

Materials provided are meant to be for informational purposes only, and these shall not be construed as investment, tax, or legal advice. Please feel free to reach out to us if you have any questions or need help in adopting these materials for your organization.

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Exhibit 1-4

Common Types of Supporting Services Activities

MANAGEMENT AND GENERAL

- Attending general board and committee meetings.
- Providing executive direction and organization planning.
- Attending general staff meetings.
- Accounting, auditing, budgeting, and financial reporting.
- Reporting internally about financial and management areas.
- Managing the office.
- Obtaining legal services.
- Procuring and retaining personnel.
- Purchasing and distributing materials.
- Performing office services, including receptionist, switchboard, mail distribution, and filing duties.
- Performing organizational and procedural studies.
- Soliciting revenue from exchange transactions (such as costs of obtaining certain government grants or sponsorships or advertising costs related to ticket sales, service fees, etc.).
- Disseminating information about the organization's stewardship of contributed funds.
- Announcing appointments.
- Preparing the organization's annual report.
- Performing administrative duties.
- Conducting other activities except for the direct conduct of program services, fund-raising, or membership development.

FUND-RAISING

- Publicizing and conducting fund-raising campaigns.
- Conducting special fund-raising events.
- Maintaining donor mailing lists.
- Preparing and distributing fund-raising manuals, instructions, and materials.
- Recruiting volunteers.
- Conducting solicitations in person or by mail.
- Participating in federated and federal service fund-raising campaigns.
- Soliciting bequests, foundation grants, and special gifts.
- Conducting training for improving fund-raising techniques.
- Hiring a professional fund-raiser that either charges a fee or retains a portion of contributions raised.
- Receiving contributions from a federated fund-raising organization or other nonprofit organization that withholds a portion of any designated contribution as a fee.

- Conducting other activities involving soliciting contributions.

Accounting, Audit & Corporate Finance Library

Editorial Materials

Nonprofit

Nonprofit Expenses

Chapter 1 Recognizing and Reporting Expenses of Nonprofit Organizations

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