



FINANCIAL TIMES

WA ST CONSERVATION
COMMISSION

03/16/2016

We have exciting news...we have two new bundles of joy that have joined our Commission family! Both Alicia and Melissa welcomed their babies in February and they are all doing well! That being said, please be patient with while we do our best to keep up with the workload until they return from leave. Thank you for all your hard work!

WADE Topics

The financial staff is excited to provide an hour long session with the districts at WADE! Please submit any topics you would like us to cover at this year's session. It is really helpful to us to provide districts with information that you find beneficial and have questions about so please let us know!

Grant Program Updates

Shellfish and Non-Shellfish Program Guidelines now Available on the SCC Website

Two new pages have been created on the SCC website: one for Shellfish Grants (www.scc.wa.gov/shellfish), and one for Water Quality (Non-Shellfish) Grants (www.scc.wa.gov/wq-nonshellfish). Each page includes a link to program guidelines that summarize program rules, cost-share policy, funding criteria, CPDS requirements, and more. Users can navigate to the pages by hovering over "What We Do" on our main site menu — the pages are listed under "Programs." Questions? Please contact [Karla Heinitz](#) or [Courtney Woods](#).

Audit Newsletter

The State Auditor's Office publishes a newsletter called "The Audit Connection" and it is a fantastic resource available for districts to stay up to date with the happenings of the Auditor's Office. We urge you all to subscribe to it. You can manage your subscriptions under your account on their website. Here is the link to the latest article and the last page has a listing of all the training being put on by the Auditor's Office around the state. Perfect timing for training on filing annual reports!

http://www.sao.wa.gov/resources/Documents/Audit_Connection_Winter2016.pdf

In The News

Ex-Conservation District employee charged with stealing more than \$449K

By: Peter E. Bortner

ORWIGSBURG, PA — A former employee of the Schuylkill Conservation District was charged Wednesday with stealing almost \$450,000 from the organization over seven years.

Virginia G. Kunigonis, 53, of 60 Fourth Ave., Pottsville, faces five counts of forgery and one each of theft, theft by deception and access device fraud.

Magisterial District Judge James R. Ferrier arraigned Kunigonis on the charges, scheduled her preliminary hearing for 9:30 a.m. Feb. 18 and allowed her to remain free on \$100,000 unsecured bail pending the hearing.

State police at Schuylkill Haven alleged Kunigonis, who was the district's conservation fiscal technician, took \$449,064 between September 2007 and May 2014.

Police said Kunigonis admitted taking the money, saying she used it to pay credit card bills and buy trips.

"The defendant admitted to using the money from the (district's) bank account," according to the Affidavit of Probable Cause attached to the complaint.

In the affidavit, police said Kunigonis, who was in charge of paying companies for conservation work in the county, started generating checks in her name, her husband's name or Card Member Services, which was a credit card held by her husband.

Kunigonis would sign the name of District Manager Elizabeth Hinkel or one of four other people associated with the district — Stanley Fidler, Paul Lohin, Glenn Luckenbill or Craig Morgan — to the checks, police said. Then, she would either cash the check or make a credit card payment, according to police.

“The checks would be written on the district bank account,” the affidavit reads in part.

After that, Kunigonis would make a duplicate check paying the company for services, but the money would be deducted from the district’s county account, police said. Once Kunigonis received a canceled check, she would paste the company’s name over her own, according to police.

Police said that during an audit of the district, officials discovered two manila folders under Kunigonis’ desk that contained credit card statements and other documents showing that she had taken the money.

Hinkel then contacted M&T Bank, received copies of checks from 2012, 2013 and 2014, and noticed numerous unauthorized checks written and signed by Kunigonis, police said.

In a June 4 interview, Kunigonis admitted writing checks to herself beginning in 2010, police said. However, a forensic audit conducted by Robert E. Ribic Jr. a certified public accountant with SF & Company, York, determined that she had started her activity in September 2007, according to police.

Ribic’s report showed that Kunigonis wrote unauthorized checks totaling \$407,312.84 and used the district’s credit card for \$41,751.23 in unauthorized personal expenditures, police said.

Hinkel said Wednesday that district staff members discovered the financial discrepancies this year and notified authorities immediately. She also said Kunigonis no longer works for the district, which has revamped its entire financial policy.

The article can be found here:

<http://standardspeaker.com/news/ex-conservation-district-employee-charged-with-stealing-more-than-449k-1.1813951>

Reminders

Updated Authorized Signature Forms

With district elections coming to a close, be sure to have the Authorized Signature form updated for all individuals authorized by the board to sign Commission documents. Please take a look at the current form to see if updating is needed. If so, send the original form to our office and keep a copy for your records.

Accounting Software Upgrade - Updates

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-pIAFU3br8g>

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.

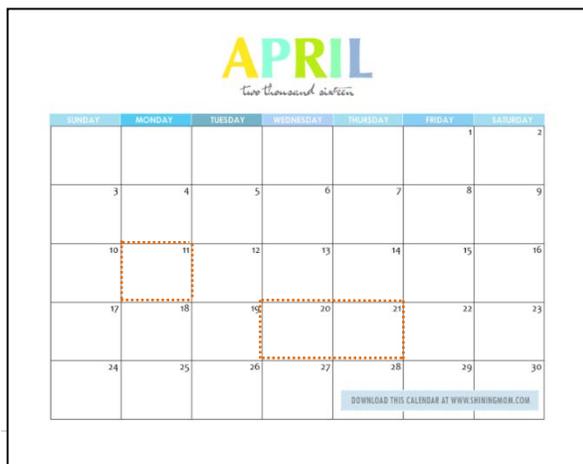
Districts with Peachtree, Quicken or any other accounting software are also eligible for the \$500 stipend to upgrade their accounting software, however no SCC sponsored trainings will be available for these platforms.

- 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



- March 10th: Monthly Vouchers Due
- March 16th-17th: SCC Commission Meeting – Stevens CD
- March 31st: Accounting Software Upgrades Purchase Deadline (if requesting upgrade reimbursement from SCC)



- April 11th: Monthly Vouchers Due
 - If requesting accounting software upgrade reimbursement, must be included on April voucher.
- April 20/21st: All District Meeting – Kittitas Valley Event Center

Question of the Month

Q ~ When do the Shellfish and Non-shellfish projects have to be completed by?

A ~ This is a question that we have had come up frequently in the past couple weeks. The Shellfish and Non-shellfish grant program funding is allocated for the entire biennium. All projects must be completed by June 30, 2017. Please make sure for all cost share projects the funding, "actual" implementation measure, BMP completion dates and "before and "after" pictures are uploaded in the CPDS system to speed up cost share payments.

Fun Fact about Washington

Washington State's capitol building was the last state capitol building to be built with a rotunda. The building was completed in 1928 after six years of construction. The rotunda was constructed using brick and concrete for the dome topped with a pointed cupola and a solar powered lantern. It is said to be the centerpiece of the five historic buildings designed by New York architects Walter Wildner and Harry White. The Legislative Building is comprised of more than 173 million pounds of stone, brick, concrete and steel. It is the fifth tallest masonry dome in the world and the tallest in the United States at a height of 287 feet.



Picture of the Month



Mason Michael Robert
McClendon

02/17/2016 at 11:46 AM

9 lbs. 9 oz. – 21 inches



Madison Lee Vander Linden

02/28/2016 at 4:47 AM

7 lbs. 10 oz. – 20 inches