



Austin Community Foundation

Fiscal Sponsorship (Program) Fund Guidelines

The Austin Community Foundation's (ACF) mission is to promote, develop, and practice philanthropy in Austin and Central Texas. Fiscal Sponsorship Funds are not ACF's primary purpose, however, we do try to facilitate charitable efforts that improve the Austin community and promote the spirit of philanthropy. ACF's 501c3 status with the IRS is a valuable asset and programs that we fiscally sponsor benefit from that tax-exempt status. By having a Fund with ACF, donations are tax deductible to the extent allowed by law. Money from fundraisers and sales are accepted, but are not always tax deductible donations. We also pay expenses when documentation and authorization are provided to us. These funds are assets of the Austin Community Foundation. They legally belong to Austin Community Foundation, and are reported as such on our financial statements and IRS Form 990. ACF also files monthly sales tax returns.

All correspondence must reference your fund name – we now have over 200 Fiscal Sponsorship Funds

- **Fund Activity can be viewed on Donor Central** online at www.austincf.org using your ACF login under My ACF Fund and password. If you do not have one, you can register online. There is a limit of one per fund or a \$24 fee will be assessed each year for each additional user.
- **Fund Representative changes must be submitted in writing to Paula Lange by the outgoing Representative with the new Representative's name and contact information.**
- **A minimum balance of \$500 must be maintained at all times.**
- **Checks should be made payable to "Austin Community Foundation"**, with the Fund name in the memo line or in a letter attached. For checks made payable to your Fund name, please endorse the back of each check to ACF. **ALL CHECKS MUST BE WRITTEN IN BLUE OR BLACK INK.** Checks are scanned for deposits. Checks written in ink other than blue or black are rejected as they cannot be read. A \$5.00 fee will be assessed for each check that needs to be physically deposited at the bank.
- **Type of deposits** - Checks **must** be identified as tax deductible contributions; fundraisers (identify the tax deductible vs. non-deductible portion), auctions (non-tax deductible), ticket sales may be both, or merchandise sales.
- **Administrative Fees are assessed on all funds. We keep all income earned while the balance is in the money market, plus a 1% Fee is charged on all deposits.**
- **Credit Cards** are accepted. A credit card processing fee of 4% is assessed to the Fund. For credit card donations, it is important to "advertise" that the fiscal sponsorship fund is a "Fund of the Austin Community Foundation". Austin Community Foundation appears on the donor's credit card statement; donors need to know the affiliation **in advance**. ACF has a credit card machine that can be borrowed for events. If the equipment is lost or damaged while in your possession, the Fund will be charged for the replacement cost or damage.
- **We do not accept cash donations.** Deposits are processed electronically; for security and safeguarding reasons we do not accept cash. You may purchase money orders at HEB for \$0.69 or cashier's checks at your bank. Please provide donor's name and address for cash donations, so we can send them a tax receipt letter.
- **Sales tax is paid on items sold for fundraising** (example: t-shirts, hats, cookbooks, etc.). We calculate the sales tax liability (8.25%) and deduct it from the total sales received for deposit. These are not contributions; they are recorded as Sales under Income, and Sales Tax under Expenses on Donor Central. Individuals purchasing sales items will not be listed. Checks **must be separated and identified as sales vs. donations**. If you have questions on what items are subject to sales tax please contact us.
- **Returned checks** are charged a \$27 fee, regardless of the reason for the return.
- **Check requests please see the Required Procedure for Accounts Payable Requests document**
- **No accounts (vendor, bank, outside donation services, etc.) can be opened using ACF's tax identification number.**
- **Events require an Event Request Form submitted to us for approval by the 15th of the month preceding the calendar year quarter that the event takes place.** The form must include the fair market value of what is received if tickets or sponsorships are sold. Example, a meal is valued at \$30 (even if the meal is donated, donors are receiving something of value) the ticket costs \$150, \$120 is tax-deductible. Proceeds from raffles/auctions will be deposited in a lump sum into your fund and letters are not sent. Detailed record keeping of individual purchases is your responsibility.
- **Special Event Insurance may need to be purchased with Austin Community Foundation listed as an additional insured.** In addition, if alcohol is going to be served, you must purchase host liquor liability insurance (it can be paid from your Fund) with Austin Community Foundation listed as an additional insured. For specific questions regarding insurance, please e-mail Paula Lange at plange@austincf.org Purchase insurance from an agency of your choice or our agent, Frost Insurance. Contact: Kathy Wowles at 473-4552 kwowles@frostinsurance.com.

Please note: The Foundation reserves the right to transfer the assets from a fund to the Foundation's community funds, as the Foundation may determine if, after a period of three consecutive years, there were neither contributions made to the fund nor any recommendations as to distributions from the fund, and neither the donor nor fund advisors responded to communications from the Foundation sent to the addresses for such persons on file with the Foundation.