



Wyoming Department of Agriculture Conservation District Reporting Risk Management Practices

(District Name)

The above district utilizes the Risk Management practices per Wyoming Conservation District Financial Policies Rules Chapter 1 - Section 6 as follows:

Risk Management Requirements

- 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 in the district intends to establish accounts.
- f. No district shall obtain or utilize a debit card.

Board Chairman

Date

The Board of Supervisors acted on this matter at their _____ board meeting.

(Date)