

**CKCF Host - Fund Advisor, Affiliate Board, Fund Advisory Board**

**RESPONSIBILITIES MATRIX**

Be Advised: This is thorough but may not be all inclusive, additional fee for service items may present during work engagement.

9/26/22 last updated

CKCF as Host Provides	Fund Advisor, Affiliate Board, Fund Advisory Board Responsibility
<b>Organizational Documents</b>	
Nonprofit Status (501) (c) (3)	IRS determination letter available upon request
Organizational Policy and Procedure Compliance	Compliance with CKCF's organizational P&P and regulations
Financial and Administrative Management	§ All admin fees from ckcf and affiliate funds roll up to CKCF operations
	At a Glance and Fact Cards from Graystone available at request, plus additional info
Full Back Office Accounting	Monitor fund activity via online portal to ensure accuracy and provide thank you notes
Depository Account for all contributions	Deliver all deposits to CKCF with proper back up paperwork supporting deposits. No affiliate or fund advisor or fund advisory board has authorization to keep an external bank account.
Online Giving Platform (setup, licensure, maintenance with Stripe); other wiring or transaction fees	§ Transaction Fees are generally passed to funds, but may, on occasion, be applied to operating expense for some funds types.
Accounts Payable/Receivable Bookkeeping	Complete necessary back-up paperwork for compliance
Annual 990 filing Available on our website for any inquiries, also guidestar listing. CKCF completes one audit and one 990 filing for all component funds.	Available upon request
Annual Independent Audit (Knudsen Monroe and Company)CKCF completes one audit and one 990 filing for all component funds.	Redacted version available upon request. Posted on website.
Annual Report	Posted on CKCF website for easy access
National Standards Credentialing - Accredited since 2010	Affiliates and Fund Advisors MUST follow industry practice standards set forth by CKCF to maintain national accreditation
Insurance - general, D&O, special events, cyber security, +	No outside insurance allowed, if additional insurance needed - coordinate through CKCF with Conrade Insurance Carrier if circumstance requires, this will be at Affiliate or Fund Advisor or Donor cost §
Greater Investment Diversity: fund management and investing services - Graystone Consulting Primary and work with independent funds if \$200K+	Be aware of the Investment and Spending Policy of the foundation.
<b>Board to Board</b>	
Board Contact Lists	Provide updated Board/Staff Rosters in excel format to CKCF
Support and Guidance to prepare for meetings and agendas. CKCF will attend as warranted, attending online/Zoom for most.	Agenda and Minutes – Include Affiliate Liaison or designated staff and CEO on all correspondence and confirm annually with CKCF all files (minutes, brochures, collateral, promotional materials, etc.) have been e-filed at CKCF.
Annual CKCF - Affiliate Summit	Affiliate Board members will attend Annual CKCF-Affiliate Summit (not required for Fund Advisors, yet open for their attendance)
<b>Affiliate and Fund Advisors Agreement</b>	
Donor Fund Agreement language establishment, Amendment/Modifications	§ Could involved legal costs for some fund types and modifications, costs could be on donor or fund and perhaps on occasion the affiliate depending on the situation.

CKCF Staff support with Board Meetings	Affiliate Boards and Advisory Boards are to provide date and times of meetings to allow CKCF to arrange attendance when warranted, generally Affiliate Liaison attends or other CKCF designee, always willing to provide necessary coaching or documents with prior notice. Staff may attend via Zoom.
Training and Assistance	§ Outside of general training and support, Affiliates and Fund Advisors may need to absorb costs for strategic planning or specialized training session
CKCF as Host Provides	Fund Advisors, Affiliate Board, Advisory Board Responsibility
<b>Affiliate and Fund Advisors Agreement Cont'd</b>	
Event and Fundraising Oversight/Compliance	<b>REQUIRED:</b> Provide event application via online form in timely manner (60 to 90 days before event) Some activities are not permitted. Work with CKCF before finalizing any event/activity.
General Event and Fundraising Support provided by CKCF, however CKCF does not provide event coordination or fundraising consultancy services	§ Affiliates may wish to hire event coordinators or fundraising consultants if their resources allow. Any contracts must be approved and signed by authorized signers at CKCF.
Professional Memberships	§ Local Clubs and Association membership are affiliate and fund responsibility. § KACF membership required by Affiliates as part of Affiliate agreement (this is not required by component funds)
<b>Personnel</b>	
CKCF hires and pays for CEO, Program Officers - Grants & Scholarships, Affiliate Liaison, Accounting Clerk, other as organizational model expands	Staff are available to support Affiliates and often request local information to support overall promotion efforts. Assist with oversight and compliance management of local affiliate volunteers.
Personnel Policy Administration	CKCF as host oversees personnel policy administration for CKCF and Affiliate Foundation staff. All employees are legally CKCF employees.
Local Affiliate Staff	Affiliates demonstrating ability to support staff support may work with CKCF on local hiring. They will be officially employee of CKCF. § Cost is with local affiliate operating fund.
Human Resources (payroll management)	§ Affiliate must have operating budget for payroll, simple IRA if opt in, bonus pay if provided and other office and support expenses
Remote Office Support	§ Laptop, Printer and upkeep, including costs for Technical Support; other office expenses and registration fees; mileage reimbursement.
Corporate Cellular Account - Verizon	§ Cell Phone – Corporate Account Available (Affiliate assumes costs), Annual cost to Affiliate Operating fund dependent on corporate contract. CKCF covers costs for CKCF host office employees on plan.
Professional Development	§ Attendance to KACF Conference, (annual costs may vary), cost to access Affiliate CF Express Training for Staff or Boards is provided at no cost but individual certification is cost §
<b>Organizational Technology</b>	
Technology support and protection.	§ Responsible for costs for tech support of equipment (laptop, printer) - Use CKCF's contracted Tech Rep. Costs will go to Operating Fund of Affiliate
	§ Required CKCF equipment for cloud access (365 Microsoft fee) and must be set up with CKCF security system
<b>Software</b>	

