

 <b>Hôpital St-Boniface Hospital</b> <small>FOUNDATION • FONDATION</small>  <b>POLICIES &amp; PROCEDURES</b>	<b>Policy Name</b> Sustainability Allocation Policy
	<b>Approved by</b> St-Boniface Hospital Foundation Board of Directors December 13, 2013 <b>Effective Date: January 1, 2014</b>

The mission of the St-Boniface Hospital Foundation is to raise funds to support excellence in health care and research at St-Boniface Hospital in a manner that embodies the legacy of the Grey Nuns. In keeping with this legacy, we believe that transparency and accountability are essential to our success. It is important that donors understand that all gifts to St-Boniface Hospital involve fundraising and operational expenses, and that a portion of their gift will be used to support these costs.

## POLICY

St-Boniface Hospital Foundation will assess a one-time Sustainability Allocation on all gifts, including testamentary gifts, that are donor-restricted or in support of endowed funds. The 7% allocation will be assessed on all gifts. A ceiling of \$1.5 million for any given donation will apply for the allocation. The purpose of the Sustainability Allocation is to offset some of the costs of fundraising and operational expenses. This policy is effective January 1, 2014.

The following will not be subject to the Sustainability Allocation Policy:

- Testamentary gifts and pledged donations that **predate** the implementation of the Policy (including payments on such pledges);
- In-kind donations to be retained by the Foundation; such as gifts of equipment, works of art, etc. In-kind donations that are normally sold upon receipt by the Foundation (such as real-estate or securities) will be subject to assessment upon liquidation;
- Donations toward pre-approved planned giving instruments such as: life insurance policy premiums; donor annuities with existing life-interest commitments, etc.

The existing, annual administrative fee of half of one percent (.5%) on the current market value of each endowed funds will not change.

This policy reflects our sound financial management and the strong commitment of the St-Boniface Hospital Foundation board of directors to keeping administrative costs as low as possible. The board establishes and monitors the allocation of the sustainability fund as part of the annual budgeting process.

## PROCEDURE

The one-time assessment of the allocation will take place upon receipt of the gift and will be allocated to a separate line item within the financial tracking system.