

### CNDC's Services and Benefits

After being accepted by CNDC, a partner project receives the following services and benefits. These are the services for the direct partner project model of fiscal sponsorship - CNDC's most frequent fiscal sponsor relationship. Other models will vary in services.

**BACK-OFFICE & COMPLIANCE:** As direct activities of CNDC, partner projects operate under the auspices of a fully qualified public charity recognized as exempt from tax by the Internal Revenue Service. Partner projects are under CNDC's liability insurance. Contracts, grants, and legal agreements are between CNDC for the benefit of the partner project and the other party.

- CNDC's tax-exempt designation by the Internal Revenue Service
- Inclusion in CNDC's 990
- Registration with each state for charitable solicitations
- Acknowledgement to donors of tax-deductible donations
- Preparation of 1099s
- Sales tax license
- Personal property tax exemption
- Sales tax exemption
- Volunteer background check and waiver development support
- Contract, lease, and legal agreement review and approval
- Securing and administering an annual liability insurance package
- Securing additional property, event, or other liability insurance
- Managing the claims process for liability insurance

**ACCOUNTING & FINANCES:** CNDC administers partner project finances, including the handling of financial transactions and issuing financial reports. In addition, CNDC completes all required tax filings and has one unified financial audit that includes all partner project activity.

- Accounts payable (payments processed twice a week)
- Monthly financial packet - statement of financial position (balance sheet), statement of revenues and expenditures (income statement), statement of cash flows, accruals, grants reports, and general ledger report
- Access to CNDC's online accounting system for direct insight into partner project financials
- Assistance in budget development and management
- Tracking of restricted funds
- Preparation of government billings/invoices
- Guidance on Super-circular compliance
- Participation in government funder audits or reviews
- Company credit cards for approved personnel
- Inclusion in CNDC's year-end audit, including OMB audit if required
- Inclusion in CNDC's Form 990 filing

**HUMAN RESOURCES:** Partner project employees are CNDC employees and are eligible for CNDC's benefits plans. The employers' share of fringe benefits and payroll taxes for partner project-related employees are being paid for out of the partner project's funds.

- Personnel handbook covering all employees
- Legal compliance (e.g., FLSA, ACA, ADA, ERISA, etc.) for employment-related issues
- Employee hire and separation process
- Background checks on employees
- Onboarding support for new employees
- Benefits plan selection and open enrollment
- Benefits administration
- 401K plan administration
- Administration of worker's compensation insurance and claims
- Management of unemployment claims, including appeals and hearings
- Employee relations, management, and conflict resolution assistance
- Management of any legal claims (e.g., CCRD, EEOC, etc.)
- Payroll management

**ORGANIZATIONAL DEVELOPMENT RESOURCES:** Partner projects of CNDC receive access to resources to jump-start the development of essential functions of an organization within areas such as resource development, board development, financial management, and staff development.

- Nonprofit management best practices
- HR, finance, and program coaching and guidance
- Resources for staff and partner project boards on fundraising, financial management, budgeting, human resources, strategic planning, etc.
- Membership rates with organizations that provide access to nonprofit resources and training
- Access to fundraising platforms including Colorado Gives and an online platform that will integrate with your website providing reports on donor information, giving patterns, and has integration functionality with major donor databases.

**OTHER BENEFITS:** There are many intangible benefits to being part of CNDC.

- CNDC's goodwill in the community
- Management of and guidance for legal issues
- Being part of a large employer group for benefits, leaves, and HR issues
- Informal mentoring of partner project executive directors
- Partner project boards can contact CNDC when issues arise for guidance and support
- Support during executive director transitions or absences
- Flexibility on future organizational development – ease of spinning off, becoming part of another organization, or sunseting