

[FISCAL MANAGEMENT CERTIFICATION TEMPLATE. Application must be accompanied by a letter on municipal letterhead signed by the fiscal manager]

[DATE]

Certified Local Government Coordinator
State Historic Preservation Office
300 N. Washington Square
Lansing, MI 48913

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

The [NAME OF CLG]'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 CLG]'s accounting system or fiscal policies and procedures, please contact [NAME AND CONTACT INFORMATION].

Sincerely,

[SIGNATORY]

[TITLE]