



**INQUIRING
SYSTEMS
INC**

IMPLEMENTING ETHICAL SOCIAL CHANGE

FEE SHEET

FISCAL SPONSORSHIP SERVICES			
New Client Start-Up Fee	\$850		One-time set-up fee accounting & administrative costs. Due at signing (payment terms may be arranged).
Fiscal Sponsorship Fees 7% / 6% per Fiscal Year	7%	7% charged for initial \$100k revenue received each FY	\$700 annual minimum fee, based on total revenue received. ALL project revenue must be received and deposited in ISI sponsored project bank account.
	6%	6% charged on revenues over \$100K received during remainder of each FY	
City, State and Federal Grants	10-12%		Government grants require significant management and oversight. Depending on shared tasks, fees on grant funds may vary. Call to discuss.

PAYROLL SERVICES			
Description		All ISI project employees must be paid through ISI.	
SET-UP FEE	\$100*	One-time Set-Up fee is charged at the onset of your payroll.	ISI currently contracts with PayChex to handle payroll and related tax filings. ISI passes through the Paychex charges to the projects with W-2 employees, and we charge a small processing fee each quarter. *New employees in new states - \$200 Set-up fee
Ongoing Management	\$25/per quarter \$25 per additional employee set-(in-state)		

BUSINESS MANAGEMENT SERVICES			
Description	Hourly	Hourly services and Monthly Retainers are available. Monthly Retainers include \$100 monthly minimum. Ongoing reassessment occurs as needed, based on actual hours required to perform tasks during each month.	
Business Manager / Senior Associate	\$100		
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.			

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

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

707-939-3900

101 Brookwood Ave. #204, Santa Rosa, CA 95404

www.inquiringsystems.org