DMO Funding Agreement Compliance Checklist

Template — not legal or financial advice. The funding agreement, the district plan, and your state and local law control. Counsel should confirm how open-meeting and public-records rules apply to your organization.

Organization: _____ **Funder (city, county, district):** _____
Agreement term: _____ to _____

1. The agreement

Item	What the agreement or district plan says	Section
Funding source (lodging tax share, assessment, grant)		
Permitted uses		
Uses not allowed		
Reserve or carryover rules		
Budget and plan approval by the funder?		
Reports required and due dates		
Audit or financial review required		
Board composition requirements		
Renewal or re-establishment date		

2. Budget mapping

☐ Every budget line mapped to a permitted use, with the section reference

☐ Lines that are close calls reviewed with counsel and noted in the pack

☐ Administrative cost share calculated the way the agreement requires (if capped)

3. Reporting calendar

Report	Due	Owner	Board approves first?
Annual budget and plan			
Annual or quarterly report to funder			
Audit or financial review			

4. Open meetings and records

☐ Counsel's written view on whether open-meeting and public-records laws apply to the board, a committee, or neither

☐ If they apply: notice, agenda posting, minutes, and executive-session rules written down

☐ Records retention schedule adopted

5. Conflicts

☐ Directors who own or manage lodging businesses, attractions, or vendors that receive funds disclosed each year

☐ Recusal recorded on any grant, cooperative-marketing program, or contract that benefits a director's business

☐ Written criteria for grants and cooperative programs, applied the same way to everyone

6. Renewal

☐ Renewal steps and dates confirmed (petitions, hearings, funder votes)

☐ Results and measures the funder will want, collected through the year

7. Resolution (fill brackets)

RESOLVED, that the Board confirms that the budget and plan presented on [DATE] fall within the permitted uses of the [AGREEMENT / DISTRICT PLAN], adopts the reporting calendar above, and directs [OFFICER] to submit the required reports by their due dates.

8. Closure evidence

☐ Submitted reports and funder acknowledgments attached

☐ Approved minutes attached

Related: Governing a destination organization (https://preparedboard.com/guides/dmo-tourism-board-governance) · DMO annual board calendar (https://preparedboard.com/templates/dmo-annual-board-calendar) · Sample "adopt DMO budget" record (fictional) (https://preparedboard.com/for/hospitality/sample-decisions/adopt-dmo-annual-budget).

Template from Prepared Board (preparedboard.com/for/hospitality). Practice template, not legal or financial advice. Your governing documents, contracts, and counsel control.