

Audits and Financial Reports

Taken from: Administration of the Government, [Wyoming § 9-1-501\(a\)\(vii\)](#).
Conservation District Law, [Wyoming § 11-16-101 et. seq.](#)

Audits and Reports

Every district shall annually prepare and submit the following reports to the Department of Audit:

- ✍ Annual Financial Report (by September 30); also called the CENSUS F32, Survey of local Government Finances. See Section 2-2 to access the [CENSUS F32 report](#).
- ✍ Proof of Cash Procedure. See Section 2-2 to access the [Proof of Cash Procedure](#).
 - Standard form to be filled out
 - When the district's annual revenue is over \$300,000 and the district must have a CPA Review or Audit and the Internal Control Evaluation requirements are waived by the Department of Audit for that fiscal year for which the audit or review is performed.
- ✍ Local Government Annual Report Summary (Certification by District Officials). See Section 2-2 to access the [Annual Report Summary](#) (go to page 10).

Failure to Comply

Failure to comply with the Wyoming Department of Audit requirements has very serious consequences. According to Wyoming § 9-1-507:

The director of the department of audit shall certify:

“To the board of county commissioners and to the special district by October 5 of each year any special district in the county, no matter how formed, which has failed to comply with paragraph (a)(vii) of this section. If, by November 30 of that same year, the **district has failed to comply*** with paragraph (a)(vii) of this section, the director of the department of audit shall file notice with the county commissioners, the county treasurer and the county clerk. The county commissioners shall place a public notice in a newspaper of general circulation in the county indicating the **special district is in danger of being dissolved due to failure to comply with the legal reporting requirements***. The county commissioners shall assess the special district the cost of the public notice.

The county treasurer shall **withhold any further distribution of money*** to the district until the department certifies to the county treasurer that the district has complied with all reporting requirements. If the special district fails to file the required report on or before December 30 of that same year, the county commissioners shall seek to dissolve the special district in accordance with W.S. 22-29-401 et seq. This paragraph shall apply in addition to any other provision for dissolution in the principal act for a special district.”

*Underline and emphasis added by WACD

District with income of \$100,000 to \$300,000

If district revenues are at least \$100,000 but less than \$300,000, the Rules for the Department of Audit require completion of the reports for:

- ✍ Self Audit Procedure
- ✍ Internal Control Evaluation

See Section 2-2 to access the [Self-Audit Procedure and Internal Control Evaluation](#).

Districts with income of \$300,000 to \$999,999

If the district revenues are at least \$300,000 to \$999,999, the Department of Audit Rules on file require that districts:

- ✍ Must submit a CPA Review Report Annually
- ✍ Other procedures as listed in the Department of Audit Rules on file are also required as part of the CPA Review requirement

Districts with income over \$1,000,000

If the district revenues are \$1,000,000 or greater, the district must have a CPA audit for that fiscal year, according to [Wyoming § 9-1-507\(a\)\(iii\)\(A\)](#).

Audits

Districts must have an audit for any year the district receives over \$300,000 in total federal financial assistance during a single fiscal year, including federal money passed through state or other agencies, according to the Federal Single Audit Act of 1984, as amended effective July 1, 1996 and the related rules presented in the Office of Management and Budget's OMB Circular A-133, Revised April 22, 1996.

It is also recommended that you perform an audit upon turnover of any staff which has bookkeeping or financial management duties.

District Law Requirements

As of July 1, 2004, Wyoming Conservation District Law, [Wyoming § 11-16-118 \(c\)](#), the accounts, receipts and disbursements of the district shall be subject to the audit and reporting requirements set by the Wyoming Department of Audit (and described above) in Wyoming conservation districts to the audit requirements set forth in Wyoming § 9-1-507 (a) (iii).

Investment Policy

As per [Wyoming § 9-4-831\(h\)](#), all special districts must have on file a "Statement of Investment Policy." Investments that are allowed under state law are also detailed in Wyoming § 9-4-831(h).