



Greater Indianapolis Progress Committee

Fiscal Agent Handbook

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Introduction to GIPC

Mission

The Greater Indianapolis Progress Committee (GIPC) exists to provide a non-partisan forum in which leaders of the public and private sectors of Indianapolis can work as partners to study, discuss, and address issues of concern and areas of opportunity which affect the progress of the City.

History

Since 1965, GIPC has convened representatives from all sectors of the community to address the most significant issues of concern and areas for opportunity related to the progress of the City of Indianapolis. These include the development of Eagle Creek Park, the creation of UniGov, the construction of Interstate 465, and the desegregation of local schools. More recently, GIPC helped build support for the new Eskenazi Hospital, led the task force to consider a new Criminal Justice Center, and co-managed Plan 2020, the Bicentennial Plan for Indianapolis, alongside together with the City of Indianapolis Department of Metropolitan Development. In 2020, GIPC formed the Race and the Legal Process Working Group, which produced recommendations for police reform in Indianapolis and helped connect volunteer lawyers with pro bono legal service providers in order to provide legal aid to residents most affected by the pandemic. And since 1994, GIPC has supported the work of its standing subcommittee, the Race & Cultural Relations Leadership Network (RCRLN, “the Network”), which serves as a mechanism to foster positive relationships among diverse populations and respond to racially and culturally charged issues in the greater Indianapolis community.

Public-Private Partnership

Driven by business and civic leaders, GIPC represents the bipartisan alliance that is a continuing example of the public-private partnership in Indianapolis. Its diverse Board of Directors, which makes up GIPC’s membership, collaborates with local government and other organizations that have played a vital role in the City’s many successes.

Fiscal Agent Funds

In 2008, GIPC managed eight Fiscal Agent Funds. These funds were established to process minor program-related expenses not included in the City budget along with sponsorships and expenses for one-day events such as the Mayor’s Celebration of Diversity and the Mayor’s Community Service Awards. Today, GIPC manages approximately thirty fiscal agent accounts, with annual transactions totaling over \$500,000 in deposits and payments. While most of these accounts are overseen by employees of the Mayor’s Office or other City departments and agencies, some are overseen by outside not-for-profit groups, including designated Sister City committees.

Fiscal Agent Account Basics

GIPC Office Hours

GIPC's regular office hours are 9:00AM to 5:00PM Monday-Friday. GIPC typically observes the same holidays as the City of Indianapolis and does its best to notify Authorized Agents and Program Managers when it plans to close on other days. If the GIPC office is closed, it is appropriate to slide envelopes under the door or leave them in the drop box located just outside the door, or simply submit materials by email, when appropriate.

Fiscal Agent Agreement

The Fiscal Agent Agreement details the roles and responsibilities of GIPC as the Fiscal Agent, as well as the roles and responsibilities of the Sponsoring Entity and its designated Authorized Agent. At the formation of each fiscal agent account, GIPC and the Sponsoring Entity will execute a Fiscal Agent Agreement that is signed by the person who is authorized to do business on behalf of the account. For those accounts overseen by a City department or agency, a representative from Corporation Counsel and the City Controller (as appropriate) will also be required to sign the agreement. For all other accounts, the agreement only needs to be signed by the Authorized Agent and GIPC.

Authorized Agent

The Authorized Agent is the person authorized to sign the fiscal agent agreement, as well as all check, charge, and transfer requests on behalf of the project or program. While the Authorized Agent may designate another person to act as the Program Manager, the Authorized Agent is ultimately responsible for the fiscal agent account.

For City accounts, the Authorized Agent should be the Mayor's Chief of Staff, Deputy Chief of Staff, a Deputy Mayor, or the director of the department or agency under which the program or project will operate. There are no additional requirements for non-City accounts. Changing or adding a new Authorized Agent to any account, however, will require the execution of a new Fiscal Agent Agreement, as will any other changes to the terms of an existing agreement.

Program Manager

The Program Manager, who may or may not be the same as the Authorized Agent, is the person designated and authorized to prepare requests for payments from the account and to verify account activity and any other documentation associated with managing the account. For example, a Deputy Mayor might serve as the Authorized Agent, but someone else may serve as the Program Manager for the account.

