Due to the federal administrative freeze and impeding cancellation of federal grants, the Colonial SWCD has taken emergency actions moving forward with a Reduction in Workforce necessitating the immediate need for financial administration and payroll. Districts are a quazi-state entity with unique needs regarding financial administration, state and federal reporting and audits.

Whereas ADAMS & COMPANY Certified Public Accountants can assist with financial administration and payroll without additional training or direction: can accurately and timely process VRS contributions (Plan 1, Plan 2, and Hybrid plans), can complete the DCR Grant Deliverable Quarterly Attachment E, can provide monthly, quarterly, and annual reconciliations and documents that meet DCR requirements, can provide documentation for DCR required bi-annual audits (including federal level single year audits if applicable), is familiar with and has assisted with revisions of the DCR DCR’s *Desktop Procedures for District Fiscal Operations (*fiscal procedures manual District must adhere to).

Whereas ADAMS & COMPANY has provided District related services for over a decade at an outstanding level, is a trusted financial professional certified in QuickBooks, currently assists numerous Districts with financial services, and partners with DCR and the VASWCD to provide training to Districts.

Therefore, The Colonial Soil and Water Conservation District has determined that there is only one source practically available for the specific activities related to the District’s financial administration and payroll: ADAMS & COMPANY Certified Public Accountants; 226 W. Main St, Lebanon, VA 24266.

Board Adopted March 25, 2025