

Carver Soil & Water Conservation District – 2013 Yearly Schedule

January	February	March
<ul style="list-style-type: none"> • Regular Board Meeting – January 17 ✓ Election of Officers (Oath of office if needed) ✓ State Mileage, Supervisors Comp. rates ✓ Banking Resolutions for all Banks Used ✓ Review Operating Rules • Organization of Committees • NACD Annual Dues • MASWCD Annual Dues • Metro Area Dues • Begin Work on Annual Plan • Year End Financial Statements 	<ul style="list-style-type: none"> • eLINK Reporting Due – February 1 • AgBMP Report Due – February 1 • Envirothon topics due from presenters – February 15 • Regular Board Meeting – February 21 ✓ Approve Annual Report & Plan • Legislative day at capitol • Dairy Expo – February 18 • BWSR requirements (eLINK reports) • Update Website, publish reports 	<ul style="list-style-type: none"> • District Spring Newsletter • Area IV Meeting – March 11 • Annual Plan due March 15 • Regular Board Meeting – March 15 • Envirothon Questions & Answers due – March 21 • Metro Area Conservation District’s (MACD) Mtg. • March 31st – End of First Quarter ✓ 941 Form, MN Dept. of Revenue Quarterly report, MNUI Form, Sales/Use Tax report & payment due
April	May	June
<ul style="list-style-type: none"> • Regular Board Meeting – April 18 • Start Budget Preparations. Budget Committee to meet and discuss before May Board Meeting. Budget is due first week in June! • ENVIROTHON FINAL WORK • Tree hand out 	<ul style="list-style-type: none"> • Metro Area Envirothon (Senior & Junior) – May 2 • Regular Board Meeting – May 16 ✓ Carver SWCD Resolutions need to be approved before Area Meeting, Approve Budget. • MN State Envirothon – May 20 (Area 2) • State cost share – encumber remaining funds! • <u>C/S Site inspections</u> for projects paid in 2012, 2008, 2003 • BBR – needs to be submitted between May 15-June 29 	<ul style="list-style-type: none"> • Annual Buffer inspections & payments made • MACD Meeting/Tour (Carver hosts!) • Regular Board Meeting – June 20 • Informal Personnel Reviews conducted • BBR – needs to be submitted between May 15-June 29 • WENR/SWCD Tour • June 30th – End of Second Quarter ✓ 941 Form, MN Dept. of Revenue Quarterly report, MNUI Form, Sales/Use Tax report & payment due ✓ MN State Auditor – Special District Reporting Form Due!
July	August	September
<ul style="list-style-type: none"> • Regular Board Meeting – July 18 • Begin County Fair Booth plans • Nominations for Outstanding Conservationist (get pix & signs) • Budget Hearing with County Admin and commissioners 	<ul style="list-style-type: none"> • Carver County Fair – August 7-11 (booth set up Wed. 7th) • Clean Water Fund Grant Applications (Aug. 1-Sept. 14) • Regular Board Meeting – August 15 • Outstanding Conservationist due to MASWCD by August 22 • Purchase Weather Guide calendars for Rain Gauge Readers • Start planning for 2014 Trees – How much to order & Prices 	<ul style="list-style-type: none"> • Clean Water Fund Grant Applications Due – September 14 • Regular Board Meeting – September 19 • Wetland Education Days • MASWCD Resolution packets received • NACD awards applications received • September 30th – End of Third Quarter ✓ 941 Form, MN Dept. of Revenue Quarterly report, MNUI Form, Sales/Use Tax report & payment due
October	November	December
<ul style="list-style-type: none"> • Regular Board Meeting – October 17 • District Fall Newsletter • MASWCD convention registration – Due before Nov. Mtg. • MASWCD 2012 Resolution Ballot due - All supervisors’ signatures are needed! • BWSR Academy 	<ul style="list-style-type: none"> • Regular Board Meeting – November 21 • MACD Meeting • News release announcing convention and any winners. • Formal Personnel reviews conducted for approval before December Board meeting. 	<ul style="list-style-type: none"> • MASWCD convention – December 1-3 (Bloomington) • Regular Board Meeting – December 19 • End of SWCD fiscal year – YEAR END REPORTING! • December 31st – End of Fourth Quarter ✓ 941 Form, MN Dept. of Revenue Quarterly report, MNUI Form, Sales/Use Tax report & payment due

