

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*