

Business Operations Series-6000

FEDERAL TAX-EXEMPT DEBT COMPLIANCE PROCEDURES

President/CEO:

1. Designates employee responsible for the issuance and management of debt.

VP/Chief Financial Officer:

1. Assumes responsibility for the issuance and management of debt, appoints a college employee as the **Bond Compliance Officer**.
2. Upon employee transitions, advises any newly-designated **Bond Compliance Officer** of his/her responsibilities regarding federal tax compliance

Bond Compliance Officer:

1. To comply with federal tax requirements, confirm that the following requirements are met at the time each Bond issue is issued and throughout the term of the Bonds until maturity or redemption:
 - 1.a Retain and consult with bond counsel throughout the bond issuance process to identify requirements and to establish procedures necessary to maintain the tax-exempt status of bond interest.
 - 1.b. Assure filing of information returns to IRS after issuance.
 - 1.c. Monitor the use of bond proceeds and bond-financed assets throughout the term of the bonds to ensure compliance with covenants and restrictions and maintain the associated records.
 - 1.d. Ensure that ownership and use of the bond-financed assets comply with federal tax laws.
 - 1.e. Ensure the compliance with regulations regarding investment restrictions, arbitrage yield and arbitrage rebate
 - 1.f. Perform the proper record keeping requirements

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FEDERAL TAX-EXEMPT DEBT COMPLIANCE PROCEDURES (continued)

**Bond Compliance Officer
(continued):**

2. To comply with federal securities requirements, confirm compliance with the anti-fraud rules at the time of issuance and maintain continuous compliance with the continuing disclosure obligations until the final maturity or redemption of the applicable bond issue:
 - 2.a. Ensure that any material provided in connection with the offer or sale of bonds do not contain any untrue statements or omissions of material facts.
 - 2.b. Perform all continuing disclosure obligations according to the Continuing Disclosure Agreement executed at the time of bond issuance.
 - 3.b. Notifies fiscal Audit Coordinator of continuing disclosure obligations required in the Consolidated Annual Financial Report (CAFR).

February 26, 2015

Adopted by College Executive Administration

Revised by College Executive Administration