



Fiscal sponsorship base administrative fees of The Praxis Project: areas of coverage for comprehensive fiscal sponsorship

Personnel management and compliance

Covered by base fee

- Legal employment by Praxis with full associated compliance burden
- Employment policies management and compliance with applicable employment law, including limited policy customization
- New hire processing, including preparing offer letter, providing employee handbook and benefits information, IRS Form W-4 and completing I-9 verification
- Payroll administration, including all fees charged by payroll platform (all personnel costs including payroll taxes are responsibility of project), and IRS Forms W-2 preparation and distribution
- Benefits administration, including major medical benefits, workers' compensation, retirement account, leaves of absence, etc., plus all fees charged by benefits platform
- Performance management resources, including performance evaluation templates
- Employment agency audit management
- Referrals to outside providers as needed and appropriate

Not covered by base fee

- 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
- Extensive policy customization
- Firsthand performance management for project staff

Financial management and compliance

Covered by base fee

- Full financial oversight with associated compliance burden
- 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 and Tallie)
- Vendor payment and reimbursement via check and direct deposit
- 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
- Single-grant audit management
- 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 Praxis finance resources
- Referrals to outside providers as needed and appropriate



Not covered by base fee

- 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

Legal, risk, and regulatory compliance

Covered by base fee

- Party to all grants, contracts, leases, and other agreements with associated legal liability and administrative burden
- In-depth grant, contract, lease, and other agreement review and approval
- Full IRS and other federal and state agency compliance and associated costs
- State nonprofit corporate compliance and associated costs nationwide
- State charitable solicitation registration and associated costs nationwide
- Full compliance with federal, state, and local employment law
- Robust baseline operational insurance including business property and liability, with non-owned auto liability, volunteer and participant accident, and other coverage to be added in 2018
- Service agreement and amendment templates and advisory
- Secure and auditable electronic signing for legal agreements via DocuSign, and associated fees (administered by Praxis)
- Resources and oversight for tracking lobbying expenditures, and all reporting to appropriate agencies
- Day-to-day risk management and advocacy advisory
- Basic advisory on spinning off

Not covered by base fee

- Costs associated with escalated legal and risk issues such as legal claims
- Outside attorneys' fees
- Legal filing fees or court fees for litigation
- Additional insurance costs including supplemental liquor liability insurance for events, though brokerage and administration of additional insurance coverages is provided
- Custom contract language
- Extensive first-hand contract negotiation
- Costs associated with professional licensing or accreditation
- Escalated risk management and advocacy advisory
- Escalated advisory on and costs associated with spinning off

Organizational advisory

Covered by base fee

- Organizational development and operational advisory and partnership
- Referrals to outside providers as needed and appropriate
- Invitations to the Communities of Praxis Slack, Praxis Learning Circles, our annual Roots & Remedies convening, Relax with Praxis sessions, and additional workshops and events designed to share organizing strategies and build deeper relationships across over 200 health justice organizers and movement leaders.

Not covered by base fee

- Escalated organizational development and operational advisory

This document is intended to serve as a summary only and should not be taken to be 100% comprehensive. Praxis 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.