Conservation District
Program/Financial Review
Check List

1. Approved Check/Stubs/Invoices/Accounts Payable (A/P) File (money paid)
   **What to look for:** a copy of the check or at least a stub or check number should be on each approved invoice.
   **Recommendation:** a supervisor signature (maybe invest in a stamp? the stamp should have the date received, the date approved, and a place for the supervisors approval signature ) should be on each invoice showing that a supervisor approved payment before the check was written rather then an approval of all accounts payables at a monthly meeting.

2. Receipts (money received)
   **What to look for:** there should be a receipt for all accounts receivable (A/R) or a billing for all grant reimbursement requests to have available for a track for each deposit.
   **Recommendation:** have a receipt book and/or something that could be followed all the way to the deposit.

3. Deposit Book/Slips
   **What to look for:** if each item being deposited is labeled who it was from and what it is for.
   **Recommendation:** use an accounting program deposit ticket, use the large deposit books that have room to leave that information or if using the small deposit tickets attached a list of each check with the above information

4. All Reconciled Bank Statements (checking, savings, CDs)
   **What to look for:** that in fact they are being reconciled both in a hand written check register and the computer accounting program register on monthly basis.
   **Recommendation:** Do

5. All Financial Reports Given To Your Board
   **What to look for:** what reports are the board being given
   **Recommendation:** at least a balance sheet, profit & loss statement and a transaction report for each bank account

6. Quick Books Report – Trail Balance at year end
   **What to look for:** confirm that the balances for all bank accounts match the reconciled bank statements
   **Recommendation:** find out why they don’t
7. Quick Books Report – A/R Aging Detail
   What to look for: to see if anything is beyond 90 days
   Recommendation: either press for payment or write off

8. Quick Books Report – A/P Aging Detail
   What to look for: to see if anything is beyond 90 days
   Recommendation: either make payment or write off

9. Quick Books Report – Missing Check
   What to look for: see if any checks have not been accounted for
   Recommendation: find out why they are missing (forgot to record that they were voided)

10. Quick Books Report – Transaction List By Detail
    What to look for: randomly pick both checks and deposits to verify that there is an invoice or receipt

11. Minutes With Approval of Above Financial Reports
    What to look for: at least a balance sheet and profit & loss so the board has some idea of their financial status
    Recommendation: that they do this

12. Monthly Pay Roll Reports (both federal & state)
    What to look for: that all payroll taxes are being withheld and paid
    (make sure that they are not just following the person before them. I found that a CD was not paying the Federal tax withheld because the person before was tax exempt and no taxes were withheld)
    Recommendation: that they are done & done correctly

13. Quarterly Pay Roll Reports (both federal & state)
    Same as above

14. Equipment Inventory List
    What to look for: the list and if they actually count the inventory at least once per year. The value should be reflected in their accounting program.
    Recommendation: Do

15. Petty Cash Box
    What to look for: that it is less then $50, that it is reconciled on a timely basis (reimbursed from the checking account and deposits made), all withdrawals have an invoice and all deposits have a receipt
    Recommendation: Do
Other Recommendations to Reviewers

1. If possible follow all deposits & checks back to the original receipt or invoice
   Lewis & Clark (LCCD) has two checking accounts – one account there was only
   three checks written and the other account had over one hundred checks. I would
   check all three in the one account back to the invoice and randomly pick 35 of the
   other account to make check their invoice.

2. Follow ALL transfers – make sure that went out of a CD account then into a CD
   account. LCCD has done about one transfer a month – I would track each of
   these transfers.

Recommendations To The CDs

1. Use a computer accounting system
2. Use computer generated checks
3. Via email inform chair, treasurer or other board member (who may be getting a
   copy of the bank statement) of all checks before they are written.
4. Two supervisors that don’t have the authority to sign checks review all income
   and expenses at least once per year
Conservation District
Program/Financial Review

As part of the program/financial review that DNRC and MACD will be doing please have available the following items from you last fiscal year:

1. Approved Check/Stubs/Invoices/Account Payable File
2. Receipts (money received)
3. Deposit Book/Slips
4. All Reconciled Bank Statements (checking, savings, CDs)
5. All Financial Reports Given To Your Board
6. Quick Books Report – Trail Balance at year end
7. Quick Books Report – A/R Aging Detail
8. Quick Books Report – A/P Aging Detail
9. Quick Books Report – Missing Check
10. Quick Books Report – Transaction List By Detail
11. Minutes With Approval of Above Financial Reports
12. Monthly Pay Roll Reports (both federal & state)
13. Quarterly Pay Roll Reports (both federal & state)
14. Equipment Inventory List
15. Petty Cash Box