



FINANCIAL TIMES

WA ST CONSERVATION
COMMISSION

11/17/2014

As you may or may not have heard yet, our financial team is once again down a team member. Aquila Bernard has chosen to leave State Government to finish pursuing her Master's degree and other new endeavors. We are so sad to see her leave our office, but wish her all the best in the future! She was such a great asset to our team and we are thankful for all her input to help better our services to districts. So, again we find ourselves shorthanded in the financial section. Please bear with us while we go through the hiring process to find another Fiscal Analyst. Karla, Melissa and Courtney will share Aquila's duties until we get another team member on board.

If you have questions on TSP and Non Shellfish grants, please contact Courtney Woods at cwoods@scc.wa.gov or Karla Heinitz at kheinitz@scc.wa.gov.

Travel Tip:

Since travel reimbursement is a complicated issue, we are now aiming to bring you a monthly travel tip with rotating subjects. We hope you find this informative and helpful!

Over Per Diem Forms

- ⦿ For travel costs exceeding the established *LODGING* per diem rates, the travel must be pre approved by the district chair and/or manager PRIOR to travel occurring.
- ⦿ Lodging is the only travel expense that qualifies for the over per diem exception.
 - > This is only to be used when a hotel has no per diem rooms available. The traveler must select the most economical room available under the circumstances.
 - Example: WACD Annual Meeting at Suncadia

- ⦿ The Exceeding Max Per Diem form must be filled out, signed by the district designee before travel occurred, and included in the voucher packet before reimbursement from SCC can be made.
 - > <http://scc.wa.gov/wp-content/uploads/2014/04/exceeding-max-per-diem-form.pdf>

In The News:

Conservation district employee indicted on fraud

Last updated: May 01, 2014 1:45PM - 2587 Views
By [Chris Cooper](mailto:ccooper@newsdemocratleader.com) - ccooper@newsdemocratleader.com



Dianna Penrod, a long serving employee of the Logan County Conservation District, was indicted Friday, April 25 on fraudulent use of a credit card and theft by unlawful taking that resulted in thousands of dollars stolen.

Penrod was charged with two counts of fraudulent use of a credit card, one greater then \$10,000 and one more than \$500, less than \$10,000. She was also charged with three counts of theft by unlawful taking, two greater than \$10,000, less than \$100,000 and one greater than \$500, less than \$10,000.

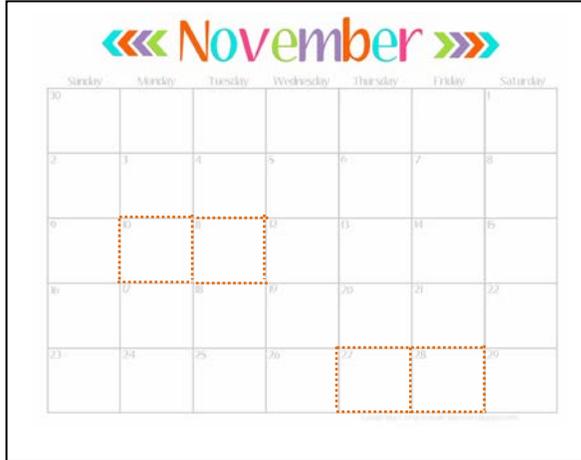
According to the indictment, on or between Jan. 1, 2002, and Dec. 3, 2012, Penrod intentionally and unlawfully committed the offence of fraudulent use of a credit card with the intent to defraud the issuer, a participating party, a person, or organization providing money, goods, services, or anything else of value when she used a Wal-Mart credit card belonging to the Logan County Conservation District to make numerous unauthorized personal purchases.

A grand jury also charged Penrod for knowingly and unlawfully committing the offense of theft by unlawful taking when she used the Conservation District card member services credit card to purchase numerous unauthorized personal items. She was also charged with theft by unlawful taking for knowingly and unlawfully exercising control over movable property with the intent to deprive the Logan County Conservation District when she took unauthorized medical leave hours resulting in payment by the Logan County Conservation District of over \$10,000 to which she was not entitled.

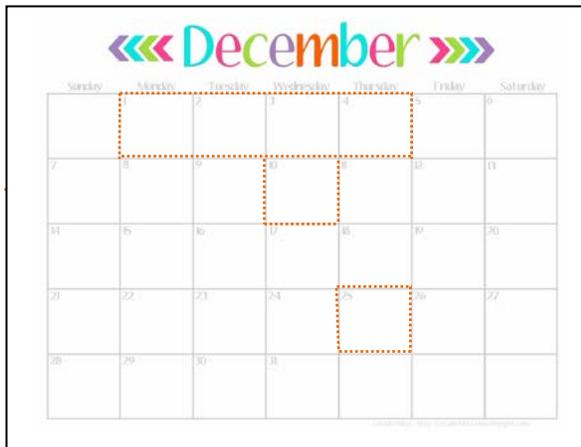
Penrod is scheduled to be arraigned May 22 at 8:30 a.m.

http://newsdemocratleader.com/news/home_top-news/4633625/Conservation-district-employee-indicted-on-fraud

Upcoming Important Dates



- Nov 10th: Monthly Vouchers Due
- Nov 11th: Veterans Day, SCC Closed
- Nov 27th: Thanksgiving, SCC Closed
- Nov 28th: SCC Closed



- Dec 1-4th: WACD Annual Meeting, Suncadia
- Dec 4th: SCC Commission Meeting, Suncadia
- Dec 10th: Monthly Vouchers Due
- Dec 25th: Christmas Day, SCC Closed

Click for the link to our calendar on our website: <http://scc.wa.gov/grants-finance/forms/>

Reminders

QuickBooks Library

SCC has the entire QuickBooks training library from Real World Trainings. The set is available to each conservation district to borrow for their educational needs. To reserve the library, please send an email to cwoods@scc.wa.gov. You can check out the set for up to a month and then we ask you return them to us so the next person on the list can utilize them. If there is no one on the waiting list and you would like more time to use them, just let Courtney know and she can work with you. These CDs are a great tool and resource for those financial staff using QuickBooks in their districts. Whether you are new to the program or just want to brush up on your knowledge base, the disk set is a great asset.

