



Administrative Fee Policy Statement for Donor Restricted Gifts

Updated July 14, 2020

PURPOSE

The purpose of this policy is to establish guidelines and procedures for an administrative fee to be charged on certain designated donor restricted gifts.

DEFINITION

Donor restricted gifts are funds that are donated to the Atlanta Fire Rescue Foundation, Inc. (AFRF) under a specific program, which is designed to provide services for a specific purpose in a manner consistent with the mission of AFRF. Administrative fees are charged to offset expenses associated with the administration of the programs, collection, and disbursements of gifts and income.

ADMINISTRATIVE FEE SCHEDULE

For the purpose of collecting administrative fees, the following classifications and administrative fees will be recognized:

Donor Restricted Pass-Thru Gifts: Funds that are restricted for the specific use of a fire station, department or program, which are deposited and acknowledged by AFRF and are expensed within the same calendar year that they were recognized, are considered exempt from administrative fees. Funds held beyond that calendar year, are subject to a 5% administrative fee.

Donor Restricted Non-Pass-Thru Gifts- Funds that are restricted for the specific use of a fire station, department, or program, which are deposited and acknowledged by AFRF and then are held by AFRF that require further action by AFRF. This includes Adopt A Fire Station funds, grant funds, matching fund programs, funds received as a result of third-party fundraising and other station or department program funds where funds are held and AFRF writes checks and/or performs other actions to disburse funds. Unless otherwise agreed upon, an administrative fee ranging from 3% to 10% per deposit will be established for each account based on the level of administrative duties involved to administer the donor restricted program funds.

Note: AFRF policies and fees are subject to change upon 30 days notification.