



Schedule of Fees Pooled Income Fund Administration

Initial Setup Fee: \$650 (plus data entry fee above 20 gifts if not already in *GiftWrap*)

Annual Fees:

Number of Gift Records (per Pooled income Fund)	Basic Services ¹	With Payment Processing ²
None	\$0	\$700
up to 5	\$3,240	\$4,620
up to 10	\$3,560	\$5,030
up to 15	\$3,970	\$5,500
up to 25	\$4,160	\$6,170
up to 35	\$4,510	\$6,670
up to 45	\$4,810	\$7,240
up to 55	\$5,220	\$7,930
up to 65	\$5,750	\$8,420
up to 75	\$6,350	\$8,910
up to 100	\$7,110	\$10,340
101 +	Please call for quote	

1. Basic Services:

- Create a database for beneficiary and gift records, or migrate existing *GiftWrap* database
- Maintain beneficiary biographical and gift information
- Provide payment summaries each period
- Calculate annual rate of return
- Provide annual report
- Send one each of standard *GiftWrap* calculation reports per year as requested (FASB, Cash Flow Projections, Gift Years Remaining, and Overview and Statistics reports)
- Research deceased beneficiaries daily using Death Verification Service

2. All Basic Services plus Payment Processing Services:

- Print and mail checks or advices of payment to beneficiaries and notify of returned mail
- Direct deposit processing via ACH and notify of failed deposits
- Reconcile independent checking account and notify of uncashed checks

Additional Services:

- Processing of new gifts or additions \$55 each
- Processing terminations of each gift record \$125 each
- Federal Tax return preparation (includes K-1) \$1095
- State Tax return preparation, if applicable \$450
- Data entry for setup (over 20 gifts) manual or data conversion \$35 each or \$195 / hour
- Custom services (e.g. custom mailings) \$195 per hour
- Remote read-only access to *GiftWrap* software \$484 per year
- Additional standard *GiftWrap* reports (beyond one per year) \$100 each
- Federal withholding (payments to IRS & annual tax forms) \$875 setup / \$875 per year

Fees are billed quarterly and are due 30 days from invoice.

Pricing Valid Through 12/31/2026