



ADMINISTRATIVE FEE POLICY

PURPOSE

The purpose of the Administrative Fee Policy is to provide a framework for the fees charged for the administrative management of funds held at the Coquitlam Foundation (the “**Foundation**”).

This Administrative Fee Policy supersedes any existing policy of identical subject matter and will be reviewed at least every two years to ensure it continues to reflect the Foundation’s requirements in the context of its charitable and fund management objectives.

This Administrative Fee Policy does not apply to funds subject to separate written agreements with certain fund holders setting out alternative fee requirements and arrangements.

OBJECTIVES

The administrative fees will be determined by the Board of Directors of the Foundation.

GUIDELINES

The Foundation will charge fees from time to time based on the fund balance for all funds other than flow-through funds. Fees will vary depending on the type of fund and the services required. The fee is a percentage of the average balance of a fund during a semi-annual period and is paid to the Foundation at the end of that semi-annual period. Currently, fees are calculated and charged to the fund balance on June 30th and December 31st. Any extraordinary costs associated with a specific fund are charged back to the specific fund.

The current fee is 0.75% for all endowment funds established on or after the effective date of this Policy, regardless of whether those funds are donor advised (i.e., disbursed by the Foundation following the Foundation’s seeking advice from the donor who established the fund) or Foundation-directed (i.e., disbursed by the Foundation without the Foundation’s seeking advice from the donor who established the fund).

For flow-through funds, a fee of 2.00% applies on the value of a contribution to be flowed through to that contribution’s recipient, and is payable immediately upon receipt of that contribution by the Foundation. In the event a contribution to a flow-through fund is maintained for a period of 1 year or longer following the Foundation’s receipt of that contribution, then the Foundation may charge a maintenance fee based on that fund’s balance, with that fee to be determined at the Foundation’s discretion, acting reasonably, in view of the fee the Foundation charges to endowment funds.

Fees are set by the Board of Directors of the Foundation and are subject to change from time to time.

REVIEW

This policy document will be reviewed by the Board of Directors of the Foundation at least every two years.

Administration Fee Policy Review History	
Board of Directors Initial Approval	
Board of Directors Review and Approval	
Next Review Date	