

Policy Type: Finance Policy

Policy Title: Administrative Fees and Services

Administrative Services and Fees Policy

Administrative Fees

Central Susquehanna Community Foundation (“CSCF”) charges endowed and non-endowed funds 1.5% administrative fee based upon their respective fund balances (exceptions noted below). This fee is charged to the funds quarterly, and is calculated by taking the average fund balance from the last 16 quarters and multiplying that average by $\frac{1}{4}$ of 1.5 %.

All Funds - 1.50% Fee-- Exceptions

- Non-endowed funds created and paid down to zero fund balance within one year may be charged 1.5% of every gift/deposit to the fund.
- Fundraising events can occur two different ways for endowed and non-endowed funds: 1). Under the auspices of Central Susquehanna Community Foundation or 2). Independently. Funds holding a fundraising campaign under the auspices of CSCF resulting in the collection and processing of numerous gifts will be charged an administrative fee of 5.0% for every gift/deposit to the fund. Please refer to sections “Services for endowed and non-endowed fundraising funds”.
- Grant Income - Fees will be negotiated on an annual basis as part of the budget provided to a government agency, or if no budget is required, with the agency running the program.
- EITC Tax-credit program donations – CSCF charges an 8.0% fee but legally a higher fee may be charged according to the state program.
- CSCF Initiatives - Fees will generally be waived for donations received by pass-through funds that represent CSCF sponsored initiatives (i.e. funds CCVIM, CSCF1, RELIEF, SAYF18).
- Community Impact Funds - Established at CSCF by groups that want to undertake broad-based community fundraising to support their work. These funds require extra administrative support beyond that typically given to the other kinds of funds at the Foundation, so we would need to have a discussion with you about your plans. Fees will be assessed at 5% of every gift/deposit. Community Impact funds established before January 1, 2017 are grandfathered to 2% fee of every gift/deposit.

Administrative Services

Basic Services:

- Fundholders have the option to invest into the CSCF investment pool where they receive the returns and benefits of being part of a larger pool or into the money market account.
- Acknowledgement letters provided within 72 hours to donors or upon receipt of all required processing information.
- Semi-annual fund statements detailing the fund balance and activity (i.e. income, expenses, gifts (name only) and grants) are provided to all fundholders.
 - In addition to the semi-annual fund statement distribution and per the fundholder's request, donor information (name and address) can be forwarded more frequently within reason.
 - Mailing labels can be furnished to fundholders for all donors to that fund upon request.
- Marketing benefits:
 - Fund and gift listing in annual report and other periodic mailings/publications (without gift amounts).
 - Presence on the CSCF website and on-line giving.
- Assistance from CSCF staff for planned giving to the fund within reason.
- Processing of grant and scholarship distributions requests.

Services beyond Basic for funds \$250,000 or greater:

- Two customized development mailings per year of up to 1,000 pieces.
- Grant impact summaries to support development and marketing efforts.
- CSCF support for coordinating grant making programs.

Services beyond Basic for Affiliate Committees / Organizations:

- Grantmaking program services by CSCF staff can include:
 - Establish grant submission timeline date
 - Maintain list of organizations to receive grant application announcements
 - Publish and distribute press release for grant opportunities
 - Establish timeframe for grant review and selection
 - Work with committee to review grant applications and make funding recommendations
 - Provide grant applicants with notification of results
 - Process grant checks
 - Distribute press release announcing grant awards
 - Follow-up on all reporting requirements with grantees
- Accounts payable services.
- Assistance with strategic planning and governance issues.
- Assistance in convening around community issues.

- Letterhead and envelopes with affiliate and CSCF logos.
- Periodic press releases highlighting affiliate activities.
- Staff attendance at affiliate board meetings as requested.
- Coordination of Development Committees

Fundraising Campaigns or Events for endowed and non-endowed funds

Please Note: Prior to beginning any fundraising campaign or event, fundholders must review and follow required steps outlined in the CSCF Fundraising Policy.

Services for endowed fundraising funds:

- Periodic reports are provided to the fundholder, as requested, listing the contributors to the fund and the amounts received.
- Accounts payable services
- In addition to the 5% fee listed above, the CSCF staff will determine additional fees for assistance in fundraising events by addressing the scope of the project:
 - Staff time required to prepare a solicitation letter and to secure approval from the specified fund representative
 - Staff time for preparing the mail merge file and sending the letters
 - The cost of postage, letterhead and envelopes
 - The cost of response cards and other stationary, if used

Services for non-endowed fundraising funds:

- Gifts are generally invested in a money market type sweep account (as opposed to the CSCF higher risk/return investment pool) unless otherwise instructed in writing by the fundholder.
- Periodic reports are provided to the fundholder, as requested, listing the contributors to the fund and the amounts received.
- Accounts payable services
- In addition to the 5% fee listed above, the CSCF staff will determine additional fees for assistance in fundraising events by addressing the scope of the project:
 - Staff time required to prepare a solicitation letter and to secure approval from the specified fund representative
 - Staff time for preparing the mail merge file and sending the letters
 - The cost of postage, letterhead and envelopes
 - The cost of response cards and other stationary, if used