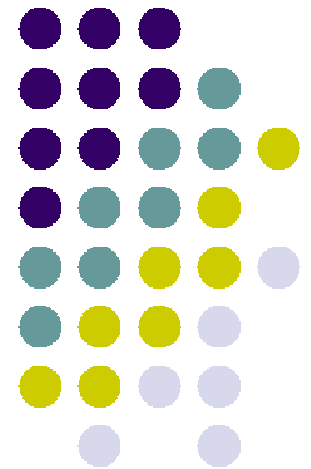


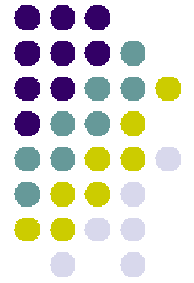
# “Best Practices” for Field Staff Sharing Session

August 29, 2005

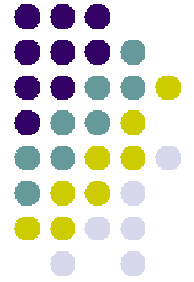
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Comprehensive District  
Operations Reviews,  
Commission Grant Reviews  
and Audits

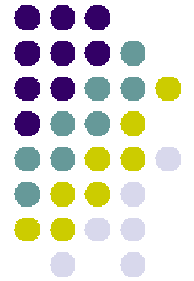




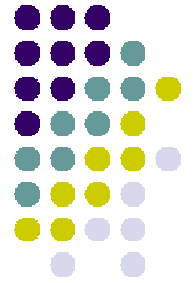
- | The Washington State Conservation Commission (WSCC) helps Conservation Districts manage their risk both through education and requirement
- | Every other year the Regional Managers perform a District Operations Review (DOR) in the intervening year the Grant staff perform a Commission Grant Review (CGR)



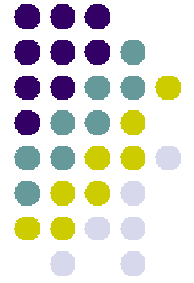
- | Title 89.08.070 Revised Code of Washington requires some specific duties of the Washington State Conservation Commission, including:



- | "To offer such assistance as may be appropriate to the Supervisors of Conservation Districts...in the carrying out of any of their powers and programs"
- | "To assist and guide Districts in the preparation and carrying out of programs for resource conservation authorized under this act; and to review District programs"



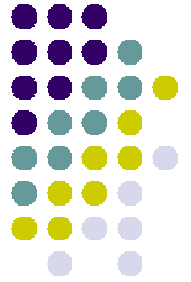
- | Additionally, the law requires the Commission "to issue regulations establishing guidelines and suitable controls to govern the use by Conservation Districts of such funds, property and services; and to review all budgets, administrative procedures and operations of such Districts and advise the Districts concerning their conformance with applicable laws and regulations."



## District Operations Reviews:

- | Help build District capacity by reinforcing sound operational procedures and identifying opportunities to improve District operations
- | Strengthen accountability by reviewing operating procedures under applicable local, state, and federal laws, regulations, and policies

## Commission Grant Reviews:



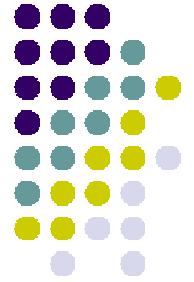
Have the same benefits of DORs plus the staff can:

Verify that procedures are being used properly

Grant money is getting used on the land as intended in the grants

The “in-field” end of the equation is being accomplished properly

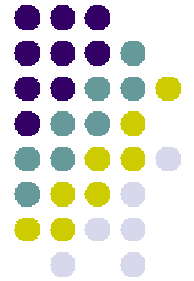
Have time to explain and help the district personnel understand the correct procedures



## “Internal Audits”:

- ? Performed every year to maintain the District’s Management Standards for funding
- ? Varied ways of accomplishing:
- ? Commission Field Staff may help the district supervisors “ check out their books”
- ? Most important as a learning tool for the supervisors





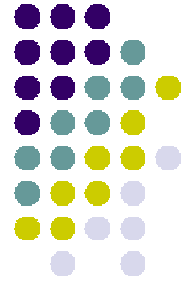
## Federal, State and other Agency Audits:

Performed by State Auditor's Office or the other agency as needed

The "true audits" for the district since it is an outside agency

Problems may be found that can help every district in the state to learn different procedures

The reviews and internal audits help districts reduce the risk of failing these audits



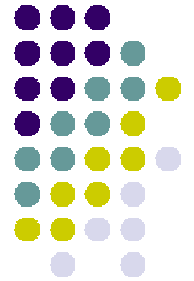
## Quick Review:

- | The State Conservation Commission helps districts stay legal through education and requirement using:

District Operations Reviews

Commission Grant Reviews

Internal Audits which must be accomplished to receive funding



- | Please check out the Washington State Conservation Commission website at:

<http://www.scc.wa.gov/>

(Go to “file cabinet” and then to “forms” to find the checklists for DORs and CGRs)