



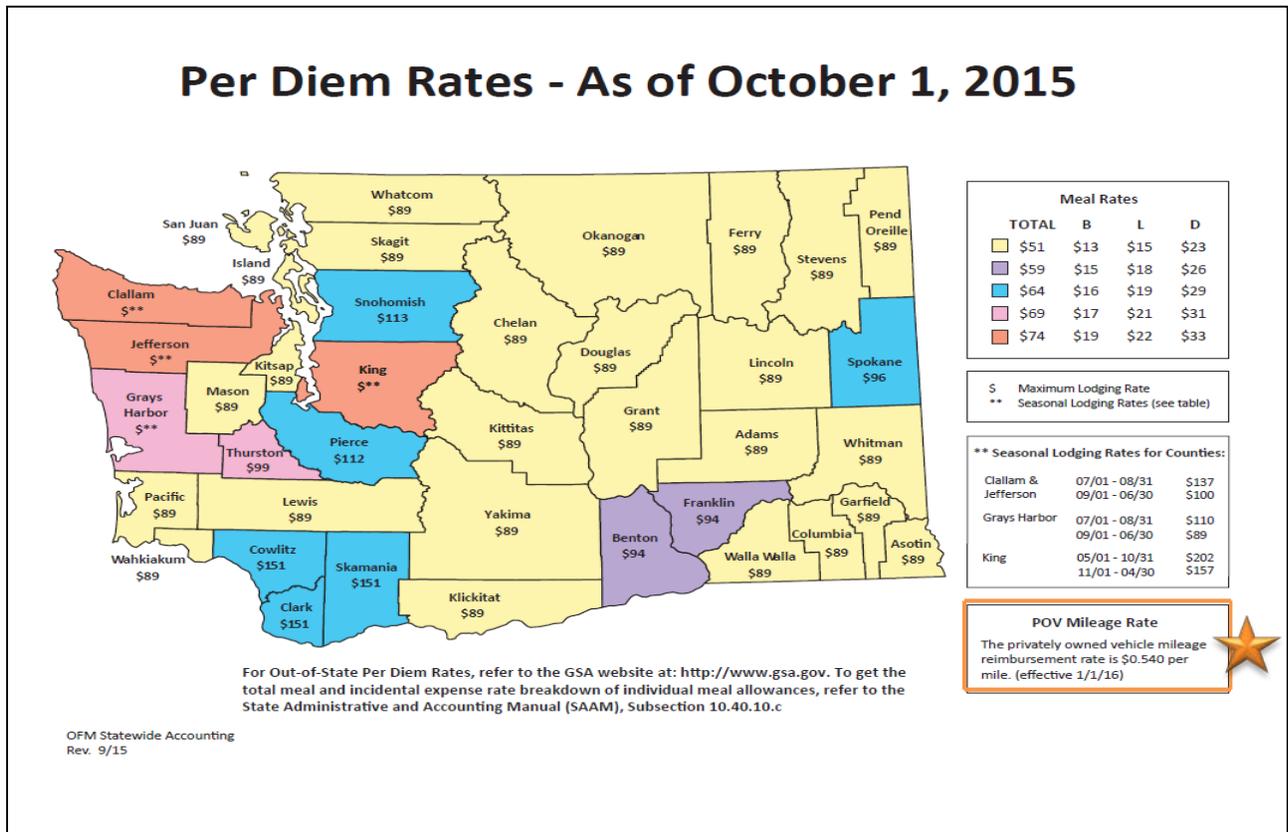
*FINANCIAL  
TIMES*  
WA ST CONSERVATION  
COMMISSION  
01/20/2016

Welcome to 2016! We hope everyone had a fabulous holiday season! 😊

## Travel

### New Mileage Reimbursement Rate

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>.



## In the News

### Public Records

Public records are a very sensitive topic and it is extremely important that districts follow the rules established by RCW Chapter 42.56 – Public Records Act and do their due diligence in proper records management. The attached news article published by MRSC is an informative summary of some significant decisions surrounding the Public Records Act in 2015.

Please view the full article here:

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2016/Some-Public-Records-Act-Insights-from-2015.aspx>

## Accounting Software Training

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. Please upgrade all systems before attending the training in May. The 2016 version is the platform the professor will be training on.
- 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.

Please RSVP by 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.
- We also want to highlight the upcoming BIAS Rally in Spokane on Tuesday, February 16<sup>th</sup> – Friday, February 19<sup>th</sup>. 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.

## Reminders

### Credit Card Security

We wanted to take a minute and remind districts about the importance of credit card security. We have received documents in vouchers with full credit card numbers and sometimes security codes as well. Make sure you are looking over these receipts and documents and blacking out the sensitive data before sending them out. Please make sure and follow these eight steps to protect yourselves and the district.

#### 1. Credit card safety first

- Sign the signature panel on the back of your card as soon as you get it
- Never keep your PIN code in the same place as your card

#### 2. Keep your account number private

Thieves don't need the card to get into your account, just the number. So for the sake of credit card safety:

- Keep your card private—don't let anyone see it when you're out in public
- Don't give the number out over the phone unless you initiated the call and you're talking to your bank or a merchant you trust
- Never answer an email that asks for your account number or personal information—even if it looks like it's from your bank or a reputable company or organization
- Consider paperless statements to remove your sensitive information from the postal system
- Store paper statements and other documents with sensitive information securely—and shred prior to disposal
- Tell your credit card issuer if you're changing addresses so statements and other notifications about your credit card follow you to your new home
- Periodically check to ensure your bank or credit card issuer has your current phone number and email address on file so you can be contacted quickly if necessary
- Use [online payments](#) where possible to avoid the risk of a lost or stolen check or account number in the mail