Fiscal Agent Authorization Forms

All check, charge, and transfer requests, as well as deposits of \$5,000 or more, should include a signed GIPC fiscal agent authorization form with supporting documentation (e.g. invoices, receipts).

See "Using Your Account" on pages 6-9 for details.

Financial Reports

The following reports are available: transaction detail, deposit detail, check detail. GIPC will provide each Authorized Agent of an active account with a detailed financial report and account balance on a quarterly basis. The Authorized Agent is required to review and sign off on their account activity and balance within five (5) business days of the date in which the detailed financial report and account balance are sent.

At the written request of an Authorized Agent, GIPC will also provide detailed financial reports on a monthly or as-needed basis. For special requests, the Authorized Agent should allow five (5) business days for GIPC staff to complete this request. It should be indicated, in writing, which report(s) the Authorized Agent would like to receive, the frequency, and the day of the month that the reports are preferred to be received.

Fiscal Agent Fee

GIPC retains a fiscal agent fee on nearly all deposits made to its fiscal agent accounts. The standard fiscal agent fee is 7%, although some accounts have been grandfathered in at a previously-agreed-upon rate of 5%. The fiscal agent fee helps cover expenses including, but not limited to, bookkeeping services, accounting services, third-party auditing services, GIPC staff time, postage, and other office supplies.

501(c)(3) Status

Fiscal agent account programs may use GIPC's 501(c)(3) status to apply for grants and to make tax-exempt purchases. In order to assure good financial stewardship, fiscal agent programs are strongly encouraged to use GIPC's certificate proving status when making qualifying purchases.

EFT and ACH Payments

GIPC now has the ability to make payments under \$50,000 via Electronic Funds Transfer (EFT) (also known as direct deposit). In addition to the appropriate Fiscal Agent Authorization Form, the payee's account information is required for the first such payment. Please use GIPC's EFT/ACH Authorization Form to submit this information whenever possible.

For payments over \$50,000, Automated Clearing House (ACH) payments may be made. However, GIPC requires at least two (2) weeks' notice in order to activate this function. All transaction fees associated with these payments will be assessed to the fiscal agent account.

Using Your Account

Deposits

Cash or checks submitted to GIPC for deposit should include a typed or written note, indicating the account receiving the deposit. In the event that a sponsor or donor sends a check(s) directly to GIPC, staff will notify the Authorized Agent in writing.

NOTE: **All** deposits of \$5,000 or more require the execution of a large deposit authorization form. For City accounts, this form requires the signature of the Mayor's Chief of Staff or Deputy Chief of Staff, in addition to the Authorized Agent's signature.

Check donations and sponsorships for programs or events should be made out to the Greater Indianapolis Progress Committee, Inc. and reference the fiscal agent account name or activity.

Expenditures

All check, charge, and transfer requests shall include a signed fiscal agent authorization form and be accompanied by pertinent supporting documentation, which includes but is not limited to:

- Original receipts;
- Executed contracts; and
- For new vendors to be paid \$600 or more for services or IRS Form 1099 income: a completed W-9. (A W-9 is not required for vendors providing only materials, supplies, or equipment.)

NOTE: For City accounts, the signature of the Mayor's Chief of Staff or Deputy Chief of Staff, in addition to that of the Authorized Agent, is required for all expenditures of \$200 or more.

See also "Expense Reimbursements" on page 7.

Requests may be submitted to the GIPC office via interoffice mail, U.S. mail, email, or in person. Authorized Agents are required to keep a copy of all submitted paperwork for their own records. Upon receipt of a complete submission, GIPC staff will review the submission for its accuracy, sign, and submit the request to the bookkeeper for payment.

Payment Schedule

GIPC operates on a two-Tuesday payment schedule. Generally, for a complete payment request submitted to GIPC by noon on Monday, a check will be issued on Tuesday of the following week. Similarly, for a complete transfer request submitted to GIPC by noon on Monday, the transfer will be completed by Tuesday of the following week. A charge or online purchase request will be completed within five (5) business days.

