

ACCREDITATION COMPLIANCE DIGITAL DASHBOARD CHECKLIST

<input checked="" type="checkbox"/>	COMPLIANCE DOCUMENT	DATE UPLOADED
UPDATED ANNUALLY		
<input type="checkbox"/>	Current Board Roster	/ /
<input type="checkbox"/>	Current Year Board Member Conflict of Interest Disclosures	/ /
<input type="checkbox"/>	Current IRS Form 990 Filing	/ /
<input type="checkbox"/>	Current New Mexico Attorney General Registration	/ /
<input type="checkbox"/>	Current New Mexico Secretary of State Registration	/ /
<input type="checkbox"/>	Current Fiscal Year Operating Budget	/ /
<input type="checkbox"/>	Current Year Work Plan with ETS & CBS	/ /
<input type="checkbox"/>	Current Year NMSC Sub-Licensing Agreement Signed/Submitted	/ /
<input type="checkbox"/>	Signed Biannual LOA/MOU with Local Government & NMMS <i>(every two years)</i>	/ /
<input type="checkbox"/>	Main Street America Accreditation Self-Assessment	/ /
<input type="checkbox"/>	Local Program Annual Performance Report	/ /
<input type="checkbox"/>	Annual Partner Surveys Shared with Partners	/ /
<input type="checkbox"/>	Annual Budget & Salary Survey Completed	/ /
UPDATED AS NEEDED		
<input type="checkbox"/>	Records Retention/Destruction Policy	/ /
<input type="checkbox"/>	Whistleblower Protections Policy	/ /
<input type="checkbox"/>	Fiscal Controls Policy	/ /
<input type="checkbox"/>	Non-Discrimination Policy	/ /
<input type="checkbox"/>	Form 1023 <i>(Original Application for Tax-Exempt Status)</i>	/ /
<input type="checkbox"/>	Original Bylaws	/ /
<input type="checkbox"/>	Amendments to Bylaws	/ /

ACCREDITATION COMPLIANCE ACTIVITY CHECKLIST

<input checked="" type="checkbox"/>	COMPLIANCE ACTIVITY	DATE COMPLETED
FEDERAL		
<input type="checkbox"/>	File Annual Form IRS 990	/ /
<input type="checkbox"/>	Pay Payroll Taxes	/ /
STATE		
<input type="checkbox"/>	File Nm Attorney General Registration	/ /
<input type="checkbox"/>	File Nm Secretary Of State Registration	/ /
<input type="checkbox"/>	Pay Payroll Taxes	/ /
NEW MEXICO MAINSTREET		
<input type="checkbox"/>	Execute Memorandum Of Understanding (<i>Biannual</i>)	/ /
<input type="checkbox"/>	Complete Annual Board Member & Staff Attendance Requirements	/ /
<input type="checkbox"/>	Participate In Annual Program Review/Annual Accreditation	/ /
<input type="checkbox"/>	Complete Annual Budget & Salary Survey	/ /
<input type="checkbox"/>	Quarterly Reinvestment Statistics Report	/ /
CITY & COUNTY		
<input type="checkbox"/>	Execute Annual Scope Of Services Contract	/ /
<input type="checkbox"/>	Submit Quarterly Activity Reports	/ /
<input type="checkbox"/>	Submit Lodger's Tax Request	/ /
<input type="checkbox"/>	Submit Quarterly Lodger's Tax Reports	/ /
ORGANIZATIONAL OPERATIONS		
<input type="checkbox"/>	Evaluate Executive Director	/ /
<input type="checkbox"/>	Update Annual Budget	/ /
<input type="checkbox"/>	Review Bylaws	/ /
ORGANIZATIONAL PLANNING		
<input type="checkbox"/>	Evaluate Previous Year's Work	/ /
<input type="checkbox"/>	Evaluate ETS/CBS Outcomes	/ /
<input type="checkbox"/>	Update Annual Work Plan	/ /