

ATTACHMENT D

Standards for Financial Management Systems

Financial Representative Name (must be member of Applicant organization): _____
(please print)

As the Financial Representative for, _____
(print Applicant Organization's legal name)

I swear that the following statements are true and are within my personal knowledge of certification:

1. I am the _____ (Title - i.e. Treasurer, Vice-Chairperson, Secretary) of the Applicant organization and am authorized to make this certification on behalf of the organization.
2. The organization's financial management systems conform to the financial accountability standards set forth in 2 CFR part 200, by providing for and incorporating the following:
 - a. Accurate, current, and complete disclosure of the financial results of each HTF-sponsored project;
 - b. Records which identify the source and application of funds for HTF-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets are adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts for each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the Applicant;
 - f. Written procedures for determining cost reasonableness, in accordance with the provisions of Federal cost principles [2 CFR Part 200] and the terms and conditions of the award;
 - g. Accounting records, including cost-accounting records that are supported by source documentation.

Applicant Financial Representative (original signature)

Date

Board Chairperson/Mayor (original signature)

Date

Board Chairperson (print)

THIS FORM MUST BE NOTARIZED

Sworn to before me this _____

Day of _____, 20____

Notary Public for _____

My Commission Expires: _____