



Austin  
Community  
Foundation

## Guidelines for Fiscal Sponsorship and Special Projects

### Access your fund online

- Visit [www.austincf.org](http://www.austincf.org) and click 'Fundholder Login' at top of page to access your fund thru DonorCentral.

### Contributions to your fund

- **ACF does not accept cash donations:** We recommend a money order or cashier's check. For cash conversions, you may provide donor name and address for tax deductible donations so ACF can send acknowledgement letters.
- **Checks:** Checks should be made payable to your Fund Name or to "Austin Community Foundation" with Fund Name in the memo line. Returned checks: \$27 fee is assessed.
- **Gift Type:** ACF Deposit Forms are made available to simplify your deposits. All contribution amounts must be identified as (1) Gift—fully tax deductible, (2) Non-deductible/Non-Gift—reflects \$ Value of goods/services received, (3) Split Gift with Deductible and Non-deductible portions, or (4) Sales—proceeds from auction or merchandise sales.
- **Credit Cards:** A 7% credit card processing fee is assessed for all credit card transactions. Austin Community Foundation appears on the donor's credit card statement. Please inform donors of the affiliation in advance to prevent disputed charges.
- **Square Register:** Square readers are available to process credit card contributions. Reserve your Square(s) two weeks to one month in advance. This will allow sufficient time for ACF to customize the Square account for your fund.
- **Sales Tax:** Sale proceeds, including auction and merchandise sales, must be clearly identified as such on ACF Deposit Form. Sales tax is assessed on all items sold, calculation based on total sales, and paid to the State Comptroller. Sales tax is deducted from the fund balance. Current Texas sales tax liability is 8.25%. If you have questions on what items or transactions are subject to sales tax, please contact us.

### Expense payments from your fund

- **Accounts Payable Requests:** You can request payment from your fund to cover authorized expenses. To request a payment, please refer to Accounts Payable Instructions and Accounts Payable Request Form.

### Fundraising Events

- **Event Notification Form** is required for all events and should be submitted at least 6 weeks in advance.
- **Special Event Insurance** may be required, at your own cost.
- **Event-related fundraising** may or may not be tax deductible. We will work with you to determine fair market value, in order to ensure accurate accounting and acknowledgment.

### Managing your fund

- **Please contact** Jonathan Barona, [jbarona@austincf.org](mailto:jbarona@austincf.org) or 512.220.1132 with questions.
- **Notify ACF of any changes to your fund**, including Fund Representative contact information.
- **Annual administrative fee and monthly deposit fees apply.** Fund activity and fee structure are reviewed periodically and subject to change.
- **ACF tax identification number cannot be used to establish outside vendor or bank accounts.** ACF staff must verify all use of ACF tax identification number for 3<sup>rd</sup> party fundraising platforms (i.e. Network for Good).