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| --- | --- |
| Is the fiscal agent receiving and handling funds/contributions for other nonprofits? | [ ]  Yes [ ]  No  |
| Is the fiscal agent handling any operational duties like staffing, policies and procedures, tax filings, obtaining insurance, etc. for other nonprofits? | [ ]  Yes [ ]  No  |
| Is the fiscal agent processing any payroll or employee benefits for other nonprofits? | [ ]  Yes [ ]  No  |
| Is there a contract in place between both parties with hold harmless language included?  | [ ]  Yes [ ]  No  |
| How many employees does the nonprofit receiving fiscal services have? |        |
| What is the approximate amount of funds being handled annually by the fiscal agent for the other nonprofit? |       |
| Does the fiscal agent document all aspects of their dealings with nonprofit clients, including written correspondence, telephone conversations, and face-to-face consultations?  | [ ]  Yes [ ]  No  |
| Are credit history and criminal background checks conducted on all prospective employees of the fiscal agent who will be handling funds? | [ ]  Yes [ ]  No  |
| Does the fiscal agent inform their clients of their privacy policies and practices? | [ ]  Yes [ ]  No  |
| Does the fiscal agent have procedures in place to ensure their compliance with any new rules and regulations imposed on them by relevant governing entities?  | [ ]  Yes [ ]  No  |
| Does the fiscal agent employ a qualified compliance officer to monitor adherence to the rules and regulations?  | [ ]  Yes [ ]  No  |