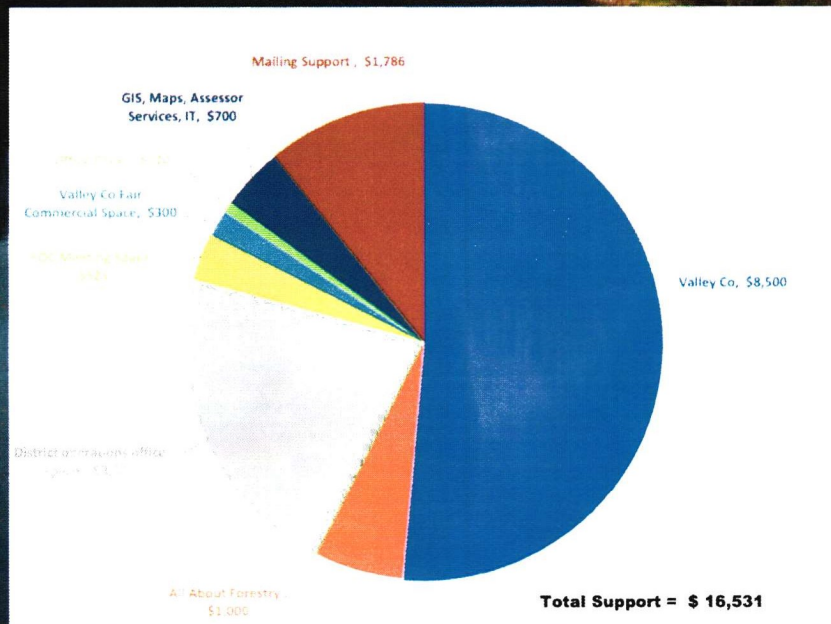
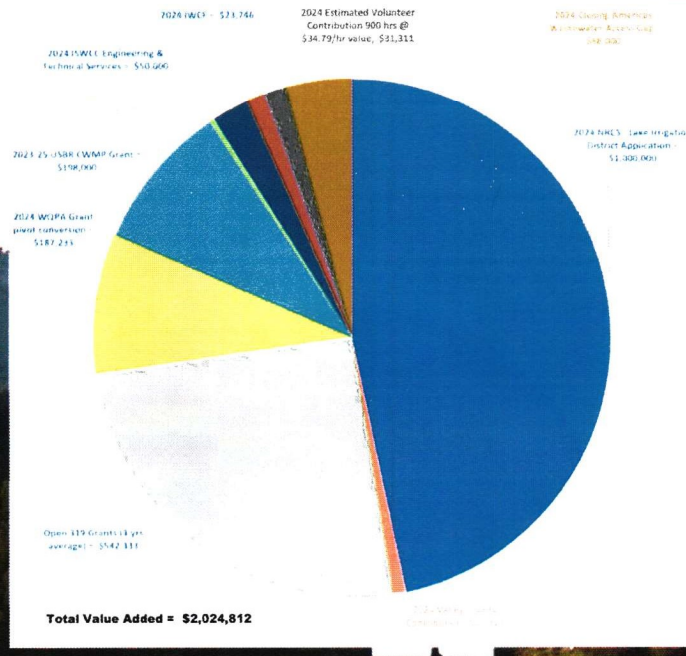




