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Basin Wide Foundation ~ Sponsored Affiliate Fiscal Sponsorship Agreement Administration Policy & Fee Schedule

Exhibit A

1) **Bank Account** – A bank account will be opened by the Basin Wide Foundation (BWF) in your sponsored affiliate name. A check in the amount of one hundred dollars (\$100.00) should be made payable to BWF prior to opening the account. This initial \$100 is the initial fee required to establish the account. Four Directors from the BWF Board of Directors will serve as signers on this account; your Sponsored Affiliate Organization (SAO) Chairperson may become a signer to this account as well, making the fifth signer. All accounts are two-signer accounts requiring at least one BWF board member signature.

2) **Deposits, Checks and Procedures for Handling Bills**

- a) All deposits, withdrawal requests, and checks written on your sponsored affiliate account must come through the BWF office for approval and execution by BWF's Executive Director (ED) and appropriate signature(s) by BWF board member(s).
- b) Bills must be authorized by your sponsored affiliate Chairperson, Treasurer or designated member of your sponsored affiliate before ED will pay.
- c) An invoice, bill or receipt must be presented in order to be paid by ED to any vendor or service provider.
- d) Bills are paid every other week. Please check with ED for schedule. Checks will be issued and mailed by Friday of the week in which payment is scheduled unless other arrangements are made.
- e) BWF uses QuickBooks as its accounting software. Financial statements will be prepared for your organization with adequate notice to be presented at your regularly scheduled meetings.
- f) For accounting purposes, your sponsored affiliate must indicate to the ED, in writing, whether any income or donations received are "restricted" funds and/or whether any income received or expenses incurred are required to be posted to a specific account. This ensures that your sponsored affiliate funds and expenses are properly tracked and accounted for.

3) **Report to the Board** – Your sponsored affiliate Chairperson, or designated member of your sponsored affiliate must report to the BWF Board at its regularly scheduled monthly meeting. If the sponsored affiliate organization is holding an event, applying for a grant, holding any type of fund raising program, there must be a written request sent to the BWF Board for approval before event date or grant application process. BWF Board Meetings are held on the fourth Tuesday of each month. This report should summarize clearly what is happening within your organization for that month, your affiliate meeting minutes are acceptable as reporting; reports should be emailed or

delivered to the ED on the Friday prior to each BWF Board Meeting. All requests for event approval and/or reports must be signed by a Board member of the sponsored affiliate and recorded in the organizations minutes.

4) **Donation Letters** – All acknowledgement letters of monetary or in-kind donations must come from BWF office on BWF letterhead, unless otherwise authorized in writing by the BWF Board.

5) **Fees** – A general annual administration fee will be determined at the time this agreement is finalized. The fee will be based upon the level of services required by the supported sponsored affiliate. Annual administration fee is payable to BWF on June 1 of each year.

6) **Administration of Grants and Donations** - All donation checks must be written to the BWF as the 501(c)3 organization with your sponsored affiliate name on the memo line. The BWF will input said donations in computer per the donor's designation and make the bank deposits into your account. Monetary gifts of \$250 or more will be recognized with a letter from the BWF for the donor's tax purposes. Gifts of in-kind services or donated items are acknowledged with a letter of donation, values are not determined by BWF. A maximum of 5% administration fee will be retained by the BWF on all donations. Additionally, if the BWF staff is required to be the primary writer of grants on your behalf, an administration fee of up to 10% may be charged if the anticipated work-load justifies the charge and whether or not the grant is funded. In addition to administration of grant funds – grants being sought by your affiliate must be board approved prior to applying.

7) **Hire for Services** - If the sponsored affiliate elects to hire a “contractor” or “anyone” for any service, it must be taken before the BWF Board of Directors for approval. Notify ED in a timely manner prior to Board meeting to have the matter placed on the agenda for approval. After approval, and before work begins, contractor or such person will need to fill out required IRS Forms.

8) **Insurance** – Fiscal Sponsored Affiliate is basically covered by BWF's general insurance. However, if affiliate should acquire a building, need event insurance, or other type of insurance, this needs to be approved by BWF Board and sponsored affiliate will be required to pay additional insurance fees. This will need to be processed through our insurance agent, please contact ED if additional insurance is needed.

9) **Affiliate Meetings** – Sponsored affiliate meetings and committees are legally governed by the BWF bylaws and Board of Directors. Bylaws, Articles of Incorporation, and IRS Tax ID letter are available, contact ED to receive transmittals. Affiliates are encouraged to run their meetings in an organized fashion with designated positions; recognizing that they are not Board of Directors in the legal sense. For ease of clarification, the positions should be named Chairman, Vice-Chair etc..

10) **Logos – Printed Material – Website - Social Media** – All printed material: brochures, promotional pieces, letterhead, logo, and social media efforts produced by your affiliate need to be Board approved and must contain the wording “a sponsored affiliate of the Basin Wide Foundation”.

I, _____, of _____
(Sponsored Affiliate Contact Name) (Sponsored Affiliate Organization Name)

on this date _____, have read the above Fiscal Sponsorship Agreement and acknowledge our responsibilities and terms with the Basin Wide Foundation's Administration Policy.

Sponsored Affiliate Signature

Sponsored Affiliate Signature

Cindy Melland, President