



Arkansas Conservation Districts  
Training Program

AACD

ANRC

# Budgeting & Calendar



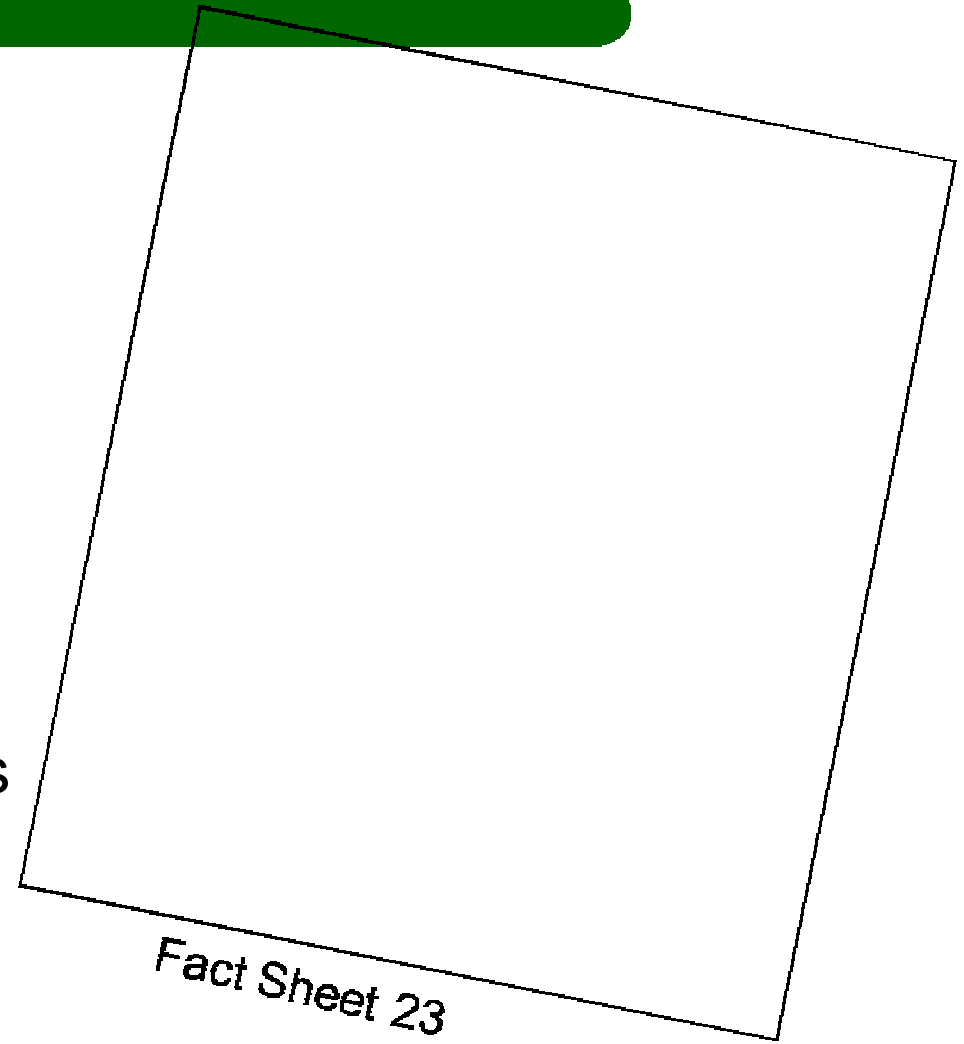
Power Point 11



# Annual Budget

Budget should relate to annual work plan

Developing, monitoring and managing the budget is part of the board's most basic fiduciary responsibilities



Fact Sheet 23



Arkansas Association  
of Conservation Districts



# Annual Calendar

| Event   | Occurrence |
|---|------------|
| District Board Minutes to Commission                                | Monthly    |
| ANRC Meets every other month on the 3rd Wednesday of the month      | Bi-Monthly |
| Review employees performance rating-salary                          | June 30th  |
| Inventory of Equipment  | June 30th  |
| Elect Officers for calendar year                                    | June 30th  |
| End of state fiscal year. Furnish districts blank financial reports | June 30th  |
| State Fiscal Year begins  | July 1st   |
| Distribution of state matching funds by ANRC (mailed quarterly)     | July 1st   |



Arkansas Association  
of Conservation Districts





# Annual Calendar

|  |                |
|--|----------------|
| Districts mail assessment of prior year's activities & accomplishments | September 30th |
| Arkansas Thistle Report  | September 30th |
| Districts mail to ANRC financial reports                               | September 30th |
| Districts plan of work to ANRC for upcoming fiscal year                | December 31st  |
| Districts mail to ANRC biennial budget (odd number years)              | December 31st  |
| Districts mail to ANRC annual budget (even number years)               | December 31st  |
| Districts submit application for state matching funds                  | December 31st  |



Arkansas Association  
of Conservation Districts



# Annual Calendar

|   |           |
|---|-----------|
| Districts notify ANRC on all board resignations & employee changes            | As Occurs |
| Special project fund request  | As Occurs |
| Recommend re-appointments of appointed directors                              | As Occurs |
| Districts submit application for state matching funds of local state meetings | As Occurs |
| Proof of Match to ANRC  | Quarterly |
| WQT Report to ANRC  | Monthly   |



Arkansas Association  
of Conservation Districts



# Election Calendar

|  |               |
|--|---------------|
| ANRC notify districts of upcoming elections and mail necessary notices and forms | December 1st  |
| District publish "Notice of Availability" for Election to Board                  | January       |
| Submit locations polling places to Arkansas Natural Resources Commission         | February 1st  |
| Certification of petition availability to ARNC                                   | February 1st  |
| Publish 1st "Notice of Election of Directors                                     | February 1st  |
| Publish 2nd Notice of Election of Directors                                      | February 7th  |
| Petitions for candidacy to ANRC  | February 10th |



Arkansas Association  
of Conservation Districts



# Election Calendar

|   |                         |
|---|-------------------------|
| Certified statement from board of attendance of elected directors seeking re-election | February 10th           |
| Absentee ballots available in district office   | 2 weeks before election |
| ANRC certify names of candidates for election   | February (3rd Week)     |
| ANRC send election kit to districts   | March (1st Monday)      |
| Absentee ballots deadline for receipt   | March (1st Monday)      |
| Hold district director election March (1st Tuesday)                                   | March (1st Tuesday)     |



Arkansas Association  
of Conservation Districts



# Election Calendar

---

District submit to ANRC "Certificate of Returns" - "Registration of Voters"

"Certificate of Returns: polling place committee"- "Notice of Election of Directors" " Certificate of Notice of Election of Directors"

March just after  
election

Notice of results of Directors--Post Results in Public Places

---

ANRC certify results of the election

March (3rd Wed.)

---

Executive Director notify directors elected.

May 1st

---

Directors submit proof of oath of office to ANRC

May 1st

---

Executive Director issue certificate of election to elected director

May 30th

---



Arkansas Association  
of Conservation Districts