



Wyoming Department of Agriculture

Conservation District Reporting Checklist

Must be completed by **August 30th** – As per Conservation District Financial Rules
filed by the Wyoming Secretary of State office August 22, 2005

Submit documentation to WDA and WACD

FINANCIAL POLICIES:

- Proof of Bonding – *Submit copy of bond*

- Letter outlining implementation of Risk Management Practices:
 - 2 Original Signatures on checks (1 being District Supervisor)
 - Perjury Statement on vouchers
 - If using blanket vouchers, perjury statement must be on all invoices and signed by vendor or person responsible for purchase
 - Bank statement reconciliation - Board reviews bank statement reconciliation quarterly at regularly scheduled board meeting
 - Authorization to incur debt - meeting minutes with the authorization of employees and/or supervisors to incur debt and the limits of such debt
 - Districts cannot utilize debit cards

Submit copy of minutes/resolution where issues were addressed & acted upon

- Proof of enrollment in worker's compensation plan, unemployment insurance and local government liability insurance – *Submit copy of coverage*