

Fee Explainer

Fiscal sponsorship base administrative fees of Tides Advocacy (TA)

Areas of Coverage for Comprehensive Fiscal Sponsorship

Finance Management

Covered by Base Fee	<u>Not</u> Covered by Base Fee
<ul style="list-style-type: none"> • Full-cycle fund accounting with monthly financial reconciliation and ad hoc reports as needed • Financial management system configuration, maintenance, and fees • Banking, corporate cards, and access to key systems for financial processing (currently Bill.com) • Vendor payment and reimbursement via check, ACH, and wire • IRS Form 1096 preparation and filing and IRS Forms 1099 preparation and distribution • Financial grant report support (with appropriate notice) • Annual financial audit management and associated costs • Annual IRS Form 990 preparation and filing • State and local sales and use tax remittance and return filing nationwide • Payment processing platform administration • Financial support and advisory from TA finance resources • Referrals to outside providers as needed and appropriate 	<ul style="list-style-type: none"> • Costs associated with single-grant audits • Costs associated with expedited or wire-transfer payments, or other bank fees • Escalated financial advisory • Firsthand grant financial report preparation and submission (support is provided) • Extensive firsthand vendor relationship management and vendor negotiations • Customized financial reports • Reporting on c3 funds

Legal, Risk, and Compliance

Covered by Base Fee	<u>Not</u> Covered by Base Fee
<ul style="list-style-type: none"> • Day-to-day risk management and legal advice on a range of advocacy programs, including access to LRC-created resources and trainings for partners • Full review, approval, and assistance with grant, contract, lease, and other agreements, including amendments as needed and secure electronic signing for legal agreements (Note: TA must be a party to such agreements; secure e-sign is administered by TA, currently via DocuSign) • Compliance with federal and state agency regulations related to: <ul style="list-style-type: none"> ○ IRS 990 filings ○ State nonprofit corporate filings ○ State charitable solicitation registrations • Resources and oversight for tracking lobbying expenditures, and reporting to appropriate agencies on behalf of Tides Advocacy • In partnership with HR (see above), compliance assistance with federal, state, and local employment law • Basic guidelines on “spinning off” to form an independent nonprofit entity 	<ul style="list-style-type: none"> • Costs associated with escalated legal and risk issues such as legal claims • Outside counsel fees • Extensive first-hand contract negotiation or customization • Legal filing fees or court fees for litigation • Creation or operation of external PAC(s), or associated legal and reporting firm fees • Lobbying registration and reporting for project employees and/or contractors that may be required to register. • Costs associated with professional licensing or accreditation • Robust baseline operational insurance including business property and liability, with non-owned auto liability, volunteer and participant accident, and other coverage (costs are allocated pro-rata among all partners) • Additional insurance costs including supplemental liability insurance for special programs or events (policy premium costs are charged directly to the relevant partner) • Legal advice and costs associated with forming an independent nonprofit entity and “spinning off”

Advisory Management

Covered by Base Fee	<u>Not</u> Covered by Base Fee
<ul style="list-style-type: none"> • Organizational development and operational advisory and partnership • Referrals to outside providers as needed and appropriate 	<ul style="list-style-type: none"> • Escalated organizational development and operational advisory

Human Resources

Covered by Base Fee	Not Covered by Base Fee
<p>Employment Operations & Onboarding</p> <ul style="list-style-type: none"> ● Provide legal employment by TA ● Training on Human Resources systems (i.e. Salesforce, ADP) ● Review and editing of job descriptions ● Transaction support and approvals for new hires, employee changes for employees ● Transaction support and approvals for Independent Contractors ● Preparation of documentation including offer letters, severance and separation documentation, employment changes ● Provide, explain as needed, and uphold employee handbook ● Background check and employment verification services for employees of Tides Advocacy ● External service recommendations (i.e. canvassing firms, temp agencies, outsourced investigation services if not able to be handled internally etc.) ● Provide procedures, resources and communication for employment related content, onboarding, etc. ● General Tides Advocacy Human Resources Manager consulting and customer service ● New hire paperwork support and HR system troubleshooting ● Tides Advocacy partner orientation to explain service offerings, important contact information, training and partner engagement opportunities ● Consult and advise on FLSA job status to determine if positions are exempt or non-exempt. <p>Employee compensation</p> <ul style="list-style-type: none"> ● Review and approve in accordance with state and federal laws, transactions for payroll processing for base pay, performance bonuses, raises, stipends and other pay related changes. 	<ul style="list-style-type: none"> ● Enhanced benefits costs for services or tiers above or beyond TA's general benefits offerings ● Direct personnel costs including salary, benefits premiums, payroll taxes, paid vacation, paid sick leave, and other paid time off ● Costs associated with escalated personnel issues such as legal claims ● Costs associated with employment agency audits directly attributable to project actions ● High-level staffing or organizational structure advisory ● Compensation studies ● Cost of external trainings, conferences, HR related memberships, platforms or other external resources ● Cost of temporary hires from third party vendors, employment agencies and canvassing firms ● Services and legal fees associated with partner unionization ● External Consulting Firm Services ● Compliance training, background checks and employment verification for canvassers or third party temp employees hired by employment agencies ● Costs and payments associated with Independent Contractors ● Gifts, employee appreciation expenses ● Travel expenses ● Outside legal counsel, additional expense billed to partners.