Donor Fund Software – Csuites (Foundant Technologies)	Affiliate Board Chair or Treasurer or designee can access Affiliate software platform. Advisory Board Members have access to only funds under that umbrella. Access by affiliate email account best practice. All component fund donors are provided ability to have access to their fund(s).
Scholarship and Grant Application Software - Community Force	Affiliate staff or Affiliate or Advisory Board appointees work closely with Program Director for Grants & Program Officer for Scholarships
Newletter for donors and advisors - annual constant contact license and design support	Affiliates and Advisory Boards promote link to register - board, donors, partners. Newsletters feature customized highlights on foundation achievements throughout Central Kansas service area. Affiliate newsletters are to be approved by CEO.
Wufoo survey tool (grant follow ups, conflict/confidentiality, organizational surveys and annual compliance document packet).	§ Cost to Affiliate if used beyond our subscription services (i.e. event registration, survey). If a board member doesn't have email access, the local Board is responsible to assisting CKCF in obtaining a hard copy of compliance documents or surveys and providing it to the Affiliate Liaison.
<b>Legal - Safety - Financial</b>	
Legal Counsel - Resources	§ Legal Fees may be passed to local affiliate or fund if services go beyond ordinary consultation
<b>CKCF as Host Provides</b>	<b>Fund Advisors, Affiliate Board, Advisory Board Responsibility</b>
Background Checks - See <b>Child Safety</b> Policy	§ Costs for required background checks are the responsibility of the Affiliate Board, the Affiliate or the volunteer. This may vary, coordinate with CKCF to ensure staff, volunteers and contractors are provided information about the background check process and expectations.
Petty Cash is not provided by CKCF	No petty cash funds are to be in place for any fund, affiliate or advisory board. However for the day of an event/activity that has been approved through the event application process, there may be occasion for a local volunteer to provide petty cash for a cash box. This shall follow the accounting processes and have the party providing the cash initial the donation tracking sheet along with another volunteer to confirm amount placed in the cash box. At the end of event/activity both persons initial again for the return of the cash to the volunteer that provided the cash.
<b>Marketing/Communications</b>	
CKCF pays a contractor(s) for marketing support, website management, newsletter support.	Other communications such as appeal letters, invites, annual report or digital social media, may require affiliate to pay for services.
Marketing/Promotional Material & Resources	§ Fee For service for promotional material design/development - CKCF to provide \$275 support annually to Affiliate. Costs beyond this are the responsibility of the affiliate
Multi-Media Policy available for review	Comply with Multi-Media policy. Includes confirmation of consents on file for media use.
* Logo design - provided by CKCF if brand aligned	Use affiliate logo as much as possible to identify as affiliate or fund, regional branding encouraged, can use external designer for development yet requires CKCF approval before use. §

<p>*Master Brochure per Affiliate or Fund with 1 annual Update</p>	<p>§ Brochure Templates and design with CKCF or a local designer. CKCF offers templates and support. If created externally; requires CKCF approval before use. Production is Affiliate or Fund Advisor's responsibility. Some small quantity production can be done at CKCF office for a charge cost per page pricing. This will be taken from Affiliate Operations Fund or Advisors must make arrangement to pay. Additional revisions per year or productions are a fee for service.§ (design may be part of annual allotment cost available to affiliate)</p>
<p>*Initial Thank You Note design set up (revisions part of annual marketing support allotment or at affiliate cost)</p>	<p>§ Printing thank you notes cost per page and paper materials if use CKCF printer. Affiliates can produce/print local.</p>
<p>CKCF FB, Twitter and Linked In accounts</p>	<p>Social Media accounts must have Affiliate Liaison and other designated staff/contractor as additional Administrators; post boosts are affiliate cost responsibility §. This applies if the name of the fund is used for Advisory Groups as well.</p>
<p>Website Platform by Flinthill Designs Paid for by CKCF - All Affiliates have page at cost of CKCF</p>	<p>Updates are no cost on the host's affiliate page. Affiliates are responsible to send to CEO a Word document with all content and placement requests. Inclusion of photos (with signed media consents) is recommended.</p>
<p><b>Stewardship</b></p>	
<p>IRS Gift Acknowledgment Letters to donors are produced by CKCF. All gifts receive a thank you letter.</p>	<p>It is the responsibility of local Affiliates and Fund Advisors to send personal thank you notes. These are not formal gift receipts for tax purposes and should not mention the amount of gift. All tax receipts come through CKCF office. Affiliates should offer support to fund advisors after campaigns for fundraising with example thank you or letters.</p>
<p>CKCF provide presentations to local groups</p>	<p>Affiliates may invite a CKCF Staff person to speak, affiliate makes arrangements for gatherings, coordinates topics and audience invitations</p>
<p>CKCF attend local donor development meet ups 1:1 or groups</p>	<p>Affiliate board and staff open doors and participate in meeting with CKCF staff</p>