

**LAF ADMINISTRATION FEES ON PASS THRU FUNDS**  
Amended February 21, 2017

For pass thru funds, administration fees are as follows:

- All Pass Thru Funds must have a board approved agreement on file.
- All Pass Thru Funds approved by the LAF Board of Directors on or after February 21, 2017 will be assessed a 2% administrative fee on deposits.
- A minimum annual fee of \$25 will be assessed on all Pass Thru Funds each year in July. If the funds are to be fully distributed prior to July 1 of that year, the minimum fee will be assessed with the final distribution.
- All Pass Thru Funds must begin with a minimum balance of \$500.
- Administrative services other than receiving and distributing funds will incur a fee of \$1 per transaction. Examples of services include tax receipts, printouts of spreadsheets, invoicing, etc.) Transactions fees will be assessed quarterly.
- LAF reserves the right to renegotiate the terms of Pass Thru Fund Agreements after three (3) years.
- The LAF Board of Directors reserves the right to negotiate the terms of Pass Thru Funds with over \$100,000 in income.
- LAF may also enter into unique agreements for services, such as emailing tax receipts instead of mailing them. The transaction fees for such services can be negotiated.

***I acknowledge that I accept the above administrative fee policy for Pass-Thru funds with Lebanon Area Foundation.***

***Fund :*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Printed Name:*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

## Pass Thru Fund Questionnaire

1. What is the official name of the Fund being requested?

\_\_\_\_\_

2. Who is the key contact person?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

3. What is the total expected income for the fund?     \$\_\_\_\_\_

4. What is the anticipated number of transactions annually? \_\_\_\_\_

*\*Examples include: payments, distributions, tax receipts, printed spreadsheets of fund activity, invoices*

5. Is the Fund supporting a one-time project or a continual event/need?

\_\_\_\_\_

If a one-time project:

Projected completion date: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_