

Memorandum of Agreement

Thomas Jefferson Soil and Water Conservation District
as Fiscal Agent to the Rivanna River Basin Commission

This Memorandum of Agreement describes the obligations of the Thomas Jefferson Soil & Water Conservation District ("the District") as Fiscal Agent to the Rivanna River Basin Commission ("the Commission"). Under this Agreement, the District is responsible for receiving and safeguarding Commission funds from all sources and will provide the following:

1. Maintain a separate bank account for Commission funds and deposit all funds provided to the Commission into that account.
2. Provide copies of all disbursements records from the Commission's account
3. Provide monthly reconciliation of the Commission's bank statements
4. Provide quarterly transaction detail reports for the Commission's account.
5. Provide financial reports in QuickBooks format for quarterly grant reports with public and private funders.
6. Disburse funds solely at the discretion of and in accordance with the guidance of the Commission under TJSWCD's Procurement Policy, until such time that the Commission develops its own Procurement Policy at which time TJSWCD will abide by the Commission's guidelines.
7. Identify and maintain restricted funds under the guidance of the Commission.
8. Keep receipts, records, and copies of all transactions, spending resolutions and correspondence at least three years.
9. Co-sign with the Chair of the Rivanna River Basin Commission funding agreements and grants with federal, state, and local public entities
10. Provide information and records as requested by any independent auditor for the Commission.
11. Provide proof of surety bond for the District.

The Commission will:

1. Provide timely guidance to the District regarding allocation of incoming funds and disbursements.
2. Provide copies of all contract and grant agreements to the District.
3. Maintain the Commission's petty cash system.
4. Cover the costs of all banking services and fees and accounting materials required by the District to perform these services.
5. Provide grant oversight for all Commission grants and income and develop and submit all grant reporting required by funders and sponsors.
6. Provide its own payroll, audit, tax reporting.
7. Provide the use of its Federal Employer Number (#27-0473524) as necessary for use with Commission funding documents.

This Agreement will be in effect for one year (through June 30, 2009) or until the Commission has established itself as its own fiscal agent, whichever occurs first.

_____ Date _____
Chair, Rivanna River Basin Commission

_____ Date _____
Leslie Middleton, Executive Director, Rivanna River Basin Commission

_____ Date _____
Nick Evans, Chairman TJSWCD

_____ Date _____
Alyson Sappington, District Manager,
Thomas Jefferson Soil and Water Conservation District