



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

DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM

2013-010

DATE: December 14, 2012
TO: All Soil and Water Conservation Districts
FROM: Jim Boschert, Planner III *JB*
Soil and Water Conservation Program

SUBJECT: Quarterly Report Timeline

Each quarter the program office has districts that do not submit their quarterly report in a timely manner. In an effort to give further guidance to the districts on the deadline for submitting their quarterly report we have developed the attached document titled "Quarterly Report Timeline". This document outlines the timeline and the appropriate action that will be taken if the timeline is not met.

Audit findings have occurred in districts that have not submitted their quarterly report in a timely manner. Also, this issue was mentioned as a concern when the program office was recently audited by the State Auditor's office.

For those districts that continue to provide their quarterly reports on time, we appreciate your diligence. We do realize that in some instances there are special circumstances (e.g. vacancy in Program Specialist position) that cause districts to delay the submission of your quarterly report. Under these circumstances, the program office will work with districts on the deadlines.

If you have any questions, please contact your district coordinator or Jim Boschert at the Soil and Water Conservation Program, P.O. Box 176, Jefferson City MO 65102-0176, or by phone at 573-522-3320. Thank you.

JB:cm

Quarterly Report Timeline

First Quarter Timeline

October 20th Quarterly Report Due

November 1st

If your report is not received by this date a reminder email will be sent to the office.

November 15th

If report is not received by this date a letter will be sent to board members stating that the report is late and the district's quarterly allocation may be delayed.

December 1st

Reports not received by this date will not receive their allocation until their next quarterly report is received, verified and completed.

Report must be verified and completed by this date. If not completed by this date no additional funds will be sent until the next quarterly report is received, verified and completed.

Second Quarter Timeline

January 20th Quarterly Report Due

February 1st

If your report is not received by this date a reminder email will be sent to the office.

February 15th

If report is not received by this date a letter will be sent to board members stating that the report is late and the district's quarterly allocation may be delayed.

March 1st

Reports not received by this date will not receive their allocation until their next quarterly report is received, verified and completed.

Report must be verified and completed by this date. If not completed by this date no additional funds will be sent until the next quarterly report is received, verified and completed.

Third Quarter Timeline

April 20th Quarterly Report Due

May 1st

If your report is not received by this date a reminder email will be sent to the office.

May 15th

If report is not received by this date a letter will be sent to board members stating that the report is late and the district's quarterly allocation may be delayed.

June 1st

Reports not received by this date will not receive their allocation until their next quarterly report is received, verified and completed.

Report must be verified and completed by this date. If not completed by this date no additional funds will be sent until the next quarterly report is received, verified and completed.

Fourth Quarter Timeline

July 20th Quarterly Report Due

August 1st

If your report is not received by this date a reminder email will be sent to the office.

August 15th

If report is not received by this date a letter will be sent to board members stating that the report is late and the district's quarterly allocation may be delayed.

Reports not received by this date will not receive their allocation until their next quarterly report is received, verified and completed.

September 1st

Report must be verified and completed by this date. If not completed by this date no additional funds will be sent until the next quarterly report is received, verified and completed.

Districts that are late on quarterly reports may be at risk of audit findings and cash flow issues.