**3. Be careful with your receipts**

- Extra spaces on the receipt? Draw a line through them before you sign, so nothing can be added later
- Keep your receipts and check them against your billing statements
- Don't just toss receipts and duplicates—shred the ones you don't need and securely file the rest

**4. Make sure your devices and networks are secure**

- Make sure your computer is equipped with a firewall, which prevents unauthorized users from gaining access to your computer or monitoring transfers of information to and from the computer
- Be sure to download and install any operating system and software updates (sometimes called patches or service packs) in a timely manner
- Make sure your browser software is up to date
- Equip your computer with virus-protection software, such as [McAfee Internet Security](#)
- Utilize fraud protection software.
- Avoid downloading software or programs from unknown sources

**5. Think credit card protection when you shop online**

- Shop with established businesses that you can contact easily if there's an issue
- When shopping on your mobile device, check to be sure the sites are secure by looking for web addresses with https: in the address
- Don't share personal info unless you absolutely have to—and you know how it will be used
- Check payment terms, refund and return policies, shipping costs and guidelines
- Print or save (to your desktop) electronic copies of receipts, confirmation numbers and emails

**6. Keep your passwords secret**

- Choose effective passwords that use both letters and numbers
- Avoid using names, birthdays or anniversaries
- Never share your passwords—and never keep them near your card
- Consider changing your passwords periodically and don't use the same password for all your accounts

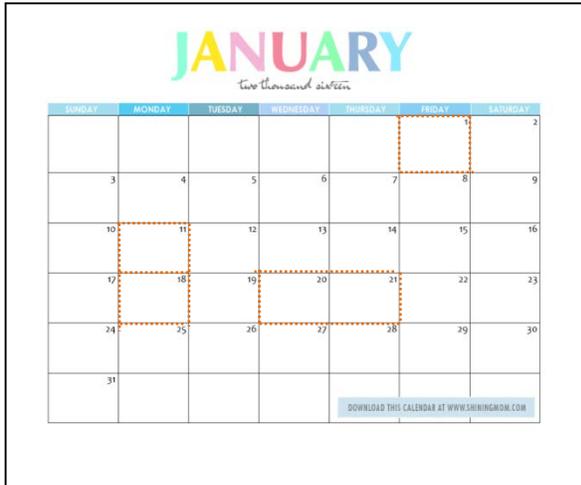
**7. Check your account often**

Reviewing your recent account activity is fundamental to credit card safety—and it's easy. You can do it online or by phone. If your credit card issuer offers [email or mobile alerts](#) about unusual activity, sign up to receive them. If you've been a victim of fraud or identity theft in the past, consider signing up with a credit-monitoring service.

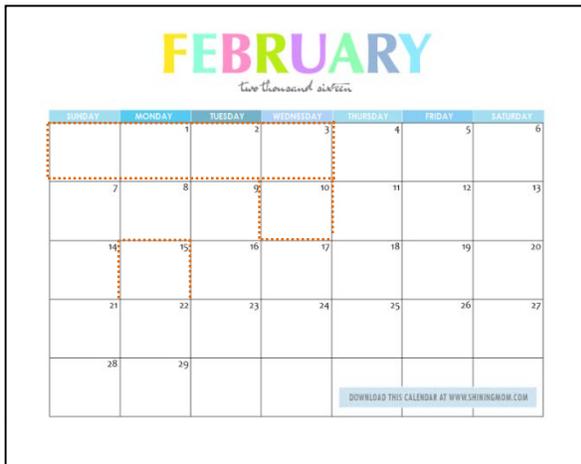
**8. Report lost cards and suspected fraud right away**

If you lose your credit card or suspect fraudulent activity, contact your bank or credit card issuer right away. Your credit card issuer can block your card and account number so no one else can use them, and then give you a new card and account number. Remember: Speed is critical. According to U.S. law, once you notify your issuer that your card was lost or stolen, the most you'll have to pay is \$50—and many issuers waive that as long as you notify them promptly.

## Upcoming Important Dates



- January 1<sup>st</sup>: New Year’s Day – SCC Office Closed
- January 11<sup>th</sup>: Monthly Vouchers Due
- January 18<sup>th</sup>: Martin Luther King Jr. Day – SCC Office Closed
- January 20-21<sup>st</sup>: SCC Commission Meeting and Tour – Kitsap CD



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

## Question of the Month

Q ~ What items must be submitted to receive cost share reimbursement?

A ~ The following items must be submitted in order to receive cost share reimbursement from SCC:

1. Program Voucher
2. Cost Share Agreement
  - Appendix A:
  - Appendix B: Cost Share Detail Receipt Form
  - All project receipts
3. Cultural Resources: GEO O505 Complied Statement Form
4. CPDS Updates
  - Completion Date

- “Actual” Implementation Measures
- Before and after pictures
- GEO 0505 Complied Statement Form in project documents tab.

If any of the above items are missing, the voucher will not be processed and the district will be contacted. Please make sure all items are updated or accounted for prior to seeking reimbursement to speed up the payment process on both ends.

## Fun Fact about Washington

**What an imaginative state we live in! Popular games Pictionary, Pickleball, Slinky Dog, Water Skis and Cranium were all invented in Washington State.**

## Picture of the Month



Wow, what a breathtaking view!

Diablo Lake is a reservoir in the North Cascade Mountains of northern Washington State located in Whatcom County. Created by Diablo Dam, the lake is located between Ross Lake and Gorge Lake on the Skagit River.

The unique, intense turquoise hue of the lake's water is attributed to the surrounding glaciers that grind rocks into a fine powder that is carried into the lake through creeks. That fine powder stays suspended in the lake, giving the water its brilliant color.