



Wyoming Department of Agriculture

Conservation District Reporting Checklist

Must be completed by **December 31** – As per the State Funding Allocation Criteria adopted by the Wyoming Board of Agriculture August 2005

Submit documentation to WDA and WACD

BASE ALLOCATION POLICIES:

- Compliance with Department of Agriculture Financial Rules by August 30th
- Proof of Budget Hearing
 - *Submit copy of hearing notice*
- Department of Audit reporting requirements
 - *WDA will get report from Dept of Audit*
- Department of Revenue compliance
 - *Submit copy of compliance letter from Dept. of Revenue*
- Long Range Plan
 - *Submit current copy including public notice pursuant to WAPA*
- Annual Plan
 - *Submit annual plan of work for FY06-07*
- Annual Report
 - *Submit annual report for FY05-06*
- Full Active Board of Supervisors
 - *Submit copies of Oath of Office*
- Educational function for elected officials
 - *Submit copy of invitation list, agenda & attendance sheet*
- Local funding (currently have or actively pursuing)
 - *Submit copy of meeting minutes and/or correspondence with Commissioners and/or action plan*
- One-page summary of district accomplishments including photographs **ELECTRONICALLY**
 - *Submit bulleted list of major accomplishments from previous fiscal year*