



Fund Administration Allocation Schedule  
Approved by the Board of Directors on September 27, 2017  
Updated: June 28, 2021

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The Fund Administration Allocation schedule:

1. will remain competitive with other similar Foundations and will be reviewed by the finance committee annually;
2. is applicable to Permanent (restricted capital) Funds, Flexible (unrestricted capital) Funds and Temporary (held for two years or less) Funds that are not restricted by existing fund agreements; and
3. is applied to the total Fund balance in the Fund Agreement as contributed capital plus all accumulated income. Where a donor has established multiple funds, the funds are grouped together, to determine the administrative allocation component.

The administration allocation for all Permanent and Flexible Funds will be calculated as follows:

Less than \$500,000	1.40%
On the next \$1,500,000	1.25%
On the next \$3,000,000	1.00%
Over \$5,000,000	.50%

The administration allocation for all Temporary Funds will be calculated as follows:

All funds	2.0%
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If the Fund is held longer than 2 years, the Fund will be considered to be a Flexible Fund and the standard administration allocation (above) will apply in the 3<sup>rd</sup> and following years.

For Temporary Funds and campaign funds, an additional \$10 fee per transaction will be charged. The fee could be waived if the donor has an existing Permanent Fund with the Foundation.

**Monitoring:** This policy will be reviewed every year.

**Board Acceptance:** This policy was approved/reaffirmed at the June 2021 Board meeting.