



## **Fiscal Agent Application Checklist**

### **SUBMIT THE FOLLOWING DOCUMENTATION:**

- Letter/certificate of good standing from the New Mexico Secretary of State (dated within 180 days of the application submission date)
- Copies of any fiscal agent agreements with other municipalities or organizations within the past five (5) years
- Financial policies and procedures, and procurement policy adopted by the governing board
- Financial records, audit provisions, and annual audit records demonstrating compliance with federal, state, and local tax reporting requirements for the past three (3) completed fiscal years.

Please ensure to include the following documents:

- o Statement of financial position
  - o Profit/loss statement
  - o Six (6) months of bank statements and reconciliations
  - o Listing of audit report findings and associated corrective actions
- Current board roster with contact information
- Current bylaws
- A list of substantiated claims of fraud, waste, abuse, or discrimination to include information below:
  - o Documentation of outcomes of each of the claims
  - o If claims are not yet resolved, please provide the status of the claim
- Conflict of interest forms completed by each board member, executive staff member, and administration staff

**NOTE: Additional documentation may be requested by the City of Las Cruces to assist with a determination.**