

## FISCAL MANAGEMENT CERTIFICATION TEMPLATE

CLG grant applications must be accompanied by a statement on the organization's letterhead indicating that an adequate accounting system with appropriately internal controls exists. The letter must be signed by the organization's financial manager.

[DATE]

Alan Higgins  
Grants Manager/Budget Specialist  
State Historic Preservation Office  
300 N. Washington Square  
Lansing, MI 48913

This letter certifies that the [NAME OF ORGANIZATION] has a comprehensive accounting system in place with internal controls to assure accuracy and reliability of accounting data.

The [NAME OF ORGANIZATION]'s financial management system:

- Provides accurate, current and complete disclosure of the financial results of each grant;
- Provides records that identify the source and application of funds for grant supported activities;
- Provides for effective control of all grant assets;
- Compares actual and budgeted amounts for the grant;
- Establishes procedures for determining reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable cost principles and terms of the grant agreement; and
- Supports accounting records by source documentation such as canceled checks, paid bills, payrolls, and subcontract documents. Separate project records must be established and identified by the grant name and number.

If you have any questions about the [NAME OF ORGANIZATION]'s accounting system or fiscal policies and procedures, please contact [NAME AND CONTACT INFORMATION].

Sincerely,

[SIGNATORY]

[TITLE]