



# Uniform Municipal Fiscal Procedures Act



# Payables, Receivables & Depositories

- Use only numbered checks - do not use counter checks
- Check stubs must be completed
- Check numbers should be posted to the monthly financial record
- Official depositories must return a copy or a scanned image of your canceled checks. Records are not complete or auditable without these documents. These should be filed with the bank statement in numerical order
- When a check is voided, write void across the face of the check and file in the normal manner



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- The treasurer should sign all checks. It is required that at least two signatures be on all checks. Anyone with signatory authority on accounts should be adequately bonded. Pre-signing of blank checks, whether by a facsimile or an actual signature, is prohibited.
  - A signature facsimile is legal and must be registered with the Secretary of State as well as stored in a secure location
  - The financial statement should reflect the total amount of funds on hand, not just the checking account balance
  - Bank statements must be reconciled each month



- Receipts must be written for all money received by the district, including bank interest.
- Transfers of money between bank accounts are not “Revenue” or “Expense” and should not be recorded in the journals or ledgers as such.
- All conservation district treasurers shall obtain a surety bonds which shall be conditioned that he shall faithfully perform the duties of his office. W.S. 38-2-101.



# Vouchers

- Vouchers must be prepared for expenditures of the District. A single or blanket voucher may be used for more than one expenditure.
- The blanket voucher must be attached to the check stub and receipts for all expenditures included on the voucher and retained in the District files.
- Each voucher must be approved by at least (3) members of the Board of Supervisors and recorded in the District minutes. No money should be paid to anyone without a voucher completed and signed by 3 Supervisors.



- If a blanket voucher is utilized, the vendor is not required to sign the voucher.
- If a blanket voucher is utilized, each receipt should be stamped with a perjury statement and the employee who made the purchase should sign and date the statement. If you don't have a perjury stamp, you can obtain one from WDA.
- A perjury statement should read:

*Certification. I hereby certify, under penalty of perjury, that this receipt, invoice, or statement, and the items included herein for payment, are correct and just in all respects.*

*Signed:*

*Date:*

*Constitution Article 16, Section 7*



# Loans and Donations

- # Travel advances are considered loans and are prohibited by the State Constitution (Article 16, Section 6).
- # Meals (unless part of conducting business), flowers or gifts to employees are considered donations and as such are prohibited. State Constitution (Article 16, Section 6).
- # Districts may not give college scholarships. Attorney General Opinion dated July 11, 1986, states that no statutory provision exists which would allow districts to give college scholarships.



# Travel

- Districts should also reimburse only **actual expenses** documented by receipts submitted by the official or employee.
- However, district officials or employees may receive per diem rates through special projects, such as reimbursement from the Water Quality Appropriation through WDA.



# Minutes

- Corrections to the minutes must be formally noted in the following meeting's minutes and not be handwritten corrections.
- Minutes should include these items:
  - Members present, date and location
  - Approval of previous meeting minutes
  - Bids
  - Bills, payments approved/bills, payments rejected
  - Agenda items with motions to accept or reject, and discussion of agenda items
- E-mail a copy of minutes to WACD, WDA and Area Directors



# Minutes (continued)

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- Other matters discussed and action taken: progress on project, reports, etc.
- Adjournment time and approval for adjournment
- Signatures of the board and the clerk



# Payroll Reporting

Districts need to file:

- IRS Form 941: quarterly tax report
- IRS Form W-2: reports at year end on amounts earned and taxes withheld
- IRS Form 1099: form to report payment to contract labor or service in excess of \$600
- Workers' compensation
- Unemployment compensation



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- Retirement Plan Information (if district carries employee retirement)
  - I-9s and W-4s must be on file for all employees and also I-9s and W-9s for district officials who receive reimbursement for their expenses.



# Inventory

- Inventories of goods for sale, such as tree protectors, etc., should be kept current
- District property and equipment should be clearly marked as such
- There should be a **listing of fixed assets** and all items with a dollar value in excess of some minimum amount, which have useful lives in excess of one year. The list should include a description, tag or identification number, cost, date of acquisition and normal location. Periodically, select items on that list and locate them to make sure they exist.



# Inventory (continued)

- Any assets purchased with Federal Grants must indicate that on the accounting records of the entity (district) and on the tag or identifying mark of that asset.
- These assets should be tracked separately in the event there is a refund due to the federal government upon sale.