Soil & Water Conservation District -Yearly Schedule

July	August	September
<ul style="list-style-type: none">• Regular Board Meeting (Date) _____• July 31: Form 941 Due <hr/>	<ul style="list-style-type: none">• Regular Board Meeting (Date) _____ <hr/>	<ul style="list-style-type: none">• Regular Board Meeting (Date) _____• September 30: End of Third Quarter <hr/>
October	November	December
<ul style="list-style-type: none">• Regular Board Meeting (Date) _____• October 31: Form 941 Due <hr/>	<ul style="list-style-type: none">• Regular Board Meeting (Date) _____ <hr/>	<ul style="list-style-type: none">• Regular Board Meeting (Date) _____• December 31: End of Fourth Quarter & Fiscal Year <hr/>

Year End Checklist for Financial Reporting

Task/Report	Due	Completed	Mailed/sent	Posted to website	Comments
Normal December Financials	Jan Bd Mtg				
4th Quarter Reporting	1/31				
<i>941</i>					
<i>Unemployment Ins.</i>					
<i>MN Withholding</i>					
Create W-2 & W-3 forms					
<i>Employee copies</i>	1/30				
<i>Submit to Federal</i>	2/28				
<i>Submit State</i>	2/28				
Create 1099 & 1096 forms					
<i>Landowner Copies</i>	1/30				
<i>Submit to Federal</i>	2/28				
Annual Financial Report	3/15			March 15	
<i>(Print instructions from BWSR website)</i>	n/a			n/a	
<i>(Pull previous year's report & audit)</i>	n/a			n/a	
<i>(Update Equip Inv & Comp Absences)</i>	n/a			n/a	
Notes to the Financial Report	3/15			March 15	
MD&A	3/15			March 15	
Annual Plan	3/15			March 15	
Narrative Annual Report	3/15			March 15	
PERA Exclusion Report	2/28				
MCIT Payroll Audit	January				
MCIT Risk Assessment	April				
Pay Equity Report					
Special District Reporting Form	6/30				
eLink Reporting	2/1				



2010 - Conservation Drainage - Carver (SWCD)

Fund Report

Total Grant: \$40,000.00
 Received to date: \$36,000.00 ~ 10% was withheld from BWSR
 Spent to date: \$24,055.64
 Balance Remaining: \$11,944.36

Carver

Fund Information

<u>Fund Name</u>	<u>Fund Year</u>	<u>Budgeted</u>	<u>Spent</u>	<u>Date Last Spent</u>
2010 - Conservation Drainage - Carver (SWCD)	2010	\$40,000.00	\$24,055.64	06/30/2012
Starting Balance:		\$40,000.00		
Balance Remaining:		\$15,944.36		
Other funds used with this fund.				
2010 Carver WMO-Cash Fund	2010	\$5,000.00	\$4,171.50	06/30/2012
SWCD Cash/Inkind	2010	\$5,000.00	\$4,525.00	06/30/2012
	Subtotal:	\$10,000.00	\$8,696.50	
	Total:	\$50,000.00	\$32,752.14	

Initiatives Summary

Amount spent by initiative type.

2010 - Conservation Drainage - Carver (SWCD)

	<u>Budgeted</u>	<u>Spent</u>
Admin/Coordination	\$2,000.00	\$1,635.00
Project Development	\$8,000.00	\$1,525.00
Technical and Engineering	\$10,000.00	\$3,925.64
Total:	\$20,000.00	\$7,085.64

Land & Water Projects Summary

Amount spent on L&W Projects.

