

Administrative Fees for Gifts Received or Funds Established at Community Foundation of Dunn County

The following annual administrative fees apply to funds deposited with the Community Foundation of Dunn County. Unless otherwise stated, fees are applied to the average market value of the funds balance as of the last day of each quarter.

Type of Fund	Administrative Fees
Donor Advised (Minimum amount to establish is \$10,000)	1.75% up to \$500,000 1.50% from \$500,001 to \$1,000,000 1.25% from \$1,000,001 to \$3,000,000 1.00% over \$3,000,001 +
Field of Interest (Minimum amount to establish a Named Fund is \$10,000)	1.75% up to \$500,000 1.50% from \$500,001 to \$1,000,000 1.25% from \$1,000,001 to \$3,000,000 1.00% over \$3,000,001 +
Designated Endowed (Minimum amount to establish is \$10,000)	1.75% up to \$500,000 1.50% from \$500,001 to \$1,000,000 1.25% from \$1,000,001 to \$3,000,000 1.00% over \$3,000,001 +
Unrestricted General Endowment (Minimum amount to establish a Named Fund is \$10,000)	1.50%

Scholarship Funds

Endowed Scholarship Fund	2.00%
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\$25,000 - Minimum Endowed
 \$250,000 and above can have in on external advisory committee, \$250,000 use CFDC approved school committee

Spend Down Scholarship Fund	5.00% on each gift received and 2% annual fee
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Accepted on a case-by-case basis. Time span set for spend down within 5 years or increase to reach endowed level.
 \$1000 minimum scholarship annually awarded and chosen by school advisory committee.

Pass through Scholarship Fund	5.00%
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Case by case basis. Time span set for spend down within 5 years or reach endowed level.
 \$1000 minimum scholarship annually awarded and chosen by school advisory committee. Payments must be made in full, including fee to CFDC by Dec. 1 of the prior year awarded or automatically excluded.

Agency Funds (Endowed)

(Minimum amount to establish is \$10,000)

1.00% for the first \$1,000,000
.75% from \$1,000,000 to \$3,000,000
.50% over \$3,000,001 +

Agency Funds (Non-Endowed)

(Agency Inv. Account)

1.25%

Minimum amount to establish is \$25,000

Treated as endowed for investing & distributing

Acorn Funds

No Fees

Acorn Funds (of any of the above fund types) may be opened with an initial gift of \$2,000 with a pledge to reach the \$10,000 endowed level within 5 years of the initial gift. Acorn Funds that do not reach the endowed level within the prescribed time may be transferred to the Community Impact Fund or an FOI Fund.

Fiscal Sponsorship

Service is offered on a limited basis

The CFDC will offer this service on a case by case basis based on Board of Directors approval. Fiscal Sponsorship is typically used for a group that is applying for 501(c)(3) designation.

Special/Community Project/ Capital Campaign Funds - See separate page

Pass through Funds

5.00% on each gift received
(\$500 minimum/annually)

Inactive Funds (less than 5 transactions annually) will pay a fee based on 1.25% of the fund balance, paid quarterly, (\$75 annual minimum). Funds inactive for more than two years may be returned to the Community Impact Fund or converted to an FOI Fund.

- Revised and Approved: July 25, 2000
 - Revised and Approved: July 21, 2010
 - Revised and Approved: December 15, 2010
 - Revised and Approved: August 17, 2011
 - Revised and Approved: March 2012
 - Revised and Approved: December 2012
 - Revised and Approved: May 2014
 - Revised and Approved: December 2014
 - Revised and Approved: February 2015
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Administrative Fee Guidelines Special Projects, Restricted Pass-through Funds & Capital Campaigns

A pass-through fund is a non-endowed fund established by a donor (fund holder), nonprofit organization, organized fundraising group, or school district. It is a short-term fund that often involves a fundraising campaign or event. These types of events often generate numerous gifts.

Administering a pass-through fund through the Community Foundation of Dunn County for special projects is a valuable service to the community; however, due to the number of transactions involved, these funds demand more staff time and effort to administer than other types of funds. The following fee schedule for restricted pass-through fund agreements has been established and applies to fundraising by groups (either non-profit groups, a community group organizing a project for charitable purpose, or group raising funds for an established endowed fund), and capital campaigns by agencies or organizations.

Included in the administrative fees:

- establishment of the financial records
- preparation of periodic financial reports
- professional audit of the fund
- filing of annual state and federal reports
- professional investment services of the fund
- maintenance of all files; retention as required by law
- accounting services
- gift acknowledgements according to IRS requirements
- capital campaigns include management of pledges for a period of time not to exceed three years

Fundraising by Groups

1. The fund will be charged 5% of the amount raised (a minimum of \$500 annually). Fees are assessed at the time the gift is made.
2. Funds are placed in short-term investments and earnings are retained by the Foundation.

3. Expenses such as credit card fees, brokerage fees for stock sales and other expenses outside of normal and customary expenses for receiving and acknowledging gifts will be charged to the fund.
4. Any restricted pass-through fund with a balance inactive for more than two years (5 transactions or less) may be transferred to the Foundation's Community Impact Fund or an FOI Fund.

Capital Campaigns

1. A one-time fee of \$3,000 to establish the fund paid by the organization or agency at the time the fund is opened.
2. A 1.0% fee will be assessed on the funds highest monthly balance at (.083%).
3. Monthly maintenance and service fee as follows:

0-10 Transactions (incoming transactions and outgoing transactions) a month \$75.00 per month.

11-25 Transactions (incoming transactions and outgoing transactions) a month \$275.00 per month.

26-49 Transactions (incoming transactions and outgoing transactions) a month \$375.00 per month.

50+ Transactions (incoming transactions and outgoing transactions) a month \$500.00 per month.

4. Expenses such as credit card fees, brokerage fees for stock sales and other expenses outside of normal and customary expenses for receiving and acknowledging gifts will be charged to the fund.

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