



Conservation District Reporting Checklist Base Allocation Rules

The following must be completed by December 31st

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.
- Budget**
 - Submit signed copy of Department of Audit standard budget form.
- Department of Revenue compliance**
 - Submit copy of compliance letter from Department of Revenue.
- Annual Plan**
 - Submit annual plan of work for up-coming fiscal year.
- Annual Report**
 - Submit annual report for previous fiscal year.
- Educational function for elected officials**
 - Submit proof of educational function for elected officials form.
- Local funding**
 - Submit pursuing local funding form.
- One-page summary of district accomplishments**
 - Submit bulleted list of major accomplishments from previous fiscal year.
 - Email photos separately in .jpg format
- Proof of full active board of supervisors**
 - Verify all oaths of office are up-to-date.
- Long Range Plan (If updated plan is due)**
 - Submit updated copy of Long Range Plan.
 - Submit public notice pursuant to WAPA.
- Department of Audit Report**
 - *WDA will obtain compliance report from Department of Audit to fulfill this reporting requirement.*

Document examples can be found on the WDA website:
<http://agriculture.wy.gov/divisions/nrp/conservation-districts/funding-resources/base-funding>