

Five Month Infrastructure Workplan Hill-Snowdon Foundation

Immediate (July 1, 2004)

- **Permits** to conduct business in DC.
- Apply for **Sales Tax Exemption Certificates** from Washington, DC, Maryland, and Virginia.
- Hire a **Payroll** processing company.
- Apply for an **American Express** Corporate account.
- Get quotes for **Health, Dental, Vision care, Life, Short-term Disability** and **Worker's Compensation Insurance** and **Long-Term Disability Insurance** (optional).
- Select and purchase **telephone equipment**.
- Determine **computer** technology needs and purchase equipment and basic office software.
- Identify a technology consultant.
- Print small quantity of **Business Cards** and **Stationery**.

First Month (by July 31, 2004)

- Finalize **By-Laws**.
- Purchase **Health, Dental, Vision care, Life, Short-term Disability**, and **Worker's Compensation Insurance**. If desired, also purchase **Long-Term Disability Insurance** (optional).
- Establish **Financial Management Policies & Procedures**.
- Establish **Expense Guidelines**.
- Work with **Accountant** or **Auditor** to establish a **Chart of Accounts**.
- Select and purchase **Accounting Software**.
- Get quotes for **D& O Insurance** and a **Commercial Package Policy**.
- Get quotes for **Retirement Plans**.

Within three months (September 30, 2004)

- Establish a **Payout formula** and/or **Consistent Payout Rate**
- Finalize 2005 **Budget**.
- Forecast year-end **5% Distribution** compliance and confirm that the Foundation will qualify for the **1% Excise Tax rate**.
- Set your **Fiscal Calendar**.
- Draft an **Employee Handbook/Personnel Policies**.
- Have a local **Labor Attorney** review your **Employee Handbook**.
- Draft **Grants Management** policies and procedures.
- Have an **Attorney** review your **Grant Contracts**.
- Select and install **Grants Management software**.
- Set up **Retirement Plan**.
- Purchase **D&O Insurance** and a **Commercial Package Policy**.
- Get quotes for **Flexible Spending Accounts**.
- Select and order any necessary office **Furniture**.
- Evaluate needs for **Office Equipment**.
- Develop the Foundation's **Corporate Identity** for print and web applications.

Within six months (December 31, 2004)

- Finalize all **Policies** and **Procedures** (Financial Management, Grants Administration, Employee Handbook, general office Administration).
- Develop an **Investment Policy**.
- Identify potential **Investment Consultants** and interview candidates.
- Set up the Foundation's **Web Site**.
- Hire **Auditors** to complete audit report for 2004.
- Develop a **Records Retention Policy & File Back-up Protocol**.
- Identify potential **Archives Vendors**.