

# Making Philanthropy Make a Difference™

## What Can Sterling Do For You?

**We help you build a lasting legacy.**

Our comprehensive foundation management services let you focus on the joy of giving without having to worry about administrative and compliance burdens. Our charitable planning and advisory experts help you maximize your foundation as a powerful vehicle to achieve your philanthropic goals.

**We bring value-added services.**

Our team of specialists bring both not-for-profit and for-profit industry experience to offer you best practices in managing your foundation for maximum efficiency and effectiveness.

**We believe in relationships.**

We know that every foundation is unique which is why we take the time to understand your foundation's values, objectives, and needs. We offer more than just a platform. Our approach is people-focused with an emphasis on high quality service.

**We provide turn-key management services with access to our charitable experts included in a comprehensive fee.**

### **Management**

- Transition Assessment
- Governance Structure & Policies
- Compliance Management
- Accounting & Bookkeeping
- Tax Return Preparation & Filing
- Grant Due Diligence & Management
- Financial and Management Reporting
- State Charitable Solicitation Registration

### **Hiring & Staff**

- Compensation Benchmark Analysis
- Employee Agreements
- Payroll & Benefits
- Year-end 1099 Forms

### **Governance**

- Policy and Procedures
- Strategic Planning & Offsites
- Board Development & Facilitation
- Succession Planning

### **Specialized Grants**

- Complex or Multi-Year Agreements
- International Grants
- Disaster Relief

### **Programming**

- Original Programming Design
- Scholarship Programs

### **Financial**

- Audit Support
- Asset Donation Analysis

Visit us at  
[www.sterlingfoundations.com](http://www.sterlingfoundations.com)  
for more information.

**Please see other side for more details on our management services.**

## Managing Your Private Foundation

The details here are for our Management Services. Please contact us for more information our other services.

### New Foundation Creation

We can file for the creation of your private foundation in as little as 24 hours. We handle all aspects including the federal tax identification number, bylaws, articles of incorporation, conflicts of interest policy, and tax exemption application to the IRS.

### Governance

We work with you and the board to help structure the foundation's governance in a manner most consistent with your values, goals, and mission. This can include identifying candidate board members, developing roles and responsibilities, and establishing guiding policies and procedures.

### Compliance Management

We will monitor and manage the Foundation's compliance with IRS regulatory requirements to include:

- Limitations on excess business holdings
- Avoidance of self-dealing
- Avoidance of jeopardizing investments
- Payment of excise taxes
- Monitoring of 5% minimum distribution requirement
- Grant making due diligence

### Accounting and Bookkeeping

We will manage and maintain detailed records of all transactions including contributions, assets, grants, fees, and expenses. We will also monitor your qualified distributions and notify you of your status to meet your 5% minimum distribution requirement.

Sterling does not manage investments or custody assets. We work collaboratively with your advisors to provide seamless and integrated services.

### Tax Return Preparation and Filing

We will work on your preferred fiscal year and prepare the Foundation's federal and state tax returns. We will advise you on best ways to reduce the foundation's excise taxes and will review all information with you before filing in a timely manner.

### Grant Due Diligence and Management

Depending on your preference, we can handle the entire grant process for you. We will work with you to make the grant process efficient and effective which can include:

- Grant selection criteria
- Recipient due diligence
- Negotiations and grant agreements
- Monitoring and measurement
- Grant processing

We will also manage the additional diligence needed with international grants if applicable.

### Management and Financial Reporting

We will provide regular financial and management reports that will include the status of meeting required minimum distributions and grant history. We also monitor any changes to tax laws and notify you of any impacts.

### State Charitable Solicitation Registration

If applicable, we will register and manage renewals for donation solicitation as required in 40 states and the District of Columbia (if applicable).

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Visit us at [www.sterlingfoundations.com](http://www.sterlingfoundations.com) for more information.  
Contact us at [foundations@sterlingfoundations.com](mailto:foundations@sterlingfoundations.com) or (703) 437-9720.