



# COMMUNITY FOUNDATION of Southeastern Massachusetts

## Fee Policy and Schedules

Effective November 1, 2017

Each fund held by the Foundation is subject to the following fees:

**Administrative Fee:** the administration fee is set by the Board Director and supports The Foundation's work in managing the fund. The fee includes: financial management, grant making series, annual tax reporting and filing, and other costs associated with fund administration. Fees are charged monthly. Annual Minimum Fees are pro-rated each month and the monthly charge is based on the greater of the Annual Minimum Fee proration or the fee based on the current market value of the fund.

**Donor Advised, Committee Advised,  
Agency and Designated Permanent Funds**

1% of the Market Value of the Fund  
Minimum Annual Fee of \$250  
Minimum Balance of \$10,000  
Minimum Grant of \$100

**Scholarship Funds**

1.5% of the Market Value of the Fund  
Minimum Annual Fee of \$250  
Minimum Balance of \$25,000  
Minimum Scholarship of \$1,000

**Discretionary and Field of Interest Funds**

1.5% of the Market Value of the Fund  
Minimum Annual Fee of \$250  
Minimum Balance of \$10,000

**Agency Endowment Funds**

.50% of Market Value of Fund  
Minimum Balance of \$10,000

**Pass-Through Funds (Held in Money  
Market)**

3% of Initial Gift and Subsequent Donations  
Minimum Annual Fee of \$500  
Minimum Grant of \$1,000

**Fiscal Sponsorships**

10% of Revenue  
Minimum Annual Fee of \$5,000

**Funds That Fundraise:** There will be no fees for fundraising events/activities for which the net proceeds are given to the Foundation as one contribution to the Fund. When the Foundation is responsible for handling income and expenses, managing and acknowledging individual

sponsorships and donations, etc. the funds will be charged, in addition to the standard administrative fee, any fees on credit cards or similar charges, as well as a one-time charge based on the gross income from such an event, as listed:

- \$0 to \$50,000 will be charged \$500
- \$50,001 to \$100,000 = \$1,000
- \$100,001 to \$150,000 = \$1,250
- \$150,001 to \$200,000 = \$1,500
- On up in \$250 increments

**Note:** The Foundation reserve the right to charge a fund for extraordinary legal or administrative expenses associated with the creation or maintenance of the fund. Furthermore, the President of the Foundation reserves the right to negotiate fees with donors in extraordinary circumstances.

**Investment Management Expense:** Each fund is subject to a fee for investment management. These fees are based on the market value of the funds under management. Over the past year have averaged about 70 basis points. Fund investment performance is reported net of fees.