



Bureau of Land and Water Resources

State Fairgrounds § P.O. Box 19281 § Springfield, IL 62794-9281 § 217/782-6297 § TDD 217/524-6858 § Fax 217/557-0993

**Internal Control Checklist Fiscal Year _____
_____ County SWCD**

Do your checks require two signatures? _____

Are monthly bank statements kept on file in the District Office after reconciliation, approval by a Board Member, and obtaining signatures at the monthly Board Meeting? _____

Are all credit card statements mailed to a Board member's home for review and approval signatures before being returned to the District Office for payment and filing? _____

Do you use a signature stamp at any time on a check? _____

Do you use and retain one copy of a pre-numbered duplicate receipt for all cash transactions? _____

Are all employee contracts completed, signed and on file, available for review by the IDOA upon request? _____

Are all cost-share contracts complete with signatures on file in your office for review by the IDOA upon request? _____

I certify that the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for termination of any grant agreement with the Illinois Department of Agriculture.

SWCD Board Chairman Signature

Date

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO THE ILLINOIS DEPARTMENT OF AGRICULTURE, BUREAU OF LAND AND WATER RESOURCES BY NOVEMBER 1, _____