



FINANCIAL TRAINING

Overview

Arizona Association of Conservation Districts
District Training Program
2018

Specific Training Modules



FIND TRAINING MODULES listed below on WEBSITE: aacd1944.com

- ❧ Fiduciary Duties
- ❧ Financial Planning
- ❧ Available Funding Mechanisms
- ❧ Fundraising
- ❧ Budgeting & Allocating Funding
- ❧ Grant Contracts & Agreements
- ❧ Audits & Reporting
- ❧ Financial Policies & Procedures
- ❧ Accounting Methods & Financial Statements
- ❧ Internal Controls
- ❧ Personnel & Contractors

Fiduciary Duties



What's in this Training Module?

- ❖ Statutory Requirements
 - Financial Reporting
 - Liability
 - Financial Policy
- ❖ State of Arizona Public Records Law Title 39

Definition of Fiduciary:

Involving trust, especially with regard to the relationship between trustee and beneficiary. *Held or given in trust.* "The company (District) has a fiduciary duty to its shareholders (taxpayers & cooperators)."

Fiduciary Duties



- ❧ Natural Resource Commissioner
 - ❧ Statutory Requirements
- ❧ Surety Bonds & Liability Insurance
- ❧ Policy – Guidelines that Regulate Organizational Action
- ❧ Conflicts of Interest
- ❧ Arizona State Public Records Law Title 39 (FOIA)

Financial Planning



What's in this Training Module?

- ❧ Financial Plan Components
- ❧ Financial Plan Examples
- ❧ Strategic &/or Long Range Plan Examples

Financial Planning



IMPORTANCE

- ❧ **Financial Plan is based on what the organization needs in order to meet the goals of the Strategic/Long Range Plan**
- ❧ “Businesses” 9 times out of 10 fail without a “Financial Plan”
- ❧ Financial Plans help focus future plans
- ❧ Helps measure progress
- ❧ Helps with accessing outside financial support
- *Most grants and agreements require a copy of plan of work and/or financial plan to show stability

Available Funding Mechanisms



What's in this Training Module?

- ❖ State Funding Requests Outcomes
- ❖ NRCS Funding Outcomes
- ❖ Arizona Conservation Partnership
- ❖ Grants & Agreements
- ❖ *Profitable Services*
- ❖ *Conservation Item Sales*
- ❖ *Newsletter & Project Support*
- ❖ *Fundraisers*

Available Funding Mechanisms



Examples

Services: Brush Eradication, Soil Testing, Recycling Program, Water Quality Testing, Pond Management Service

Conservation Item Sales: Grass Seed, Firewood, Wood Chips, Literature, Monitoring Equipment, Cooperator Signs

Newsletter & Project Support: Ads, Sponsorships

Fundraising



What's in this Training Module?

- ❧ Organizing Financial Committee
- ❧ Membership & Board Program
- ❧ Special Events

Fundraising



District Boards

- ❧ Auction
- ❧ Barbeque Plates (Local Products)
- ❧ Car Wash
- ❧ Celebrity Dinner/Dance
- ❧ Donations/Sponsorships
- ❧ Harvest Festival
- ❧ Tours (Charge Fee)
- ❧ Raffle
- ❧ Yard Sale

Membership/ Board Program

If the people closest to the organization don't give support, why should anyone else?

****Don't forget event INSURANCE!!**

Budgeting & Allocating Funding



- ❧ What's in this Training Module?
 - ❧ Steps to Develop a Budget
 - ❧ Examples of Budgets
 - ❧ Financial Committee Structure

*Important
Highlights*



Grant Contracts & Agreements





To Audit or Not To Audit?



THAT IS THE QUESTION!!

Audits & Reporting



What's in this Training Module?

- ❧ State Audit & Reporting Requirements
 - Statutory Requirements
- ❧ Federal Audit & Reporting Requirements
- ❧ Audit Preparation
- ❧ Audit Types
- ❧ Finding an Auditor
- ❧ Changes in Project Scope or Budget

State Audit & Reporting



☞ State Statute *ARS Title 37 Public Lands, Chapter 6 Natural Resource Conservation Districts* reads:

❖ 37-1013. Powers and duties of commissioner

✓ Require the supervisors of each district to file with the commissioner annually any **audits** and the records of the operations of the district for the preceding year in the form and detail as the commissioner prescribes.

❖ 37-1014. State financial assistance; application; criteria

✓ 3. Any **audits** that are requested by the commissioner.

❖ 37-1053. Powers and duties of supervisors

✓ Furnish to the commissioner copies of such ordinances, rules, regulations, orders, contracts, forms or other documents adopted or employed, **audits** of the district or education center and such information concerning their activities as the commissioner requests.

Financial Policies & Procedures



- ❧ What's in this Training Module?
 - ❧ Federal & State Policy Requirements
 - ❧ Financial Policy Structure
 - ❧ Financial Committee

Financial Policies & Procedures



- ❧ Set financial policies in writing and ratify in minutes
 - ❖ Number and type of bank accounts
 - ❖ Check Signing Authority & Debit Cards
 - ❖ Reconciliations & Approval
 - ❖ Expenditure Approval
 - Who, What, When & How

Accounting Methods & Financial Statements



What's in this Training Module?

Accounting Methods

- Back Pocket
- Excel
- QuickBooks etc.
- Online Systems

Financial Statements

- Accounting Methods
 - Back Pocket
 - Excel
 - QuickBooks etc.
 - Online Systems
- Financial Statements
 - Year End Statement
 - Budget vs Actual
 - Detail (Total vs Monthly)
 - Class

Internal Controls



What's in this Training Module?

❧ Internal Controls List

❧ Surety Bond & Directors Insurance

Internal Controls



☞ Adopted to safeguard organization and its Directors

Personnel & Contractors



What's in this Training Module?

- ❧ Records
- ❧ Reporting
- ❧ Examples of Contracts

Personnel & Contractors



- ❧ Even though Districts are not required to file a tax return they ARE required to file W2s & W4s and 1098s & 1099s!
- ❧ If District has an office then required labor laws must be posted.
- ❧ Labor Law posters can be acquired free and printed but can also be purchased in laminated and organized format.