



Fiscal Services

Our Mission

To work with citizens to enhance their communities through social, economic, educational and environmental improvements

Who we are

We are a non-profit organization that provides fiscal and administrative services to groups and organizations.



We fill a valuable fiscal role that allows these groups to focus on expanding their capacity, attract funding, and accomplish their work on the ground.

What we do

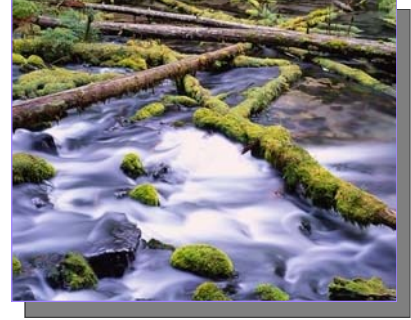
We host, facilitate and manage programs, projects and partnerships that work toward improving our community.

Fiscal Sponsorship	Food & Farm	Forest Stewardship	Western Invasive Network		
<ul style="list-style-type: none"> • Watershed Councils • Willamette SIP Collaborative Planning Process • Upper Willamette CREP • EWEB Voluntary Incentives Program 	<ul style="list-style-type: none"> • Berggren Demonstration Farm • CSA Boxes, Educational Programs & Internships • South Willamette Farm Corps • Local Food Connection 	<ul style="list-style-type: none"> • Siuslaw Collaborative Watershed Restoration on the Siuslaw National Forest and surrounding lands 	<ul style="list-style-type: none"> • Cooperative Weed Management Areas (CWMA) • Oregon Invasives Hotline • iMap Invasives Data Base • Invasive Species Workshops 		



Our Background

Cascade Pacific has a long history of supporting local communities by serving as a Fiscal Sponsor for resource conservation, habitat restoration and community development projects around the state.



As a Fiscal Sponsor, Cascade Pacific provides financial and human resource management services to groups, organizations and coalitions that are engaged in social, economic, educational and environmental activities that align with our mission.

What is Fiscal Sponsorship?

Fiscal Sponsorship is when a tax-exempt nonprofit agrees to partner with or “sponsor” another project or organization that may not have tax-exempt status so the sponsored project can receive donations and grants. The sponsored project must be engaged in activities that would qualify as 501c3 tax-exempt activities.

Fiscal Sponsorship is a fee-based arrangement that enables the sponsored organization to focus on their work "on the ground", while contracting with an experienced sponsor such as Cascade Pacific RC&D to provide specific financial management tasks.

Why choose Fiscal Sponsorship?

We can save you time and money, as the process to obtain 501c3 status and operate an organization can be time consuming and expensive. Being fiscally sponsored can help new organizations or partnerships that need to scale up quickly or small organizations that do not have the capacity to perform fiscal administration or human resource functions.

A fiscal sponsor can bring different skill sets, ensure accurate reporting, and relieve the sponsored organization from liability and the complexity of personnel management. All of these allow existing staff to focus on the activities that they do best.

CPRCD can assist multiple organizations working together who may want one provider to provide fiscal administration for the partnership. Fiscal sponsorship is an efficient, economic way to reduce the cost of running an organization and still maintain the integrity of the organization’s purpose.

Fiscal Services

Cascade Pacific RC&D offers a suite of services that give our partnering client organizations the ability to focus on expanding their capacity. We provide fiscal administration and nonprofit management expertise.

We're here to help you focus on what you do best.

Core Fiscal Administration Services

The basic fiscal sponsorship fee includes a one-time set up fee of \$250, plus 10% of each grant for which we are the fiscal administrator. These fees include the services listed below.

The fiscal fee charged is based on the volume of financial transactions, and is applied to a client's account monthly.

