



TEMPORARILY RESTRICTED FUND DESCRIPTIONS:

BUILDING FUND

PURPOSE: Monies donated to the Building Fund are used to fund major building projects at Pennock Hospital.

DATE/ORIGIN: Past Building Campaigns have included the "Pennock Partnership Capital Fund Drive" for the expansion of Pennock Hospital's surgical and obstetrics departments in 1992. A "PACS for You" Building Campaign for the Radiology Department was conducted in 2004.

DISBURSEMENT CONDITIONS/GUIDELINES: All funds raised to a particular campaign are expended for that campaign's purpose.

REQUEST & APPROVAL PROCESS: Foundation Board review and approval.

GOOD NEIGHBOR FUND

PURPOSE: The Good Neighbor Fund is used to help offset the cost of care for individuals who find themselves in an extreme and unexpected medical emergency, which has created a financial burden upon their existing resources.

DATE/ORIGIN: The Good Neighbor Fund was created in 1987 as the result of individual benefactors desiring to leave an ongoing legacy. The Fund originated with the Fuller Free Bed fund, which was used to offset Pennock's uncollectable accounts of Barry County residents, and the Child Free Bed fund, which was used to offset Pennock's uncollectable accounts of Barry County Children.

DISBURSEMENT CONDITIONS/GUIDELINES: Fund disbursement is restricted to those applicants that meet the Pennock Hospital's Charity Care Policy.

REQUEST & APPROVAL PROCESS: A Hospital Social Worker requests monies from this fund as he/she becomes aware of appropriate patient situations. The Hospital Director of Revenue Cycle approves the expenditures according to the policy. The Foundation Board is subsequently informed of the transfer at its next regularly scheduled meeting.

HOSPICE

PURPOSE: The Hospice Fund is used to help offset the cost of care for individuals who do not have the financial means to receive hospice care, or have inadequate insurance to cover their care; this includes, but is not limited to care, equipment, medication, staff or transportation for out of state relations who will care for the patient.

DATE/ORIGIN: The Hospice Fund was created in 2009 as demands for Pennock Hospice increased in the Hospital service area.



DISBURSEMENT CONDITIONS/GUIDELINES: Fund disbursement is restricted to those applicants that meet the Pennock Hospital's Charity Care Policy.

REQUEST & APPROVAL PROCESS: A Hospital Social Worker requests monies from this fund as he/she becomes aware of appropriate patient situations. The Hospital Director of Revenue Cycle approves the expenditures according to the policy. The Foundation Board is subsequently informed of the transfer at its next regularly scheduled meeting.

IMPROVED TECHNOLOGY

PURPOSE: The Improved Technology Fund is used to replace and/or update equipment used for diagnostic or treatment purposes of patients in Pennock's Service Area.

DATE/ORIGIN: The Improved Technology Fund is also known as the Equipment Fund.

DISBURSEMENT CONDITIONS/GUIDELINES: Unless designated by donor, up to 50% of the net growth in this fund, each year is restricted by the Board.

REQUEST & APPROVAL PROCESS: Foundation Board review and approval.

SCHOLARSHIP/TUITION REIMBURSEMENT

PURPOSE: The Tuition Reimbursement/Scholarship Fund is used to grant professional staff scholarships to fill critical need positions at Pennock Hospital. It also provides for continuing education for current employees. The goal of this fund is to ensure that Pennock is equipped with the staff to serve its community for generations to come.

DATE/ORIGIN: The fund originated in 2004 with a gift received from the Doris I. Cappon estate for \$1.1 million.

DISBURSEMENT CONDITIONS/GUIDELINES: Pennock Foundation Board approves amount of funds to be distributed to the programs on an annual basis.

REQUEST & APPROVAL PROCESS: For the Scholarship Fund, existing staff members and/or students who have been accepted into a health care program at an accredited college or university contact the Hospital Scholarship Committee for an application. The Committee, consisting of the CEO, COO, HR Director, and Education Manager, reviews/approves applicants semi-annually. Priority is given to students who may be able to fill critical positions within the Hospital. Students are given \$3,000 per semester, for a total of up to \$24,000 over four years. Upon acceptance of the grant application, students sign an employment contract with Pennock Health Services.

For the Tuition Reimbursement program, qualified, full-time staff is given \$3,000 per year for tuition expenses only and part-time colleagues are given \$1,500. Reimbursement is tiered and is dependent on successful completion of course(s) and grade received.



UNRESTRICTED FUND DESCRIPTIONS:

ANNUAL GIVING FUND

PURPOSE: The Annual Giving Fund enables the Pennock Foundation Board to assess and donate to the projects most pressing to the health care community. Solicitation letter(s) are mailed to previous donors and community members annually.

DISBURSEMENT CONDITIONS/GUIDELINES: Principal and earnings are transferred to the General Fund upon completion of each Annual Fund Drive

REQUEST & APPROVAL PROCESS: Foundation Board and/or Staff review and approve.

COMMUNITY & OTHER FUND

PURPOSE: The Community and Other Fund ensure the ongoing availability of many health or educational programs in the community. Special events underwritten by Pennock Hospital are examples of a type of program, which would be supported by this fund. All undesignated memorial gifts are placed within this fund.

DISBURSEMENT CONDITIONS/GUIDELINES: Principal and earnings may be disbursed, limited to 50% of gifts.

REQUEST & APPROVAL PROCESS: Foundation Board and/or Staff review and approve.

GENERAL

PURPOSE: The General Fund supports healthcare-related projects, activities, and equipment outside of Pennock Hospital, as well as administrative expenses.

DISBURSEMENT CONDITIONS/GUIDELINES: Principal and earnings may be disbursed, limited to 50% of gifts. Administrative expenses and investment income are posted to this fund.

REQUEST & APPROVAL PROCESS: Foundation Board and/or Staff review and approve.

EMBRACING HOPE

PURPOSE: The Embracing Hope Fund is used to fund the Hospice Embracing Hope project where flowers donated by local florists are reassembled into new fresh bouquets and delivered to hospice families and are used to market Pennock Hospice to other businesses.

DISBURSEMENT CONDITIONS/GUIDELINES: Principal and earnings may be disbursed as needed to fund supplies used in creating the bouquets. REQUEST & APPROVAL PROCESS: Staff reviews and approves reimbursement or payment



BOARD RESTRICTED FUND DESCRIPTIONS:

BARRY COMMUNITY FOUNDATION FUND

PURPOSE: Administered by the Barry Community Foundation, this fund began during the PACS Capital Campaign as an option for donors wishing to give to Pennock Hospital while being able to take advantage of the state tax credit to a qualifying community foundation.

DISBURSEMENT CONDITIONS/GUIDELINES: Funds are drawn once per year and deposited to the Community and Other Fund. Funds drawn are limited by a specific formula, according to the Barry Community Foundation.

BOARD DESIGNATED FUND

PURPOSE: The Board Designated Fund originated in 1987 with a gift made by the Tyden-Groos family when an older member of the Groos family was hospitalized and realized the difference between the hospital's Medicare reimbursement and its actual charges. The family consequentially made a comparable gift offsetting the difference. Subsequently, several unrestricted estate gifts have been received to the Board Designated Fund. Until 2008, investment income was posted to this fund. (CHECK – unclear based on description)

DISBURSEMENT CONDITIONS/GUIDELINES: Realized earnings are recorded in the General Fund.

REQUEST AND APPROVAL PROCESS: Foundation Board review and approval.

PERMANENTLY RESTRICTED FUND DESCRIPTIONS:

ENDOWMENT

PURPOSE: The Endowment Fund allows donors to leave a more permanent, ongoing and positive impact on the health care services available for the future. Monies received into this fund are partially invested to provide the Pennock Foundation with continuing growth and project funding resources. The Foundation's planned giving newsletter, the *Pennock Promise* is mailed to previous donors and community members semi-annually.

DATE/ORIGIN: The Endowment Fund was moved from Pennock Hospital accounts to the Pennock Foundation in 2008.

CONSTITUENCY/SOURCE: The Endowment Fund is available to any donor that has an interest in leaving a substantial and more permanent mark on his/her community.

DISBURSEMENT CONDITIONS/GUIDELINES: The Board may restrict up to 50 percent of the earnings of the fund. Earnings shall include interest, dividends, realized and unrealized gains and losses.

REQUEST AND APPROVAL PROCESS: Foundation Board review and approval.

FULLER ENDOWMENT

PURPOSE: Monies from the Fuller Estate Endowment Fund are partially invested to provide the Pennock Foundation with continuing growth and project funding resources.

DATE/ORIGIN: The fund originated with a gift of \$92,740.37 from the Fuller Estate and was moved from Pennock Hospital accounts to the Pennock Foundation in 2008.

DISBURSEMENT CONDITIONS/GUIDELINES: The principal from this fund is unavailable for grant purposes. The Board may restrict up to 50 percent of the distributions of the fund. Earnings shall include interest, dividends, realized and unrealized gains and losses.

REQUEST AND APPROVAL PROCESS: Foundation Board review and approval.

MESSER ENDOWMENT

PURPOSE: Monies from the Messer Estate Endowment Fund are partially invested to provide the Pennock Foundation with continuing growth and project funding resources.

DATE/ORIGIN: The fund originated with a gift of \$89,344.74 from the Messer Estate and was moved from Pennock Hospital accounts to the Pennock Foundation in 2008.



DISBURSEMENT CONDITIONS/GUIDELINES: The principal from this fund is unavailable for grant. The Board may restrict up to 50 percent of the distributions of the fund. Earnings shall include interest, dividends, realized and unrealized gains and losses.

REQUEST AND APPROVAL PROCESS: Foundation Board review and approval.