



Visalia Arts Consortium, Inc.
Fiscal Agent

Guidelines

Visalia Arts Consortium, Inc. may serve as fiscal agent for newly forming organizations, groups of organizations, public agencies, or activities that provide certain services which benefit the community at large or benefit specific populations.

Therefore:

1. Visalia Arts Consortium, Inc. may serve as fiscal agent for groups whose purpose is consistent with Visalia Arts Consortium, Inc.'s mission and operating standards. The ultimate decision will be made by Visalia Arts Consortium Inc.'s board of directors.
2. Receipt and expenditure of funds will at all times follow existing Visalia Arts Consortium Inc.'s policies and procedures for accounting and internal controls.
3. Visalia Arts Consortium, Inc. reserves the right to request and/or to require a reasonable fee for service provided or recovery of any direct costs incurred as a result of serving as Fiscal Agent.
4. Visalia Arts Consortium, Inc. agrees to provide written reports of revenues and expenses to the participating group at agreed upon intervals.
5. Check requests may be made only by the designated lead person (s) or alternate whose name and contact information is filed with the Arts Consortium.
6. Requests for checks must be accompanied by an invoice or other approved documentation. **Checks will not be issued without appropriate supporting documentation.**
7. The Arts Consortium issues checks generally on the second and last Fridays of each month.
8. Check requests must be received by the Arts Consortium at least 5 business days in advance of the second and last Fridays of each month. **Last minute check requests will not be processed until the following cycle.**
9. Checks will not be issued to "CASH" or to "Bearer".

10. In order to process payments that originate from a grant award or otherwise restricted fund, Arts Consortium will be provided a copy of the Letter of Award or any such document which states the approved use of funds.
11. Any consultant who may be hired under the project is not an employee of Visalia Arts Consortium, Inc.
12. Visalia Arts Consortium, Inc. is not responsible for preparing or submitting interim or final reports to Funder(s).
13. Participating organizations and/or agencies carry general and liability insurance.
14. Arts Consortium may terminate services upon 10 days advance written notice.

I acknowledge that I have received and retained a copy of this document. The above terms and conditions are hereby accepted and agreed to as of the date specified.

By: _____
Signature of authorized representative

Name: _____

Title: _____ Date: _____