

# Estimated Retail Cost of Professional Services to Create, Maintain and Develop Your Own 501(c)(3) Organization

|  | <i>Estimated Retail Pricing</i>            |
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| <b>Create and Maintain a Tax-Exempt Organization</b>   |  |
| Apply for and obtain tax-exempt 501(c)(3) status that allows tax-deductible contributions  | \$2,500 to \$5,000                         |
| <b>Accounting</b>  |  |
| Segregated affiliated fund accounting (includes tracking of donor intent in distinct accounts) to record all day-to-day transactions   | \$1,500+/year                              |
| Acceptance of credit card, ACH and online contributions  | \$500+/year                                |
| Compliance with federal and state requirements for gift receipting   | \$500+/year                                |
| Quarterly financial reports and annual financial statements  | \$400+/year                                |
| Purchase of basic accounting software  | \$100 to \$1,000                           |
| <b>Risk Management</b>   |  |
| Comprehensive liability insurance and directors and officers insurance coverage  | \$1,000+/year                              |
| General legal counsel on retainer  | \$2,000+/year                              |
| <b>Financial and Investment Management</b>   |  |
| Non-Permanent Funds <ul style="list-style-type: none"> <li>• Interest earned on cash-on-hand and availability of CDs to increase yield</li> <li>• Verify that disbursements are consistent with donor intent</li> <li>• Send checks directly to vendors or grant recipients</li> </ul> | <i>Varies</i>                              |
| Endowment Funds <ul style="list-style-type: none"> <li>• Selection and monitoring of investment advisors</li> <li>• Establishment and monitoring of investment policy</li> <li>• Establishment and monitoring of payout policy</li> </ul>  | <i>\$1,000+/year<br/>+ investment fees</i> |
| <b>Audit</b>   |  |
| Annual financial statement and A-133 audits by independent CPA firm  | \$2,500+/year                              |
| <b>Tax Reporting</b>   |  |
| Preparation and filing of IRS Form 990 (exempt org. tax return)  | \$500+/year                                |
| Tax and regulatory compliance - Forms 8282, sales tax and other filings  | \$500+/year                                |
| <b>Management and Oversight</b>  |  |
| Professional problem-solving and administrative guidance   | \$100-200/hour                             |
| Administration and facilitation of public-private partnership funds  | \$100-200/hour                             |
| Charitable gift annuity management   | \$1,500+ each                              |
| Membership in the Council on Foundations   | \$1,000+/ year                             |
| Obtain Community Foundation National Standards accreditation   | \$2,500+                                   |
| <b>Development Services</b>  |  |
| Customized technical assistance for fundraising, strategic development, planned giving, donor events and donor visitations   | \$1,000+/day                               |
| Facilitated peer learning on fundraising and advocacy for groups   | \$1,000+/day                               |
| Development of marketing materials   | \$75-100/hour                              |
| Create and maintain website  | \$500/year                                 |
| Media strategies   | \$75-100/hour                              |
| Communications to former residents and alumni  | \$1,000/day                                |
| Workshops for financial planners   | \$1,000/day                                |
| Handling of complex non-cash charitable gifts  | \$1,000+/each                              |
| Purchase of development and planned giving software and reference materials  | \$3,000 up front<br>\$1,000 annually       |