- Monthly reports on income and expenses: including status of bills paid.
- Monthly reports on grant balances
- Custom reporting available (e.g. Budget to Actuals, Balance Sheet, etc.)
- Anytime on-line access to financial reports (read-only)
- Receive, manage & disburse grant funds
- Weekly check writing
- Arrange on-line bill pay/electronic fund transfers
- Prepare/submit annual tax records including annual audit
- Retain financial records at least 7 years after closure of project
- Review grant application budgets prior to submission
- Provide contract templates
- Develop and execute contracts
- On-line access to forms, documents & procedures
- Receive & document donations and other non-grant income/match funds
- Generate donor thank you letters
- Bi-annual program review meetings with Fiscal Manager or Fiscal Coordinator

Please see our FAQ's for a list of frequently asked questions.

For those clients who need more assistance we offer additional (add-on) Fiscal Services and Employer of Record Services as described on the following pages.

Additional Fiscal Services (fee-based)

Our add-on Fiscal Services offer clients additional support on an as needed basis. Listed below are some basic add-on services; we are open to helping you with other related issues that may be significant to your organization.

- Financial training for Board of Directors
- Historical records review
- Project problem solving
- Contract negotiation & review
- Job posting recruitment and selection

For more information regarding the fee structure and the customized services we offer please contact Kirk Shimeall, Executive Director at [kirk\(@\)cascadepacific.org](mailto:kirk@cascadepacific.org) or 541 248-3094

Employer of Record Services

The Employer of Record Services are additional services that we offer our Fiscal clients. There is a one-time set up fee of \$1000 plus \$500 per employee. After the first year the annual fee is \$500 plus \$500 per employee.

The services listed below are included with the above fee.

- Post job openings
- Assist with job offers and negotiate terms of employment
- Payroll management
- Payroll taxes
- Issue monthly paychecks
- Workers compensation insurance
- Access to health insurance
- Access to retirement plan
- Accrued leave liability
- On-line access to forms, documents & procedures
- Prepare employment tax records
- Bi-annual program review meetings with Fiscal Manager and/or Fiscal Coordinator
- Assist with legal issues related to employment when needed

Please see our FAQ's for Employer of Record for a list of frequently asked questions.

Benefits of Fiscal Services

As a Fiscal Sponsor we can help you...

Focus on what you do best.

As your Fiscal Sponsor, Cascade Pacific tracks your income and expenses, writes checks and monitors financial reporting requirements for each grant you have. That frees up staff and volunteer time



Streamline your financial record keeping.

We file tax returns, provide contract templates, generate donor thank you letters and help you code expenses to different funding sources. Need to check a grant balance? No worries—our system has been customized so you can view your records in a secure, on-line environment at any time.

Improve your grant reporting.

Some organizations without dedicated financial staff struggle with navigating complex funder reporting requirements. Cascade Pacific has experience managing grants from a wide range of environmental funders including the: Oregon Watershed Enhancement Board; U.S. Forest Service; Bonneville Power Administration; Oregon Community Foundation; National Fish & Wildlife Foundation; Spirit Mountain Foundation; Meyer Memorial Trust; and several others. We'll make sure your reporting is accurate and when the reporting requirements change, we'll help you understand what the changes mean for your project.

Rest assured that your money is being professionally managed through our customized financial software and will be included in Cascade Pacific's annual audit.

Your Board or Steering Committee retains control over your budgeting, financial decision-making and project design. Your financial records are based on budgets you develop and your instructions about which funding source to use for every expense. The reports we produce for you keep your leadership team or Board informed so they can provide oversight to your project.

Benefits of Employer of Record

As your Employer of Record we can help you...

Retain the staff you have.

Employees (as opposed to contractors) are more likely to stay in jobs where they receive benefits. By joining Cascade Pacific's staff, your employees are eligible to receive vacation, health benefits (for employees working 32 hours a week or more) and an employee-contribution retirement plan. Employee benefits are charged to your organization's grants.

Even better, we'll manage your payroll and benefits paperwork so your organization can focus on work in your community.

Find talented employees.

Cascade Pacific can provide templates for creating a job description, posting your job and conducting interviews. Once you've found the person you want, we'll negotiate the final hiring agreement for you and manage all the new employee paperwork. If you'd like us to play a more active role in advertising your position, we can do that as an add-on service for an hourly fee.

Protect your steering committee from liability.

