*Sample Letter of Certification*

*From Your Organization to the State Accounting Officer*

*(Prepare on Reporting Organization Letterhead)*

**Management Representation Letter**

*Date*

Mr. Alan Skelton

State Accounting Officer

200 Piedmont Avenue

1604 West Tower

Atlanta, GA 30334

Dear Mr. Alan Skelton:

We are providing this letter in connection with the compilation of the *Comprehensive Annual Financial Report (CAFR*) of the State of Georgia (and the additional requirements of the Single Audit Act) as of **June 30, 2018** and for the period then ended for the purpose of presenting fairly, in all material respects, the financial position, results of operations, and cash flows, as applicable, of the **(ENTER REPORTING ORGANIZATION)** in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board.

We certify, to the best of our knowledge and belief, the following representations of the financial amounts and disclosures reported by the **(ENTER REPORTING ORGANIZATION)** to the State Accounting Office:

1. We have complied with applicable laws and regulations.
2. We are responsible for the fair presentation in the general ledger and the *CAFR* Year-end Reporting Package Worksheets of the financial position, results of operations, and cash flows, as applicable, of the **(ENTER REPORTING ORGANIZATION)**, in conformity with generally accepted accounting principles. The general ledger and worksheets include all properly classified funds and other relevant data of the reporting organization and all blended component units required by generally accepted accounting principles to be included in the State’s financial reporting entity using the proper basis of accounting.
3. We are responsible for ensuring an effective internal control system, relating to financial reporting, is properly designed and operating.
4. From this date forward, we have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities or fund equity.

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Head of Agency (or equivalent) Fiscal Officer (or equivalent)