

HASTINGS PUBLIC SCHOOLS FOUNDATION

ADMINISTRATIVE FEE POLICY

The Hastings Public Schools Foundation must have sufficient resources to fulfill the Foundation's mission and to pursue the Foundation's vision. The following administrative fees shall be collected to provide for the day-to-day operations of the Foundation.

Non-Endowed Contributions

All contributions to non-endowed funds or umbrella accounts managed by the Foundation for other entities will be charged a 5% administrative fee upon acceptance. No additional fees will be applied to contributions of this nature.

Endowed Contributions and Funds

Endowed accounts that are restricted in nature (e.g., scholarships, foreign travel, etc.) will be subject to an annual administrative fee. Contributions to these funds will not be charged the initial 5% administrative fee applied to non-endowed contributions.

The annual administrative fee of 1.5% will be applied to endowed funds with a principal value of \$10,000 to \$499,999. At \$500,000, the annual fee will be reduced to 1% of the total value. The fee will be applied to the fund amount reported at the end of the third quarter and will be collected prior to December 31 of that year.

Endowed funds less than \$10,000 will not be charged the annual fee during their first five years in existence. After five years, the Board of Directors will determine whether the annual endowed fund fee is applied.

Annual "Pass-Through" Scholarships

Pass-through scholarships are scholarships funded each year by a donor. All pass-through scholarships established prior to September 1, 2022, will continue to be supported fee-free. However, all pass-through scholarships initiated after September 1, 2022, shall be charged a \$50 fee regardless of value. This amount may be paid in addition to the scholarship or subtracted from the total amount of the scholarship.

The Foundation encourages donors to consider a \$1,000 minimum value when determining a scholarship award. Scholarships may be combined by donors that are like-minded to meet or exceed the \$1,000 level.

Adopted: 9/14/2022