



FISCAL SPONSORSHIP SERVICES			
Start-Up Fee	\$750		One-time set-up accounting & administrative costs. Due at signing (payment terms may be arranged).
Ongoing Fiscal Sponsorship Fees	7% / 6%	7% = 1st \$100k 6% thereafter	ALL project revenue must be received and deposited in ISI sponsored project bank account; \$700 annual minimum fee.

BUSINESS MANAGEMENT SERVICES			
Description	Hourly		Monthly
Business Manager / Senior Associate	\$100		Hourly services and Monthly Retainers are available. Retainers typically start at \$300 and then reassessed after the first three months. Ongoing reassessment occurs as needed, based on actual hours required to perform tasks during each month.
Bookkeeping	\$75		
Data Entry/Admin Tasks	\$50		
Bill-Pay Services	\$2 per bill paid		
Business Management Services (BMS) are provided under written Contract with tasks, deliverables, timelines and fees mutually agreed to and specially described in Task Order Agreements (TOA) attached to the Contract.			

PAYROLL SERVICES			
Description		All ISI project employees must be paid through ISI.	
SET-UP FEE	\$100		ISI currently contracts with PayChex to handle payroll and related tax filings. ISI passes through the exact costs per paycheck to the projects with W-2 employees, plus a quarterly processing fee.
Ongoing Management	\$25/per quarter		

CONSULTING & ASSISTANCE SERVICES			
Description	Hourly	Daily	
As-needed consultation, by appointment	\$125	\$2,000	Please contact ISI with your questions, we are happy to help.
Non-Profit/For-Profit Strategic Planning	\$250		

501c3 APPLICATION PROCESS			
Description	PACKAGE FEE	\$2000 + \$905	
STAGE 1 - Mission Statement; Articles of Incorporation; By-Laws	\$700	Plus fees sent to State and Federal Entities	Inquiring Systems Inc. has helped hundreds of groups obtain their nonprofit status and 501c3 designation. We offer a package of services that make it as painless as possible for you, your board and administration.
STAGE 2 - CA Form 3500; FEIN	\$700		
STAGE 3 - File for 501c3 status with the IRS	\$600		
Additional Charges paid to State and Federal entities: Secretary of State - \$30; Franchise Tax Board - \$25; IRS filing fee - \$850	\$905		

Additional services available on case by case basis. Call to discuss.

707-939-3900