

Citrus College Foundation  
**Gift Fees/Fund Management Fees Policy**

1. Funds maintained in pass through accounts will not earn interest. All interest earned on these accounts will go to the Foundation as a management fee. This will compensate the Foundation for the administration of these funds, which have considerable check writing and deposit activity.
2. A management fee of one (1) percent per annum of the average daily balance taken on a monthly basis will be paid by all funds maintained by the Foundation as “designated” or as “endowed” except as outlined in 3 through 7 below. This fee will be credited to the general undesignated account of the Foundation.
3. An annual management fee of three (3) percent of the average daily balance will be taken annually from scholarship funds that are designated or endowed to cover the stewardship and administrative costs associated with the Scholarship Program.
4. To establish an endowed transfer scholarship or a scholarship for a recent or past graduate of Citrus College to continue their education at a four-year college or university or graduate school, an initial fee of five (5) percent of the gift amount will be charged to establish the criteria and guidelines for administering the scholarship and for establishing the account. This initial fee will be deposited into the Foundation’s Scholarship Stewardship Fund.
5. In instances of bequests of real property, wherein the bequest is designated to benefit a specific program, department, scholarship, or College project, and where the said bequest requires Foundation efforts and expenses to clean up, appraise, advertise or sell the real property, an initial gift fee of five (5) percent will be charged, and any actual costs to the Foundation that are not of a volunteer nature in preparing for sale, legal or other professional services, advertising, appraising or selling the property will be charged to the proceeds after the sale of the real property, and shall be in addition to the five (5) percent initial gift fee. The five (5) percent initial gift fee will be deposited into the General Undesignated Account of the Foundation.
6. In instances of cash bequests, which also include negotiable securities of all types, where the bequest is designated or endowed to a specific program, project, or department, an initial gift fee shall be charged of three (3) percent to defray the costs of cultivating and acquiring the gift. Thereafter, a one (1) percent annual gift management fee will be charged as outlined in #2 above. These fees will be deposited into the Foundation’s General Undesignated fund.
7. Major gifts received by the Foundation as a result of a donor naming a building or area within or outside of a building or on the campus will be deposited into the General Endowment fund. Three (3) percent of the gift will go to the Foundation to defray the costs of cultivating and acquiring the gift. This management fee shall be deposited into the Foundation’s General Undesignated account. Interest, dividends and/or half of the appreciation credited to gifts derived from naming opportunities may be used at the discretion of the Board of Trustees to pay down general obligation debt of the College related to the construction and/or remodeling of campus facilities.