



ADMINISTRATIVE FEE SCHEDULE (EFFECTIVE JANUARY 1, 2015)

The administrative fees charged by the Topeka Community Foundation are used to support the operating expenses of the Foundation, a nonprofit organization dedicated to making your charitable giving flexible, easy, rewarding, and to help you realize your philanthropic goals. As a result of our partnership, you and your fund receive the following services:

- Quarterly financial reports
- Checks prepared and deposits made
- Professional independent audit of the Foundation and its funds
- Maintenance of all files
- Filing of state and federal report
- Accounting services
- Professional investment services for the fund
- Administrative services

Fund or Gift Type	Annual Administrative Fee	Mininum Initial Gift	Minimum Annual Fee	One Time Fund Start Up Fee
Donor Advised, Donor Designated, and Agency Funds	1% on first \$500,000 0.50% on the next \$2,500,000 0.35% on amounts above \$3,00,000	\$10,000*	\$300/yr (\$75/qtr)	\$300
Unrestricted and Field of interest	1% on first \$500,000 0.75% on the next \$2,500,000 0.525% on amounts above \$3,000,000	\$10,000	\$300/yr (\$75/qtr)	\$300
Fiscal Sponsorship	2% of all contributions to fund	\$5,000	\$500/yr (\$125/qtr)+	\$300
Scholarship	See scholarship information page for Administrative Fees	\$5,000***	\$200/year (\$50/qtr)	\$300
Pass thru gifts**	2% one-time fee	\$5,000	\$100	\$300

*\$5,000 minimum opening balance with 5 years to reach \$10,000. If threshold is not reached in that period, funds will be closed and assets move to the Topeka Community Foundation Unrestricted (initiatives) Fund.

**This one-time charge applies to gifts not associated with a Topeka Community Foundation fund and is granted out entirely in a short period of time.

***\$5,000 minimum opening balance with 5 years to reach \$10,000. If threshold is not reached in that period, funds will be closed and assets move to a general Topeka Community Foundation scholarship fund and donor's names will be added.

+There is a \$25 per check charge after 10 non-grant checks. There is no charge for grant checks.