VALLEY SOIL & WATER CONSERVATION DISTRICT

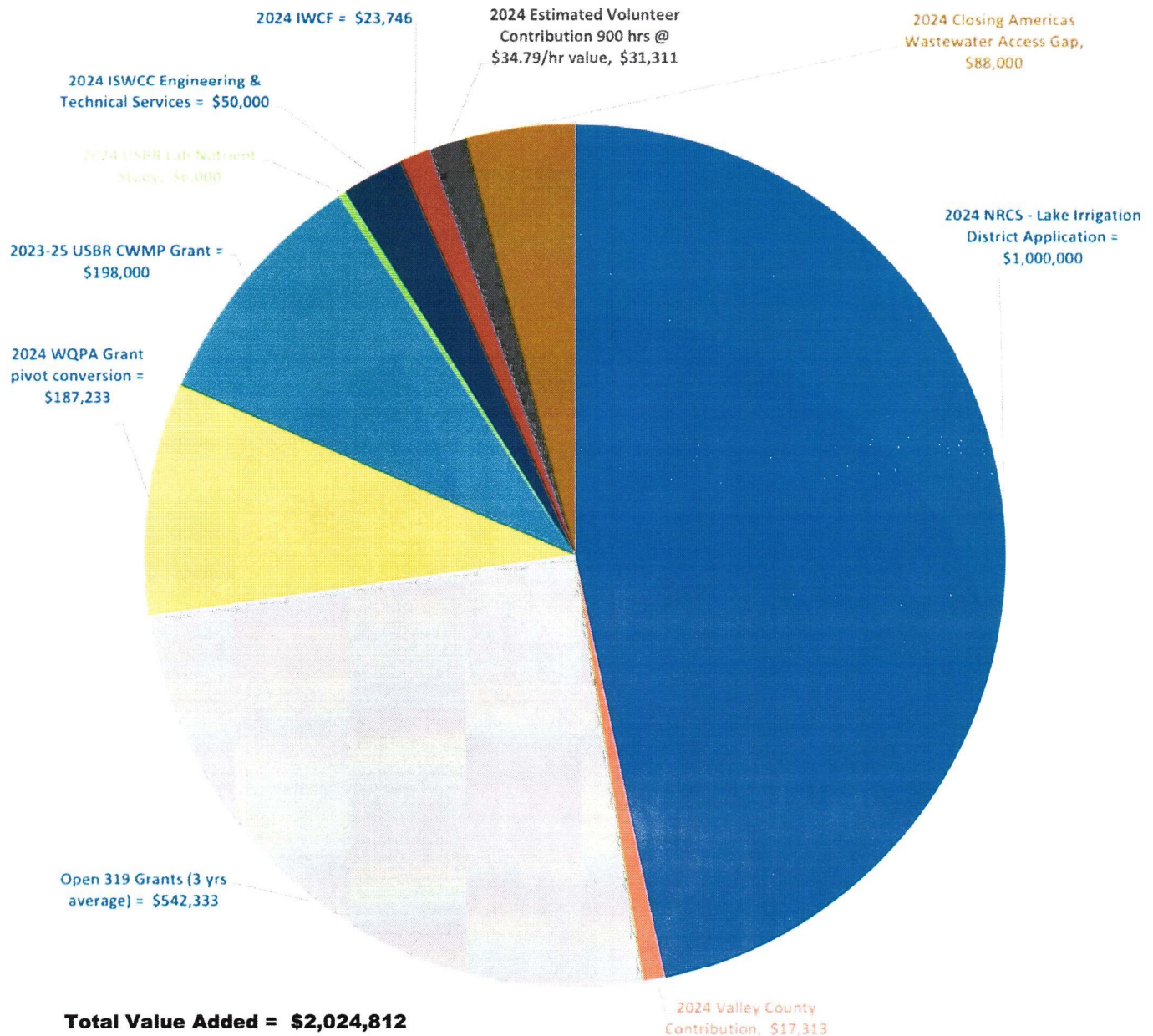
Helping Valley County Landowners - Enriching Valley County



"Helping Valley County landowners improve our soil, water, air, and wildlife resources — since 1957."

