



Supporting Organizations: Services through NCF

NCF can provide a full range of services for your Supporting Organization (SO), from assisting with its creation to providing ongoing operational and administrative support, including:

Board representation

- a. Oversight and advisement
 - Provide advice on establishment of the SO
 - Participate in board meetings (travel-related expenses to be reimbursed by SO)
 - Serve as general operations advisor to the SO
- b. Policy development
 - Confirm that the objectives of your SO align with NCF requirements
 - Serve as advisor to the SO's annual plan
- c. Provide oversight and templates for:
 - Investments
 - Reimbursements
 - Compensation policies
 - Conflicts of interest

Operational support

- a. Operational support services
 - Provide advice on operational guidelines and procedures
 - Verify and maintain a copy of the board minutes
 - Maintain corporate records and documents
 - Verify and maintain the SO Operational Compliance Check List document
 - Monitor changes in IRS provisions regulating SOs
 - Assist with preparation of reports for annual meeting
- b. Grant services
 - Provide the SO with an NCF Giving Fund (donor advised fund)
 - Online processing of grants and letters via the SO's NCF Giving Fund
 - Verify distributions are to qualified organizations

Administrative support (optional)

- a. Bookkeeping services
 - Prepare checks for foundation expenses
 - Record transactions
 - Track investments held by SO
 - Prepare donor contribution receipts
 - Payroll (additional fees apply)

- b. Financial reporting services
 - Provide monthly reconciliation of bank and financial accounts and income, contribution, grants, investment, and expense reports
 - Provide quarterly trial balance and profit and loss statements
 - Provide annual balance sheet, profit and loss, change in financial position, and investment reports
- c. Compliance services
 - Prepare Federal Form 990, Federal Form 990-T (if required)
 - Prepare filings for and monitor state corporate requirements
 - Monitor expenses and operations for compliance with IRS rules and regulations

What are the requirements to create an SO through NCF?

1. Submittal of SO application for approval
2. Sign a Memorandum of Understanding
3. Creation of a “Type I” tax-exempt entity and request for IRS exemption
4. NCF Board representation
5. Creation of an NCF Giving Fund (donor advised fund)
6. Annual costs assessed as outlined in the NCF SO brochure
7. Annual audit of SO

**A Type I supporting organization (SO) is a 509(a)(3) charitable organization created under 501(c)(3) laws and regulations that meets the requirements of the “operated, supervised or controlled by” test as outlined by the Internal Revenue Code for Type I supporting organizations. The “operated, supervised or controlled by” test presupposes a substantial degree of direction over the policies, programs, and activities of an SO by the supported organization (SOed) like the relationship between a parent and a subsidiary. At least a majority of the officers or directors of the SO must be appointed or elected by the governing body or officers of the SOed. An SO may not be controlled directly or indirectly by one or more disqualified persons (as defined by Section 4946) other than foundation managers and other than one or more publicly supported organizations.

Learn more about The Supporting Organization by calling us at 800.983.6223 or visiting www.nationalchristian.com.