



Missouri Department of dnr.mo.gov

# NATURAL RESOURCES


Michael L. Parson, Governor

Carol S. Comer, Director

## MEMORANDUM 2019-016

DATE: May 9, 2019

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director  
Soil and Water Conservation Program

SUBJECT: New Financial Tracking Program

You have heard it before but this year it will happen. There will be a new financial tracking program implemented for fiscal year 2020 (FY 20). The district computers have to be upgraded to Windows 10 by the end of the October 2019. Real World Expertise, the current accounting program will not function with Windows 10. The Soil and Water Conservation Program is working with the Office of Administration Information Technology Services Division (OA-ITSD) to finish the development of the accounting segment in the Missouri Soil and Water Information Management System (MOSWIMS) that was started several years ago. Our goal is to transition districts into the new MOSWIMS based system at the start of FY20. Once your FY19 4<sup>th</sup> quarter report is verified complete by the program office, your ending balances from FY19 will be provided to ITSD to have your district setup in MOSWIMS and ready for your use. Please send in your 4<sup>th</sup> quarter reports as soon as possible so that we can get everyone transitioned into MOSWIMS quickly. From discussions with ITSD, it looks like there will be tight deadlines to get all districts in MOSWIMS and the computers upgraded.

Part of the beginning balances will be your asset accounts (checkbooks, savings, CD's, and money markets) reconciled balances that we will pull from the 4<sup>th</sup> quarter report. It is imperative that all your treasurer reports from the current system are in perfect order and balance with all your check registers and bank statements. **ALL** of your account registers (all checking accounts, savings accounts, CD's, and money markets) must be reconciled to the bank statements and then to the treasurer reports in the current accounting system. If the check register, bank statement and the accounting system's treasurer's report do not match, then corrections need to be made so that they all balance.

Reconciling the three items is something that is required to be done monthly. If the reconciliation is not current, we highly recommend that the district get started on it now. The district should consider out-sourcing the reconciliation process to have another person help verify the numbers balance and the correct balance available to enter in the system. If the district does



decide to out-source the reconciliation to a professional accounting service, the district can use their administrative grant for this expense.

There are a few other items to help with the transition to the new system. First is to review your liability report to make sure it is accurate or make any adjustments that are necessary. Also, please make sure that your tax payments are made by the end of the fiscal year so that the liabilities are cleared out. You may have balances in tax withholding depending on how they are calculated for the year.

Second is to review all the funds that are no longer used through the quarterly report to verify they have a zero balance. If there is a balance in one of the funds, there may have been a roll over issue in a previous fiscal year that needs to be reviewed and possibly corrected by our staff to ensure we have the correct balances entered into the new system.

It has not yet been determined how training will occur for the new system. We are considering doing a webinar or some type of computer based training with individual follow-up training as needed to be completed by the coordinator.

Looking ahead to the end of the fiscal year, there are a significant number of cost-share payments that will need to be processed. Anything that you can do now with the accounting will save on the workload later.

Please work with your coordinator if you have any questions. Thank you.

CM:jjj

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