

IDAHO SOIL & WATER
CONSERVATION COMMISSION

FINANCIAL REPORT FORM

DISTRICT:

FOR FISCAL YEAR:
2010

PERIOD:
JULY 1, 2009 TO JUNE 30, 2010

DUE :
November 1, 2010

PART I

BASIC FORM INSTRUCTIONS

PURPOSE:

To document how base funding and match funding were allocated by the district during the prior fiscal year pursuant to Idaho Code Title 22, Chapter 27 and IDAPA 02.05.04.

INSTRUCTIONS:

1. Attach a copy of the district Profit & Loss statement for the prior fiscal year to show the receipt of state monies in your accounting system. This report is used as a tool to show financial accountability for state match funds.
2. Attach a copy of the district Balance Sheet for the prior fiscal year showing the balance between assets and liabilities. This report is used as a tool to show fiscal responsibility for state match funds.
3. Complete the Summary Report (Part II), highlighting how the state funds were spent, used, or leveraged by the district in the prior fiscal year. This Summary should consist of one to three short paragraphs.
4. Present the form to the district board for review and certification.
5. Any board supervisor may sign and certify the Certification form (Part III).
6. Submit Financial Report Form, which includes the Summary Report (Part II) and Certification (Part III) along with a copy of the district Profit & Loss statement and Balance Sheet to the Idaho Soil & Water Conservation Commission on or before November 1st.

SUBMITTING THE FORM:

By Email: Info@swc.idaho.gov
By Fax: 208-332-1799
By Mail: Idaho Soil & Water Conservation Commission
650 W State St, Room 145
Boise, ID 83702

CONFIRMATION:

The Commission shall provide written notice, typically via email, to the district within ten (10) days of receipt as to whether the required documents are complete. Once all of the required documents (Antidegradation Plan, Financial Report, and Performance Report) are determined to be complete, the Commission will immediately distribute the Base Funding Allocation to the district.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Idaho Soil & Water Conservation Commission
Tel: 208-332-1790
Email: Info@swc.idaho.gov