MEMORANDUM

2017-002

DATE: July 1, 2016

TO: All Soil and Water Conservation Districts

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

SUBJECT: Minutes, Inventory and Financial Reportings

The program office is continuously reviewing policies and procedures to ensure that value is added in all that we do. Through E3 (Enhancing Efficiency and Effectiveness) the Department of Natural Resources has empowered programs to make changes to better working environments/ relationships and to identify waste in effort and product. Effective immediately, the following items will continue to be required to be maintained and retained by soil and water conservation districts (SWCDs) but will no longer be required to be submitted to the Soil and Water Conservation Program office.

DISTRICT BOARD MEETING MINUTES
The program will no longer require submission of district board meeting minutes. All SWCDs are advised to continue to take detailed minutes and continue to strive for content that will serve purpose to those not in attendance. Program staff will conduct monitoring reviews on a periodic basis to ensure that minutes are being recorded, retained and include all required content.

ANNUAL INVENTORY
Annual inventory reporting is no longer required to be submitted to the program office. It is advised that districts remain cognizant of inventory on hand and utilize whatever is necessary to ensure due diligence is occurring in relation to inventory. Program staff will conduct monitoring reviews of information pertaining to inventory and must be available upon request.

ANNUAL FINANCIAL REPORT
Annual financial reporting is no longer required to be submitted to the program office. It is advised that districts continue to utilize the report annually to determine the system is correct prior to rolling over and must be available to be provided, upon request, to the program for review at any time.

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

CW:djs