



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

JULY 2014

FINANCIAL RESPONSIBILITIES

As elected officials, board supervisors are responsible and accountable for all fiscal/financial activities within their conservation district.

What Needs to Happen and When (Statutory)

- Monthly Treasurer's Reports
 - Must be approved by the board and signed before submittal
 - Must be submitted within 3 days of the meeting date
 - Should be reviewed by every board member to ensure that all members are familiar with the district's finances
- State Cost Share
 - Reports submitted by the 10th of the month
 - All payments should be approved by the board before money is requested
- Annual Budget approved and submitted by April 1
- Annual Plan of Work approved and submitted by April 1
- Annual Financial Report approved and submitted by September 1
- Update Long Range Plan at least once every 5 years, and make sure the finances of the district are considered when deciding which programs the district will do
- Submit quarterly reports for environmental grants and direct aid
- Ensure that sufficient bonding is in place for any person (supervisor or employee) who deals with finances of the district. Bonding **must** be at least for the maximum amount of money the district holds in **ALL** accounts.
- Updates budget as needed or at least quarterly, and submit those updates to DOC
- Preparation for audits:
 - Audit to be conducted once every 4 years unless funds are in excess of \$500,000, then the audit is yearly.
 - Yearly audits must be paid for by the district, so the district will need to budget for this expense.
 - At least one supervisor should be available for the exit conference the day of the audit, preferably the treasurer.
- Submit DLG office forms as required so that public can view district's finances.



What Needs to Happen and When (Commission policies)

- Supervisors need to participate in meetings
 - Districts should have at least 9 monthly meetings per year.
 - Attendance at meetings gives supervisors an opportunity to be involved in the financial decisions of the district.
- Districts must use Quicken/Quickbooks, or an approved accounting software program for district financial records.
- All checks need to be entered into Quicken/Quickbooks daily or at a minimum weekly.
- All checks and other financial documents (make sure reconciliation statements match the bank statements) need to be signed by the Treasurer or at least one other board member – someone other than the employee or the person conducting the transaction.
- Reconciliations should be done monthly and reviewed by the Treasurer.
- The district should correct all discrepancies found in their most recent audit and file a corrective measures action plan with DOC.
- It is a great idea for districts to at least annually meet with their fiscal courts and present information about the district's accomplishment and goals. Make sure that the judge and magistrates understand how exactly the county's tax dollars are being used. This makes it easier to ask for funding, when required.

It is essential for any government agency to develop good financial policies and ensure that tax payer dollars are being used appropriately. **You** as conservation district supervisors have the financial responsibility of carrying out this goal in your respective conservation district. This is your duty as an elected official.

Supervisors should be able to answer questions in the community about how much local funding the district receives and how that funding is used. Make sure that you, as a supervisor, know about the programs the district offers that can help the public in your county. This will be becoming more and more important especially over the next year as the public begins to look at the financial information that's available on the DLG website. Each member of the board should be able to justify the money the board is receiving from the taxpaying public.

It cannot be stressed enough that supervisors should have hands-on participation when it comes to financial matters of the district. **The district's finances are not just a job for the district employee - they are the responsibility of the board of supervisors.**