

Fiscal Operations



Supervisors' Orientation and Training
July 2022



Topics

- Overview
 - Agency Functions
 - District Functions
- Funding
 - Legislative Budget Process
 - Letters of Request (LOR)
 - Agreements and Memorandums of Understanding (MOU)
- District Funds
 - Types of Funds
 - District Accounting Services
 - Co-Administered Funds Processing
 - Agreed Upon Procedures (APE) Request for Quotation
 - Policies and Procedures
- Question and Answer



Agency Related Services

- Procurement
- Travel Payment Processing (Employees)
- Budgeting
- Agreements/MOUs
- Fleet Management
- Accounts Payable
- Accounts Receivable
- Fixed Assets

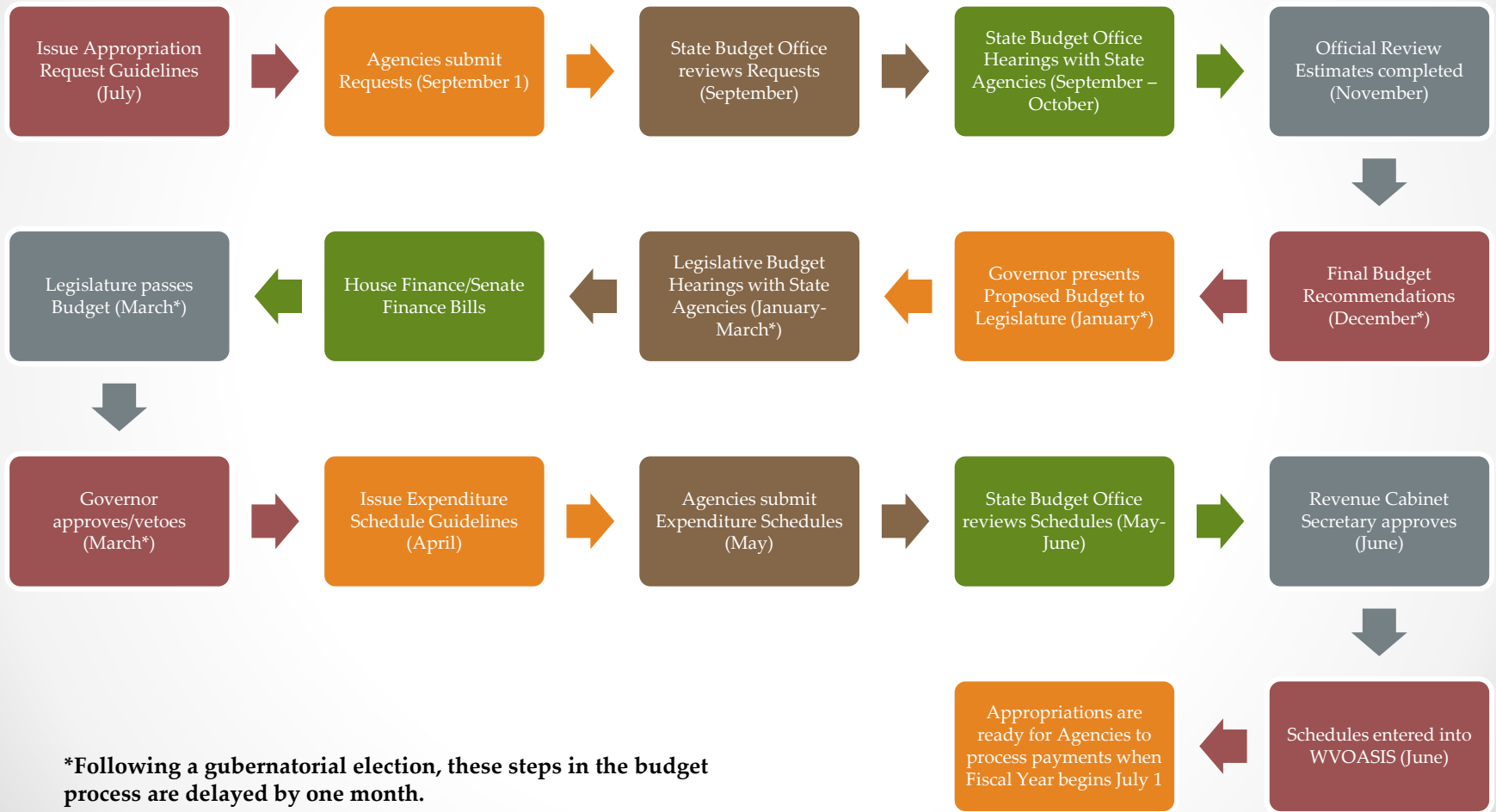


District Related Services

- Co-Administered Funds Contracting
- Co-Administered Funds Accounting Processing (entry, bank reconciliations, reporting, etc.)
- Co-Administered Funds Policies and Procedures
- Review of annual Conservation District Operations (CDO) Funds budget/expenditures reports
- Review of annual APE report



Legislative Budget Process



Letters of Request

Requesting Funds

- Board motion
- Use LOR template on district letter head
- Must be signed in blue ink

LOR Processed by WVCA

- Reviews for all necessary information including current agreement
- LOR is entered on WVOASIS and sent to Dept of Agriculture for review/approval
- Dept of Agriculture approves invoice to State Auditor's Office
- State Auditor's Office reviews and generates direct deposit disbursement to district bank account

Funds Received

- Direct deposit made to district interest-bearing account at the bank
- Administrative Specialist (AS) receives email notification of direct deposit from State Auditor
- Check is cut by the district from the interest-bearing account to the proper district bank account if funds are not Co-Administered funds



Agreements/MOUs

- Outline the goals, objectives, and responsibilities of all parties
- Agreements and MOUs are contracts
- Needed to process an LOR
- Approved by State Conservation Committee (SCC) and district board
- Become part of LOR processing documentation when entered into the wvOasis payment system.



Types of Funds

There are four types of funds defined for this process which include General funds, Conservation District Operation (CDO) funds, CD Supervisor Support funds, and Co-Administered funds. These are defined as follows:

- **General Funds** – funds generated by a conservation district through sales of inventory, rental of equipment, or revenue generated from services of district employees/work crews.