Employee and labor relations

- Provide guidance and consulting on labor relations and independent contractor determination
- Communicate and uphold Tides Advocacy Code of Conduct
- Provide consulting and coaching as needed for managers
- Consult on and provide recommendations on employee discipline, employee relations and investigations
- Conduct Investigations as needed with option to outsource if needed
- Uphold Tides Advocacy, policy, employee handbook, offering limited review and development of additional partner guidelines as needed.

Human resources compliance

- Ensure compliance with federal and state laws
- Annual Compliance Training
- EEO-1 Reporting
- Provide compliance training for employees
- Tides Advocacy employment policies management and compliance with applicable employment law
- Unemployment
- Workers Compensation
- Employee handbook
- Federal labor guidelines
- Employment eligibility and verification (form I-9)
- Americans with Disabilities Act, accommodations and interactive process
- IRS form W-4
- Tides Advocacy Employment policies management and compliance with applicable employment law

Organizational structure

- Provide resources and information that relate to Tides Advocacy including mission of an organization, pro-black framework, organizational chart, departmental contact information, overview of fiscal sponsorship

- Enhanced benefits costs for services or tiers above or beyond TA's general benefits offerings
- Direct personnel costs including salary, benefits premiums, payroll taxes, paid vacation, paid sick leave, and other paid time off
- Costs

- Provide resources, templates, and consultation on performance management, conflict resolution, performance improvement plans, annual review forms, and other guidelines upon request

Employee training, development and other information

- Annual compliance training
- Complementary training referrals or resources
- Tides Advocacy Partner orientation
- Referrals to outside providers as needed and appropriate (any additional cost for use of outside providers not covered by TA)
- Provide information on Tides Advocacy confidential hotlines
- Anti-retaliation and whistleblower policies and procedures
- Harassment and hostile work environment policies and procedures

Employment and HR Operations

- New hire processing: job offer letters and Tides Advocacy onboarding
- Employee status changes: salary adjustments, promotions, title changes, classification (as employee, contractor, or fellow/ intern)
- Separation processing: cause of termination review, final pay arrangements, exit interviews, etc.
- Background checks, when required
- Job description review and consulting
- Compensation analysis upon request
- Termination assistance
- Employee relations consulting
- Employment Verification, Form I-9
- New hire onboarding
- Background checks, when required
- Unemployment claims
- COBRA administration

Employee benefits

- Benefits administration (including Open Enrollment), major medical benefits, workers' compensation, retirement account, leaves of absence, etc., plus all fees charged by benefits platform

- Provide overview and policies related to employee benefits include health insurance, retirement accounts, health care flexible spending accounts, family leave and any other benefits offered by Tides Advocacy. Provides open enrollment and educational meetings for employees regarding their benefits
- General benefit related auditing
- Provides and reviews, benefits information
- Leave of absence management
- Employee benefits administration
- Retirement plan administration: 401(k)
- Flexible spending account administration
- Online benefits enrollment: new hire, annual open enrollment, and qualifying events
- Workers' compensation and unemployment claims
- COBRA administration

Payroll Processing

- Payroll administration, including all fees charged by payroll platform (all personnel costs including payroll taxes are responsibility of project), and IRS form W-2 preparation and distribution
- Web-based timesheets (input and approval)
- Ensure pay is issued according to state laws
- Integration with HR and benefits administration
- Input, audit, and transmission of payroll
- Maintenance of historical earnings and deduction information
- Personnel cost allocation to multiple funding sources
- Direct deposit: paper vouchers or online pay stubs
- Voluntary employee payroll deductions: 401(k), flexible spending accounts, etc

Payroll Reporting

- General Ledger interface and reporting
- Key payroll reports online
- Custom management and benefit accrual reporting
- Check reconciliation and proration at hire and separation
- Group Term Life calculation and reporting
- New hire compliance reporting
- Monthly termed employee W-2s as necessary

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| <ul style="list-style-type: none">• Vacation and sick time accrual management• General audits | |
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This document is intended to serve as a summary only and should not be taken to be 100% comprehensive. Tides Advocacy reserves the right to adjust our services, systems, and fees at any time. We commit to only doing so with clear communication and good partnership.