	<u>Budgeted</u>	<u>Spent</u>
Total:	\$20,000.00	\$16,970.00

BMP Summary

BMP Name	BMPs entered	BMPs installed*	Linear Ft.	Total Acres	Mapped BMPs

Totals:

*Note: BMPs entered in eLINK are considered to be "installed on the ground" if an "actual completion date" has been entered for the project.

Indicator Summary

Total pollution reduction estimates for all projects by category.

	<u>Value</u>	<u>Unit</u>
-Water Pollution (Reduction Estimates)		
Phosphorus (est. reduction)	99.00	Lbs/Yr
Sediment (TSS)	66.00	Tons/Yr

Initiative: 2010 Cons Drainage - CD#4A Grant Administration

Year: 2010

Start Date: 08/23/2010

Initiative Type: Admin/Coordination

Completion Date:

Description

Administration of the 2010 Conservation Drainage Grant.

Actual Results

PLAN WAS RECENTLY APPROVED, HAVE NOT HAD TIME TO ACCOMPLISH ADDITIONAL STEPS.

12/31/2010: eLINK Reporting: Meetings have been held to discuss the grant.

06/30/2011: Meetings were held with WMO staff and consulting engineer to discuss and implement project. Other reporting duties as required by grant.

12/31/2011: Regular grant reporting was completed for the July 1 – December 31 time frame. SWCD staff worked with BWSR staff to amend the grant expiration date, adding one additional year to the grant. SWCD staff also prepared documents for a FY2010 BWSR audit. [In-kind hours reported under L&W Project.]

06/30/2012: Grant reporting was completed. A work plan amendment will be submitted to request using funds for a side inlet and bank stabilization for the same ditch system.

FUND(s)

	<u>Budgeted</u>	<u>Spent</u>	<u>Date Last Spent</u>
1. 2010 - Conservation Drainage - Carver (SWCD)	2,000.00	1,635.00	6/30/12
Totals:	2,000.00	1,635.00	

Initiative: 2010 Cons Drainage - CD#4A Project Developemnt

Year: 2010

Start Date: 08/23/2010

Initiative Type: Project Development

Completion Date:

Description

Identify and engage landowners for the implementation of this grant, secure drainage and utility easements. The preferred option is to pay the landowners for damages in the same manner that the Ditch Authority will be paying for damages for acquiring the 1-rod buffer strip. If that is not successful, the SWCD will try to acquire a "flowage easement" following BWSR guidelines.

Actual Results

12/31/10: The landowners of 3 potential sites have been contacted. They are currently considering their options. Field visits and topo surveys will need to be completed in spring 2011.

06/30/2011: Survey work was completed at 2 potential sites. Engaged landowners on the feasibility of the project and discussed details of the project steps.

12/31/11: SWCD staff developed and executed a landowner agreement identifying the location of the project and the responsibilities of both parties. Because the project is located within the right-of-way for CD#4A and because the project did not change the use of the land, there was no payment to the landowner. Staff acquired the necessary permits and approvals from regulatory agencies. [In-kind hours reported under L&W Project.]

06/30/2012: Staff will be contacting landowners to work on the details of the proposed side inlet and bank stabilization. Concept plans will be developed and reviewed with landowners. A work plan amendment will be requested.

FUND(s)

	<u>Budgeted</u>	<u>Spent</u>	<u>Date Last Spent</u>
1. 2010 - Conservation Drainage - Carver (SWCD)	8,000.00	1,525.00	6/30/11
Totals:	8,000.00	1,525.00	

Initiative: 2010 Cons Drainage - CD#4A Technical Engineering

Year: 2010
Initiative Type: Technical and Engineering

Start Date: 08/23/2010
Completion Date:

Description

Survey, design, construction inspection, for installation of sediment pond.
An engineer will be selected from the Carver WMO pool of engineers on retainer. Since there is no specific FOTG standard for constructing this type of sediment pond, the engineer is going to have to come up with a design. SWCD staff will assist with some of the technical aspects of this project, such as survey and construction inspection. Those SWCD members that will be most involved include:

Mike Wanous, District Manager
Terry Meiller, District Technician
Greg Graczyk, Program Coordinator

Actual Results

12/31/10: Task 1 ~ Contacts have been made with the Buffalo Creek Watershed District as they have installed 2 similar sediment traps. A site visit to see the BCWD sediment traps is planned for spring 2011.

