

# 10 Minute Supervisor Trainings



August 2024

## Financial Responsibilities of Conservation District Supervisors

Upon taking the Oath of Office, conservation district supervisors assume an obligation to the citizens they represent, by carrying out sound natural resource management programs locally.

Conservation district supervisors are key to successful conservation programs. You are the leaders in the planning, managing, and developing local conservation programs. Participation of all 7 supervisors ensures public trust and transparency is achieved.

As a public official, you have many obligations. One of the most important obligations is always protecting the public's funds. Although your board may have an employee who handles the day-to-day financial matters, it is ultimately each board member's responsibility to make sure that the funds are being used responsibly for the benefit of the taxpayers in your county.

### Monthly Financial Responsibilities

- **Treasurers Report**--The treasurer of the board should be an active participant in preparing the monthly treasurer's report. They should review all the transactions, bank statements, and reconciliation reports and then present to full board for review and approval.
- All bank accounts held in the districts name need be reconciled with the district accounting software (Quicken/Quickbooks). The treasurer and board members need to review the reconciliation reports and bank statements ensuring they reflect the treasures report balance.
- Board members who have been entrusted with the responsibility of signing checks should make sure that they understand who they are paying and why.
- All board members should be reviewing the treasurer's report, Quicken/Quickbooks reports and bank statement(s) each month to ensure accuracy and that money is being spent according to the district board's decisions.

### Quarterly Financial Responsibilities

- **Budget Review**--All board members should review the budget at least quarterly to ensure that the board has budgeted appropriately for the district's programs and needs. According to KRS 65a.080, the conservation district cannot spend any funds that they have not included in an approved budget.

- Itemized category reports from your accounting software Quicken/Quickbooks is a great tool to have when doing the quarterly review of a district budget.
- As the board is reviewing the budget, they should look at the greatest amount of money the district has held during the quarter and make sure that everyone who has the ability to sign checks for the district is adequately bonded.
- All board members should be referencing the budget when decisions are made on expenditures or to change plans during the year.

### Yearly Financial Responsibilities

- **Annual Budget**--The board may choose to have a budget committee that prepares a draft budget for the board's approval. That committee (or the whole board, if a committee is not formed) should review the current budget, review the prior year's annual financial report, consider the year-to-date current spending, consider the programs the district has planned for the year, and consult partners as they create the draft budget. Your district budget is your justification for requesting and spending taxpayer dollars.
- All board members should be sure that they understand the budget before they vote to approve the budget.
- **District in Good Standing (DIGS)**--All board members should review the Districts in Good Standing report card. The amount of direct aid that the district will receive is partially determined by the DIGS score, so each board member should be making sure that all the requirements are being met.
- **Annual Financial Report**--The board treasurer should be an active participant in the creation of the annual financial report. They should work with the district employee or district accountant to make sure that every penny the board has had over the course of the fiscal year is accounted for.
- All accounts held in the district name (checking, savings, money market, CDs, etc.) must be reconciled and included in the annual financial report.
- All board members should review the annual financial report to make sure that all funds were used appropriately in the way that the board authorized their use.
- Once reviewed the board votes to approve, sign and file with local fiscal court, Division of Conservation and Department of Local Government (DLG)

### Every Four Years Financial Responsibilities (or Yearly, for some districts)

- **Audits**--All board members should know what is required for the scheduled audit. Board members should be available to assist the district employee or district accountant with preparing all the items needed for the audit to run smoothly.
- The board treasurer and/or chair should be available while the audit is occurring to answer questions and to complete the exit conference.
- All board members should review the final audit report and consider what changes, if any, need to be made to the district's policies and procedures.