



Policy:	ADMINISTRATIVE FEE STRUCTURE
Board Approval Date:	FEBRUARY 3, 2003
Revision Date/s:	SEPTEMBER 15, 2003 September 26, 2005 March 19, 2007 February 25, 2008 February 23, 2009 May 18, 2009



**Administrative Fee Structure**  
**Community Foundation Serving Greeley and Weld County**

**Special Project and Pass-Through Fund Fee Structure**

- Assess a one-time start up fee of \$250.00 to cover immediate professional legal and accounting fees, reporting and fund set-up costs incurred by the Foundation.
- Interest from the money market account as annual fee.
- Charged for postage incurred by the fund, a per-check charge of \$.50 cents per check issue and a \$60.00 annual audit-review charge.
- Other fees may be charged for projects that require out-of-the-ordinary staff attention or recordkeeping.

**Component Funds Fee Structure**

<b><u>Type of Fund</u></b>	<b><u>Fee</u></b>
Established as Unrestricted Funds	1.50% annually
Field of Interest, Designated Funds	1.65% annually
Donor Advised, Scholarship Funds	1.75% annually
Charitable Gift Annuity	1.50% annually

Minimum annual fees of \$300 per year.

EXCEPTION: Sub-Funds: Sub-funds should be subject to the provisions of the master fund, with no minimum fee.

Fee will be assessed on the average daily balance.

Higher maintenance funds are assessed at the higher rate.

If an account takes an extraordinary amount of time and resources, additional charges may apply.

This fee structure shall be implemented March 3, 2003. Contracts written after the policy is approved shall be written at the new rates. Donors and fund holders shall be notified of these and other changes annually.

In addition to the above fees, each fund will proportionately share in investment and custodial bank costs.

Any variance to the fee structure must be approved by The Community Foundation Executive Committee.