



FUND FEES for Administrative Purposes

1 POLICY

The Community Foundation for Cecil County (CFCC) assesses a fee related to the administration of a fund. Administrative fees cover fund management, such as due diligence procedures, the receipt and acknowledgement of contributions, processing and payment of distributions and compliance with federal and state reporting requirements. Fees also support basic operations, services, our web site and online access to fund information. CFCC reserves the right to increase or decrease fees from time to time and will disclose any changes affecting the funds.

2 AMENDMENTS, APPROVAL AND REVIEW DETAILS

3 ORIGINAL APPROVAL DATE: 11/6/2025

4 EFFECTIVE DATE: 11/6/2025

5 PROCEDURES:

Various funds may be established within the CFCC. Endowed Funds are permanently restricted funds and are governed by an endowment agreement. These funds are referred to as Named Funds indicating the donor's name or nonprofit organization. Only the income from these invested funds can be expended as defined by the donor. Major Gifts are restricted funds that are designated for use by a donor, business or organizations to benefit a specific nonprofit or nonprofits over a specified period. The General Fund holds only unrestricted funds which can be used to further the mission of CFCC, provide one-time grants and cover operating expenses.

Administrative Fees

Below are the annual administrative fees for the various fund options currently available. Unless specifically described in the Endowment or Agency Agreement, the administrative fund fees will be assessed quarterly and are calculated by using the average month-end balance of the previous 3 months multiplied by the annual fee percentage and divided by four.

Endowment Funds

Up to \$500,000	1.50%
\$500,001 to \$1,000,000	1.25%
\$1,000,001 to \$5,000,000	1.00%
\$5,000,001 to \$10,000,000	0.75%
Over \$10,000,000	0.50%

POLICY



COMMUNITY FOUNDATION
for Cecil County

Major Gifts

Up to \$500,000	2.50%
\$500,001 to \$1,000,000	2.25%
\$1,000,001 to \$5,000,000	2.00%
Over \$5,000,000	1.50%

One-time and Other Fees

CFCC General Fund Fee: All donations to the General Fund will be charged a 3% onetime administrative fee.

Management Fees: Each fund will also be assessed its share of the Investment Advisory Services management fee, which may vary each year based on the size of the portfolio and the type of assets being managed. This fee is part of a negotiated agreement and will be prorated and charged quarterly to the fund.

Set-up Fee: New endowed and major gift funds are assessed a set-up fee of \$250.

Special Services or Additional Fees: Donors may request additional services not commonly provided to similar funds or the investment firm may charge other expenses for managing a fund. Any additional services or extra expenses shall be agreed upon in writing with the donor in the Endowment or Agency Agreement.

6 RESPONSIBILITIES

Compliance, monitoring and review: The Treasurer will affirm quarterly to the Board of Directors that the appropriate fees have been charged to the accounts. Fund Fees will be reviewed and updated annually and recommendations for changes will be forward to the Board of Directors.

Reporting: The Treasurer will provide quarterly financial reports which include information of fees collected.

Records management: All financial reports will be stored in the digital folder for the Community Foundation of Cecil County. These records will be retained for a period of seven years until the annual financial review or audit is completed and accepted by the Board. After 7 years, only the annual reports shall be retained in Dropbox.

7 DEFINITIONS

Definition of Funds included above in 2 Procedures

8 RELATED LEGISLATION AND DOCUMENTS to be added to this document as updates, reviews or changes are made.