Shellfish and Non Shellfish Funding

As we near the halfway point of the fiscal year, we want to remind all districts with Shellfish and Non Shellfish grant funding to please email us as soon as you know if you will have extra project funding to return to the Commission. If a project runs under the allocation amount given, the district must return the funding to SCC for redistribution. Please send an email to cwoods@scc.wa.gov with the unused award amount and project name. We will then amend the funding out of the grant and send the district and updated grant spreadsheet.

Did You Know

You can find past issues of the WSCC Financial Times newsletters on our website! We have had many requests to have past issues posted to ensure that all district staff can have access to the newsletter. If you want to look back on past topics or print the newsletters you can find them at: <http://scc.wa.gov/blog/2014-financial-newsletters>

Question of the Month

Q ~ Do I have to submit the Exceeding Max Per Diem form to request reimbursement for hotel lodging at Suncadia for the WACD Annual Meeting?

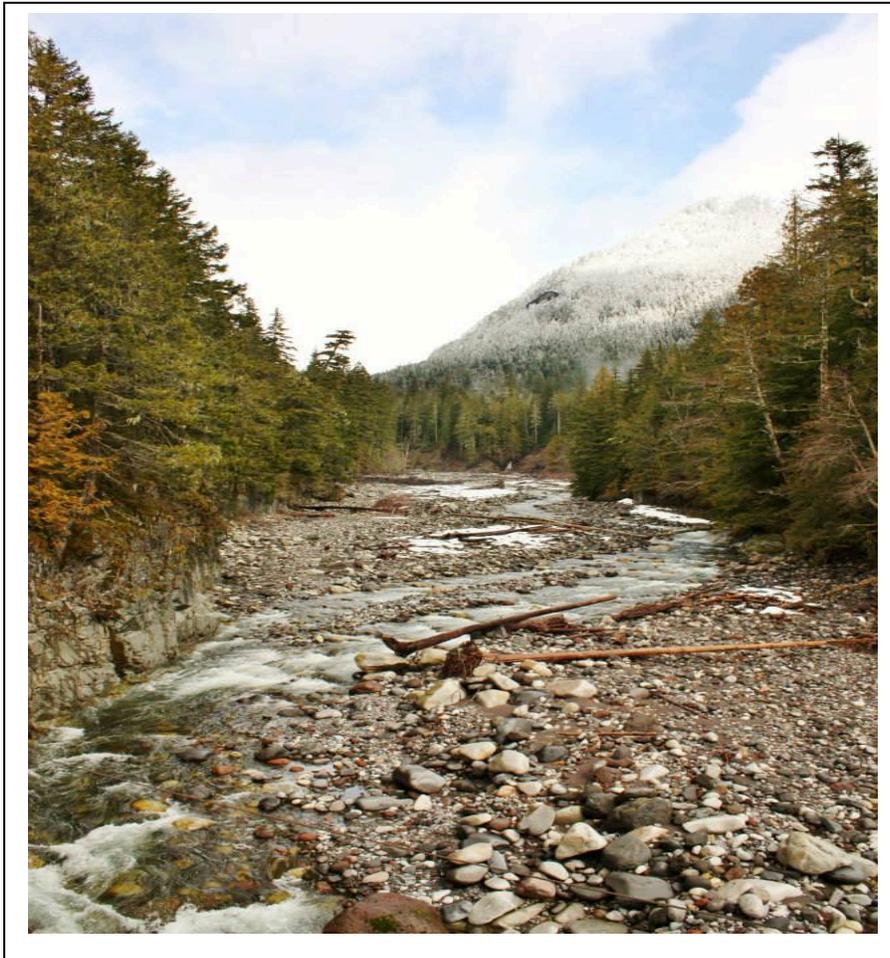
A~ Yes! 😊 If you are attending the WACD Annual Meeting at Suncadia in December, please include a copy of the Exceeding Max Per Diem form with your normal January voucher. Please make sure the dates on the form are prior to the hotel stay. This form must be included, as well as the accompanying travel voucher for each employee and the actual lodging receipt with the room breakdown on it.

Please feel free to submit questions you would like answered for our next newsletter. Send all submissions to cwoods@scc.wa.gov.

Fun Fact about Washington

During the Great Depression, a series of hydroelectric dams were constructed along the Columbia River as part of a project to increase the production of electricity. This culminated in 1941 with the completion of the Grand Coulee Dam, the largest dam in the United States.

Picture of the Month



This gorgeous photo was taken by our very own Kathy Whalen of Thurston Conservation District. Nature at its best! The image was captured inside the west entrance of Mt. Rainier.

Please feel free to submit pictures for our next newsletter. We love to showcase your hard work! Send all submissions to cwoods@scc.wa.gov