

WYOMING CONSERVATION DISTRICTS FINANCIAL POLICIES

CHAPTER 1

Section 1. Purpose.

These Rules and Regulations implement the Wyoming Conservation Districts Law (W.S. 11-16-101 through 11-16-134) by setting forth the requirements for receiving funds allocated by the state board of agriculture.

Section 2. Authority.

These rules are adopted pursuant to and authorized by the Wyoming Conservation Districts Law and the Wyoming Administrative Procedures Act (W.S. 16-3-101 through 16-3-115).

Section 3. Definitions.

As used in this Chapter and in addition to the definitions found in W.S. 11-16-102 (a), the following terms are defined:

(a) "Blanket bond" means an insurance bond that applies the bond limit to the entire loss regardless of the number of employees and supervisors involved.

(b) "Blanket position bond" means an insurance bond that applies the bond limit to the each individual employee or supervisor covered.

(c) "Bonding" means the purchase of an insurance premium to protect the district from financial loss.

(d) "Board" means conservation district Board of Supervisors.

(e) "Department" means the Wyoming Department of Agriculture.

(f) "Dishonesty bond" means an insurance bond that insures the conservation district against loss sustained through any fraudulent or dishonest act of the employees.

(g) "Employee" means any individual employed by the conservation district that is not considered an independent contractor.

(h) "Faithful performance bond" means an insurance bond that insures the conservation district against loss sustained through the failure of an employee to perform faithfully his duties or to account properly for funds.

(j) "Supervisor" means an elected member of the conservation district board.

(l) "Cash on hand" means funds in checking, saving and reserve accounts or easily accessible funds.

Section 4. Requirements for bonding.

(a) Supervisors are required (W.S. 11-16-118) to insure bonds are issued for all employees and officers entrusted with funds or property to protect the district from any loss that might occur as a result of employee or officer theft or fraud.

(b) Supervisors may choose the type of bond issued as long as all employees and officers are covered. Supervisors may choose from the following insurance bond types:

(i) Dishonesty bond

(ii) Faithful performance bond

(iii) Blanket bond

(iv) Blanket position bond

(c) The amount of the bond purchased must be equal to or greater than 10% of the total revenue for the fiscal year and 20% of the cash on hand up to One Hundred Thousand Dollars (\$100,000).

Section 5. Reporting.

(a) Conservation districts are required to submit to the Department a copy of the insurance bond and proof of the total anticipated revenue for the fiscal year.

(b) The reporting information will be due on August 30 of each year.

(c) The District shall demonstrate to the Department that the risk management practices contained in Section 6 were implemented and conducted. Demonstration shall be in the form of a letter outlining actions taken accompanied by copies of Board meeting minutes, which show such actions were formally approved.

(d) The Department will require the insurance company to provide notice of change in district bonding status within thirty (30) days of the change.

Section 6. Additional risk management practices.

(a) Two original signatures one of which shall be a supervisor, are required on each check issued by the district, and to withdraw funds from any other accounts held by the district.

(b) Each voucher submitted to a district must be signed and contain the following perjury statement:

(i) Certification. I hereby certify, under penalty of perjury, that this voucher, and the items included herein for payment, are correct and just in all respects.

(c) Blanket vouchers may be used, but the perjury statement shall be placed on each individual invoice and signed and dated by the vendor or conservation district employee responsible for the purchase.

(d) Bank statements must be reconciled each month. The Board shall, at a minimum on a quarterly basis review, at a regularly scheduled meeting, the district's reconciliation report and original bank statement.

(e) Authorization to incur debt. The Board shall take formal action, which shall be recorded in the district minutes, to authorize district employees and supervisors to incur debt on behalf of the district and establish limits of such debt. Such designees and limits shall be provided to businesses in which the District intends to establish accounts.

(f) No district shall obtain or utilize a debit card.

Section 7. Worker's compensation and unemployment insurance

(a) The District shall provide the Department proof of enrollment in the state worker's compensation plan, unemployment insurance program and local government liability insurance coverage.

Section 8. Penalties.

(a) Failure to adhere to these rules will result in the conservation district being ineligible for funding provided by the state board of agriculture or the Department, either in the form of grants or biennium funding.