www.valleyswcd.org | durena.farr@id.nacdnet.net | (208) 382-3317

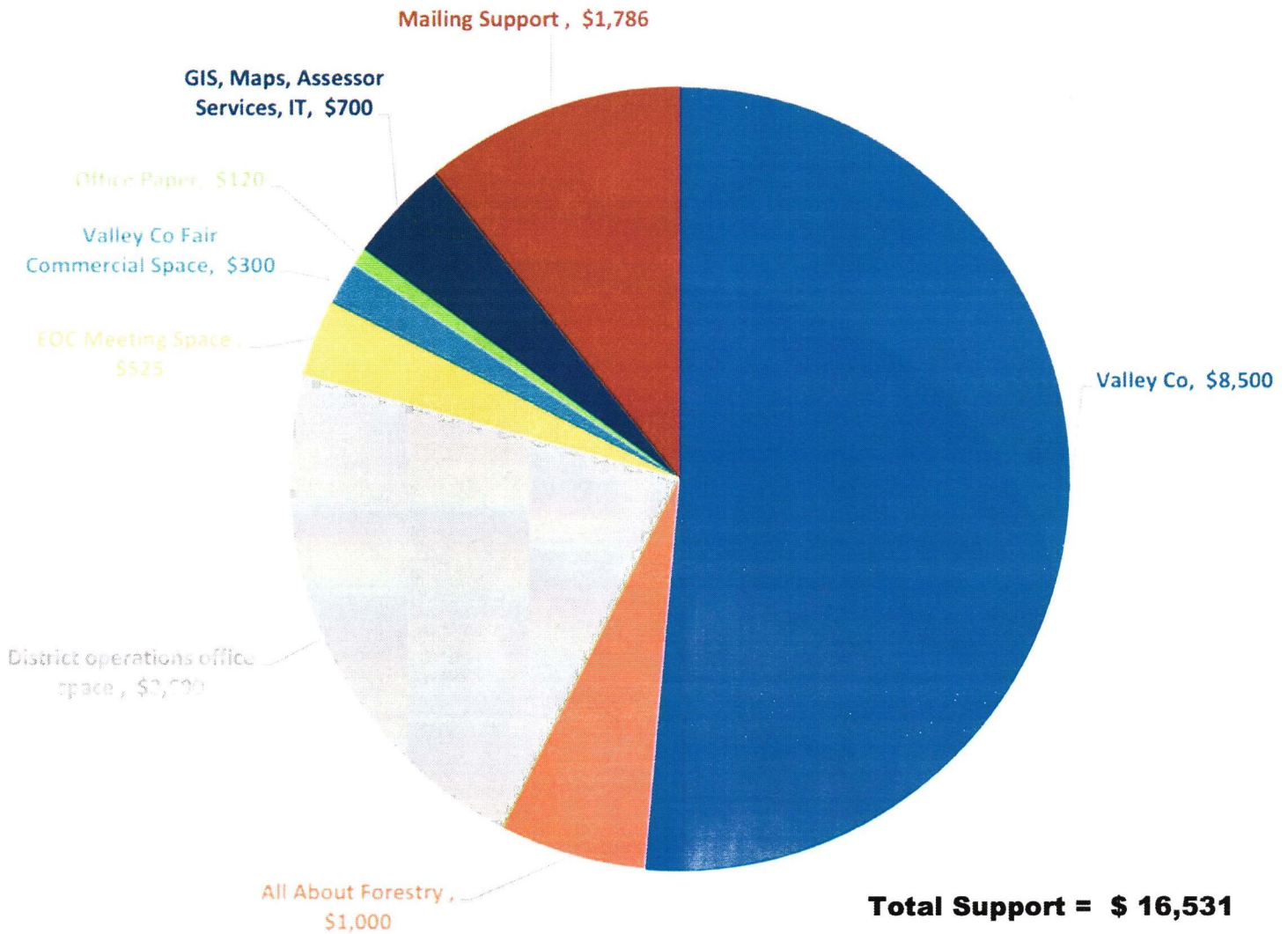
VSWCD Grant Funding Benefiting Valley County



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Local Contributions Eligible for State Match



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HOW DISTRICT MATCH FUND ALLOCATIONS ARE CALCULATED

This is the general equation that describes the relationship between the local funds your District receives, and the share of available state funds allocated to you as match:

$$\frac{\text{Local Funds Received by Your District}}{\text{Sum of Local Funds Received by all 50 Districts}} = \frac{\text{Your District's State Match Allocation}}{\text{Total State Funds Available for Distribution as Match Allocations to all Districts}}$$

Below is an example of how the formula is used to determine your match funds allocation. For this example assume:

- Your district received \$7,500 of local funds.
- The Sum of local funds received by all 50 Districts was \$250,000.
- There is total of \$300,000 of State funds available to distribute as match.

The % of the total local support received by all 50 districts that came from your District is **3%**, calculated as follows:

$$\begin{aligned} \$7,500 / \$250,000 &= .03 \\ .03 \times 100 &= \mathbf{3\%} \end{aligned}$$

Because match funds are distributed proportionately, and because your District received 3% of the total local support received by all Districts, you will receive 3% of the \$300,000 state funds available for distribution as match. Three percent of \$300,000 equals **\$9,000**, so this is the amount of state match that your District will receive.

$$\frac{\$7,500 \text{ (Local Funds Received by Your District)}}{\$250,000 \text{ (Total Local Funds Received by all 50 Districts)}} = 3 \%$$

$$\frac{\$9,000 \text{ (Your District's State Match Allocation)}}{\$300,000 \text{ (Total State Available for Match to all Districts)}} = 3 \%$$

The only other relevant detail is that State law limits the amount of match funds that any one District can receive in a single year to \$50,000. As a result, if proportional distribution results in a District being eligible for more than \$50,000 of match, they receive the maximum allowed under law (\$50,000) and the overage remains in the pot with the rest of the available match funds to be divided proportionately between the rest of the Districts.

