



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

## DEPARTMENT OF NATURAL RESOURCES

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### MEMORANDUM

2017-001

DATE: July 1, 2016

TO: All Soil and Water Conservation Districts

FROM: Colette Weckenborg, Fiscal and Administrative Manager  
Soil and Water Conservation Program

SUBJECT: Reimbursement Grant (Fund 10)

The program office is continuously reviewing policies and procedures to ensure accountability and value in all that we do. In order for the program to better budget for upcoming needs, as well as being more transparent, reimbursement basis payments will no longer be provided. Expenditures associated to the current Reimbursement Grant (fund 10) will no longer be allowed. Effective fiscal year 2017, expenditures relating to interns will continue to be provided through this fund and will be renamed to reflect this as the Intern Grant (fund 10). Below is additional information on the previously acceptable expenditures from the Reimbursement Grant (fund 10) and the applicable grants where the expenditures are now eligible.

#### OUTSOURCING

The program will no longer reimburse expenditures for districts who utilize outsourcing of payroll. These expenditures will be required to be fully expended from the Administrative Grant (fund 04). If a district is deemed eligible, fully outsourcing payroll functions, the district will receive an additional \$1,000 annually in the Administrative Grant (fund 04) in order to provide this function for the district. If a district utilizes an outside entity to complete services as it relates to taxes only or bank reconciliation, this will also become an expenditure from the Administrative Grant (fund 04) but will not qualify the district for additional funds.

#### MAINTENANCE AGREEMENTS

Any expenses associated to recording of maintenance agreements will be eligible from the Administrative Grant (fund 04) or may be a provided service to the landowner at their expense.

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TRAINING CONFERENCE

The program will no longer provide reimbursement for supervisor expenditures relating to the training conference. These expenditures shall be expended from the Administrative Grant (fund 04) as all other supervisor travel and training is currently.

As always, if funds are insufficient from state provided grants, local funds can be utilized to cover any expenditures listed above.

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

CW:djs

