



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

December 2020

ANNUAL PLANNING FOR CONSERVATION DISTRICTS

As we are nearing the end of one calendar year and quickly approaching a new one, it is time to begin the process of evaluating the past year's activities and planning for 2021. It would be very easy for a board of supervisors to tell the office staff to "go ahead and let's do what we did last year," but this is not giving justice to annual planning. As leaders, we can delegate authority, but we cannot delegate responsibility.

This past year (the Year of the COVID) has taught us that, as elected officials, we must all know and understand the planning process and what is expected of our districts on a monthly, quarterly, bi-annual, and annual basis in terms of deadlines, reporting, and responsibilities. Timely reporting is not only to be in compliance with the DOC for the DIGS report (which determines the amount of direct aid funding a district receives), state law requires that financial reporting to the SPGE is a must for financial transparency.

Each year an annual Division of Conservation calendar is updated and sent to each district (a copy is also on the DOC website). The DOC 2021 Calendar is attached as part of the December 10 Minute Training. This is a breakdown by month and quarter of items to be completed or reports to be sent at that time. In addition, with each month's 10 Minute Training is also a list of reminders and notes for that month. Use each as a checklist to ensure that all items have been properly addressed. Be sure to use each of these for your annual planning process during the next two months.

JANUARY

Envirothon Registration \$150 – due 31st to KACD (NOTE: LAST YEAR'S REGISTRATION WAS CARRIED OVER)

REPORTS

Districts in Good Standing 6 month Report Card for 2020-2021 – 5th to division (NOTE: NOT REQUIRED – ONLY OPTIONAL)

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

W-2's & 1099's need be distributed to recipients by January 31

FEBRUARY

Envirothon Registration \$150 – due 28th to division (NOTE: LAST YEAR'S REGISTRATION WAS CARRIED OVER)

Ag District Certifications/Re-certifications due by Feb. 4

Supervisor Appointments and Incentive Per Diem Requests due by Feb. 11

Equipment Loan Applications due by Feb. 11

KACD Legislative Reception – Feb. 18

KACD/SWCC Meeting – Feb. 19

NACD Convention – Feb. 1-12 (virtual)

FY19 state cost share practices first extension ends Feb. 1

FY21 state cost share practices first extension must be requested by Feb. 1

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

MARCH

Auxiliary Scholarship applications must be postmarked no later than March 1st to KACD

Envirothon Late Registration \$200 – due 31st (NOTE: LAST YEAR'S REGISTRATION WAS CARRIED OVER)

Boards to review 2020-2021 budget and revise, if needed

Enter budget revisions into SPGE form online

FY18 state cost share practices second extension ends March 1

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

Environmental Grant Report due by end of month to division

APRIL

Supervisor Appointments and Incentive Per Diem Requests due by April 12th

Equipment Loan Applications due by April 12th

Ag District Certifications/Re-certifications due by April 5th

SWCC meeting – April 19th

Arbor Day / Earth Day

REPORTS

Annual Plan of Work – due 1st

Annual 2021-2022 Budget – due 1st to Division and Fiscal Court

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

MAY

Pre-Registration for KACD Convention

REPORTS

UFIR 2019-2020 Report to DLG and fiscal court by the 1st

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

JUNE

Kentucky Forestry Camp June 6th - 11th

Due date for awards presented at convention – June 1

Soil Stewardship

Teacher awards

Outstanding Conservation District

Outstanding Conservation Education District

Junior Board

Ag District Certifications/Re-certifications due by June 28th

Boards to review 2020-2021 budgets and revise, if necessary

SPGE 2020-2021 Budget amendments on SPGE Form Online by June 30

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

JULY

KACD State Convention July 11th -13th

Supervisor Appointments and Incentive Per Diem Requests due by July 5th

Equipment Loan Applications due by July 5th

Soil and Water Conservation Commission Meeting – July 12th

SPGE annual district registration and Fee Due on DLG website – July 15th

District 2021-2022 annual budget (after registration and fee paid) input on SPGE form online due by July 15th

Annual 2020-2021 Financial Reports completed by districts

REPORTS

Districts in Good Standing Report Card for 2020-2021 – 5th to division

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

AUGUST

Legal Notice in local newspaper – August 31st

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

SEPTEMBER

Supervisor Appointments and Incentive Per Diem Requests due by Sept. 13th

Ag District Certifications/Re-certifications due by Sept. 6th

Equipment Loan Applications due by Sept. 13th

Soil and Water Conservation Commission Meeting – 20th

Writing and Art Contest Material Published on Division/Farm Bureau Web Site

Boards to review 2021-2022 budgets and revise, if necessary

Enter budget revisions into SPGE form online

Enter 2020-2021 year-end actuals into SPGE form online

REPORTS

Annual 2020-2021 Financial Report, due to fiscal court, Division of Conservation and Year end totals completed for DLG on SPGE form online due September 1st

Annual Report – due 1st

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

Environmental Grant Report due by end of month to division

OCTOBER

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

NOVEMBER

National Conservation Poster Contest entries due to Crystal Renfro

Supervisor Appointments and Incentive Per Diem Requests due by Nov. 8th

Ag District Certifications/Re-certifications due by Nov. 1st

Equipment Loan Applications due by Nov. 8th

Soil and Water Conservation Commission Meeting –15th

Order W-2's & 1099's

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

DECEMBER

State Conservation Art & Writing Contest entries due to conservation district by Dec 1st

State Conservation Art & Writing Contest County Winners due to division by Dec 31st

Boards to review 2021-2022 budgets and revise, if necessary

Enter budget revisions into SPGE form online

REPORTS

Equipment Loan Payments – due 5th to district

Equipment Loan Payments and Report – due 10th to division

State Cost Share Monthly Status – due 15th

Environmental Grant Report due by end of month to division

Additional items may be added throughout the year. Also, as we learned this past year, be aware of any changes of reporting/planning data or events based on circumstances beyond our control.

Happy planning for the new year!