



POLICY: Distributions & Administrative Fees		NUMBER: 3.02	PAGE: Page 1 of 1
CATEGORY: Finance			
APPROVED: December 12, 2011	REVISED/REAFFIRMED: February 8, 2021	SUBJECT TO REVIEW: February 2023	

PREAMBLE:

The Foundation’s Spending Policy determines the amount of the annual distributions from the permanent endowment funds. The distributions are for charitable grants and an administrative recovery charge.

The policy is designed to allow a predictable outflow of funds for grants while protecting original principal.

PRACTICE:

1. It is the standard policy of the Winkler Community Foundation Inc to apply an Administrative Recovery Charge of 0.5% to 1%. This recovery charge will be approved annually by the board of directors and communicated to the Winnipeg Foundation. The Administrative Recovery Charge is to be determined per review of the historical and expected return on investments at the Winnipeg Foundation.
2. The administrative recovery charge will be collected and recorded annually by the Winkler Community Foundation.
3. Any excess Administrative Recovery Charges collected by the Foundation that are not used for administrative expenses shall be distributed back into the Foundations Unrestricted Endowment Fund.
4. The minimum annual amount to be distributed to registered charities shall be the disbursement quota specified by Canada Revenue Agency.
5. The investment earnings remaining after the distribution to registered charities and application of the administrative recovery charge will be added to individual fund balances each year.
6. Extraordinary expenses: Funds may be charged for any extraordinary direct expenses incurred on behalf of a specific commission for the sale of contributed stock or sale of property. Additional fees may be assessed for extraordinary services such as special grant processing and other non-standard services.
7. All fund agreements or templates shall contain terms that reflect this policy in the agreement itself. This policy applies to all existing funds, unless otherwise previously agreed to with Winkler Community Foundation, regardless of whether or not the current fund agreement for the fund contains a statement or terms reflecting this policy.