



FINANCIAL TRAINING

Personnel & Contractors

Arizona Association of Conservation Districts

District Training Program

2018



Specific Training Modules

PERSONNEL & CONTRACTORS- THIS MODULE



OTHER MODULES LISTED BELOW FIND ONLINE - WEBSITE: www.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



What's in this Training Module?

- ❧ Records
- ❧ Reporting
- ❧ Examples of Contracts

Personnel Records



- State & Federal Required Documents
 - Pay stubs or time sheets
 - Required to retain 4 years beyond final 4th quarter filing
 - Recommended retain 7 years beyond final 4th quarter filing
 - W4 – IRS recommends update annually
 - I-9 – SSA recommends retain indefinitely

Contractor Records



- State & Federal Required Documents
 - IRS & SSA – Required to retain 4 years
 - Invoices
 - Contract
 - Proof of Contractor Insurance
 - W9 – IRS recommends updating annually
 - Proof of SAM & CAGE if using federal funds



Personnel Reporting



☞ State & Federal Required Documents

☞ W2 & W4



Contractor Reporting



❧ State & Federal Required Documents

❧ 1098 & 1099



Examples of Contracts



Link to examples of contracts:

<http://www.aacd1944.com/district-training-materials/>

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.