

# NMDC FISCAL AGENT ANNUAL REPORTING INSTRUCTIONS

**NEW MEXICO DANCE COALITION**  
369 Montezuma Ave #270, Santa Fe, NM 87501  
[NMDanceCoalition.org](http://NMDanceCoalition.org)

Send completed form to: [Treasurer@NMDanceCoalition.org](mailto:Treasurer@NMDanceCoalition.org)

As a Fiscal Agent of NMDC, you are required to provide annual financial reporting on your project. Submit this form and attachments by the date due, after the year of your sponsored project. Why? NMDC includes your project in its IRS 990 Forms because the IRS treats your project as an NMDC project.

## Instructions for your annual reporting

### Report only NMDC-processed income

- Only include reporting on the funds that you received from NMDC from the donations payable to NMDC (minus 5%).
- For example, if your total project income was \$10,000, but only \$2,000 was directed through NMDC, only report on this form the \$2000 of income and how the \$2000 was spent. Do not include on the expense side the NMDC 5%.
- For example, most fiscal agents do not include ticket sales.

**For each donor, provide the name, an itemized list of donations for the year (if more than one), and the donor's address.** This is the only way your donors will get an IRS-approved tax deduction.

- Deduct from the donation the value of services or benefits received by the donor, such as tickets.
- For total annual donations under \$250, you do not need to provide this information, but you can if you wish.
- For each of your donors giving more than \$250 annually, provide to the donor an NMDC-signed donation recognition letter or email for your donor's IRS records, identifying the amount of the tax-deductible donation.

**Multiyear projects:** If your project occurred over two calendar years (you received or spent funds before and after December 31st), then you must report each year separately to NMDC.

**Contractor's IRS 1099 forms:** For contractor fees above \$600 annually, paid using NMDC funds, NMDC will provide IRS Form 1099. Please provide name, total fees, address, and description of service provided.

**Where to send:** Provide this signed annual report electronically to the email or by post to the address above.

## Categories for Income in the table below (include only funds processed by NMDC)

- Grants:** Any grants, awards, gifts, etc., that do not claim the funds are individual tax deductions. This category is typically for funds from government agencies or foundations.
- Donations:** Any contributions, gifts, donations by individuals, businesses, etc., where they will claim a tax deduction. Generally, this will be your private individual donors and most business donors.

## Categories for Expenses in the table below (total of EXPENSES will equal the total of the INCOME minus 5%)

- Grants:** Grants, awards, scholarships, and similar amounts you paid (*provide details on a separate sheet*).
- Benefits:** Cost of benefits paid to your project members. For example, the cost of classes, tickets, or gifts.
- Salaries:** Cost of salaries and other compensation paid to members of your project.
- Nonmember Fees:** Fees and other payments made to independent (nonmember) contractors. For example, for lighting, sound, nonmember performer fees, or to agencies, such as for business licences.
- Occupancy:** Cost of space rentals, insurance, utilities, maintenance, repairs of spaces, etc.
- Publishing:** Cost of printing, publishing, postage, shipping, distribution, etc.
- Other:** Other expenses (*provide descriptions and amounts for each on a separate sheet*).

INCOME		EXPENSES						
Grants*	Donations	Grants	Benefits	Salaries	Fees	Occupancy	Publishing	Other*

\* Attach a separate sheet with short description of each entry and the amounts. Include on this sheet any non-monetary donations made over \$250, including an estimated monetary value (these also are included in the NMDC 990 to the IRS as in-kind donations).

\_\_\_\_\_  
Signature of Fiscal Agent or Representative

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

Updated 26 Oct 2023