

URBAN AFFAIRS COALITION



WHAT WE DO

Through our fiscal sponsorship and shared service offerings, we:

- ✓ Strengthen the nonprofit and governmental sectors
- ✓ Save organizations time, money, and resources
- ✓ Position organizations for growth through efficiencies and economies of scale

PROUD HISTORY

- Founded in 1969; 501(c)(3)
- Historic partnership between business and community
- Nicknamed 'The Urb,' its purpose was to address inequities in economic access and make a home for grassroots organizations to thrive

FOUR DECADES OF GROWTH

- Changed name to “Urban Affairs Coalition” in 2010
- 75 community-based organizations
- 400 employees
- \$29 million dollar budget
- 100,000 families served/year

OUR MISSION

The Urban Affairs Coalition unites government, business, neighborhoods, and individual initiative to improve the quality of life in the region, build wealth in urban communities, and solve emerging issues.

THE STATE OF NON-PROFIT AMERICA HAS DRASTICALLY CHANGED

- Looming Budget Cuts
- Shifts in Political Priorities
- Uncertainty in the Economy
- Increased Pressure to Demonstrate Impact
- Required Return/ROI vs. Unrestricted Donations

THE ANSWER: FISCAL SPONSORSHIP & SHARED SERVICES

We provide a common administrative and service platform whereby organizations share key administrative services in an efficient manner.

WE SUPPORT NON-PROFITS

UAC Provides...

- *Finance & Accounting*
- *HR Services*
- *Program support to our partners*

We save you time, money and help you grow.



WE CREATE EFFICIENCIES FOR GREATER IMPACT

UAC Offers...

- *Financial Oversight*
- *One Stop Interface*
- *Consolidated Reporting*

*We save funders
time & money.*



COMPETITIVE ADVANTAGE

- Freedom from administrative burdens; focus on mission and programming
- Better prepared to deal with economic downturns
- Capacity building and industry best practices
- Access to an extensive network of contacts and relationships

OUR SHARED SERVICES

	Comprehensive Services	Collaborative Services	Fee for Service	Consulting Services
Services	Full suite of fiscal sponsorship services	Defined suite of fiscal sponsorship services ; central manager/ distributor of funding	A la carte shared services for finance , accounting, human resources, and other	Professional development services, building, organization & program development
Legal Entity	Organization uses UAC 501c3	Organization uses its own 501c3	Organization uses its own 501c3	Economic opportunity plan development, compliance monitoring
Contracts	Contract awarded to UAC	Contract awarded to UAC	Contract awarded to organization	Performance management and evaluation services
Personnel	All staff are UAC employees	Organization retains employees	Organization retains employees	
Reporting	UAC consolidated reporting	Project consolidated reporting	Entity reporting for organization	Entity reporting for organization

“ The bottom line is that fiscal sponsorship stretches charitable dollars further and more effectively...”

Stanley Sattely, Esq. - A White Paper on Comprehensive Fiscal Sponsorship, Third Sector, New England

COMPREHENSIVE SERVICES

Services	Fiscal Sponsorship Services
Legal Entity	Organization uses UAC 501(c)(3)
Contracts	Contract awarded to UAC
Personnel	All personnel are UAC employees
Reporting	UAC consolidated reporting

UAC SERVICES

Function	Service	Service Description
Reporting	Statements Meetings with Program Partners Invoicing Preparation Invoicing Generation & Distribution Expense variance review FSR Draw Downs Deliverable Review	Stmnt of Rev & Exp for Programs & Funders To review program financial position Complete financial stmts & documentation Printing, coping, submitting to funding sources Review for any abnormal trends Financial Status Report Request for payment from Fed Gov Meeting of the contractual requirements
A/R	A/R Preparation Posting Cash Receipts Reconciliation A/R Reporting A/R Collections	Processing & posting to GL Recording monthly billings Posting of AR receipts Reconciliation of A/R AR aging Efforts to collect A/R and cash journal
Cash/Checks	Deposits Posting Reconciliation	Depositing funds into general bank account Posting of funds to GL and approval Identifying issues, unknown deposits, source, other
Purchasing	Requisition Processing Procurement Compliance Approval Process Ordering Ordering Reconciliation Credit Cards Travel	Purchase requests & processing Ensuring UAC purchasing guidelines are met Approving purchasing request Ordering goods and/or services Reconciling requisition/purchase /goods received Issue, approval, purchase, reconcilment, pymt Flight, Hotel Booking & reservation

UAC SERVICES

Function	Service	Service Description
Contracts	Internal Authorization Coding / Log Contract - ETO Review Approvals GL Posting Conforming Process Communications/Coordination Distribution of contracts Contract Review & Reporting Compliance	Document to initiate contract approval Log and coding of contracts Contract review Contract approval Assignment of grant codes Calls, meetings, logs, forms, system, etc. Data in ETO System Internal, external distribution & scanning Review accuracy, rates, signatures, reporting, recording Review for compliance
DCED	Process Payments & Review Request Monthly Reports Grant Management Closeouts & documentation Audit Preparation	Source document & proof of Payment Source document & proof of Payment N/A Source document & proof of Payment
Human Resources	Benefits Personnel Changes New Hires Separations Retirement/403b Time & Attendance Reporting Employee Training Enrollment HR Personnel Management	

UAC SERVICES

Function	Service	Service Description
Program Operations	Program Engagement	Various support to maximize benefits of fiscal sponsorship
	Capacity Building	Coalition U and other various supported activities
	Performance Management	Provide performance management implementation & technical assistance; level of service varies by funder
	Networking, Collaboration, & Information Sharing	Services include weekly newsletter & monthly program partners meetings
	Grant Submission	Coordination & review; level of support varies by funder
	Program liaison	Assist programs by providing service and support

COLLABORATIVE SERVICES

Services	Central manager/distributor of funding, compliance and reporting for a project
Legal Entity	Organization uses its own 501(c)(3)
Contracts	Contract awarded to UAC
Personnel	Organization retains employees
Reporting	Project consolidated reporting

FEE FOR SERVICE

Services	A la carte shared services for finance, accounting, human resources, and other
Legal Entity	Organization uses its own 501(c)(3)
Contracts	Contract awarded to organization
Personnel	Organization retains employees
Reporting	Entity reporting for organization

CONSULTING SERVICES

- Professional development services, strategic planning, fundraising, capacity building, organization & program development
- Economic opportunity plan development, compliance monitoring and reporting
- Performance management & evaluation services
- Fiscal reporting for organization

POWERED BY TECHNOLOGY

- Significant investment in technology
 - Advanced budget module
 - Web based financial statements and management reports
 - Electronic accounts payable module

QUESTIONS AND ANSWERS

