

HUMBOLDT STATE UNIVERSITY FOUNDATION
CONTRIBUTION ADMINISTRATION FEE POLICY
APPROVED AT THE OCTOBER 8, 2019 EXECUTIVE COMMITTEE
MEETING
AND SUPERCEDES THE AUGUST 6, 2015 APPROVAL.

PURPOSE

To provide authority for assessment of a fee to defray the administrative costs associated with new charitable contributions to the Humboldt State University Foundation.

POLICY

The Foundation will assess a fee on charitable contributions in order to defray the costs of accepting, processing, recording, accounting for, and disbursing charitable funds.

- A. The fee will be a percentage of expected contributions with a target rate of 5%. The percentage will be set at the rate estimated to be adequate to defray a significant portion of anticipated costs.
- B. When a donor increases a gift, or makes an additional gift, to cover the Contribution Administration Fee, the amount increased will not be subject to the Contribution Administration Fee.
- C. The percentage will be reviewed annually by the Vice President of University Advancement and the Vice President of Administrative Affairs, who will bring a recommendation to the Finance Committee for consideration as a part of the Foundation operating budget.
- D. Philanthropy staff will ensure that the amount and purpose of the fee is readily available to and understood by donors.
- E. The Foundation reserves the right to modify this policy at any time.