Task 2 ~ A staff meeting was attended by Wenck & Associates to review and discuss the potential sites for the sediment trap. Three landowners with potential sites have been contacted, and are currently considering their options. Field visits and topo surveys will need to be completed in spring 2011.

06/30/11: Two landowners have been indentified and contacted for installation of these sediment traps. A drainage & utility easement may not be needed because we will be in the right-of-way of the public ditch system. Wenck & Associates is currently working on designs.

Project installation is expected to occur in the fall of 2011. The extremely wet spring and summer has pushed this project back, but fall construction is still planned.

12/31/2011: SWCD staff completed survey work at the project location to develop a survey file for the engineer to complete the design from. Wenck Associates engineer (Kent Torve) completed the design of the project. SWCD staff completed construction oversight as the project was being installed. Additional site inspections and survey work will be completed in spring to evaluate vegetation establishment and erosion/sediment control issues. Water quality monitoring will also be completed over the next sampling season. [In-kind hours reported under L&W Project.]

06/30/2012: The sediment pond was completed in Dec-11. Grab samples will be taken during the summer and fall. Additional work will be needed for a side inlet and bank stabilization project.

FUND(s)

	<u>Budgeted</u>	<u>Spent</u>	<u>Date Last Spent</u>
1. 2010 - Conservation Drainage - Carver (SWCD)	10,000.00	3,925.64	1/19/12
Totals:	10,000.00	3,925.64	

List of Attached Files (click to view)

1. [CD_4A_Engineering_Invoice.pdf](#)
2. [CD_4A_Engineering_Invoice2.pdf](#)

Document Description

- Engineering Services-August 2011
Engineering Services January, September, October

Date Added

- 9/19/11
1/19/12

Project: Carver County Ditch #4A Sediment Pond

Project Number: 2010-CD4A
Primary Cooperator: Carver County WMO - Paul Moline
Primary Practice: Conservation Drainage or Drainage Management

Approval Date: 5/20/2010
Start Date: 12/02/2011
Completion Date: 12/08/2011

Description

The purpose of this project is to install a sediment pond along CD#4A to trap sediment and pollutants before entering Bevens Creek. The construction of the sediment pond would coincide with a repair of the ditch to restore it to the original condition.

IN-KIND/CASH funds from County Can be added here for Maintenance costs.

Actual Results

12/31/2011: The project was installed December 2–8, 2011 with no major obstacles or problems. The one year extension to the grant will allow staff to monitor vegetation establishment and erosion/sediment control issues in the spring. Water quality monitoring will also be performed in spring and summer of 2012. Staff hours spent July 1-December 31, 2011 on this project were reported as in-kind hours (43.5 total).

2/10/12: WMO Match funds were added. The WMO match was for collecting and analyzing water samples at locations up and down stream of the project site. Samples will be taken again in 2012 to help determine if there is any immediate impact after project installation.

06/30/2012: The sediment trap was installed in December of 2011. Because the cost of construction of the project was less than anticipated, and because there were no “damages” paid to the landowner, there is some money left in the grant. Staff has identified 2 additional projects that could be accomplished within the realm of the conservation drainage grant. The first project is a potential side inlet structure to remedy a gully that has formed into the drainage ditch when heavy rain events cause water to wash over the top of the bank. The second project is a potential bank stabilization project that would stabilize an eroding bank of the drainage ditch near a 90 degree bend. Staff will work on a “work plan amendment” for BWSR review, and also contact the landowners and ditch authority to gain approval of the project concepts.

Staff will also be performing an O&M spot check of the sediment trap by performing survey cross sections and a profile of the project. High water this spring prevented the work to be done any earlier.

WMO staff plan to take grab samples immediately before & after the project to determine if there are noticeable differences in TSS. WMO staff also looked into the concept of isolating this area from existing automated sampling stations.

