

UNIVERSITY OF LOUISIANA AT MONROE FOUNDATION

POLICY NUMBER: 5.8 TITLE: Administrative Fee Policy

EFFECTIVE DATE: July 1, 2014

LAST REVIEWED: July 1, 2015

Definitions

Endowed Chairs for Eminent Scholars require a minimum \$600,000 donation from private funds; a match of \$400,000 is requested from state funds, establishing a \$1,000,000 Endowed Chair. Alternatively, a gift of \$1,200,000 in private funds can be matched with \$800,000 in state funds, creating a \$2,000,000 Endowed Chair. The donor may name the chair and specify the academic area that benefits from the income generated by the investment of the endowment. Endowed Chair funds are invested according to guidelines established by the Louisiana Board of Regents.

Endowed Professorships require a minimum \$60,000 donation from private funds; a match of \$40,000 is requested from state funds, establishing a \$100,000 Endowed Professorship.

Endowed 1st Generation Scholarships require a minimum of \$60,000 donation from private, non-state or permanently designated institutional funds; a match of \$40,000 is requested from state funds, establishing a \$100,000 Endowed Scholarship. Permanently designated institutional funds are funds available to the institution from non-operating budget sources such as interest on investments, recovery of indirect costs (if not budgeted through the operating budget), and royalties earned. Endowed Scholarships are intended to increase the access of students from low income means who are the 1st in their family to attend an institution of higher learning.

Endowed Superior Graduate Student Scholarships require a minimum of \$60,000 donation from non-state funds; a match of \$40,000 is requested from state funds, establishing a \$100,000 Endowed Scholarship. Higher levels of endowment, in minimum increments of \$60,000, may be matched with additional \$40,000 contributions from the Support Fund. The initial corpus may be used to benefit the student recipient in the form of scholarships, fellowships, and/or experiential opportunities, including internships, externships, conference travel, and field work.

Endowed Chair, Endowed Professorship, Endowed 1st Generation Scholarship, and Endowed Superior Graduate Student funds are invested according to guidelines established by the Board of Regents of the University of Louisiana System.

Other endowments (perpetual but do not qualify for match of state funds) require a minimum of \$25,000 donation from private funds. Until the donated funds total reaches \$25,000, the gifts are invested and held in fund accounts.

Gifts and non-endowed funds may be annual, departmental or memorial in nature and consist of donations from private funds or funds donated by Alumni Chapters.

Fee Schedule

The Foundation has designated powers defined in the Articles of Incorporation in order to fulfill its purposes to solicit, accept, administer, invest and disburse funds or properties for the benefit and advancement of The University of Louisiana at Monroe, its faculty, and its students. In so doing, the Foundation has the right to assess fees for services to support its operations and future development activities of the Foundation.

Fees assessed to the ULM Athletic Foundation and ULM Alumni Association consist of a fixed monthly amount as agreed in the respective Cooperative Endeavor Agreements and are for the sole purpose of reimbursing the ULM Foundation for their respective portion of operational costs (salary, benefits, software and supplies). Fees assessed on ULM Foundation gifts are calculated per the table below. Fee assessments are reviewed during the Foundation annual audit. Any proposed Fee changes are effective July 1st of the subsequent year.

Origination Fees

Endowment creation	up to 5% of the endowment
- Paid from earnings on investment of the funds until the minimum endowment is met	
Grant monies	2% or a designated hire fee

Administrative Fees

Special Designation gifts	2% not to exceed \$10,000
- Gifts to provide payment for specific construction projects and equipment purchases exceeding \$10,000	
- Special designation qualification is determined by the Executive Committee of the Foundation Board or its designee(s)	
Non-endowed fund gifts	10% on the first \$20,000 plus 5% on amounts over \$20,000
- Excludes "Special Designation" gifts (see above)	
Property (movable and immovable)	10% on \$20,000 or less income 5% on over \$20,000 income
- Income is defined as funds derived from activities including, but not limited to, the sale of property, timber sales and damages, servitude agreements, rights-of-way agreements, oil and mineral leases, seismology surveys, hunting and fishing leases, livestock leases, livestock breeding income, and royalties and other income from intellectual property interests.	
Gifts to existing endowment (i.e. fully funded)	5% of the gift amount
Annual operating gifts (i.e. direct mail, phone-a-thon, appeals)	15% of the monies raised
Endowments (paid from the endowed pool)	1.25% assessed annually

Notes

Endowment investment fees – Endowed funds are invested by professional money managers and those managers charge investment fees for their services. All investment results published are shown net of fees. Any exceptions or reductions to fees assessed shall be made only upon the approval of the Foundation Executive Committee or its designee(s).