

## NeighborSpace Fiscal Agency Account Procedures

### Fiscal Agent Account Basics

- Complete the NeighborSpace Fiscal Agent form. Your account will be established within two weeks of returning this form to NeighborSpace.
- NeighborSpace will assess an annual 3% fee for the management of the Fiscal Agent Account. This fee will be applied to the account balance on December 31<sup>st</sup> each year. An annual statement will be issued the following spring.
- Please keep in mind that your purchases are **tax-exempt**. Present the enclosed **tax-exempt** form at the time of your purchase and you will save 10%.

### Documentation and Reimbursement

- Garden groups are responsible for all the up-front expenditures, but may seek reimbursement from their fiscal agent account.
- When seeking reimbursement please provide documentation and receipts of your expenses and submit your request via email or mail to NeighborSpace. Also, please let us know who to make the check out to and where to send the funds.
- Please be sure there are funds in your account before seeking reimbursement. We will not be able to reimburse if none are available.
- NeighborSpace will issue a check within two weeks of reimbursement request.
- For larger purchases, NeighborSpace can make direct payments to select contractors and retail outlets on behalf of garden groups. Please provide specific information regarding contractors, retailers and materials.

For more information or specific questions, please contact Sally Hamann, [shamann@neighbor-space.org](mailto:shamann@neighbor-space.org) or 773-826-3218