

# Financial Reports and Minutes Workshop

# Financial Reports

## Common Audit Findings

- Lack of Board Involvement
- Segregation of Duties for district staff

# Financial Reports

## Board Members' Responsibilities

- Sign only completed checks
- Review invoices for checks and initial
- Avoid “Radar” syndrome

# Financial Reports

## Duties of Treasurer

- Ensure complete & accurate financial records maintained
- Ensure expenses are legitimate
- Number receipts issued for all money received
- Review Treasurer's Report with board
- Review and Reconcile bank statements

# Financial Reports

## Monthly Reviews

- Treasurer's Report from accounting system (Date of report needs to be consistent each month)
- Bank Statements – pass around during meeting
- Fund Balances – review amount of money available in each fund

Missouri Department of  
**Natural Resources**

By: Lewis

SWCD

11/20/12 8:58am

Treasurers Report

Page 1

Checking account #: MAIN

Dates: From 07/01/12 To 07/31/12

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Check/Dep-#	Date	Description	Payee	Amount
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Checking account: MAIN      Beginning Checking Account Balance for: Jul      \$15,898.99

Auto bal account #: 00-00-100

Bank ID: 081001439

Bank name:

Acct #: 0047627701

Phone: 314-212-1500

**Checks**

8850	07/01/12	employee AFLAC Ins.	AFLAC	\$125.00
8851	07/12/12	Supervisor hotel rcom	TanTarA	\$140.00
8852	07/15/12	Office supplies	Depot	\$85.35
			Total Checks	\$350.35

# Missouri Department of Natural Resources

By: Lewis

SWCD

11/20/12 8:58am

Treasurers Report

Page 2

Checking account #: MAIN

Dates: From 07/01/12 To 07/31/12

Check/Dep-#	Date	Description	Payee	Amount
<b>Deposits</b>				
548970	07/10/12	Drill rental		(\$540.50) Deposit
548971	07/12/12	County Commission donation		(\$1,000.00) Deposit
			Total Deposits	(\$1,540.50)

Total Deposits less Checks for the month: (\$1,190.15)

Ending Checkbook Balance: Jul **\$17,089.14**  
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-----End of report-----

# Missouri Department of Natural Resources

11/20/12 9:43am

District Quarterly Report

Page 2

Reporting period: 07/01/12 to 07/31/12

Starting account: First Ending account: Last

Details are shown

Print zero dollar accounts: No

Fund: 01 Local Funds

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Account-#	Description	Beg-Bal	Tot-Debit	Tot-Credit	End-Bal
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## Summary Page:

Beginning Balance: (\$8,776.05)

Total Income: (\$1,540.50)

Total Expenses: \$125.00

Funds Remaining: (\$10,191.55)



# District Minutes

## State Audit Report of SWCP February 2012

- Identified areas needing improvement in district minutes
- Suggested documentation of reviewed minutes

## District Minutes

- Memorandum 2012-0028 provided a minute checklist for items that need to be included in the minutes.
- Operation Manual IV-7 provides detail of requirements in the minutes.

## MINUTE CHECKLIST

DONE	
	Meeting date, place, time, type (regular or special)
	Name of supervisors present and absent as well as others present and what organization they represent.
	Name of presiding officer
	Approval of minutes from previous board meeting.
	A signed copy of minutes and attachments scanned and e-mailed to Donna Clark and copy the district coordinator.
	Minutes signed by the Secretary (or acting Secretary) and presiding officer of the meeting to validate minutes were taken appropriately.
	Treasurer's report (attach Treasurer's report from accounting program).
	Appointment to committees.
	Motions should be written in full including the maker, who seconded the motion, any amendments to the motion and the outcome of the vote (list all names as full names). Discussion on the motion should be included in the minutes.
	Discussion of old business and new business.
	Review and approval of conservation plans.
	Approval/Denial of cost-share. If this is written out in the minutes, it should include the landowner, practice, amount approved and contract number or attach the applicable MoSWIMS reports to the minutes.
	Approval of new uncommon expenditures.
	Acceptance of new cooperators.
	Correspondence. (Program office correspondence should be noted in the minutes but does not have to be scanned and e-mailed.)
	Committee, NRCS, MU Extension and staff reports
	Plans for next meeting
	Time of adjournment
	Notes:

# District Minutes

## Process for reviewing minutes

- District emails complete package of approved minutes to program.
- Coordinator will review minutes and email a response to the Secretary and Program Specialist

# District Minutes

## Common issues found

- Attached reports not correct or missing
- Missing signature of board members
- Not documenting the specific statutory reason for closed session

# District Minutes

## Common issues found

- No list of conservation plans approved
- No discussion of motions
- No list memorandums reviewed

# District Minutes

## Requirements for submitting minutes to Program Office

- Email complete package of minutes to Donna Clark.
- Submit a month at a time.
- Received minutes will be verified during quarterly report review.

Questions?