



Conservation District Reporting Checklist

Financial Rules

The following must be completed by August 30th – As per Conservation District Financial Rules filed by the Wyoming Secretary of State office on August 22, 2005.

Submit documentation to WDA and WACD.

FINANCIAL POLICIES:

- Proof of Bonding**
 - Submit copy of bond.
 - Submit signed bond coverage form.

- Proof of Risk Management Practices**
 - Submit proof of risk management form.
 - Submit monthly board meeting minutes (including bank statement reconciliation).

- Proof of enrollment in worker's compensation plan**
 - Submit copy of the certificate of good standing from Department of Workforce Services.

- Proof of unemployment insurance**
 - Submit copy of the certificate of good standing from Department of Workforce Services.

- Proof of local government liability insurance**
 - Submit copy of the Memorandum of Liability Coverage Declaration Page from LGLP.

Document examples can be found on the WDA website:

<http://agriculture.wy.gov/divisions/nrp/conservation-districts/funding-resources/base-funding>