Authorized Agents should take care not to submit the same request twice, as this may cause an expense to be paid twice. In the event this occurs, it will be the responsibility of the Authorized Agent to catch and resolve the issue. **All payments made within thirty (30) days or less are considered to be made in a timely manner.**

NOTE: Effective April 2020, GIPC issues checks using its bank's Online Bill Pay function. Checks are issued directly from GIPC's bank (The National Bank of Indianapolis) to the payee and may take up to five (5) business days to reach the payee. EFT and ACH payments may take up to three (3) business days to deposit into the payee's bank account. If a payment must be delivered more quickly or picked up from the GIPC office in person, please contact GIPC staff.

Expense Reimbursements

Expense reimbursements follow the same schedule as other payment requests. GIPC prefers that most program expenses be paid out-of-pocket and later reimbursed, when possible. Reimbursement of expenses is often the most practical option for expenses incurred during travel, emergency purchases, and situations where the total cost cannot be calculated in advance.

NOTE: **All** payment request forms for reimbursements to City employees require the signature of the Mayor's Chief of Staff or Deputy Chief of Staff.

To submit an expense reimbursement, the Authorized Agent should complete the fiscal agent payment request authorization form and tape the original receipt(s) firmly to a piece of blank paper (8.5"x11") in a single layer so that they can be easily scanned or copied.

Receipts are requested for all expenses but are required for expenses in excess of \$40. This may require multiple pages of receipts. Where multiple receipts are included, GIPC requests the inclusion of a summary page listing each receipt and the total amount to be reimbursed. As for all other requests, Authorized Agents are required to keep a copy of all submitted paperwork for their own records.

Credit Card Purchases

GIPC will make credit card purchases for programs only when a vendor is unable or unwilling to accept a check. Arrangements with GIPC staff must be made at least five (5) business days in advance of the purchase. Credit card purchases require two forms, which may be submitted together.

1. Before making the purchase: The Authorized Agent should provide in advance the details of the purchase—including the amount to be charged—and submit a charge request form ("**Fiscal Agent Authorization Form_Charge Request**"). If the exact amount cannot be determined in advance, the Authorized Agent must revise the authorization form accordingly.
2. After making the purchase: The Authorized Agent must submit a payment request form ("**Fiscal Agent Authorization Form_Payment Request_Credit Card**") for amount charged. This authorizes payment of the credit card charge from the fiscal agent account and should be made payable as follows:

NBofl Credit Card Payments
P.O. Box 6158
Indianapolis, IN 46206-6158

See also "Travel" on page 11.

Online Orders

GIPC will make online purchases only in amounts exceeding \$200 and only when a vendor is unable or unwilling to accept a check or EFT payment. When preparing a request, the Authorized Agent must follow all prompts on the website as if he or she is completing the purchase. This will allow the Agent to make any shipping, delivery, and add-on decisions. As with a charge request (see “*Credit Card Purchases*” on page 7), online orders require two forms, which may be submitted together.

1. Before making the purchase: The Authorized Agent should submit a online purchase request form (“**Fiscal Agent Authorization Form_Online Purchase Request**”) for the exact amount of the purchase and include written instructions regarding preferences for shipping address, delivery options, and add-ons. GIPC requires five (5) business days to complete online purchases.
2. After making the purchase: The Authorized Agent must submit a payment request form (“**Fiscal Agent Authorization Form_Payment Request_Credit Card**”) for amount charged. This authorizes payment of the credit card charge from the fiscal agent account and should be made payable as follows:

NBofl Credit Card Payments
P.O. Box 6158
Indianapolis, IN 46206-6158

Receiving Online Contributions via MemberClicks/Payroc

GIPC maintains an account with membership management site MemberClicks, which partners with payment processor Payroc to provide online payment functionality. Online contributions can be made to any/all fiscal agent account(s) at GIPC’s main fiscal agent donation page: gipc.memberclicks.net/fadonations. At the request of an Authorized Agent, GIPC will add a donation option for a program or project to this page or create a standalone donation page for an account, which can be embedded in your website as needed. GIPC requires one (1) week to add a donation option to the existing page and two (2) weeks to create a new page.