# Fixed Asset Record

- Fixed assets should be properly recorded on the books of account
- Fixed assets:
  - Are tangible in nature
  - Have a life longer than current fiscal year
  - Have significant value



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- Fixed Assets should be classified as
    - Land
    - Buildings
    - Equipment
    - Improvements other than buildings
    - Construction work in progress

See pages 34-37 of the Special Districts Accounting Handbook for specific guidelines and worksheets.



# Records Management

- Questions on records retention schedules, formats or procedures? Contact the Wyoming State Archives, a division of State Parks and Cultural Resources, at <http://wyoarchives.state.wy.us> or by calling 777-7826.





# Bonding



*W.S. 11-16-118 (c) states that “The supervisors shall require a bond to be issued for all employees and officers entrusted with funds or property.”*

## Types of Bonds

- Insurance Bonds - Insurance bonds may be purchased through a local insurance company. There is a small yearly fee for these bonds. The personal property of the district employee or officer is not obligated.



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- Public official bond – this type of bond is typically utilized for the Treasurer. This type of bond is required before any mill levy funds can be released by the County. A process similar to a credit check is required to obtain this bond. The bond should be reviewed each year after election of officers.
  - Employee Dishonesty Bond or Blanket Crime Bond – this type of bond protects the District from illegal activities by employees, such as embezzlement. (W.S 38-2-101)



*W.S. 11-16-118 (c) states that “The supervisors shall require a bond to be issued for all employees and officers entrusted with funds or property.”*

- *NOTE: WACD and WDA do not encourage the use of personal bonds to ensure the financial safety of the District.*
- All Districts should ensure that any contract labor is adequately bonded and insured.





# Conservation District Budgets



# Conservation District Budgets

- A requirement of district finances is developing budgets to allocate conservation district funds and other resources (per W.S. 16-4-103)
- Districts **MUST USE** Department of Audit Budget form (per W. S. 9-1-507(a)(viii)); the budget form is available online at:

<http://publicfunds.wyo.gov>



# Sections of the budget

- A narrative summary
- Projected expenses and revenue
- An annual review of revenue and expenses
- The proposed budget, with the prior year's actual expenditures and income, and the recommended allocation for the coming year for each line item.



- Budgets should also contain a budget message, which includes an outline of the proposed financial policies and statements of reasons for changes from the prior year
- A copy of the budget form can be obtained from the Department of Audit website at <http://publicfunds.wyo.gov>.  
or visit the WACD Based Procedures Manual at [www.conservewy.com](http://www.conservewy.com).



# Timeline

- May - the preliminary budget should be presented to the District Board for review.
- June 1<sup>st</sup> - A copy of the proposed budget must be submitted to Department of Audit and Board of County Commissioners



# Timeline per W.S. 16-4-109(a)

- July - Budget Hearing
  - At least 1 week before the budget hearing, notice is required to be placed in the local paper. If there is no local paper of general circulation, the notice can be placed in at least three (3) conspicuous places.
  - Budget hearing should be held not later than five (5) days after the third Thursday in July except as hereafter provided. The governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

W.S. 16-4-109(b)



# Sample of a Public Notice

- Public Notice
- Proposed Budget for:
  - Blue Sky Conservation District
  - Fiscal Year 2001

- EXPENDITURES:

• ADMINISTRATION	\$30,150.00
• OPERATIONS	\$24,750.00
• INDIRECT COSTS	\$ 9,250.00
• CAPITAL OUTLAY	\$ 450.00
• TOTAL CASH REQUIREMENT:	\$64,600.00
• REVENUE:	
• ANTICIPATED CASH AND REVENUE	\$64,600.00
• TOTAL ESTIMATED REVENUE	\$64,600.00

- The annual budget hearing for the Blue Sky Conservation District will be held at 8:00 p.m. on July 20, 2000, in the Conservation District Office in Blue Sky. Interested residents are encouraged to attend.



# Timeline (cont.)

- Once the budget is approved, the treasurer needs to sign it.
- Make sure the budget has been sent to the County Commissioner's by July 31<sup>st</sup> (check which date applies to your county). W.S. 39-13-104 (k)(B)



# What's next?

- Once the budget has been approved, copies need to be sent to the following:

- WDA

- WACD

- County Commissioners - W.S. 16-4-111(d)

- Copy of budget affidavit - Dept. of Audit  
W.S. 16-4-109(b)

Copy of affidavit can be seen in the Special Districts Accounting Handbook or in the WACD Online Procedures Manual at [www.conservewy.com](http://www.conservewy.com)



# WDA's role

- Along with the budget, send the WDA and WACD a copy of the *Public Notice* and the *Affidavit of Publication*.
- WDA will check the budget for mathematical errors, approve and keep a copy on file.