- **CDO Funds** – funds provided by the State Conservation Committee and the West Virginia Conservation Agency to conservation districts. These are state funds provided to districts to use at their discretion for day-to-day operations.
- **CD Supervisor Support Funds** – funds provided by the SCC and the WVCA to conservation districts to pay supervisor per diem and travel costs. Each CD has its own unique disbursement policy and procedures in place. Funds are disbursed at the beginning of each operational quarter.
- **Co-Administered Funds** – funds sent by the State Conservation Committee and the West Virginia Conservation Agency to conservation districts to carry out the conservation project goals and to fund partnership projects of all parties. This includes both state and federal funds.
- **Special Revenue Funds** – funds received directly by a conservation district for a specific purpose such as a federal or public grant.



Co-Administered Funds

Co-Administered funds include:

- State Funds:
 - Ag-Enhancement
 - Conservation Reservation Enhancement Program(CREP)
 - Dam Rehabilitation
 - NRCS Structural Projects
 - Operation, Maintenance, & Repair (OM&R)
 - State Emergency Watershed (EWP) Quick Response
 - USACOE Structural Projects
- Federal Funds:
 - 319 Nonpoint Source (NPS) Management Program
 - Chesapeake Bay
 - Dam Rehabilitation
 - EWP Quick Response (Federally Declared Event)



District Accounting Services

Responsibilities of conservation districts:

- Obtain district contracted bookkeeping service to maintain any delegated responsibilities below
- Maintains all aspects of General and CDO funds
 - Payroll
 - Fixed assets
 - Financial reports
 - Check writing
 - Deposits (recording only)
 - Recording of all transactions on selected software
- May assist district Supervisors in preparing CDO funds budget due to the State Conservation Committee by March 31st of each year for the next fiscal year (e.g. fiscal year 2024 is due March 31st 2023)
- Prepares CDO funds expenditure report due to the State Conservation Committee by August 1st of each year for the previous fiscal year (e.g. fiscal year 2022 is due August 1st 2022)
- Responsible for work crew invoicing

Administrative Specialist:

- Provides coding as necessary for General and CDO funds to contracted bookkeeper
- May make deposits for General and CDO funds at the bank
- May assist districts with preparation of CDO funds budget and expenditure report listed above

Note: It is the responsibility of the district to hire a contracted bookkeeper and determine all of their responsibilities/functions.



