

**UC SAN DIEGO FOUNDATION
POLICY AND PROCEDURES FOR ADMINISTRATIVE FEE
ASSESSMENT ON NON-CASH, UNPOOLED GIFTED ASSETS**

BACKGROUND

Non-cash gifted assets include, but are not limited to, real property, notes receivable, tangible personal property, trusts and non-marketable or restricted securities; all of which may require a substantial amount of administrative time and expense. In order to recoup a portion of these expenses, an administrative assessment is imposed on the non-cash assets.

GENERAL POLICY

All non-cash, unpooled assets held by the UC San Diego Foundation (Foundation) will be assessed an administrative fee (to be reviewed and revised annually, as necessary).

PROCEDURES

1. Fee Assessment

Upon the maturation of a non-cash, unpooled asset, the Foundation will compute and assess a fee of 1% per annum based on the prorated period the gift was held using the net remainder/sale proceeds, or original value, whichever is less. The fee will be deducted from the proceeds of the specific asset upon its sale, disposition, or maturation remainder value.

2. Fee Maximums

The cumulative amount of this fee, when combined with the UCSD Gift Fee (PPM 410-3), shall not exceed 10% of the lesser of original value (defined as the actual cash or in-kind contribution at the date of the gift at face value) or net remaining value at the time of disposition.

3. Exemptions

For endowed funds, assessments will be deducted from earnings in cases where certain naming or fund minimums must be met.

4. Informing Donors of Administrative Fees

Donors shall be informed of the Foundation's policy with respect to the imposition of the administrative fee.

5. Transfer Assessed Amounts to UCSD

As the administrative assessments are collected on sold or matured assets, the collections will be combined with the gift fees collected on Foundation gifts, in accordance with standard practice.