

District Financial Review

Colorado State Conservation Board

2012

Conservation Districts are aware that accountability for government fund spending has been increasing over the last few years. With the current poor economy and tight budgets, competition for tax dollars is stronger than ever and state agencies need to demonstrate that tax dollars they are allocated are well managed and put to beneficial and intended use.

Colorado State Conservation Board
700 Kipling St., Ste. 4000, Lakewood, CO 80215
303-239-4112
303-239-4125





INTRODUCTION TO CSCB FINANCIAL REVIEW PROGRAM

The Colorado State Conservation Board (CSCB) believes that by conducting an internal financial review process for Conservation Districts, it can help Districts implement good business practices and help ensure confidence in CSCB for future state and other funding for Districts.

Starting in 2011, CSCB will go over more specific details of the how, why, and when the reviews will take place. It is our hope that a useful financial review will assist Districts with accurate accountability and provide an internal check and balance for Districts for their record keeping and business practices. Together, CSCB and Districts can strengthen the credibility of Conservation Districts in Colorado and provide confidence in a world of increasing competition for funding. **This CSCB Financial Review is in no way connected with the external state or other audits.**

FINANCIAL REVIEW PROCESS

Each District that is not required/does not obtain an audit from a Certified Public Accountant (CPA) will be on the first list to be reviewed every two years (starting 2012) for two year reviews (i.e. review for 2010-2011 in 2012). We will be setting up a time to visit your office and view documentation that will enable to complete the review. A district staff/supervisor must be present during the review, and it is recommended that a supervisor as well as District Manager be in attendance. Depending on the number of programs and nature of your records, we anticipate the review taking from a few hours to one day to complete. Afterwards, we will review the findings at our CSCB Lakewood office and send out any recommendations that may be necessary or helpful to you. The final recommendations will be sent to the district office, as well as the Boards' President. If there are any major incidents (embezzling, etc.), those will be reported directly to the State Board, County DA's office, and a copy sent to the State Auditor's office.

Please do not be intimidated by this process! This is a new process and opportunity for us all to learn. We want to help you feel confident that your record keeping and business practices are solid. Our aim is to both ensure accountability for state funds and to help strengthen districts.

DOCUMENTATION THAT WILL BE REVIEWED

Please provide the following information as applicable to the programs you have:

1. Bookkeeping/Accounting records
2. Bank statements and cancelled checks
3. Bank reconciliations
4. Supporting documentation for randomly selected checks, could include:
 - a. Travel reimbursements
 - b. Meeting reimbursements
 - c. Credit card payments
5. Board meeting minutes
6. Listing of staff and wage rates
7. Timesheets & leave records
8. Leave records
9. Cash receipts
10. Petty cash
11. Personnel Policies
12. Annual Financial Statements
13. Inventory listing
14. Travel Policies
15. Proof of match

