

State Aid to Conservation Districts (Matching Funds) Funding Process

1. Conservation district starts developing the budget for the upcoming calendar year
 - ⇒ Usually in April or May
 - ⇒ Normally in conjunction with Annual Work Plan
 - ⇒ In Operations Fund Budget include state appropriation (matching funds) amount in “Current Year Estimated” and “Proposed Budget” columns an amount equal to the county appropriation, not exceeding \$25,000
 - ⇒ “Cash on Hand” must never be negative amount
2. Conservation district board approves proposed budgets for Operations Fund, Enterprise Fund, and any other applicable fund
3. Board member(s) present Operations Fund Budget to county commissioners (Enterprise Fund Budget is optional)
 - ⇒ County commissioners approve the county allocation amount to be appropriated to the conservation district for upcoming calendar year
 - ⇒ Commission chairperson and county clerk sign the “County Certification to District” section of budget form
 - ⇒ Budget form is returned to conservation district
4. Budget adjustments are made by conservation district if amount approved by county commission is different than amount requested
5. Conservation district board approves/adopts budget
 - ⇒ “District Certification to State Conservation Commission” section of the budget form is completed and signed by the district chairperson and the district secretary or manager
6. Conservation district mails Operations Fund (including certification page with original signatures), Enterprise Fund, and other budgets to the State Conservation Commission by September 1
 - ⇒ If unable to meet September 1 deadline, provide Dee Turner the county amount expected and which county fund (general fund, special mill levy, or other funds)
 - ⇒ Copy is placed in conservation district files
 - ⇒ Provide county commission a copy of the Operations Fund Budget and certification page
7. State Conservation Commission enters county appropriation amounts into their budget for the next fiscal year
 - ⇒ Due date is September 15
8. State Conservation Commission budget and funding approved
9. In May the State Conservation Commission issues State Aid to Conservation Districts Claim Form
 - ⇒ Mailed to those conservation districts who have submitted the required budget and audit
 - ⇒ The amount received from county for current calendar year is documented
 - ⇒ District Treasurer signs
 - ⇒ Conservation district mails claim form to State Conservation Commission

10. Within the first two weeks of July, payments mailed to conservation districts who have submitted claim form
⇒ Conservation districts with balance due are issued additional claim form