

FY26 CERTIFICATE OF COMPLIANCE TO BE SUBMITTED WITH THE DMO PLAN

The following is a checklist of items to be fully completed by applicant:

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I have read the “January 2022 Regulations/Procedures for Region/CVB Tourism Organizations Use of Lodging Facility Use Tax Revenue”. I understand and pledge to comply with the information contained in it. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the motion approving the DMO plan passed by our current Board of Directors OR provide the date motion passed. This motion of approval was passed on the _____ day of _____, 2023 and is attached to the DMO Plan in ServiceNow. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the current bylaws of the DMO are attached to the DMO Plan in ServiceNow. |
| <input type="checkbox"/> | <input type="checkbox"/> | The governing body and marketing supervisors understand the legal requirements, as well as the guidelines promulgated by the Tourism Advisory Council, for the use of lodging facility USE tax and lodging facility SALES tax revenues. |
| <input type="checkbox"/> | <input type="checkbox"/> | It is understood that line items within a budget may vary but project scope may change only with notification to the Department and approval by the Tourism Advisory Council. |
| <input type="checkbox"/> | <input type="checkbox"/> | It is understood that funds may be transferred between approved budget line items. |
| <input type="checkbox"/> | <input type="checkbox"/> | It is understood that no commitment of revenue will be made until after approval of an annual DMO plan by the Tourism Advisory Council. Fiscal year expenditures and commitments may not be made prior to July 1 of that fiscal year. |
| <input type="checkbox"/> | <input type="checkbox"/> | A project accounting system is established which will provide for: <ul style="list-style-type: none"> ➤ Accurate, current, and complete data on all DMO financial transactions ➤ Maintenance of all vouchers, invoices, payrolls, billings, etc. pertaining to allowable methods expenditures ➤ A separate fund account at a financial institution. |
| <input type="checkbox"/> | <input type="checkbox"/> | The DMO understands that the State of Montana reserves the right to audit the use of lodging facility SALES and USE tax funding for both financial and performance compliance. |
| <input type="checkbox"/> | <input type="checkbox"/> | It is understood that the Department has the right to deny any payment if it is found that the DMO is not complying with the approved program; or if funds have been lost, misapplied, or otherwise diverted for purposes other than those for which they were provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | It is understood that the DMO will in no way represent itself as the Department of Commerce or the Tourism Advisory Council. |

Authorized Representative

Date