



Policy relating to Administrative Fees on Restricted Gifts

Objective:

This policy aims to clarify the process for assessing administrative fees on restricted gifts made to Chez Doris, emphasizing transparency and efficient fund management.

Scope:

This policy applies to all designated and/or restricted donations, gifts and grants received by Chez Doris from individuals, corporations, governments, or other entities. Designated gifts are contributions made by donors with the specific intention or request that the funds be used for a particular purpose, programme, or project within Chez Doris. Restricted gifts may contain additional conditions on how the funds are used, such as timelines, specific outcomes, or other criteria. In all these instances, Chez Doris must ensure that the funds are used exactly as stipulated by the donor. All designated and restricted gifts are referred to in this policy collectively as Restricted Gifts and individually as a Restricted Gift.

Policy:

1. Administrative Fee Calculation:

Chez Doris will assess an administrative fee of 15% on all Restricted Gifts. The funds collected through administrative fees will be used to cover essential administrative and operational costs incurred by Chez Doris. These costs include, but are not limited to, administrative staff salaries, accounting and financial management, insurance, postage, and technology infrastructure.

This fee will apply to all Restricted Gifts made to Chez Doris on or after October 1, 2023, and will be assessed at the time the Restricted Gift is made. In the event that a Restricted Gift is made in installments, the fee will be assessed on each installment at the time it is made. In either case, if the donor does not provide an additional amount to cover the administrative fee, it will be allocated from the principal amount of the Restricted Gift.

2. Modification of Fee Percentage:

The Board of Directors may modify this policy to increase or decrease the administrative fee percentage based on Chez Doris' anticipated operational needs. In the event a Restricted Gift was made before the date such modification comes into effect, and there are still outstanding installments due, the fee assessed on those installments will be the lesser of the fee in effect at the time the Restricted Gift was made or the newly implemented fee.

3. Communication:

Chez Doris will clearly communicate the administrative fee in all donor agreements relating to Restricted Gifts. The administrative fee will also be conveyed through Chez Doris's website and other relevant channels.

4. Receipts, Acknowledgments, and Reports:

Donation receipts, acknowledgment letters, and agreements issued to donors of Restricted Gifts will include clear information about how the gift will be used. Donation Reports will include how the grant was used, the outcomes achieved, the administrative fee levied, and any deferred income.

5. Annual Reports:

In its annual reports and audited financial statements, Chez Doris will disclose the amount spent in the prior year on administrative expenses, along with expenses related to programs, occupancy costs tied to programming, and fundraising & communications costs.