Overview

The West Shore Foundation (WSF, the Foundation) is a 501(c)3 non-profit corporation whose purpose is to raise funds to support the West Shore School District. As such, the Foundation will determine how funds will be assigned for accounting purposes, administrative fees that will be assessed, and how funds will be distributed.

Fund Types

**Unrestricted Funds** may be of any dollar amount and are deposited into the general fund. These donations will be disbursed for purposes authorized by the WSF Board, in accordance with its bylaws and policies. Administrative fees will not be assessed on gifts that are unrestricted.

**Pass Through Funds** may be accepted for donations that are intended for purposes outside of established fund accounts, are designated for a particular purpose, approved by the board, and will be expended within the fiscal year of the donation. Pass through funds must be aligned to the purposes of the Foundation, and disbursements cannot be made to the donor or the donor’s designee. Interest income generated from Pass Through Funds will be deposited in the general fund. Scholarships that do not extend beyond one year will be assigned as Pass Through Funds. (Refer to Policy 23, Pass Through Funds).

**Restricted Funds**

Donations of more than $5000 may be restricted for a particular purpose and are intended to be distributed in more than one fiscal year. Donors who wish to create a restricted fund must submit a written proposal to the WSF Board, following the West Shore Foundation Policy for Restricted Funds. Once approved by the WSF Board, a Restricted Fund Agreement will be executed, and the funds will be accounted for and distributed as a separate fund in accordance with WSF Board Policy 22, Restricted Funds.

Fees

At the time of donation, the West Shore Foundation may assess an administrative fee of 10% on Pass Through and Restricted Funds. Fees will be used to cover the costs of administering the funds. The WSF Board may decide to waive administration fees at its discretion.