



Continuity of Essential Operations

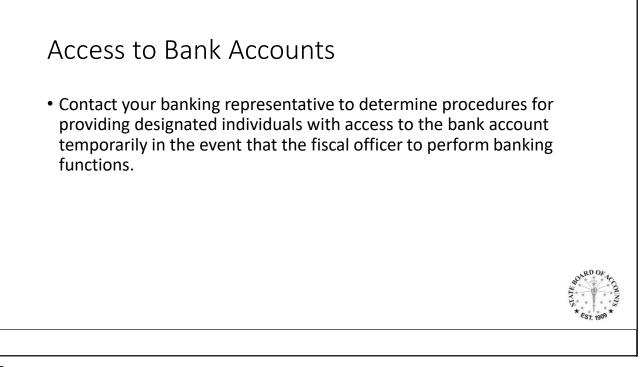
Issued: April 3, 2020

Order of Succession

In the event that the unit fiscal officer is temporarily unable to perform duties, consider designating individuals who will fill in for the fiscal officer in order of succession. At least one of the designated individuals should be outside of the government office, such as a member of the governing body. We recommend providing the name, position, and email address of the designated individuals to the governing body and the unit attorney.

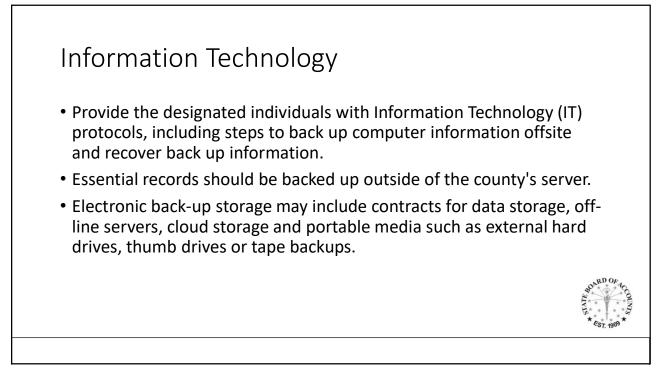


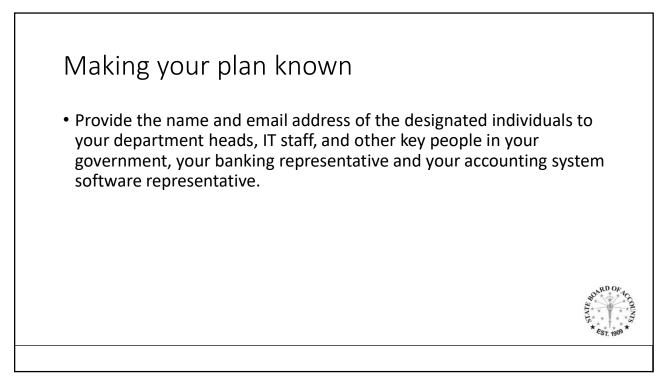
Delegation of Authority • We recommend that you work with the unit attorney to develop a Delegation of Authority for each designated individual which will become operative in order of succession if the fiscal officer is temporarily unable to perform duties. We recommend providing these delegations to the governing body and to the unit attorney. You may also need to provide these to your banking representative, accounting software representative, and other persons when considered necessary. Please seek the advice of your attorney.

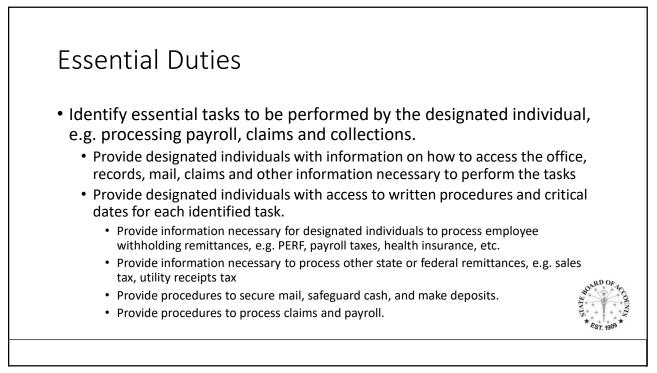


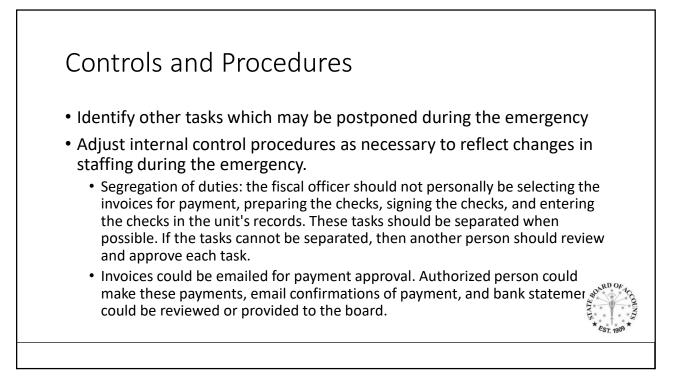
Provide Necessary Information

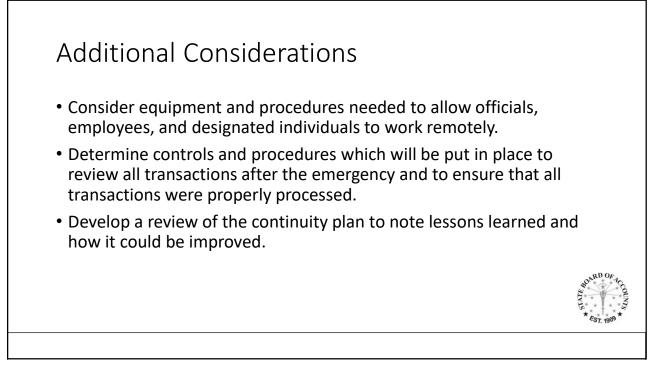
- a. Names and contact information for governmental body members, department heads and other key people in your government
- b. Contact information for the State Board of Accounts
- c. Name and contact information for your banking representative
- d. Name and contact information for financial software vendor
- e. Name and contact information for your IT staff
- f. Contact information for your association and neighboring fiscal officer
- g. Other contact information as needed













Items to Consider

