



## FINANCIAL TIMES

WA ST CONSERVATION  
COMMISSION

05/15/2015

This newsletter marks the one year anniversary of our 1<sup>st</sup> newsletter! Can you believe an entire year has already flown by! We are heading into our busiest time of the year over here at SCC and trying to stay afloat amidst all the end of year rush of paperwork coming in. There are only 44 days left in this fiscal year and biennium, not that we are counting! 😊😊

## 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!

### When are lodging costs ineligible for reimbursement?

Lodging expenses incurred at a facility located within 50 miles of either the official residence or official station cannot be reimbursed.

## Did You Know

### Cost Share Rates

We are always striving to improve our processes over here and make things easier for districts. 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**.

## Cultural Resources

WSSC is sensitive to the cultural resource concerns of the tribes in Washington State and in an effort to help preserve and protect those cultural resources, the Commission encourages each District to communicate with their local tribes regarding the conservation work that they do, in an effort to develop a working relationship that supports their conservation activities while protecting important cultural resources.

The WSSC for its part will ensure that future activities of the Washington State Conservation Commission (WSSC) are compliant with the Governor's Executive Order (GEO) -0505 regarding the preservation and protection of our statewide Archeological and Cultural Resources in the disbursement of State funds to conservation districts for capital construction projects to conserve the state's natural resources.

Effective July 1, 2015, a new policy will begin that will affect all cost share contracts using SCC funding.

### Policy:

**Before a Conservation District can be reimbursed for conservation practices (capital construction projects) with WSSC managed funds (regardless of the source, such as Operational Funds or Capital funds), a District must provide documentation to WSSC that:**

- 1. a GEO-0505 review has been completed or**
- 2. the project/practice is exempted from the GEO-0505 review or**
- 3. a GEO-0505 review is not needed.**

**Policy to take effect for practices completed after 7/1/15.**

For more information and to read the **entire** Cultural Resource Policy that was approved at the March SCC Commission meeting please click here: <http://scc.wa.gov/wp-content/uploads/2015/03/ONLINE-MARCH-PACKET-FINAL-3-16-151.pdf>. This link will take you to the March Commission meeting packet where you can find the policy under Tab 5 beginning on page 128.

## Reminders

### Annual and Long Range Plans

District's annual work plans for FY16 are due to SCC by close of business May 29<sup>th</sup>. If the long range plan needs to be updated as well (they cover a five year period), they also need to be submitted by close of business May 29<sup>th</sup>. Please email all submissions to [commission@scc.wa.gov](mailto:commission@scc.wa.gov) and copy your regional manager as well.

### WADE

It's almost here! 😊 Please submit any topics you would like SCC financial staff to cover at this year's WADE track. It is really helpful to us to provide districts with information that you find beneficial and have questions about so please let us know!

## Supplemental Funding Vouchering Process

We have been getting many questions on the vouchering process for the approved supplemental funding requests so we wanted to give some clarification to the process.

- All of the funding requests will be vouchered through the Implementation grant and a new outcome will be added.
- The award of funding will be on a reimbursement basis, based upon actual receipts for costs incurred.
- If you exceed the dollar value established, the district will need to utilize other funds to cover the costs.
- On the flip side, if the costs of the item awarded are less than the award amount, the funding cannot be used on anything else. The excess funding will go towards funding another request on our list for additional funds.

## Tribal Outreach Vouchering Process

As a reminder, SCC will reimburse your district for the following costs:

- 2 registrations from your district @ \$100 each (1 district supervisor and 1 district staff member).
- At least 1, no more than 2, overnight rooms for 1 night, at the Kiana Lodge @ \$83 night.
- Per Diem at the following rate, (if requirements are met) – breakfast day 1; and lunch day 2.
- Mileage reimbursement (1 vehicle per district).

Reimbursement will be made on actual travel costs and amended into the grant once the voucher and subsequent receipts have been received. Please attach the costs to an Implementation voucher. A new outcome will be added to the grant to cover these costs.

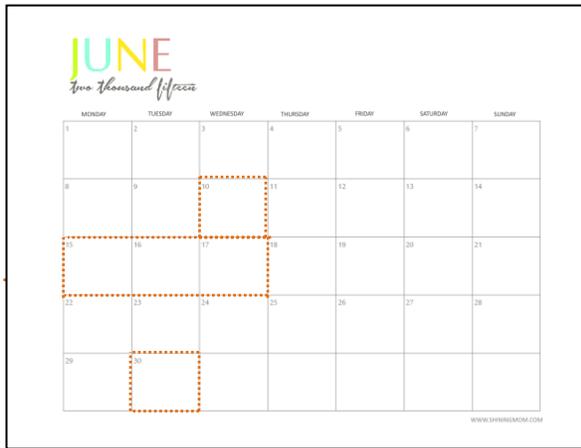
## Annual Financial Report

The District's Annual Report needs to be sent electronically to the Auditor's office. The reports and schedules must be filed using SAO's online system. WSCC no longer requires a copy sent to our office as we will get the submittal list directly from the Auditor's office. Please note any late submittals will lead to an audit. The deadline for submittal is May 30, 2014. Here is the link to access the online reporting: <http://www.sao.wa.gov/local/Pages/LocalFile.aspx>

## Upcoming Important Dates



- May 11<sup>th</sup>: Monthly Vouchers Due
- May 19<sup>th</sup>-21<sup>st</sup>: SCC Meeting & Planning, Kittitas CD
- May 25<sup>th</sup>: Memorial Day, SCC Closed
- May 29<sup>th</sup>: Financial Reporting Due to State Auditor
- May 29<sup>th</sup>: FY16 Annual Plan due to SCC
- May 29<sup>th</sup>: Updated Long Range Plan due to SCC if needed



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

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

## Question of the Month

Q ~ When are the final vouchers, cost share, close out documents due to the Commission?

A ~ All grant programs will be closing out June 30, 2015. This means that all funding must be expended by that date, as well as all cost share projects. NO cost share projects can be extended past this date.

All FY15 grant documentation must be received by SCC by close of business on July 10, 2015. This is necessary due to hard deadlines by OFM on us to close out our books and report back to them.

## Fun Fact about Washington

Before it became a state, the territory was called Columbia (named after the Columbia River). When it was granted statehood, the name was changed to Washington, supposedly so people wouldn't confuse it with The District of Columbia. Washington became the 42<sup>nd</sup> state in the United States on November 11, 1889.

## Pictures of the Month



An orca whale jumps in the Puget Sound with Mount Rainier in the background. What a beautiful sight to see!

<https://s-media-cache-ak0.pinimg.com/736x/48/a4/54/48a454777c5f87bcfd17cb886e03e25e.jpg>



This picture is of Roylene Rides-at-the-Door giving a speech at the Tribal Outreach workshop in her native dress. Thank you to all districts that participated!

<https://s-media-cache-ak0.pinimg.com/736x/48/a4/54/48a454777c5f87bcfd17cb886e03e25e.jpg>