



The Emery Ed Fund mobilizes local and regional resources to bring increased funding, innovative programs and strong partnerships to Emeryville's public schools.

Emery Ed Fund Fiscal Sponsorship Policy

I. Purpose

The mission of the Emery Ed Fund ("the Fund") is to mobilize local and regional resources to bring increased funding, innovative programs, and strong partnerships to Emeryville's public schools. Funding for schools is falling short of the costs needed to provide quality, well-rounded education. Through various fundraising efforts and other programming, the Fund aims to bring the needed resources to the Emeryville community.

By serving as a fiscal sponsor for the Emery Unified School District, its groups, clubs, and projects, the Emery Ed Fund supports efforts to further the development and improvement of the Emery Unified School District and Emeryville public schools. Through the fiscal sponsorship, the Fund assists the sponsored group/project achieve its stated goals, which also helps the Fund fulfill its mission.

II. Basic Services Offered

As part of the fiscal sponsorship, the Emery Ed Fund provides the following services as fiscal sponsor:

- 1) Receive and distribute funds.
- 2) Maintain separate tracking and accounting of funds.
- 3) Provide acknowledgement letters to donors, as required by the Internal Revenue Service.
- 4) Provide detailed financial report on a quarterly and annual basis, or as requested by the designated project director(s), and or funders, including the project in all tax reporting.
- 5) Provide advice and guidance where possible/requested to sponsored organizations/groups/projects, if requested.
- 6) Where appropriate, prepare and submit funding proposals on behalf of EUSD.

III. Rules Governing Fiscal Sponsorships

- A. The Internal Revenue Service requires that the Fund have complete discretion and control over any funds held on behalf of and paid to a sponsored organization/project in order for contributions to qualify as tax-exempt.
- B. The Fund is legally responsible for seeing that all payments made to or for the sponsored organization/project are made consistent with the regulations of the Internal Revenue Service and in furtherance of EEF's stated tax-exempt status.
- C. The Fund is restricted to the receipt and disbursement of funds.

IV. Fiscal Sponsorship Costs

The Emery Ed Fund charges a sliding scale for fiscal sponsorship fees.

1. School/Club/Parent Organizations: 0% service fee on revenues earned.
2. EUSD submitted proposals: 5% service fee.
3. Emery Ed Fund submitted proposals: 10% service fee.