



FINANCIAL TIMES

*WA ST CONSERVATION
COMMISSION*

06/22/2015

Welcome back from WADE everyone! We hope you had a great time and attended some interesting classes with information you can take back and use. It is always a fun couple days to network with fellow colleagues, meet new people and learn in such a gorgeous setting! We are hard at work over here in Olympia trying to keep up with all of the year end paperwork and final grant documents. Please grant us some extra patience as we close out the fiscal year and biennium. 😊

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!

Established Meal Periods

As we enter a new biennium, please make sure that the district has a policy establishing meal periods. Each district is required to have this when reimbursing employees for per diem. The meal times are set internally at the district level, not by the Commission. The employee must be in travel status during the **ENTIRE** set meal period in order to be eligible to receive per diem. If they are on a day trip, the employee must meet the 3 hour rule in addition to traveling during the established meal period. If the employee is on an overnight trip, they must be in travel status to receive per diem.

Here is an example of the SCC established meal periods:

Breakfast: 6:00am to 7:00am

Lunch: 12:00pm to 1:00pm

Dinner: 5:00pm to 6:00pm

WADE RECAP

It was great to see so many familiar faces in the financial section as well as all the new ones! We thank you for attending our session, and for all of those who couldn't attend we wanted to provide everyone with the financial materials from WADE. Here is the link to the 2015 WADE Admin Track from SCC for your convince and information. If you have any trouble accessing the documents we can send them to you as well.

https://www.dropbox.com/sh/mf31utokfpahwq2/AACPb_V-j62WrznICKQCRynPa?dl=0

Did You Know

WFOA Trainings

The Washington Finance Officers Association is an awesome resource for trainings for local governments in finance, budgeting, accounting and reporting. They offer in person trainings, as well as webinar versions. Also, just a reminder that trainings are a grant reimbursable expense under the Implementation grant. Please take a look at the link provided for a full listing of trainings scheduled.

Here one we want to highlight for you that covers some great information and questions we have been getting in our office regarding tax.

Having trouble knowing what to report and where on the excise tax form? Wonder if that out-of-state purchase is taxable? And do I really need to collect sales taxes on that photocopy I charged that customer for? Department of Revenue's Ken Krous will answer those questions and more. This seminar is designed with Local/Municipal governments in mind, so you don't have to waste time listening on how to report cigarette or liquor sales. Click [HERE](#) to register for the Governmental Taxation seminar in Lynnwood on June 30th, or [HERE](#) to register for the Governmental Taxation seminar in Spokane on July 15.

Reminders

Cost Share Rates

Rather than having districts update the cost share resolution every fiscal year, we are only requiring one resolution per **BIENNIUM**. The district board will approve the cost share rates, as well as the landowner hourly rate (up to \$20/hour) and the resolution will be good for both fiscal years (FY16 and FY17) of the biennium. As always, if a modification needs to be made during the two year

period, the district will have to submit an updated resolution to the Commission prior to submitting for reimbursement. The cost share policy for the new biennium is due in our office by **July 31, 2015**.

Government Shutdown

As we approach the June 30th deadline for the legislature to pass the 2015-2017 operating and capital budgets, we wanted to remind everyone that if no budget is passed, SCC will be on temporary shutdown.

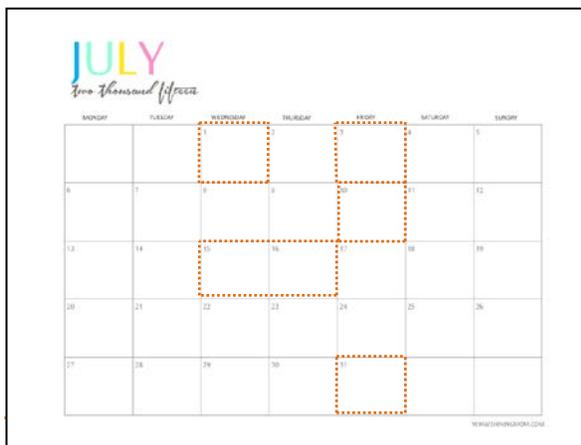
What does this mean for districts?

If the shutdown goes into effect, districts cannot incur costs for any grant program through our agency. SCC will not be allowed to incur costs without a budget; therefore we will not have the authority to reimburse expenses during the shutdown period. If a district incurs expenses during this shutdown period, they will be ineligible for reimbursement through our grants, even after a budget is passed and will have to find a different method of funding to cover their expenses.

Upcoming Important Dates



- June 10th: Final Vouchers Due
- June 15th – 17th: WADE Training, Leavenworth
- June 30th: End of Fiscal Year and Biennium



- July 1st: First day of FY16 and New Biennium
- July 3rd: SCC Office Closed, 4th of July Holiday
- July 10th: Final FY15 Vouchers Due
- July 15th-16th: SCC Commission Meeting Clark CD
- July 31st: All FY16 Forms Due

Question of the Month

Q ~ How do I voucher for the approved supplemental funding requests?

A ~ **All approved supplemental funding requests need to be vouchered for under the Implementation voucher. A new outcome will be added to the grant and the funding will be added into the grant when you voucher for the actual costs incurred.**

Please note that even if you were approved for a laptop at \$1,300 and the computer is only \$900, you will only be reimbursed for \$900 based on the actual costs incurred. This is the same policy on all of the supplemental funding requests that were approved.



Fun Fact about Washington

Washington is the only state named for a president. It was nicknamed “The Evergreen State” by C.T. Conover, pioneer Seattle realtor and historian, for its abundant evergreen forests.

Picture of the Month



Meet Washington State’s Official Waterfall: Palouse Falls! Isn’t that view spectacular! ☺

This 198 foot waterfall is located in Palouse Falls State Park and it is only a two mile hike to see this amazing beauty!

<http://exotichikes.com/washington-state-has-an-official-waterfall/>

Photo Credit: <http://historicdayton.com/>

Please feel free to submit pictures for our next all submissions to cwoods@scc.wa.gov.