



Petroleum County Conservation District

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Local Common Sense Conservation

**Ralph Corbett, *Chairman*, Craig Iverson - *Vice Chair*, Laura Kiehl -*Treasurer*,
Rodney Rowton- *Supervisor*, Amanda Gillett – *Supervisor*, Diane Ahlgren - *Supervisor & MMWG*,**

September 28, 2015

RE: MACDEO Financial Review
FY 2014-2015

Dear MACDEO Members,

The Petroleum County Conservation District Board completed a financial review of the MACDEO fiscal year 2014 – 2015 financial records. They were given the Conservation District Program Financial Review Checklist (attached) with the appropriate QuickBooks reports and the financial records folder. Supervisors went through several transactions, both checks and deposits. They found no discrepancies with the financial records meaning all transactions had the appropriate documentation.

Noted comments from the check list included:

1. When checks/stubs/invoices/ accounts payable that there is no officer signature on the documents just date received, just date paid and check number.
2. The EO does not have a receipt book to track money received.
3. Deposit books are in good order and used as recommended.
4. The bank statements are not reconciled by hand but are reconciled and documented in QuickBooks.
5. Financial reports given out at meetings are within the recommendations.

If you have any questions please feel free to contact the district office and our administrator will have one of us contact you.

Sincerely,

Ralph T. Corbett, Board Chairman
Petroleum County CD