For selling event tickets and sponsorships, GIPC highly recommends using an online event management site (e.g. Eventbrite). These sites typically issue a check to GIPC after the event for deposit of proceeds into the designated fiscal agent account.

NOTE: Payroc’s fees are 2.29-3.74% plus \$0.30 per transaction. These fees are automatically assessed and paid directly to Payroc by GIPC, who will later recover the total fee amount from the designated fiscal agent account. As with other deposits, GIPC’s fiscal agent fee is assessed on all online contributions.

Advance Payments

Some payments may be made in advance. If a vendor requires payment upon delivery or prior to an event, the Authorized Agent should obtain an invoice/contract/purchase order for services in advance. The payment may be requested no less than two weeks before the delivery of services or event.

See also “*Rush Payments*” on page 9.

Rush Payment Requests

GIPC recognizes that some situations may require payment in less time than the standard two-Tuesday payment schedule. At the discretion of the Executive Director or Deputy Director, GIPC can rush payments of \$200 or more. To request a rush payment, the Authorized Agent should submit a rush payment request form (“**Fiscal Agent Authorization Form_Rush Payment Request**”).

For City accounts, the form requires the signature of the Mayor’s Chief of Staff or Deputy Chief of Staff, in addition to that of the Authorized Agent. For purchases of less than \$200—and for all rush payment requests generally—Authorized Agents are asked to strongly consider an expense reimbursement as an alternative to a rushed payment.

Reissued Checks

In the rare case that a vendor does not receive a check written from a specific fiscal agent account and sent via post, GIPC will place a stop payment order and reissue the check at the Authorized Agent’s written request. Before a new payment request can be made to reissue a missing check, forty-five (45) days must pass from the date that a check was originally issued. Any fees assessed by the bank will be passed on to the fiscal agent account from which the check was written.

Invoicing & Receipts

Some programs may require invoicing and receipts. If resources are available, GIPC is able to assist in the preparation and mailing of invoices on a case-by-case basis. If GIPC’s assistance is not requested in generating invoices, it is preferred that the Authorized Agent provide GIPC with copies of invoices sent in order to better facilitate the processing of checks and delivery of receipts when requested. It shall be the responsibility of the Authorized Agent, or their Program Manager, to track payments and follow up on unpaid invoices.

Applying for Grants

GIPC may act as the applicant when a grant requires a 501(c)(3) not-for-profit organization as the applicant. Unless otherwise agreed to in writing, GIPC's role will be solely as Fiscal Agent. It will be the responsibility of the sponsoring entity to manage all other aspects of the grant, including budget oversight and report submission. At the discretion of GIPC's Executive Committee, GIPC reserves the right to accept or decline the request to serve as grant applicant.

Grant Applications

The Authorized Agent, or their designee, shall be responsible for completing the grant application. To complete the application, one written request must be submitted, listing any information or documentation that will be needed from GIPC to complete your application. Allow five (5) business days for GIPC to compile this information.

Grant Reporting

While GIPC, as the legal grantee of a grant award, is ultimately responsible for meeting all reporting deadlines and requirements, the Authorized Agent, or their designee, should lead in all grant reporting activities. It can take up to five (5) business days for GIPC to complete its portion of the grant reporting.

Budget Management

The Authorized Agent, or their designee, shall be responsible for managing the grant budget, ensuring that funds are spent appropriately and within the grant's performance period. GIPC can provide a detailed transaction report for funds upon request. The Authorized Agent, or their designee, must be able to provide a current, line-item budget at any point during the performance period. In the event the grant award is overspent, the funds in the applicable fiscal agent account must cover the difference.

