Fiscal Management Services

1. Standard Fiscal Sponsorship Services (7.5% Management Fee)
   a. Sponsorship for federal or private grants: no greater than one (1) per quarter or four (4) per year
   b. Receipt of private contributions on behalf of project
   c. Check processing of up to twenty five (25) checks per month
   d. Preparation of tax credit letters for all donations
   e. Preparation of quarterly financial account statements
   f. Annual Yellow Book Audit of St. Croix Foundation Accounting Practices*
   g. Preparation of required grant reports [one (1) per month]

2. Pass-Through Fiscal Sponsorship (5% Management Fee)
   a. Sponsorship for one grant from a single funding source on a one-time basis
   b. Tax preparation (e.g. accounting for money as income and expenses) is the responsibility of the sponsored organization’s Project Director

   Note: Projects sponsored by the Foundation on a Pass-Through basis do not receive additional Program Benefits and/or Services.

3. Project/Program Management Services (Minimum of 10% Management Fee)
   Donor-Advised Funds, Scholarship Funds, Endowed and Non-Endowed Funds, Fiscal Sponsorships
   a. Includes all Standard Fiscal Sponsorship Services (as specified above)
   b. Program management/administrative support, which includes but is not limited to:
      i. Drafting of correspondence on behalf of client/organization
      ii. Development and review of applications/proposals
      iii. Development, organization, and distribution of organizational materials
      iv. Program evaluation
   d. Coordination of events or activities
   e. Bulk mailings: limit of one (1) per month of no more than 100 pieces
   f. Ordering supplies to include coordinating delivery, and/or storing of supplies
   g. Preparing check requests
   h. Tailoring account setup to specific project(s)

4. Comprehensive Fiduciary Contract Services
   a. Formal Fiduciary Contractual Agreement
   b. All Standard Fiscal Sponsorship Services with:
      i. Check processing limit not to exceed fifty (50) checks per month
      ii. Monthly Financial Account Statements
      iii. Preparation of 1099 Tax forms (limit of 50 per year)
      iv. Yellow Book Audit Compilations (if necessary)
   c. Tailored account developed to meet clients’ needs

Fiscal Management Service Fees
   a. Fees will be assessed based on: 1) the level of service requested and; 2) gross annual receipts, for each individual account and will be deducted immediately upon deposit of funds.
   b. Accounts with minimal or no annual receipts will be assessed a base annual fee of $250
   c. All accounts will be evaluated annually, at the end of the fourth quarter, to re-assess the level of services required; at which time, anything above and beyond standard services will be assessed at a higher management fee.

*All services are based on SCF capacity and commitment to provide first-rate, efficient service to our clients