

Reason for Assessing Dues

The activities of the Alliance are funded by dues paid by member agencies. Since advocacy is Job #1 for the Alliance, the bulk of dues paid by member agencies directly funds advocacy activities. Alliance advocacy is directed at helping member agencies accomplish their organizational missions.

Dues, additionally, support the accreditation function of the Alliance. All member agencies are required to be accredited and to provide executive and/or senior management level staff for annual service on Alliance accreditation review teams. Dues pay for staff, travel and administration costs associated with the accreditation process.

Goals of Dues Structure

The goals of the Alliance dues structure are to:

1. Generate sufficient revenue to fund Alliance activities.
2. Share the cost of Alliance activities equitably among member agencies.
3. Be affordable enough that dues are not cost-prohibitive for small agencies, while not unduly shifting the burden to medium and large agencies.

Who Assesses Dues? Based On What?

Member agencies assess their own dues annually based upon all of the member agency's **expenditures** in program areas impacted by Alliance advocacy activities including: adoption, education, family-based services, foster family agencies, juvenile justice, mental health, and residentially based services. A member agency's programs and service areas that lie clearly and unequivocally outside the advocacy areas of the Alliance are not included in the dues assessment.

How Do I Assess My Agency's Dues?

Each member agency assesses its own dues based upon:

- ▲ Prior fiscal year total agency expenditures,
- ▲ For all program and service areas,
- ▲ Provided in California,
- ▲ That are represented by Alliance advocacy activities.

A member agency **may not** choose to identify only a portion of its programs or service areas for Alliance membership and dues assessment. All of a member agency's services and programs impacted by Alliance activities must be included by the agency in its dues assessment. A member agency may not choose, for example, to have its residential program join the Alliance but exclude its FFA or nonpublic school from membership and dues assessment.

What Is An Agency?

The term “agency” refers to the identified member agency and all corporate and affiliated entities of the member agency, both nonprofit and proprietary. “Corporate and affiliated entities” include, but are not limited to:

1. Subsidiary corporations.
2. Joint ventures.
3. Parent corporations with overarching fiscal, administrative or programmatic control.
4. Affiliated entities with interlocking management or governance.

Program and Service Areas Assessed for Dues

Each member agency includes in its dues assessment expenditures related to the following programs or service areas:

1. **Adoption:** adoption of children with special needs, children from the public systems, and associated pre and post adoption services.
2. **Education:** educational services including but not limited to NPS and NPA services, and Workability.
3. **Family-based services:** in-home and community based services including but not limited to family preservation services, Wraparound.
4. **Foster family agency.**
5. **Juvenile justice.**
6. **Mental health.**
7. **Residential care:** all group homes, CTFs, and residential programs for children and youth.
8. **Transitional services for foster youth:** services and support including but not limited to transitional housing, THPP, and STEPP.
9. **Emerging programs and services:** promising programs and services provided by member agencies, and identified and approved by the Board of Directors.

Dues assessment should correlate with an agency’s membership and accreditation status. If an agency, for example, has a group home program, a foster family agency, a nonpublic school and provides a mental health day treatment program, that agency would pay dues on all four programs. The agency would also have membership on the Residential Care, FFA, Education and Mental Health Committees and should have all of the those programs accredited either through the Alliance or one of the other accepted national accrediting bodies.

When Are Dues Assessed?

The Alliance annually sends a request for dues assessment to each member in October. Each member agency submits its dues assessment based upon its prior year expenditures to the Alliance no later than December.

How is Accuracy Assured?

The chief executive (executive director or CEO) and chief fiscal staff person of each member agency are required to sign an affidavit attesting to the accuracy of the agency's dues assessment.

When Are Dues Paid?

Dues may be paid monthly. The Alliance invoices each member agency on the first day of the month. Payment is due within 30 days of when the invoice is received.

The dues schedule is attached on the following page.

