

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES

Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

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MEMORANDUM

2012-028

DATE: May 7, 2012

TO: All Soil and Water Conservation Districts

FROM: ^{Ken} Ken Struempf, District Operations Section
Soil and Water Conservation Program

SUBJECT: District Minutes Checklist

In the recent state audit of the Soil and Water Conservation Program (SWCP), one area of concern was the review and monitoring operations of Soil and Water Conservation Districts. The audit emphasized a need to improve upon documenting the review procedures being utilized for district board minutes. Of the sample set reviewed by the State Auditor's office, the audit discussed the fact that several of the district minutes did not contain proper attachments to document the actions of the board. For example, some of the minutes reviewed indicated a Treasurer's report was approved, but the minutes did not contain the attachment from the accounting system. In addition, some minutes did not meet the requirements set forth in the Missouri Sunshine Law Booklet. The Missouri Sunshine Law Booklet was recently sent out with Memorandum 2012-023. If your district needs another copy, please contact Donna Clark by email at donna.clark@dnr.mo.gov.

The program office response to the audit finding was that district minutes would be reviewed by staff. Any required attachments or procedural errors regarding the minutes would be documented and correspondence for correcting the issues will be sent to the districts. Attached to this memorandum is a copy of the Minute Checklist that will be utilized by program staff when reviewing minutes. Please use this checklist when drafting district board meeting minutes.

If you have questions, please contact your district coordinator. Thank you.

KS:kbd

Attachment