CDP Funds Report

Conservation District Operations (CDO) Grant and Supplemental Funds Report Fiscal Year 2019			
Conservation District Name			
Date Prepared			
Do not type in grey boxes.			
CDO Cash Assets as of June 30, 2019		Explanation of Assets	
Checking Account	\$0.00		
Money Market Account	\$0.00		
Saving Account	\$0.00		
Certificates of Deposit	\$0.00		
Other Cash Investments	\$0.00		
	\$0.00		
	\$0.00		
Total Current (Cash) Assets	\$0.00		
CDO Encumbrances as of June 30, 2019 for next fiscal year		Explanation of Encumbrances	
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total Encumbrances	\$0.00		
Total Remaining Unencumbered Funds		\$0.00	
	FY 2019 Budgeted	FY 2019 Actual	Variance
CDO Income			
CDO Grant Funds	\$0.00	\$0.00	\$0.00
Total CDO Income	\$0.00	\$0.00	\$0.00
CDO Expenses			
Accounting Services	\$0.00	\$0.00	\$0.00
Advertising/Marketing	\$0.00	\$0.00	\$0.00
Appraisal Services	\$0.00	\$0.00	\$0.00
Awards	\$0.00	\$0.00	\$0.00
Bank	\$0.00	\$0.00	\$0.00
Conference Registration	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$0.00	\$0.00	\$0.00
Employee Training	\$0.00	\$0.00	\$0.00

