

ADMINISTRATIVE FEE SCHEDULE

Employee Assistance Fund

The administrative fees charged to your fund allow us establish and maintain the resources, processes and expertise necessary for your organization to be able to assist employees experiencing financial hardship in certain circumstances beyond the employee's control. Set-up includes working with you to establish the parameters of the assistance your fund will provide, developing a tailored overview to explain the fund to your employees as well as creating detailed instructions for your employees regarding how and when to access services.

These administrative fees also allow you to help us fulfill our mission. **With your help, we are inspiring charitable giving, building resources for the future, and connecting donors who care with causes that matter... causes like the ones you are most passionate about.**

Administrative Fee

The administrative fees for Employee Assistance Funds include two components: a one-time set-up charge and a monthly fee. The monthly fee is calculated by applying 1/12th of the percentage below to your fund's average daily value for the previous month, subject to the applicable minimum for that particular service level.

One-Time Set-up Charge	Monthly Fee	Monthly Minimum Fee
\$2,500	2.00%	\$35

Additional Fee Information

- The Fund will pay a processing fee of \$150 to the Agent (described in the Employee Assistance Fund Agreement) for each request presented, whether approved or declined.
- Investment management fees are not included in this schedule but are netted against the performance of individual funds. These fees vary among investment managers. The investment management fee applicable to our managed investment pools is 0.50% annualized. There is no investment management fee applied to our Cash Pool.
- Direct expenses incurred on behalf of a specific fund will be charged directly to such fund, including a 2.9% fee plus \$0.30 on contributions via credit card to cover transaction fees charged by credit card processors. Donors have the opportunity to increase their contribution by 3% to help cover these fees.
- Extraordinary services such as abnormally high transaction volume, complex gift acceptance, customized grant making procedures or other non-standard services may be subject to additional fees.
- For months with a high volume of contribution activity (more than five contribution transactions per month), a processing charge of 5% per contribution transaction will apply, subject to a minimum fee of \$5 and a maximum fee of \$35.

The Cobb Community Foundation Board of Directors shall have the discretion to adjust the administrative fee charged to any individual fund under extraordinary circumstances. The Board of Directors retains the right to amend this Fee Schedule from time to time.