If you would like additional information about the match funding process, please contact your local SWCC staff person or:

Delwyne Trefz
Delwyne.trefz@swc.idaho.gov
(208)332-1790 (office)
(208)810-0770 (cell)



Conservation District Year at a Glance

Fiscal Year = July 1 - June 30

	Required Reports--Must Be Submitted Annually To ISWCC via email addressed to DistrictReports@swc.idaho.gov
	Required Reports--Must Be Submitted Annually To LSO
	Optional Reports--Requested But Not Required By SWCC
July - December	
July 1	FIRST DAY OF FISCAL YEAR
July	RECEIVE - Base & Operating funds from SWCC
	REMINDER --Financial & Match Report due by Aug 16
July 31	DUE - Conservation District Survey. Email to DistrictReports@swc.idaho.gov
August 16	DUE - Financial & Match Report. Email to DistrictReports@swc.idaho.gov
October	REMINDER - Performance Reports due Dec 20
November	REMINDER - Performance Reports due Dec 20
	RECEIVE - Match funds from SWCC
December 1	DUE - Update District information in the State Local Governing Entities Central Registry with the Legislative Services Office
December 20	DUE - Performance Report. Email to DistrictReports@swc.idaho.gov
January - June	
January	REMINDER - Five-Year & Annual Plan due March 31
February	REMINDER - Five-Year & Annual Plan due March 31
	REMINDER - Budget Hearing Request due April 30
March	REMINDER - Budget Hearing Request due April 30
March 31	DUE - Five Year & Annual Plan. Email to DistrictReports@swc.idaho.gov
April	REMINDER - Conservation District Survey due July 31
April 30	DUE - Budget Hearing Request. Email to DistrictReports@swc.idaho.gov
May	REMINDER - Conservation District Survey due July 31
	REMINDER --Financial & Match Report due by Aug 16
	REMINDER - Local support must be received by District no later than June 30th in order to be eligible for match funds during the next fiscal year.
June	REMINDER - Local support must be received by District no later than June 30th in order to be eligible for match funds during next fiscal year.
	REMINDER - Conservation District Survey due July 31
	REMINDER --Financial & Match Report due by Aug 16
June 30	LAST DAY OF FISCAL YEAR

Conservation District Financial Audit Fact Sheet

Idaho Code Section 22-2721(9) requires Conservation Districts to provide for financial audits in accordance with the provisions of Section 67-450B.

When Is A Financial Audit Required?

A Conservation District whose annual expenditures (total dollars spent from all sources) exceed \$200,000 is required to have a full and complete audit of its financial statements.

A District whose annual expenditures exceed \$200,000 but do not exceed \$300,000 in the current year may elect to have its financial statements audited on a biennial, rather than an annual basis. The first year that expenditures exceed \$200,000 is the first year of the biennial audit period.

A Conservation District whose annual expenditures exceed \$300,000 must have a full and complete audit of its financial statements made each fiscal year.

Districts whose annual expenditures do not exceed \$200,000 have no minimum audit requirement under statute, i.e., *they are not required to complete an audit or any other form of financial review*. However, Districts not required to have an audit may choose to have either an audit or an annual financial review conducted in order to provide accountability for the District's management of public funds. Such reviews do not need to be submitted to the State.

What Standards Must The Audit Meet?

1. Audits must be performed by independent auditors in accordance with generally accepted governmental auditing standards as defined by the United States general accounting office (GAO). The standards are available on the GAO's website.
2. The auditor shall be employed by the Conservation District on written contract.
3. Expenses necessary for carrying out the audit shall be included in the District's annual budget.
4. The District shall file a copy of each completed audit report with the legislative services office within nine months after the end of the audit period.

When And To Whom Must Financial Audit Reports Be Submitted?

District audit reports are required to be filed with the Idaho State Controller's Office (SCO) within 9 months after the end of the District's current audit period. Reports must be submitted to the online central registry and reporting portal at <https://registry.sco.idaho.gov>. If you need assistance, search the Idaho State Local Governing Entities Central Registry online or contact SCO at (208)334-3100. Do not submit District audit reports to the Soil & Water Conservation Commission.

How Is The "Current Audit Period" Defined?

For Districts submitting an annual audit, the current audit period is the current fiscal year.

For Districts submitting a biennial audit, the current audit period is the first fiscal year following the first year that expenditures exceed \$200,000.

NOTE: Federal audit requirements applicable because of expenditure of federal assistance supersede the minimum audit requirements provided in Idaho code. In general, federal audit requirements only affect Districts which expend \$1,000,000 or more in federal funds during a fiscal year. These Districts are required to have a single or program-specific audit conducted for that year in accordance with the audit requirements stipulated by Uniform Guidance, 2 CFR Part 200 (www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200).