# Affidavit of Publication

## Affidavit of Publication

STATE OF WYOMING, }  
County Of Sweetwater, } ss.

HOLLY P. JACKMAN, being first duly sworn, deposes and says that she is Publisher of the Rock Springs Daily Rocket-Miner, a newspaper of general circulation, published daily in the City of Rock Springs, County and State aforesaid, and that the notice, a copy of which is hereunto attached was published in said newspaper for.....(1) issue.....  
~~xxxxxx~~, the first thereof being in the issue of.....July..20..... 20.00,  
and the last publication thereof being in the issue of.....July..20..... 20.00.

.....*Holly P. Jackman*.....

Subscribed and sworn to before me this ..... 20th ..... day  
of .....July..... 20.00...

.....*Miriam Corbin*.....

My commission expires June 13, 2003

Notary Public



# Budget Amendments per W.S. 16-4-112 through 16-4-114

- Budgets must be amended before "over-expenditures" made. The amendment process is the same as for the original budget approval process, including advertising
- Transfers of budget appropriations, between departments or line item, can be made through the resolution process, providing the overall budget is not increased. You cannot change the bottom line.





# Audits and Financial Reports

Everything you wanted to know  
about audits but were afraid to ask



# Audits and Reports per W.S.

## W.S. 9-1-507 (a) (iii)

- Every district shall annually prepare and submit the following reports to the Department of Audit
  - Annual Financial Report (by Sept. 30); also called CENSUS F-32, Survey of Local Government Finances. This is the only document that must be provided by entities with less than \$25,000.
  - In addition to the F-32, the Local Government Annual Report Summary (Certification by District Officials) is required by all entities with revenue greater than \$25,000
  - When the F-32 is submitted, entities will be advised in writing what additional documentation is required, as follows:



# Under \$25,000

- If district revenues are under \$25,000 the Rules for the Department of Audit require completion of an annual report of District revenues, expenses and ending cash balance, also known as the F-32.



# \$25,000 to \$100,000

- If district revenues are at least \$25,000 but less than \$100,000 the Rules for the Department of Audit require completion of Proof of Cash and the F-32.
- Proof of cash documents should be completed for all accounts, (bank, savings, CDs etc., including investments.



# \$100,000 TO \$500,000

- If district revenues are at least \$100,000, but less than \$500,000, the Rules for the Department of Audit require completion, in addition to the F-32, the reports for:
  - A. Self-Audit Procedures
  - B. Internal Control Evaluation



# \$500,000 to \$1,000,000

- If the districts revenues are \$500,000 to \$1,000,000, the Department of Audit, Rules on file, require that, in addition to submission of the F-32, the district:
  - A. Must submit an annual CPA Review Report; and
  - B. Other procedures as listed in the DOA Rules on file are also required as part of the CPA Review requirement





**\$1,000,000 +**

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- If the district's revenues are \$1,000,000 or greater, in addition to the submission of the F-32, the district must have a CPA audit for that fiscal year.
- W.S. 9-1-507(a)(iii)(A)



# Audits required by federal funding

- You must have an A-133 audit for any year your district expends over \$500,000 in total federal financial assistance, including federal money passed through state or other agency grants.

Federal Single Audit Act of 1984, as amended effective July 1, 1996 and the related rules presented in the Office of Management and Budget's OMB Circular A-133, Revised June 27, 2003



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- It is also recommended you obtain an audit upon turnover of any staff who has bookkeeping or managerial duties



# Investment Policy

- All special districts must have on file a “Statement of Investment Policy.” Investments that are allowed under state law are detailed in W.S. 9-4-831



# Questions?

- Call Michelle, WDA, at (307) 777-7323, Justin Caudill, WDA, at (307) 352-0378 or Kelly at WACD at (307) 632-5716
- Many questions can be answered in the Special District Accounting Handbook. The Handbook can be found at <http://audit.state.wy.us/PFUNDS/specialdistricts.asp>

