Recommended Good Business Practices for Colorado Conservation Districts

District Financial Accounts

- There should be two signatures required on all accounts to conduct district business.
- Supervisors, as the elected board members, should be the signers on the accounts.
- It is recommended that employees not have signature authority on district accounts. If the board approves an employee as a signer, it is strongly recommended that the district bond and insure the employee.
- Do NOT sign blank checks for use by the district employees. It is strongly recommended that supervisor signers only sign completed checks to pay bills and obligations approved by a vote of the board as recorded in the district's meeting minutes.
- The treasurer should receive all bank statements at their address, the district can request a copy be sent to the office. The treasurer should reconcile the district's bank accounts monthly or at least review the accounts for any problems.
- With the common use of credit cards for payment, the board should have a written policy that governs the establishment and use of these accounts, including spending limits and authorization. The board should regularly review account statements and purchasing activity at the monthly board meetings.

Safekeeping of District Records

- Districts are strongly advised to store approved board minutes, contracts and legal documents, treasurer's reports, account records, bank statements, check books, and financial instruments in a central location approved by and accessible to the board of supervisors (Ex., dedicated file cabinet in the partner NRCS field office).
- Financial records, checks, credit card statements, employee files, and other documents with financial or personal information including account numbers and personal identification (Ex., social security numbers) should be kept in a locked file cabinet/drawer with access by only those individuals approved by the district board.

District Board Meetings

- A printed agenda is developed by the board president for every meeting and used to guide the progress of the meeting.
- Written minutes from the previous meeting are read by the secretary and approved by a vote of the board at the next regular board meeting.
- A treasurer's report is given at every regular board meeting with the approval of expenditures through a vote of the board, which is recorded in the minutes. The

balances in the district's accounts should be reviewed each month as part of the treasurer's report.

- Executive Sessions – follow Colorado Revised Statutes, CRS 24-6-402(4)(a-h). Executive sessions can only be called for the reasons listed in this statute.
    - The specific reason from statute must be declared prior to going into executive session.
    - An affirmative vote of 2/3 of the quorum present is required to enter into an executive session.
    - Per CRS 24-6-402(2)(d)(II), all executive sessions will be electronically recorded, with the reason for the executive session clearly stated before the discussion begins. Recordings of the executive session must be kept for 90 days.
    - No decisions can be made by the board during an executive session. Decisions must be made in the open meeting after the board reconvenes.