BMP(s)

0.
None

POLLUTION REDUCTION ESTIMATE(s)

-Water Pollution (Reduction Estimates)
Phosphorus (est. reduction) 99.00 Lbs/Yr
Sediment (TSS) 66.00 Tons/Yr

FUND(s)

	<u>Budgeted</u>	<u>Spent</u>	<u>Date Last Spent</u>
1. 2010 - Conservation Drainage - Carver (SWCD)	20,000.00	16,970.00	1/19/12
2. 2010 Carver WMO-Cash Fund	5,000.00	4,171.50	6/30/12
3. SWCD Cash/Inkind	5,000.00	4,525.00	6/30/12
Totals:	30,000.00	25,666.50	

List of Attached Files (click to view)

1. [CD_4A_Installation_Invoice.pdf](#)
2. [CD_4A_InkindHours_2011.pdf](#)
3. [FY2010_ConsDrainCWF_Jan-June2012.pdf](#)

Document Description

Wickenhauser Excavating Invoice
2011 SWCD Staf InKind Hours
2012 Staff Time (Jan-June)

Date Added

1/23/12
1/27/12
7/31/12

Clean Water Fund - County Ditch 4A Grant

TOTAL GRANT

\$40,000.00

Total Received (BWSR holding back 10%)

\$36,000.00

Date	Description	Amount	Grant Balance
8/5/2010	Grant Award Received from BWSR	\$ 36,000.00	\$ 36,000.00
12/31/2010	SWCD Staff Time [Project Development] Charged to Grant	\$ (275.00)	\$ 35,725.00
6/30/2011	SWCD Staff Time [Technical Engineering] Charged to Grant	\$ (275.00)	\$ 35,450.00
1/31/2011	SWCD Staff Time [Grant Admin] Charged to Grant	\$ (110.00)	\$ 35,340.00
6/30/2011	SWCD Staff Time [Grant Admin] Charged to Grant	\$ (1,000.00)	\$ 34,340.00
6/30/2011	SWCD Staff Time [Project Development] Charged to Grant	\$ (1,250.00)	\$ 33,090.00
9/19/2011	Engineering Services (WENCK)	\$ (314.40)	\$ 32,775.60
1/19/2012	Engineering Services (WENCK)	\$ (3,336.24)	\$ 29,439.36
1/19/2012	Wickenhauser Excavating (Construction)	\$ (16,970.00)	\$ 12,469.36
6/30/2012	SWCD Staff Time [Grant Admin] Charged to Grant	\$ (525.00)	\$ 11,944.36
			\$ 11,944.36

This is just a sample of the spreadsheet I also keep in my Treasurer's Report file to ensure Grant Balances always match up to the Treasurer's Report.

11:35 AM
 09/11/12
 Accrual Basis

Carver Soil & Water Conservation District
Account QuickReport
 All Transactions

Type	Date	Num	Memo	Amount
Intergovernmental - State				
Clean Water Fund Grants				
CWF Drainage Ditch Grant (4A)				
Sales Receipt	8/5/2010	2847	CD4A Drainage Ditch Grant (Clean Water Fund)	36,000.00
General Journal	12/31/2010	2010-34	Ditch 4A Grant-Deferred Revenue	-36,000.00
General Journal	1/1/2011	2011-1	Ditch 4A Grant-Deferred Revenue	36,000.00
General Journal	12/31/2011	2011-16	2011 Deferred Revenue-CD 4A Grant	-32,775.60
General Journal	1/1/2012	2012-2	CD 4A Grant-2011 Deferred Revenue	32,775.60
General Journal	8/1/2012	2012-20	Remaining Funds (to date)	-11,944.36
Total CWF Drainage Ditch Grant (4A)				<u>24,055.64</u>
Total Clean Water Fund Grants				<u>24,055.64</u>
Total Intergovernmental - State				24,055.64
Project Expense - District				
Conservation Drainage Grant Exp				
Check	9/19/2011	13519	Ditch 4A Engineering Services (BWSR Grant)	-314.40
Check	1/19/2012	13590	Engineering Costs from WENCK	-3,336.24
Check	1/19/2012	13593	CD 4A Sediment Trap Construction	-16,970.00
Total Conservation Drainage Grant Exp				<u>-20,620.64</u>
Total Project Expense - District				<u>-20,620.64</u>
TOTAL				<u><u>3,435.00</u></u>