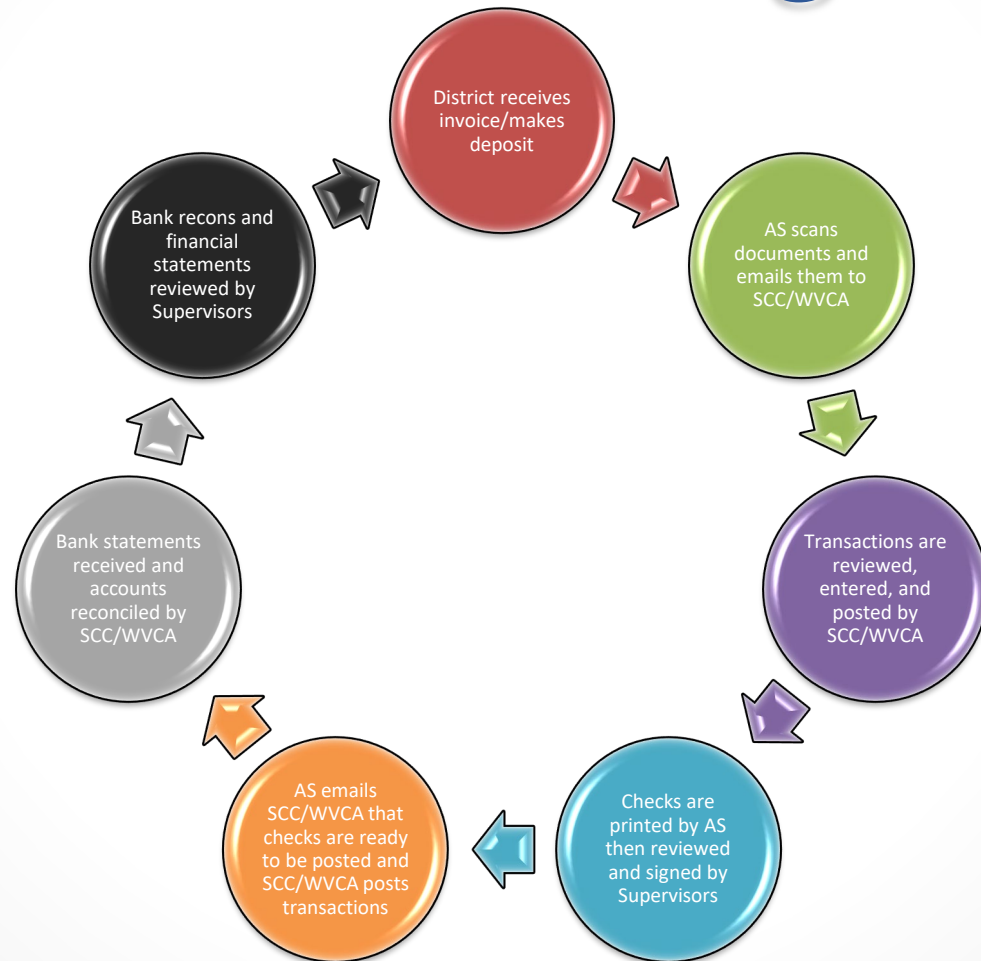


CDO Funds Report

Utilities - Cell Phone	\$0.00	\$0.00	\$0.00
Utilities - Electric	\$0.00	\$0.00	\$0.00
Utilities - Garbage	\$0.00	\$0.00	\$0.00
Utilities - Gas	\$0.00	\$0.00	\$0.00
Utilities - Internet	\$0.00	\$0.00	\$0.00
Utilities - Telephone	\$0.00	\$0.00	\$0.00
Utilities - Water and Sewer	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
Total CDO Expenses	\$0.00	\$0.00	\$0.00
Net CDO Income (Expenditure)		\$0.00	
	FY 2019 Budgeted	FY 2019 Actual	Variance
<u>Supplemental Income</u>			
Auditing Service Reimbursement	\$0.00	\$0.00	\$0.00
District Supervisor Travel/Per Diem/FICA Match	\$0.00	\$0.00	\$0.00
Employee Salary, Benefits, & Taxes	\$0.00	\$0.00	\$0.00
Equipment Purchase	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
Total Supplemental Income	\$0.00	\$0.00	\$0.00
<u>Supplemental Expenses</u>			
Auditing Services	\$0.00	\$0.00	\$0.00
District Supervisor Per Diem	\$0.00	\$0.00	\$0.00
District Supervisor Per Diem FICA Match	\$0.00	\$0.00	\$0.00
District Supervisor Travel	\$0.00	\$0.00	\$0.00
Employee Salary, Benefits, & Taxes	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
*	\$0.00	\$0.00	\$0.00
Total Supplemental Expenses	\$0.00	\$0.00	\$0.00
Net Supplemental Income (Expenditure)		\$0.00	
	Supervisor Signature		
	Date		



Co-Administered Funds Processing



APE Request for Quotation

- §19-21A-7(f)(3) provides for an annual audit of the cash receipt and disbursement accounts
- RFQ provides a template for the minimum requirements to be reviewed/tested by independent auditor
- Typically contracted for a 1- or 3-year period
- An agreed upon engagement (APE) is performed annually for the previous fiscal year
- Testing is completed for General, CDO, and Co-Administered funds
- Reimbursed by the WVCA



Policies and Procedures

- Approved by State Conservation Committee
- Only used for Co-Administered funds
 - May be adopted in whole or part by districts for use with General and funds
- Provides accountability and necessary internal controls
- Helps to ensure compliance with various sections of WV state code
- Copy is located in each district office with the Administrative Specialist
- Currently developing an administrative rule, basic policy is in the rule with districts and State Conservation Committee developing supporting policies and procedures



Policies and Procedures Approval Process

Written by WVCA fiscal staff



Reviewed by WVCA executive management



Draft sent to administrative specialist to distribute to districts supervisors for review/comment period



WVCA fiscal staff reviews comments and makes necessary changes (if applicable)



Final draft presented to State Conservation Committee for official approval



Final document sent to administrative specialist to be included in manual



Current Policies and Procedures

- Audits
- Bank Accounts
- Bank Statements and Reconciliations
- Collateral
- Conflicts of Interest
- Expenditures Processing
- Financial Statements
- Letters of Request
- Procurement
- Project Contracts
- Receipts Processing
- Records Retention
- Transfer and Return of Funds



Takeaways

As elected public officials, **you are ultimately responsible** for the finances of the district. Always remember:

- Bank accounts are in the district name with individual supervisors as signatories
- Know what you are signing
- Ask questions and get answers
- There are professionals available to help



Contacts

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Question and Answer

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