



If your technician performed significant duties other than those associated with planning and implementing conservation practices to NRCS standards and specifications, please outline the duties and overall number of hours doing those duties (technicians may spend a maximum of 20% of their time on "other technical duties" as described in your Contract Guidelines Handbook)


Total Hours on these duties:

**3. Training Received**

Please attach copy of technicians training record containing the below information or fill in the table.

Training Subject	Date	Hours	Training Organisation
Total Hours		0.00	

**4. Fund Expenditures This Quarter**

	Month	Month	Month	Total
Tech Gross Wage (excl benefits)				\$0.00
Tech Employer provided Health/Retire. Benefits				\$0.00
Employer Social Security/Medicare/PERA				\$0.00
Workers Compensation Insurance				\$0.00
Unemployment Insurance				\$0.00
General Liability Insurance				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL	\$ -	\$ -	\$ -	\$0.00

**5. Fund Budget Status**

Opening Balance: 

1st Month	
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Adjusted opening balance	<b>\$0.00</b>
Total Quarter Payments	\$0.00
Closing Balance:      End Month	<b><u>\$0.00</u></b>

**6. Non-Account Match Contribution This Quarter**

Please indicate any cash match you have contributed this quarter IN ADDITION to that deposited and indicated in Fund Budget Status above. Submit administrative tracking records if applicable but do not submit other tracking records (however, retain them in your records in case of an audit).

Description	\$ Amount
Total:	\$0.00

**7. Public Relations and Publicity**

Please indicate whether your technician attended any District board meetings this quarter:

Month	
Month	
Month	

Please describe any publicity efforts the district engaged in this quarter to showcase their technician as a district employee providing technical expertise to get on-the-ground conservation done in your community. Where appropriate please attach copies of materials e.g press releases submitted, newsletter article etc.



District Name

**Report Prepared By**

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**Date:**

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**Position:**

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District Name Conservation District

**Notes**

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