



Altona Community Foundation

For today's needs and tomorrow's dreams.

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Administrative Recovery Fee Policy

APPROVED:

May 24, 2019

SUBJECT TO REVIEW:

Annually at planning sessions

The core objective of the Altona Community Foundation Inc. is to preserve the principle in the General Endowment Fund to generate interest and fund grants for the benefit of the community in perpetuity.

The Altona Community Foundation Inc. actively solicits donations and applies for grants to cover the cost of its administrative operations.

The Altona Community Foundation Inc. reserves the right to levy an Administrative Recovery Fee in order to pay for any administrative operations in excess of the amount provided by specified donations and grants.

This policy is designed to allow a predictable administrative/operations budget while protecting the principle in the General Endowment Fund to the greatest extent possible.

Therefore:

1. It is the policy of the Altona Community Foundation Inc. that it may levy an Administrative Recovery Fee as follows:

Firstly, up to 20% of the Interest Available for Granting in each calendar year, such 80% remains available for granting (example – If interest for Granting is determined to be 20,000, the max Administrative Recovery Fee will be \$4,000).

Secondly, up to 0.5% of the General Endowment Fund (example – If the General Endowment fund is \$1.3 million, 0.5% is \$6,500.00.)

2. The Administrative Recovery Fee will be calculated and approved by regular vote bi-annually in conjunction with the granting approval process.
3. Any unused funds from the Administrative Recovery Fee as of September 30 of the year will be carried over into the subsequent fiscal year to be used for administrative operations.

This policy was reviewed by the board on March 17, 2021.