

**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 than 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 than \$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