

## **Management Services Menu for Nonprofit Organizations/Foundation**

The Foundation for Enhancing Communities (TFEC) can perform many internal functions for independent nonprofit organizations and foundations. The organization remains the legal owner of its financial assets and maintains its own governing body, and TFEC provides a selection of services for a fee according to a **Management Services Agreement** (*please note that TFEC cannot provide stand-alone investment services*).

One time set-up fee for a management agreement:

### Initial Set-up

- Establish bank account(s)
- Establish general ledger
- Input initial fund balances
- Establish investment account(s)
- Transfer assets into proper investment accounts

Menu of services provided through fixed annual fee:

### Transactional Services

- Accept all donations on behalf of the organization, including cash, checks, credit cards (client is responsible for having their own credit card processing provider), publicly-traded and closely-held securities, real estate, insurance policies, and other non-traditional assets
- Acknowledge all gifts to donors and provide tax deduction letters
- Prepare and record all investment bank journal entries
- Make all investment pool allocations
- Calculate fees on all funds
- Process all grants and scholarships
- Process all vendor payments

### Financial Reporting

- Create and issue financial reports to staff, board of directors, and other designees.  
Available reports include:
  - Statements of financial position
  - Statement of activity (actual v. budget)
  - Cash flow forecast
  - Grants paid and payable
  - Pledges received and receivable
  - Gifts received
  - Return earned on investment
  - List of all gifts with fund balances
  - Statement of financial position for each fund
  - Schedule of accounts payable
  - Working papers for annual tax return (actual return prepared by organization's CPA firm)

*(Continued on reverse)*

Audit

- Work closely with the organization's auditor to provide all information necessary to complete its annual audit

Budget Preparation

- Work closely with staff in order to assemble the organization's annual budget

Payroll

- Prepare payroll journal entries, governmental reports, and employee deductions for taxes, benefits, and savings plans (client is responsible for having own payroll provider)

Investments

- Establish relationships with financial institutions where funds are invested
- Ensure that all funds are invested properly, according to investment policy guidelines
- Ensure that all fees charged by investment firms are appropriate
- Rebalance investment portfolio on a monthly basis
- Provide monthly investment reports
- Review all investments quarterly using the expertise of TFEC's Investment Advisory Committee

Services offered for an additional fee:

Planned Giving

- Provide expertise with complex planned giving transactions, including real estate gifts, gifts made through Wills, gifts of appreciated assets (including closely-held business stock), charitable remainder trusts, and charitable lead trusts
- Assist with marketing effort by ghost-writing, guest authoring, or editing articles for the organization's newsletters, endowment brochures, or website
- Accompany staff and/or volunteers on calls to planned gift donors and prospects