

CERTIFICATION OF FISCAL AGENT

(Sample letter)

Mr. Bill Payer
County Auditor
Court House
Anytown, OH 00000

Dear Sir:

At the _____ official meeting of the _____ Soil and
(date) (name)
Water Conservation District (SWCD) Board of Supervisors, _____
(name)
was designated as their fiscal agent for the SWCD effective _____ .
(date)

His/her designation shall remain in effect until further notice. His/her signature on the
vouchers or other official fiscal correspondence shall be accepted as representing the
official action of the SWCD Board of Supervisors.

_____ signature will appear as follows:
(name)

(signature of designated fiscal agent)

Sincerely,

_____,
Chair

NOTE: THIS FORM MAY BE REPRODUCED BY LOCAL SWCD'S FOR THEIR USE.