabraun.org. After review of your disbursement request, Melanie will then contact the appropriate person to arrange for delivery of the check. Please allow 48 hours for processing of your request for amounts less than \$2,000. For requests over \$2,000, please allow 7 – 10 business days as board approval needs to be sought before a disbursement check can be written.

For your convenience, a disbursement form is enclosed with this letter.

If you have any questions or concerns, please contact any Leota Braun Board of Director.

Sincerely,

A handwritten signature in black ink that reads "Tammy McDonough".

Tammy McDonough
President
LBCF