



VICTORIA FOUNDATION

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ADMINISTRATIVE FEE POLICY

PURPOSE

The purpose of the Administrative Fee Policy is to provide a framework for the administrative management of funds held at the Victoria Foundation.

This Administrative Fee Policy supersedes any existing policy and will be reviewed at least every two years to ensure it continues to reflect the Foundation's requirements in the context of its charitable and fund management objectives.

This Administrative Fee Policy does not apply to specific funds subject to separate written agreements with fundholders setting out alternative fee requirements and arrangements.

OBJECTIVES

The administrative fees will be determined by the Board of Directors of the Victoria Foundation.

GUIDELINES

The Victoria Foundation will charge fees from time to time based on the fund's market value for all funds other than pass-through funds. Fees will vary depending on the type of fund and the services required. The fee is an annual fee, calculated and paid monthly.

The current fee structure is:

- 1.0% for permanent, long-term and emerging funds where the fund is donor-advised or donor designated.
- 1.5% for discretionary funds.
- 0.75% for hosted organization funds.

A fee of 1% on the value of the gift will be assessed on pass-through gifts. This fee may be waived where the donor or the grantee organization has established a permanent fund with the Victoria Foundation.

Fees are set by the Board of Directors of the Victoria Foundation and are subject to change from time to time.

REVIEW

This policy will be reviewed at least every three years by the Finance and Audit Committee, with revisions to be approved by the Board of Directors.

Administration Fee Policy Review History	
Board of Directors Initial Approval	November 28, 2014
Review and Approval	October 28, 2016
Revised and Approved	March 29, 2019
Revised and Approved	December 9, 2021
Revised and Approved	December 7, 2023
Revised and Approved	December 12, 2024