We can manage your Worker's Compensation insurance. We can assist you in obtaining Directors and Officers insurance for your organization. We'll help you set up employee evaluations and if things get hard, we'll guide you through any disciplinary actions or terminations.



FAQ's

What is an Employer of Record?

An Employer of Record arrangement is when one organization serves as the employer for staff members who work for a sponsored project or organization. The sponsoring organization (Cascade Pacific) manages payroll, benefits, insurance and tax reporting while the sponsored organization's Board/Advisory Committee provides direction and guidance for the employees' work. This is an optional service available to Cascade Pacific's Fiscal Sponsorship clients.

Is there an additional fee for the Employer of Record package?

Yes. The Employer of Record Services are additional services that we offer our Fiscal clients. The initial one-time set up fee is \$1000 plus \$500 per employee. After the first year the annual fee is \$500 plus \$500 per employee.

What is included in that fee?

Cascade Pacific will issue paychecks and manage all employee benefits, insurance, payroll taxes and reporting. We can assist you with hiring new staff and provide a "home base" for your employees, who can call our office for support in navigating employment forms and benefits. When available, your staff may have access to other benefits, such as reduced-cost software through third-parties that provide products to nonprofit organizations.

Can Cascade Pacific be our Employer of Record without serving as our Fiscal Sponsor?

No. The Employer of Record package is an optional service available to our Fiscal Sponsorship clients.

Would our staff receive any employee benefits?

Yes. Health care and retirement benefits are direct costs that are billed independently to your grants or organization.

Who supervises our staff?

We know you have the expertise to guide your project, and we respect that. As the Employer of Record, Cascade Pacific manages the legal and administrative aspects of employment. Your board, steering committee or leadership team continues to set the agenda for staff members' work. We can provide guidance for hiring new staff and evaluating current employees and will collaborate with you to accomplish those tasks.

For more information please contact:

Kirk Shimeall, Executive Director, kirk@cascadepacific.org or 541 248-3094



FAQ's

What is Fiscal Sponsorship?

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How much does it cost?

The basic Fiscal Sponsorship fee is 10% of the grants in which we are the fiscal administrator, with a one-time set up fee of \$250. The actual dollar amount is based on the volume of financial transactions, and is charged to grants monthly. These fees can often be charged to grants as an administrative expense. Note that the fee for some individual grants may vary. Federal grants have a built in federally negotiated rate. Some other funders may have set rates for their grants as well. We'll talk through any variables before signing an agreement.

What's included in that fee?

Cascade Pacific will provide bookkeeping and other support services including: accounts receivable, accounts payable, financial reporting, check writing and donor acknowledgement letters. In addition, your records are included in our annual audit. You will continue to develop and monitor your project budgets, document project activities, write grant reports and provide information to Cascade Pacific about what bills are to be charged to each grant.

Cascade Pacific will review budgets for grant proposals and monitor financial reporting requirements to ensure the financial documents you submit with your grant reports meet funders' requirements. Based on our experience with a wide range of natural resource conservation projects, Cascade Pacific may also be able to recommend other service providers and funding opportunities.

How do our records get transferred to Cascade Pacific?

We'll work with the person who is currently managing your finances to transfer your budget, grant balances and other transactions into our system. This work is included in the one-time set up fee.

Our records are pretty disorganized. Can Cascade Pacific help?

We're happy to help. Cascade Pacific will do a basic assessment of your records as part of the set-up fee. If your records are not up to date, we can give you an estimate of what it would take to get your records ready to be transferred and can work with you to get your records up to date. This is an optional service that is billed on an hourly basis.

How do we access our records?

We use a secure, web-based accounting software called Financial Edge that has been customized for us. When you sign up you'll get a private access code so you can log in and view your records at any time. Each month we produce reports showing that month's activity and your current grant balances so your staff and steering committee can monitor your finances. We can also customize reports to your preferences.

Is there any technical support?

Our staff will provide an orientation to the software for 1-2 key financial people in your organization and show you how to access your records on line. We're available by phone and email to answer questions during our office hours. We are not able to provide hardware support.