

## V. Account Management

### A. Foundation Fees

1. The Foundation's Board of Trustees is responsible for establishing fees which help support the operations of the Foundation. The process for establishing or changing fees includes the concurrence of the university.
2. Administrative Fee
  - a. A one-time administrative fee of 5% will be assessed effective November 1, 2013 on all incoming gifts, including endowment gifts, and other non-gift income deposited in an account.
  - b. This fee may be paid from an unrestricted account for the same unit if authorized by the appropriate account administrator.
3. Indirect Cost
  - a. It is the Foundation's policy to not allow any indirect cost on any incoming funds (gifts, other income) aside from its one-time administrative fee of 5% that is publicly disclosed to its donors.
  - b. An exception to this policy would be funds from corporate and foundation monies that have factored in a higher indirect cost in a proposal.
  - c. Any other exceptions must be approved by the Foundation's President.
4. Endowment Fee
  - a. An administrative fee is applied to the endowment market value at the end of each calendar quarter. Currently, the endowment administrative fee is 1.5% based on the fiscal year-end endowment market value. This amount is determined annually and is applied quarterly.

### B. Transfers Between Accounts

1. No monies can be transferred from one Foundation account to another without specific written approval and justification by the account administrator(s) in a “**Transfer Funds**” memorandum. Transfers must be in accordance with the purposes of the accounts.

C. Advance Spending Policy

1. Foundation policy generally does not allow deficit spending from Foundation accounts. Account administrators can expend and/or encumber only those monies currently on deposit in their accounts.

D. Inactive Account

1. If an account has been inactive for two years, the account may be closed with the account administrator’s approval.
2. Depending on the circumstances and the amount of the remaining balance, the funds may be transferred to an account with a similar purpose or to an unrestricted account within the unit or to the Trustee Leadership Fund.
3. The Foundation will determine if donor approval is required.