BWSR Grant Verification Info:

You will notice there is a difference of \$3,435 on this QuickBooks Report. The total staff time charged to this grant (to date) is \$3,435. The way the Carver SWCD accounts are set up, staff time is all charged to the 'Employee Salary' expense account. By charging our 'time' to the grant, over the period of the 2 years, we've actually taken in an income of \$3,435. The current amount left to spend on the grant is \$11,944.36. This number matches my Treasurer's Report, as well as all the eLINK reports.

Conservation Drainage Report

January-June, 2012

Fiscal Year 2010 – Conservation Drainage - CWF

Name/Date	Project	Hours	Program	Task:
Felicia Brockoff – Charged time to Grant				Sample time sheet
1/19/2012	Conservation Drainage Grant	2	Admin/Mgmt.	Reporting report that is run
1/23/2012	Conservation Drainage Grant	2	Ditches	Reporting to track staff time
2/2/2012	Conservation Drainage Grant	1.5	Ditches	Reporting used for grant.
2/7/2012	Conservation Drainage Grant	1.5	Ditches	Reporting
2/8/2012	Conservation Drainage Grant	1.5	Ditches	Reporting 10.5 x \$50 = \$525
2/10/2012	Conservation Drainage Grant	2	Admin/Mgmt.	Reporting
		10.5		
Mike Wanous – In-Kind Hours				
2/8/2012	Conservation Drainage Grant	2	Ditches	Technical Assistance
2/9/2012	Conservation Drainage Grant	1	Ditches	Technical Assistance
3/12/2012	Conservation Drainage Grant	1	Ditches	Technical Assistance
3/13/2012	Conservation Drainage Grant	1	Ditches	Technical Assistance
3/15/2012	Conservation Drainage Grant	1	Ditches	Administration General
3/20/2012	Conservation Drainage Grant	3	Ditches	Technical Assistance
3/27/2012	Conservation Drainage Grant	1	Ditches	Technical Assistance
3/28/2012	Conservation Drainage Grant	1	Ditches	Technical Assistance
3/29/2012	Conservation Drainage Grant	3	Ditches	Technical Assistance
4/2/2012	Conservation Drainage Grant	2	Ditches	Technical Assistance
4/5/2012	Conservation Drainage Grant	4	Ditches	Technical Assistance
4/6/2012	Conservation Drainage Grant	3	Ditches	Technical Assistance
4/9/2012	Conservation Drainage Grant	4.5	Ditches	Technical Assistance
4/10/2012	Conservation Drainage Grant	4	Ditches	Technical Assistance
4/11/2012	Conservation Drainage Grant	4	Ditches	Technical Assistance
4/13/2012	Conservation Drainage Grant	2	Ditches	Technical Assistance
5/7/2012	Conservation Drainage Grant	1	Ditches	Monitoring/Inspections
5/8/2012	Conservation Drainage Grant	1.5	Ditches	Complaint Investigation
5/29/2012	Conservation Drainage Grant	1	Ditches	Technical Assistance
5/22/2012	Conservation Drainage Grant	1	Clean Water Grant	Monitoring/Inspections
6/22/2012	Conservation Drainage Grant	3	Ditches	Field Visit
6/28/2012	Conservation Drainage Grant	2	Ditches	Technical Assistance
		47		