Dues Schedule

	From	To	Dues
	-	85,000	400
1	85,001	255,000	600
	255,001	350,000	983
	350,001	435,000	1,268
2	435,001	605,000	1,477
	605,001	750,000	1,836
	750,001	815,000	2,082
3	815,001	945,000	2,323
	945,001	1,000,000	2,499
	1,000,001	1,375,000	2,909
4	1,375,001	2,125,000	4,270
	2,125,001	2,500,000	5,619
	2,500,001	3,125,000	6,750
5	3,125,001	4,375,000	7,988
	4,375,001	5,000,000	8,813
	5,000,001	6,125,000	9,679
6	6,125,001	8,750,000	10,487
	8,750,001	10,000,000	11,625
	10,000,001	13,250,000	12,825
7	13,250,001	16,750,000	14,013
	16,750,001	20,000,000	14,985
	20,000,001	23,250,000	15,138
8	23,250,001	26,750,000	17,000
	26,750,001	30,000,000	18,444

Dues Schedule Continued

	30,000,001	33,250,000	19,608
9	33,250,001	36,750,000	20,650
	36,750,001	40,000,000	21,490
	40,000,001	43,250,000	22,061
10	43,250,001	46,750,000	22,950
	46,750,001	50,000,000	24,188
	50,000,001	53,250,000	24,264
11	53,250,001	56,750,000	25,850
	56,750,001	60,000,000	27,436
	60,000,001	63,250,000	27,731
12	63,250,001	66,750,000	29,250
	66,750,001	70,000,000	30,769
	70,000,001	73,250,000	31,515
13	73,250,001	76,750,000	33,000
	76,750,001	80,000,000	34,485
	80,000,001	83,250,000	35,099
14	83,250,001	86,750,000	36,550
	86,750,001	90,000,000	38,001
	90,000,001	93,250,000	38,483
15	93,250,001	96,750,000	39,900
	96,750,001	100,000,000	41,318
	100,000,001	103,250,000	41,666
16	103,250,001	106,750,000	43,050
	106,750,001	110,000,000	44,434
	110,000,001	113,250,000	44,650
17	113,250,001	116,750,000	46,000
	116,750,001	120,000,000	47,350

Instructions for Completing Dues Assessment

1. Name of member agency:

- ▲ Enter the name of your agency.
-

2. Agency's most recently completed fiscal year:

- ▲ Enter the beginning and ending dates of the fiscal year your agency most recently completed. Enter the date your fiscal year started in the left hand box and the date your fiscal year ended in the right hand box.
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3. Expenditures for Alliance-advocated programs and service areas during the most recently completed fiscal year:

- ▲ Enter (A) total ***expenditures*** for the fiscal year you entered in item #2 for all (B) ***member agency*** (C) ***programs and service areas***, provided in California, ***represented by Alliance advocacy activities***.

(A) Expenditures.

Include direct costs and allocations to all categories of expenditures including, but not limited to:

- Payroll, including benefits
- Contract services
- Program support
- Facility related costs
- Vehicle costs
- Child related costs
- Administration and other allocated overhead costs.

(B) Member agency.

Include, all entities related to the prospective member agency. The term “member agency” refers to the agency named as a prospective member of the California Alliance and to all corporate and affiliated entities of the prospective member agency, both nonprofit and for-profit. “Corporate and affiliated entities” include, but are not limited to:

- Subsidiary corporations.
- Parent corporations with overarching fiscal, administrative or programmatic control.
- Affiliated entities with interlocking management or governance.

All of a prospective member agency's services and programs impacted by Alliance activities must be included by the member agency in its dues assessment. A member agency may not choose to identify only a portion of its programs or service areas for Alliance membership and dues assessment.

A prospective member agency may not choose, for example, to have its residential program join the Alliance but exclude its FFA or nonpublic school from membership and dues assessment, even if they are parts of different corporations.

(C) Programs and service areas represented by Alliance activities.

