

CultureTrust Administrative Services: An Overview

What We Do	Standard Timeframe	Why It Takes This Time	Rush Fee												
Notify you about funds received for your project	4-5 business days	Funds are received, processed & info is uploaded to the Portal	None												
Deposit checks received for your project	Every other business day	Dependent on staff capacity	None												
Make payments															
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Run payroll	<ul style="list-style-type: none"> -Timesheets for each employee submitted by Project Directors at the end of the month -Compensation expected to be directly deposited at the first Friday of the month 	Payroll is run on a regular monthly cycle	-\$50 plus the variable payroll processing fee, which runs between \$30-\$50.												
Request a new PEX Card	2 business weeks to arrive at CultureWorks for pickup	This is PEX's standard timeframe	-\$50 rush fee -\$35 wire transfer fee												
Load funds to a PEX Card	4 business days	This is PEX's standard timeframe	-\$50 rush fee -\$35 wire transfer fee												
Review grant proposals	5 business days	Dependent on Community Director capacity	None												
Request a certificate of insurance (COI)	1-3 business days	Dependent on broker & staff capacity	None												
Marketing & fundraising materials approval	1-3 business days	Dependent on Community Director capacity	None												
Generate a financial report (ex. P&L)	1-3 business days	Dependent on staff capacity	None												
Review & sign contracts	3-5 business days, if no further revision is required. CW staff meet every Monday to review contracts.	Contracts are reviewed by multiple CW staff to ensure compliance and protection.	None												

Additional Reminders

- CultureTrust regularly manages transactions for over 80 projects.
- CultureTrust staff will do our best to communicate any foreseen delays in standard processing times.
- Many of these transactions require several approvals beginning with you as the Project Director, our Internal Coordinator, Finance Director, Community Director, and President. This chain of approvals is in place to provide the highest level of accuracy and financial oversight possible.
- CultureTrust reserves the right to charge rush fees for expedited transactions at our discretion. Such fees will be deducted automatically from a Project's account unless the Project Director provides additional direction.