**Total SWCD Conservation
Drainage Hours - 57.5**

Carver WMO match

Ditch 4 Sed Trap	Time	Unit Cost	Total Cost
Staff Time	4 hours	\$50.00	\$200.00



Serving Carver
County Since
1946

11360 Hwy. 212, Suite 6
Cologne, MN 55322
Phone: 952.466.5230
Fax: 952.466.2070
<http://www.co.carver.mn.us/SWCD>

Treasurer's Monthly Report Program Summary - July 2012

<u>Funds</u>	<u>Cash Balance</u> <u>30-Jun-12</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u> <u>31-Jul-12</u>
ACD (CWF) Project Install Grant	\$0.00			\$0.00
BWSR Drainage Grant	\$12,469.36		\$525.00	\$11,944.36
BWSR Easement (RIM) Services	\$0.00			\$0.00
BWSR General Services	\$0.00			\$0.00
BWSR WCA Grant	\$0.00			\$0.00
BWSR Hydes Lake Grant (CWF)	\$47,975.00		\$1,800.00	\$46,175.00
CWF - Buffer Payments Due	\$28,740.00		\$4,960.00	\$23,780.00
Cost Share - Regular	\$32,660.44			\$32,660.44
County	\$57,557.64	\$96,213.25	\$47,094.83	\$106,676.06
District	\$301,483.48	\$8,053.30	\$2,666.76	\$306,870.02
District Escrow	\$46,579.89			\$46,579.89
TOTAL	\$527,465.81	\$104,266.55	\$57,046.59	\$574,685.77

Use of Cash

Certificates of Deposit	\$120,426.41			\$120,426.41
Checking	\$13,099.35	\$44,216.28	\$57,046.59	\$269.04
Savings (KleinBank)	\$169,354.51	\$80,004.12	\$20,000.00	\$229,358.63
Savings (Citizens NYA)	\$224,585.54	\$46.15		\$224,631.69
TOTAL	\$527,465.81	\$124,266.55	\$77,046.59	\$574,685.77

Carver SWCD Board Treasurer

Date

* BWSR Grant Disbursements are for Staff Time.

Taralee Latozke
Employee Time Record
Renville Soil and Water Conservation District

D A T E S	Project														Notes	Leave				
	S W C D / A d m i n	C R O W	H a w k C r e e k	E a s e m e n t s	D N R C P L	F a r m p r o g .	W C A	S t a t e C / S	C l e a n W a t e r 1 2	C l e a n W a t e r 1 3	F W Q M G r a n t	L W M	O t h e r	T o t a l		H o l i d a y	A n n u a l	S i c k	C o m p U s e d	C o m p E a r n e d
12/27/2012		2		3			3		1					9						
12/28/2012	1		4			1		1						7		2				
12/29/2012			0											0						
12/30/2012			0											0						
12/31/2012			0	1		1	1		1	1		3		8					1	
1/1/2013														0	New Year's Holiday	9				
1/2/2013	2		3	1				2		1				9						
1/3/2013		2				1	1	2		3				9						
1/4/2013		0	0											0	flex					
1/5/2013			0											0						
1/6/2013			0											0						
1/7/2013		1	1	0.5	2.5	1			1	1	1			9						
1/8/2013	2		1									4		7	LWM Meeting		2			
1/9/2013			0				1		1.5	1.5	2	1		7				2		
Total	5	5	9	5.5	3.5	5	4	5	4.5	5.5	4	9	0	65		9	2	2	2	1

Balance Forw		Accrual	Total	Used	Ending Balance
Annual	120	6	126		2
Sick	200	3.7	203.7		2
Comp Time	4	1	5		2

**Karen M Flom
Employee Time Record
Renville Soil and Water Conservation District**

D A T E S	Project											Notes	Leave				
	S W C D / A d m i n	M e e t i n g s	T r a i n i n g	E a s e m e n t s	F e e d l o t s	F a r m P r o g .	W C A	E d / P r o m o	C L W M	O t h e r	T o t a l		H o l i d a y	A n n u a l	S i c k	C o m p U s e d	C o m p E a r n e d
10/18/2012											0						
10/19/2012			0								0						
10/20/2012			0								0						
10/21/2012			0								0						
10/22/2012			0								0						
10/23/2012											0						
10/24/2012											0						
10/25/2012											0						
10/26/2012			0								0						
10/27/2012			0								0						
10/28/2012			0								0						
10/29/2012			0								0						
10/30/2012			0								0						
10/31/2012			0								0						
Total	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	

Balance Forward		Accrual	Total	Used	Balance
Annual	106.75	8	114.75	0	114.75
Sick	555.60	3.7	559.30	0	559.30
Comp Time	0.00	0	0.00	0	0.00

Employee Signature _____

TAKE THE 'SCARINESS' OUT OF YOUR NIGHTMARES!

