



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

AUGUST 2014

LEGAL NOTICES, ANNUAL REPORTS and ANNUAL FINANCIAL REPORTS

According to KRS 65a.0800 and KRS 424 a legal notice must be published each year with the descriptive information of the district. An annual report is required by the Soil and Water Conservation Commission each year as well. An annual financial report must be completed by September 1st.

- Within 60 days of the close of the fiscal year, a district must file certain documents and must publish a legal notice in the newspaper.
- This notice must be filed by August 31 of each year.
- Information that should be included within the legal notice:
 - The name and location of the district.
 - Location of where the adopted budget, financial statements, and most recent audit reports can be viewed.
 - Districts no longer have to include the supervisors or the actual financial information with this statement.
 - Although it is not required in this law, this legal notice is also where a district should include their regular meeting dates to meet the requirements of the Open Meetings Law.
- A copy of the published legal notice should be kept from year to year for audit document support.
- In KRS 424.120, there are qualifications for the newspapers
 - It shall be published in the publication area.
 - It shall be in a regular issue and have bona fide circulation in the publication area.
 - **For a newspaper to qualify, they must:**
 - Publish at least once per week for at least 50 weeks of the calendar year.
 - Have been publishing for the immediately preceding last 2 years.
 - If there are more than 1 newspaper in the area, then the newspaper with the largest circulation (as shown by statement of ownership as filed on October 1) shall be the newspaper where legal advertisements are published.
 - If there is no newspaper published in the district area, it can be published in a newspaper that is qualified under the section to publish advertisements in the county or if there is a zoned edition that is distributed to regular subscribers in the district area, then the legal notice can be published in that newspaper.
 - If in case of a watershed, that covers multiple counties, the part of each district in each county shall be considered to be a separate publication and an advertisement for each separate publication area shall be published in a qualifying newspaper.



Annual Reports

- Annual reports consist of all the activities that took place during the year that are sponsored by the conservation district.
 - This should include goals and accomplishments of the district
 - It may or may not include goals and accomplishments of NRCS
 - It can include a summary financial statement
 - Gives the district a chance to brag about themselves.
- This can be published for the public, if funds allow, or published and distributed to interested parties such as:
 - Fiscal Court
 - Division of Conservation Field Staff
 - Landowners, schools, other districts that the interested.
- This is due into the Division of Conservation by September 1st each year.

Suggestions:

- Highlight landowners who have been recognized in your county.
- Add lots of pictures. This always makes an annual report more interesting. Make sure the pictures are up to date and not pictures that are used each year in the report.
- Compile information throughout the year so that it is easier to do the annual report when the time comes around.

Annual Financial Reports

- Annual Financial Reports are completed for each fiscal year by your field representative. These are due in to DOC by September 1st of each year, no exceptions.
- They must include **every** account that the district has including: general account, equipment account, building account, certificates of deposit, etc.

Discussion Questions

1. Why is the legal notice important?
2. What would be the importance of having a detailed annual report?
3. Do you feel that it is fiscally responsible to spend money to publish the annual report? Why or why not?
4. What is the significance of an annual financial report? How can it be useful in the future?