

COMMUNITY FOUNDATION OF OTTAWA

POLICY

POLICY: SERVICE FEES

Preamble:

The Foundation charges the funds under its care with a service fee that is fixed from time to time by the Board of Governors. The fee is used to assist the Foundation in meeting the cost of providing services to the funds and to the community.

Statement:

Fees on Endowment Funds

The service fee on an endowment fund is charged on the average of the ending quarterly market values of the fund for the preceding 12 quarters, on a sliding scale basis as follows:

- For the first \$5 million of a fund 1.50%
- For the next \$5 million 0.75%
- For any excess over \$10 million 0.25%
- For scholarship funds 2.00%¹

For a new fund that has not been in existence for the aforementioned 12 quarters, the service fee is charged on the average of the ending quarterly market values of the fund for that number of preceding quarters that the fund has been in existence.

All service fees are charged on a quarterly basis.

Fees on Flow-Through Funds

Earnings, if any, on flow-through funds will accrue to the Community Foundation. In addition, a fee, not to exceed 15% will be negotiated for each new fund. In some circumstances, this fee may be waived.

ORIGINAL EFFECTIVE DATE: November 27, 1996

LAST REVISED OR REVIEWED: November 2009

SUBJECT TO REVIEW: January 2015

¹ This applies to funds established after January 1, 2004.