Audit au-dit/'ôdit/ *An official inspection of an organization's accounts.*

People just hear the word **AUDIT** and immediately get scared. There's nothing to be scared of... it's just an **inspection**. Audits are performed to ensure the Government (or **Public**) funds your Agency receives are being used properly. **YOU** are a **Minnesota taxpayer**; don't you want to make sure your tax dollars are being spent correctly? The following are examples of what you will need to prepare for the various audits.



Financial Audits (what you'll need for the auditor)

- Bank Statements and all bank account numbers, Investment firm names/addresses (if applicable)
- Investment transactions for the year (i.e. was the CD renewed? Deposited in Checking or Savings?)
- Board Minutes, lease agreements, employee manuals, handbooks, policies & pay schedules
- Fixed Assets Schedule
- Year-end adjusting entries reports, Paid Vouchers, all receipts for the year
- Gross wages by employee showing FICA & PERA withheld.
 - **TIP:** Gross Wages should **always** agree with your Quarterly 941 forms filed for the year, as well as your W-2's and W-3 forms! Be sure to reconcile them before mailing/distributing the W-2's & W-3 form.
- Compensated Absences sheet (*The prepared schedule of accrued vacation/sick/other pay which would be due ALL your employees on December 31.*)

MCIT Payroll Audit – Gross Wages for Employees

This audit is so MCIT knows what to charge for your Workers' Comp. premium is all – no big deal!



Internal Revenue Service

www.irs.gov

Tax Information for Federal, State, and Local Governments

<http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments>

Quick Reference Guide for Public Employers

http://www.irs.gov/pub/irs-tege/public_employers_outreach_guide.pdf

Circular E, Employer's Tax Guide

Farmer's Tax Guide (*cost-share payment info*)

1099-MISC Forms (*Incentive Payments, buffers*)

<http://www.irs.gov/pub/irs-pdf/p15.pdf>

<http://www.irs.gov/pub/irs-pdf/p225.pdf>

<http://www.irs.gov/pub/irs-pdf/i1099msc.pdf>



Minnesota Department of Revenue

Local Government Site http://www.revenue.state.mn.us/Local_gov/Pages/File-and-pay.aspx

Sales Tax Fact Sheets (All) http://www.revenue.state.mn.us/tax_prof/Pages/all_factsheets.aspx
Agriculture Fact Sheet <http://www.revenue.state.mn.us/businesses/sut/factsheets/FS100.pdf>

Minnesota Withholding Site
<http://www.revenue.state.mn.us/businesses/withholding/Pages/File-and-Pay.aspx>

Miscellaneous Helpful Websites

BWSR Operational Handbook (Accounting)
http://www.bwsr.state.mn.us/publications/SWCD_accounting.pdf

GASB 34
<http://www.gasb.org/st/summary/gstsm34.html>

Minnesota Counties Intergovernmental Trust
<http://www.mcit.org/>

MACDE Employee Resources Site
<http://www.macde.us/resources.htm>

MN State Auditor – *Avoiding Pitfalls Site, sign up for their weekly updates!*
<http://www.auditor.state.mn.us/default.aspx?page=pitfalls>

MN State Auditor’s Form Entry System – *Special District Reporting, Annual report due June 30th!*
<https://www.auditor.state.mn.us/safes/>

Payroll 101 Website:
http://www.compupay.com/resource_center/payroll_101/

QuickBooks (inTuiT) Payroll Support
<http://payroll.intuit.com/support/forms/index.jsp>

Google – *Have a question? Did you try Google? You’d be surprised how much information you can find.*
<http://www.google.com>

