



San Juan Resource Conservation & Development Council, Inc.
31 Suttle Street
P.O. Box 2021
Durango, CO 81302
970.259.3289 x 5
Fax: 970.247.3412

SJRC D Fee Structure

7% Administration Fee will be assessed to all deposits for Basic Service Package.

Anything above Basic Service Package will be negotiated and will not exceed 10%.

Basic Service Package:

- Provide legal, nonprofit 501c3 status.
- Annual Review/Audit by CPA specializing in nonprofits.
- Accounting and bookkeeping of funds.
- Make deposits and payments in timely manner.
- Monthly or as necessary financial statements detailing deposits and expenditures.
- Detailed quarterly financial statements.
- Receive and process donations with receipt to donor.
- Provide oversight of funds and obligations.
- Maintain funds in FDIC insured accounts at local financial institutions.
- Staff and Directors of San Juan RC&D are bonded and insured.

Complimentary services to our partners in relation to grants:

- Research new funders whose mission is a match with the organizational mission.
- You receive a comprehensive spreadsheet detailing grant opportunities.
- Contact with potential and current funders.
- Develop and cultivate relationships with funders via phone, email, mail or in person at site visits.
- Edit and Review Service. Partner will draft grant and submits to SJRC&D for proofing. We edit, review and return grant to client. Client is then responsible for submitting grant to funder.

Additional services may include but are not limited to:

- Payroll Service
- Grant Writing
- Tax Reporting