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## Administrative Fees

The Community Foundation of the Chattahoochee Valley's administrative fee schedule is designed to defray the administrative and program costs to the Community Foundation for managing each Fund.

Each Fund, regardless of size, will be charged a minimum annual fee of \$50.

### Endowed and Long-Term Invested Funds

First \$1,000,000.....	100 basis points (1%)
Next \$4,000,000 (\$1,000,001-\$5,000,000).....	75 basis points (.75%)
Next \$5,000,000 (\$5,000,001-\$10,000,000).....	50 basis points (.50%)
Next \$10,000,000 (10,000,001-\$20,000,000).....	25 basis points (.25%)
Over \$20,000,000 .....	16.8 basis points (.168%)

Fees will be charged quarterly, based on the average daily balance of the Fund for the previous quarter.

### Pass-Through Funds

A fee of 1% of the market value on the date of the gift will be charged to all pass-through gifts upon receipt of such gifts. In the case of gifts of stock, the fee will be 1% of the net value of the gift. Pass-through gifts are defined as those that are not contributed as permanent gifts and that will be managed by the Foundation for a period of less than one year.

A pass-through Fund continuing beyond one year after the date of its establishment will be charged at the same rates and schedules as endowed Funds, with the first regular charge prorated from the date of the Fund's first anniversary.

In addition, any earned amounts accrued to Pass-Through Funds are retained by the Community Foundation.

### Special Project Funds

The Community Foundation accepts Special Project Funds in partnership with the community and in pursuit of our mission to "enable and promote philanthropy that inspires, facilitates and fosters a vibrant and engaged Chattahoochee Valley." Special Project Funds are pass-through Funds that support a specific charitable purpose and solicit support from a broad range of donors. Non-endowed and not invested in our main investment pool, these Funds are held in cash during their time at the CFCV. Our fee structure for these types of Funds is not set on a break-even basis but attempts to cover a portion of our overhead costs. Fees are:

**Setup Fee:** \$500

**Ongoing Administrative Fee:** 5% of subsequent receipts or \$250 annually, whichever amount is greater. For credit card gifts and gifts of stock, the fee will be based on the net value of the gift.

**Additional Fees:** Any brokerage or bank fees associated with credit card, stock or other contributions will be automatically deducted.

The balance of the Fund is held in cash, and any earned amounts accrued are retained by the Community Foundation.

### **Additional Transaction-Based Fees**

For endowed and pass-through Funds with less than \$25,000 in assets, the standard fee covers up to ten transactions per year. Funds with more than \$25,000 in assets may have an unlimited number of transactions per year at no extra charge.

A transaction is defined as any disbursement from a Fund or as any gift to a Fund that is smaller than \$250. Funds that have more than ten transactions will be assessed a \$25 fee for each additional disbursement and for each additional gift smaller than \$250. To minimize the number of transactions, multiple checks that total \$250 or more may be bundled and contributed as one gift.

### **Special Services**

Fees for special services, including special grant processing and review, are negotiable.

### **Investment Management Fees**

Investment Management Fees, which vary among managers, are netted against the performance of individual funds.

The Board of Trustees shall have the discretion to alter the administrative fee charged to a Fund under special circumstances.

The Board of Trustees retains the right to amend its Administrative Fee Schedule from time to time, which when amended will be effective for all Funds on the date specified by the Board. All existing Funds will be informed immediately of any changes.