The grant budget must include GIPC's fiscal agent fee, which can be calculated as follows:

Variables known	Formula to calculate GIPC's fee	Example
<p><i>Request:</i> Funding to be requested for programs, etc.—i.e. everything but GIPC's fee</p> <p><i>Rate:</i> GIPC fee rate</p>	<p><i>Fee = Request * [Rate / (1 - Rate)]</i></p>	<p>Funding to be requested: \$10,000.00 GIPC fee rate: 7%</p> <p><i>Fee = \$10,000.00 * [0.07 / (1 - 0.07)]</i> <i>Fee = \$752.69</i></p> <p>Total grant amount: \$10,752.69*</p> <p>*This is the total deposit amount. GIPC would assess the 7% fee on this amount, leaving \$10,000.00 available for your programs and other needs as requested.</p>
<p><i>Grant:</i> Total grant amount</p> <p><i>Rate:</i> GIPC fee rate</p>	<p><i>Fee = Grant * Rate</i></p>	<p>Total grant amount: \$10,000.00 GIPC fee rate: 7%</p> <p><i>Fee = \$10,000.00 * 0.07</i> <i>Fee = \$700.00</i></p> <p>Available funding for programs, etc.: \$9,300.00</p>

In the event the grant limits administrative costs, GIPC expects to be able to collect the difference from the applicable fiscal agent account's regular program funds. Before applying for a grant with the aforementioned restrictions, the Authorized Agent must ensure that their fiscal agent account has sufficient additional funds.

Miscellaneous

As Fiscal Agent, GIPC has also managed requests in the following areas:

GIPC's Financial or Organizational Information

If a program needs proof of GIPC's 501(c)(3) not-for-profit status or other financial information for various reasons, GIPC is happy to provide this information upon written request.

Travel

GIPC will not book airfare, rental cars, hotel rooms, or incidentals on the GIPC credit card. For City accounts, travel must be booked through the City's travel agency. GIPC will reimburse the City for travel upon receipt of the appropriate authorization form and supporting documentation.

See also the City's travel policies.

Independent Contractors

At the discretion of the GIPC Executive Director, GIPC may agree to serve as the contracting entity for one-time contractors, such as event planners and entertainers, etc. GIPC will not serve as the direct contracting entity for seasonal/temporary employees or any independent contractors that will be providing an ongoing scope of service and whose work could in any way be misconstrued as that of an employee.

A completed W-9 is required for all independent contractors. GIPC requires two weeks' notice in writing for the preparation of one-time contracts. The written notice should include:

- Name and address of vendor,
- Scope of service,
- Payment amount, and
- Payment terms.

Contractor payments will follow the standard two-Tuesday schedule but will be considered to be on-time if made within thirty (30) days of the receipt of a complete payment request. If the contractor expects payment at the time of service, please refer to "*Advance Payments*" on page 8.

Meeting with Your Program's Stakeholders and Funders

If GIPC staff needs to attend a meeting as the Fiscal Agent, a request must be made in writing no less than five (5) days in advance of the meeting. The reason or objective for GIPC's attendance should be stated. GIPC staff will make every effort to accommodate requests for attendance at such meetings. GIPC does not, however, raise funds for fiscal agent accounts.

Copying Services

Fiscal agent accounts cannot place copy orders through RICOH on the GIPC account without the express written permission of GIPC staff. The RICOH service and any other credit account should be established in the name of the specific program when possible.

Electronic Signatures

GIPC will accept an electronic signature in situations in which the Authorized Agent (or any other person required to sign) is unable to sign documents in person. There are two (2) options for this:

1. PDF forms (preferred): GIPC will accept time-stamped electronic signatures. Authorized Agents will be provided with PDF versions of all fiscal agent authorization forms formatted to facilitate electronic signature. Any digital signature format provided by Adobe or other recognizably reputable services (such as DocuSign) may be used.
2. Microsoft Word documents: An electronic signature of Word documents must be a .jpeg or .png file of the Authorized Agent's actual signature. Preparation of documents signed in this manner must be completed and submitted by the Authorized Agent or other required signatory. GIPC staff will not insert an electronic signature into any document.

Interns

Any interns assigned to manage program business with GIPC should read this handbook and arrange a short meet-and-greet with GIPC staff. All transactions will still need the approval of the Authorized Agent. The Authorized Agent is ultimately responsible for the intern's actions in regard to program funds. GIPC staff should be notified in writing when an internship has ended.

New and Temporary Staff

GIPC requires written notice from the Authorized Agent of any new or temporary staff authorized to inquire about program funds. GIPC should be notified in writing by the Authorized Agent when authorized employees leave the department or agency.