

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 All Funds

The service fee on a 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:

| ▪ | Annual Rate |
|---------------------------------------|--------------------|
| ▪ 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 calculated on a quarterly basis, charged annually and apply to all funds held and managed.

Fees on Flow-Through Gifts

A service fee of 2% of a flow-through gift is charged at the time of the gift. This service fee is usually waived when the flow-through gift is made to an existing endowment fund, depending on size and complexity of gift. Earnings, if any, on flow-through gifts will accrue to the Community Foundation.

ORIGINAL EFFECTIVE DATE: November 27, 1996

LAST REVISED OR REVIEWED: November 2010

SUBJECT TO REVIEW: January 2015

¹ This applies to funds established after January 1, 2004 for which the Community Foundation provides selection services.