



Fiscal Partners Program

Park Pride provides fiscal sponsorship for parks and greenspace projects in metro Atlanta, enabling contributors to make tax deductible contributions to qualified projects under Park Pride's 501(c)(3).

Services include:

- ❖ Tracking project contributions and expenditures
- ❖ Preparing and sending acknowledgements to each donor
- ❖ Processing and tracking of company matching gift applications
- ❖ Tax reporting
- ❖ Monthly or quarterly account statements
- ❖ Creation of contributor database
- ❖ Preparation of mailing labels for correspondence with contributors

Cost of Services:

The standard cost for these services is 5% of contributions received.

To get started:

Confirm that project is related to improvement, protection, or acquisition of parks or greenspace in the metro Atlanta area.

Designate an individual as the project liaison (person who will approve expenditures and receive account statements and other communication).

Fill out and sign contract for services.

Once contract is signed:

Inform contributors to make checks out to Park Pride-*project name*.

Send all contributions to:

Allison Barnett

Park Pride

233 Peachtree St.

Suite 1600

Atlanta, GA 30303

Invoices for payment must be signed by the project liaison, and should be submitted to the above address or may be faxed to (404) 546-9420.

Fiscal Partner Procedures

Deposits

- Direct Contributions
Contributors make checks payable to Park Pride-(project name)
Contributions are mailed to:
Park Pride
233 Peachtree St.
Suite 1600
Atlanta, GA 30303
- Bundled contributions
If the Project Liaison prefers to collect contributions and submit them periodically, they can be hand delivered or mailed to Park Pride's offices at the above address.

Processing of Payments (All payments must be authorized by the Project Liaison)

- Expense reimbursements –
attach supporting receipts to Fiscal Partner Reimbursement Form,
indicate person to whom check should be made out,
indicate park account (project name)
sign
- Direct payment to vendors-
sign copy of invoice
fax to (404) 546-9420 or
mail to: Park Pride
233 Peachtree St.
Suite 1600
Atlanta, GA 30303

Account Statements

- Monthly Account statements will be distributed via e-mail on the 5th of the following month. (Statements can be sent via US mail if preferred)
- Requests for interim account updates should be submitted 24 hours in advance.