

**Missouri Association of Councils of Government
Financial Practices Certification**

The State of Missouri Office of Administration requires each regional council to submit this certification of financial practices as part of the annual grant application for state financial assistance.

_____ (Insert regional council name)
certifies the following:

1. Our organization has financial management policies and procedures in place to effectively address the following practices:
 - Bank accounts
 - Petty cash
 - Cash receipts and revenue
 - Travel and business expenses
 - Purchase of goods and services
 - Records retention
 - Payroll management
 - Inventory control
 - Compliance with federal and state governmental regulations
 - Grants management
 - Bonding and insurance
 - Conflicts of interest
2. The financial policies and procedures used by our organization are regularly reviewed by our board of directors and/or external auditors and have been found to be appropriate for our organization.
3. Our organization will promptly provide written copies of financial policies and procedures upon request of the Office of Administration.
4. The financial and administrative staff responsible for our organization's financial management is sufficient to provide appropriate separation of duties, and if not, procedures have been enacted to provide effective oversight by the regional council governing board.
5. A policy is in place to periodically rotate and/or secure competitive proposals for our organization's external auditor.

Attest:

Chair, Board of Directors
Date:

Executive Director
Date: