



FINANCIAL TIMES

WA ST CONSERVATION
COMMISSION

02/17/2016

Happy February! As you may have heard, both Alicia and Melissa in our office are out on maternity leave waiting for their new little bundles of joy to arrive! We have had to rearrange duties while they are out and hope you receive little disturbance to the normal processing time of payments. That being said, please have some patience for us while we get into the swing of covering their duties as well as our own.

Financial Staff Duties – Maternity Leave

Attached to the newsletter, you will find two documents with the Financial Staff's duties. The first document is to update everyone on each of our specialties and so you have the correct person to contact on grant programs. The second attachment is going to be who is covering Melissa's duties while she is out on maternity leave. We expect to have her back in the office with us in June.

Melissa's duties have been split as follows:

- Jillian:
 - CREP Grant
 - CPDS Backup
- Courtney:
 - Non Shellfish Grant
 - CPDS Backup

Grant Program Updates

Non Shellfish/Shellfish Project Status Form

For all districts with Non Shellfish and Shellfish grant awards, SCC is requesting a status update on each funded projects. We are requesting the status of each project to make sure progress is being

made. If the district cannot complete a project, please let us know as soon as possible so we have adequate time to reallocate the funding to another district. This form is due March 10, 2016.

Please fill out and submit the following form:

<https://www.formstack.com/forms/?2254943-HYOJ00E0U0>

Non Shellfish/Shellfish Returned Funds Form

For all districts with Non Shellfish and Shellfish grant awards, SCC is requesting that when funds are being returned for funded projects, the Returned Funds form is completed. This will allow us to better track the reasons funds were returned or why a project was cancelled. This form is due as soon as the district is notified the project cannot be completed with the landowner so we have adequate time to reallocate the funding to another district.

Please fill out and submit the following form:

<https://www.formstack.com/forms/?2245345-hSaMn19Pik>

Voluntary Stewardship Program

For all districts participating in the VSP program with the counties, we have updated the program page on our website to include more information we hope you find helpful. We have created a billing FAQ for districts who have entered into an inter-local agreement with the counties to perform the contract vouchering.

Here is the link to the VSP program page on our website:

<http://scc.wa.gov/voluntary-stewardship-program/>

Reminders

Mileage Rate Change

The mileage reimbursement rate for privately owned vehicles has decreased from \$0.575 to \$0.54 per mile effective January 1, 2016. **Please be sure to update all of the internal forms at the district to the new rate of \$0.54.** OFM's Per Diem Rates map has been updated to reflect this change and can be viewed here: <http://www.ofm.wa.gov/resources/travel.asp>

Updated Composite Rate – January 2016

With the start of a new year, comes new composite rates! Please remember we require updated composite rates for every employee being vouchered for effective January 1, 2016. The majority of rates will have small changes, depending on the new Labor and Industries and Unemployment rates for the district. Before January vouchers can be processed, these new rates effective January 1, 2016 must be submitted via the online submittal system.

Here is the link to the form:

<http://www.formstack.com/forms/?1935904-c3g8UytcVr>

Accounting Software Upgrade

We want to thank everyone for participating in our Accounting Software survey. We were able to collect important data and great topic areas for training. With that being said, we are excited to announce WSCC is going to put on a training for conservation districts to achieve better consistency in the way accounting is done throughout all 45 districts.

For districts using QuickBooks:

We have been working in conjunction with South Sound Community College to put on a two day training for QuickBooks users. The training will be in Olympia on May 10-11, 2016.

- Each district will receive up to \$500 to upgrade to the 2016 version of QuickBooks. The funding will be amended into the Implementation grant based on actual cost once vouchered for. The 2016 version is the platform the professor will be training on.
 - **All upgrades need to be purchased by March 31st, 2016 and vouchered for by the April voucher in order to be reimbursed. Expenses submitted after the April voucher will not be reimbursed.**
- Each district will also get up to \$500 for per diem to attend the training. This funding can be used for hotel, mileage, meals and staff time to attend. The funding will also be amended into the Implementation grant based on actual costs incurred.
 - **A room block has been set up for your convenience with the Holiday Inn Express & Suites Lacey. Please review the information below to reserve your room for the Lacey QuickBooks training May 10-11, 2016**
 - Your block of rooms is all set and reservations can be made as of today by simply calling [360-491-7985](tel:360-491-7985). Please be sure the trainees identify themselves as part of the Conservation Commission QuickBooks block of rooms so that they can obtain the proper discount. I have also created a booking link in the event anyone would prefer to make reservations online. All rooms must be guaranteed with a major credit card. The cutoff date to make reservations under the agreed rate is April 8th and any rooms not sold by then will be released from the block to allow the hotel time to sell them. Individual cancellations must be done 24 hours

prior to avoid penalties. Cancellation of entire room block must be done on or before April 11th to avoid penalties.

- [Conservation Commission Quickbooks Booking Link - Holiday Inn Express & Suites Lacey](#)
 - Hotel Amenities
 - Complimentary Breakfast
 - Complimentary Wi-Fi
 - 24 hour Indoor Pool (6am to 10pm for minors)
 - 24 hour Fitness Center
 - 24 hour Business Center

Please RSVP your attendance to the QuickBooks Lacey training by **April 8th** to us using the following link:

<https://www.formstack.com/forms/?2237897-plAFU3br8g>

For districts using BIAS:

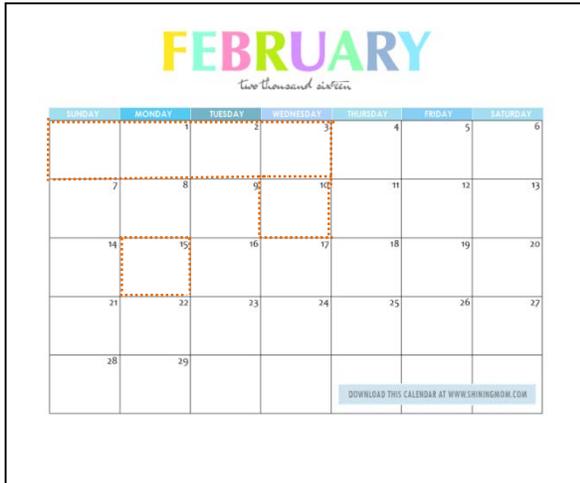
SCC is still working with BIAS on setting up a training just for districts using their software. We will update you as soon as we settle on a date and location for the training.

- In the meantime, each district using BIAS software will receive up to \$500 to use towards their annual agreement with BIAS. The funding will be amended into the Implementation grant based on actual cost incurred up to the \$500 cap.
 - **All upgrades need to be purchased by March 31st, 2016 and vouchered for by the April voucher in order to be reimbursed. Expenses submitted after the April voucher will not be reimbursed.**
- We also want to highlight the upcoming BIAS Rally in Spokane on Tuesday, February 16th – Friday, February 19th. Training topics include: 2015 Annual Reporting with SAO, LNI: Payroll admin issues, auditor expectations and newly added features. Training such as these are always grant eligible for reimbursement.
 - The link to register can be found here: <http://biassoftware.com/rally16/>

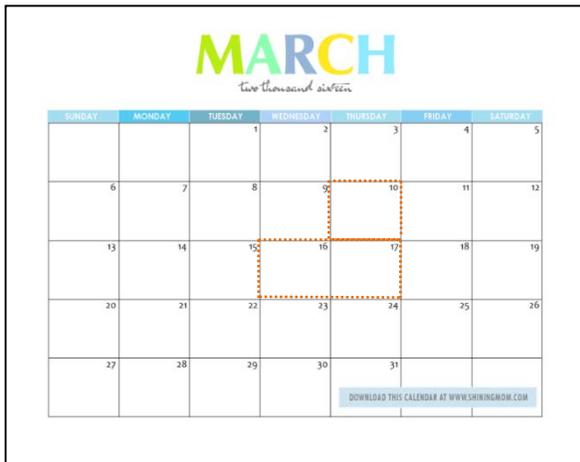
Districts with Peachtree, Quicken or any other accounting software are also eligible for the \$500 stipend to upgrade their accounting software, however no SCC sponsored trainings will be available for these platforms.

- **All upgrades need to be purchased by March 31st, 2016 and vouchered for by the April voucher in order to be reimbursed. Expenses submitted after the April voucher will not be reimbursed.**

Upcoming Important Dates



- January 30th-February 3rd: NACD
- February 10th: Monthly Vouchers Due
- February 15th: President’s Day – SCC Office Closed



- March 10th: Monthly Vouchers Due
- March 10th: Non Shellfish/Shellfish Project Status Forms Due
- March 16th-17th: SCC Commission Meeting – Stevens CD

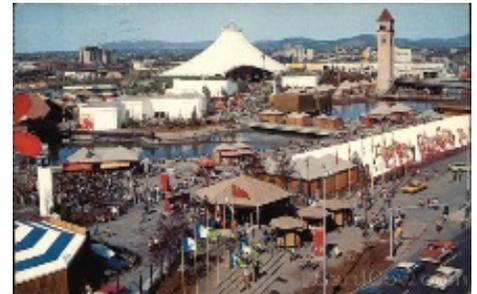
Q ~ Has the part time composite rate form been fixed?

A ~ Yes! We have fixed the part time composite rate form so it will correctly account for the holiday hours. Please look over the part rate portion of the form if using it. You will see a new field labeled “Total Hours Worked Per Day” under the “Holiday Days Per Year” section. You will need to fill out the “Total Hours Worked Per Day” field to get the correct calculation. If you have part time employees on staff, please update the composite rate form for them using the corrected form.

Here is the link to the updated form:
<http://www.formstack.com/forms/?1935904-c3g8UytcVr>

Fun Fact about Washington

In 1974, with a population of around 170,000, Spokane became (and remains) the smallest city in size to host a World's Fair! On May 4, 1974, President Richard Nixon presided over the opening of Expo '74, Spokane's World's Fair. The theme of the event was the environment and had ten international pavilions demonstrating ecological problems and hopeful solutions. The fair took over four years of constant work to put together and relied heavily on volunteer work parties to bring everything together. The fair ran from May 4, 1974 to November 3, 1974 and attracted almost 5.2 million visitors. The Riverfront Park now sits on the site the fair was held.



Picture of the Month



It must be in the water! We celebrated both Alicia Johnson's little boy Mason and Melissa Vander Linden's little girl Madison at our staff meeting. We cannot wait to meet the two newest members of our Commission family!