Include the following programs and service areas when calculating expenditures:

- a. **Adoption:** all programs and service areas focused on adoption of children with special needs, adoption of children from the public systems, and associated pre and post adoption services.
- b. **Education:** all nonpublic schools and programs, and service areas focused on educational services related to children in residential care; including but not limited to NPS services and Workability.
- c. **Family-based services:** all programs and service areas focused on providing in-home and community based, child-focused, family-centered services; including but not limited to family preservation services and Wraparound.
- d. **Foster family agency:** all foster family agencies and related programs and services.
- e. **Juvenile justice:** all programs and services focused on youth in the juvenile justice system.
- f. **Mental health:** all mental health services for children and youth.
- g. **Residential care:** all group homes, CTFs, and residential programs for children and youth.
- h. **Transitional services for foster youth:** all services and support for youth transitioning out of the foster care system; including but not limited to transitional housing, THPP, and STEPP.
- i. **Emerging programs and services:** promising programs and services provided by member agencies, and identified and approved by the Board of Directors for advocacy and dues assessment.

A prospective member agency may exclude programs or service areas not impacted by Alliance activities; for example, programs for adults, day care programs, Skilled Nursing Facilities, programs outside of California.

4. Using the Dues Schedule to compute member agency's dues obligation:

The attached Dues Schedule has three columns: Annual Agency Expenditures, Annual Dues, and Tier.

- Step 1:** In the first (left hand) column, locate the range of annual agency expenditures that corresponds to your agency's computed expenditures from item 3. Located directly adjacent, in the middle column, you will find the level of annual dues that corresponds to your agency's expenditures.

- Enter the level of annual dues that corresponds to your agency's expenditures in the left hand box, "Annual Dues Assessment," under number 4 on the Dues Assessment form.

Step 2: In the third (right hand) column of the Dues Schedule, locate the Tier that corresponds to your agency's annual dues. (Tiers 1-7 contain three levels of annual agency expenditures and three corresponding levels of annual dues. Tiers 8-11 contain only one level each.)

- Circle the number of the Tier that corresponds to your agency's expenditures and dues from among the row of numbers labeled "Dues Tier," under number 4 on the Dues Assessment form.

Example: If your agency's expenditures total \$5,435,000, you would locate in the first column of the Dues Schedule, Annual Agency Expenditures, the range of \$5.1M-\$6.25M because that is the range into which your agency's expenditures fall. Immediately to the right in the middle column, you would find Annual Dues of \$9670. You would enter that amount in the box labeled "Annual Dues Assessment" on the Dues Assessment form. In the third column on the Dues Schedule, you would find the number "6" in the Tier column adjacent to the applicable Annual Agency Expenditures and Annual Dues columns. You would enter that number in the box labeled "Dues Tier" on the Dues Assessment form.

5. Assurance of accuracy:

- Please assure that both the Executive Director or CEO and the chief financial staff person, sign and date the Dues Assessment form in the designated boxes, and print their names in the boxes below their respective signatures.

The chief executive (executive director or CEO) and chief financial staff of each member agency are required to sign the affidavit at the bottom of the Dues Assessment form attesting to the accuracy of the agency's dues assessment.

Should the information subsequently be found to be inaccurate,

- And if correction of the inaccuracy results in a **higher** dues assessment, the member agency is offered the opportunity to revise the assessment and remit the difference to the Alliance, or
- If correction of the inaccuracy results in a **lower** dues assessment, the Alliance remits the difference to the member agency.
- Should a member agency choose to **not** remit additional dues assessed on the basis of an assessment correction, that agency is referred to the Membership Committee to be considered for termination of membership.

Dues Assessment

1) Name of member agency:

2) Agency's most recently completed fiscal year:

Date fiscal year started: **Date fiscal year ended:**

3) Please enter the total of all expenditures for Alliance-advocated programs and service areas during the most recently completed fiscal year. (See **Instructions for Completing Dues Assessment** for detailed explanation)

Total expenditures: \$

4) Please use the attached **Dues Schedule** to compute your agency's dues obligation. Enter the annual dues assessment and circle the corresponding dues tier.

Annual dues assessment: \$

The foregoing is a true and accurate statement of my agency's expenditures for Alliance-advocated programs/service areas and assessment of my agency's dues obligation.

Dated signature of Executive Director/CEO:

Signature	Date

Dated signature of lead financial staff (e.g., CFO, controller, accountant, etc.):

Signature	Date

Name printed:

Name printed: