



ADMINISTRATIVE FEE POLICY

Revised 12/12/16

Administrative fees will be charged annually, with half of the fee assessed in June and the other half assessed in December. The amount of the fee is determined by calculating the average daily balance of the fund during the statement cycle. If a donor has multiple funds, the fee is calculated for each individual fund and not aggregately. The minimum annual fee for all funds is \$250.

The minimum balance requirement to open a new fund is \$5,000. All existing funds must be brought to \$5,000 within 2 years of this policy revision. No grants will be allowed to be made from a fund until it reaches the \$5,000 minimum and the fund balance will not be allowed to go below \$5,000. If the fund does not reach the minimum balance requirement of \$5,000 within the time limits described in this policy, the fund will be closed and the balance granted to a 501 (c)(3) non-profit organization of their choice, or to the *Forever Fund* or the *Community Grants Endowment Fund* held at the Community Foundation of West Chester/Liberty and used in perpetuity towards grants in the West Chester and Liberty Township communities.

The Board of Directors shall have the discretion to alter the administrative fee charged to a fund under special circumstances. The Board of Directors retains the right to amend its Administrative Fee Schedule from time to time, which will be effective for all funds on the date specified by the Board. All existing funds will be informed immediately of any changes.

Endowed Funds:

- 1.5% annual fee for endowed funds up to \$499,999
- 1.0% annual fee for endowed funds \$500,000 - \$999,999
- .75% annual fee for endowed funds \$1 million - \$2,999,999
- .50% annual fee for endowed funds \$3 million and beyond

Non-Endowed Funds:

- 2.0% annual fee for non-endowed funds less than \$25,000
- 1.5% annual fee for non-endowed funds \$25,000 - \$499,000
- 1.0% annual fee for non-endowed fund \$500,000 - \$999,999
- .75% annual fee for non-endowed funds \$1 million - \$2,999,999
- .50% annual fee for non-endowed funds \$3 million and beyond

Fundraiser Fee

An additional fee may be assessed to a fund for fundraisers that requires administrative support from the Foundation staff. See the Fundraising Policy for further details.

Single Transaction Funds

Single Transaction Funds are defined as those that consist of a single gift that will be granted out in a single grant and will be managed by the Foundation for a period of less than one year. A fee of 1% of the market value on the date of the gift will be charged upon receipt of such gifts with a minimum fee of \$250.00. A Single Transaction Fund continuing beyond one year after the date of its establishment will be charged at the same rates and schedules as regular funds, with the first fee prorated from the date of the fund's first anniversary.

Investment Management Fees

Investment Management Fees, which vary among managers, are netted against the performance of the investment pools.