

HARTNELL COLLEGE FOUNDATION

POLICIES

1000 SERIES ORGANIZATION AND PROCEDURES

1220 Foundation Administrative Charges

An annual 1.5% sustainability fee will be charge to the interest earnings of all Foundation endowments.

A one-time 5% sustainability fee will be charged to all non-endowed restricted gifts, revenue, and pledge payments made to the Hartnell College Foundation.

Corporate and foundation grants will be charged a minimum one-time 5% sustainability fee on grants up to \$100,000, and a one-time 3% sustainability fee on grants of \$100,001 and above.

Revenue not subject to this policy:

- Unrestricted gifts
- Gifts, pledge payments, and grants made prior to July 1, 2026
- Pledge payments on gifts or grants booked prior to July 1, 2026
- Non-convertible gifts in-kind
- Gifts and grants from private foundations that have a written policy stating they will not pay gift fees
- Gifts to endowments

The rate of the charge will be reviewed annually.

The Finance and Investment Committee will be advised at least quarterly of the effectiveness of the administrative charge process. The Foundation Executive Board and the Board of Directors will be advised annually of the effectiveness of the administrative charge process.

Adopted: 05/11/04; Revision Adopted 03/14/06; Revision Adopted 03/13/07; Revision Adopted 5/20/26