

**ESMERALDA CONSERVATION DISTRICT  
PROPOSED ANNUAL WORK PLAN  
July 1, 2015-June 30, 2016**

Board to review treasurer figures before financial report deadline September 30, 2015	July
Approve Annual Report      Due September 30, 2015	September
Approve Final Financial Report      Due September 30, 2015	September
<b><u>ANNUAL MEETING</u></b> as required by NRS. NRCS MOU/Civil Right Responsibility. Possible Presentations with NRCS,FSA, and/or other speakers. Review work plan and budget.	September/October
Inform Esmeralda School District of the rules for the Poster Contest	September
Pay Liability Insurance Nancy Katafias 775-684-1252 Email request to: <a href="mailto:nkatafias@ag.nv.gov">nkatafias@ag.nv.gov</a> Deadline October 4, 2015 (Paid 11-4-14)	September
Hold meeting to Judge the poster contest	October
Attend NvACD State meeting Nov 12-13, 2015	November
Send letter requesting Esmeralda County to provide support of matching funds in the amount of \$3500.00	January
Pay Workers Comp Insurance Premium due in January. Contact: Ana Andrew 775-687-3187 (Paid 1-19-15)	December
Pay DRI Invoice	April/May
Pay NvACD dues	April/May
Pay NACD Dues	April-June
Possible Range Camp Donation	April-June
Develop and approve new work plan. Due June 1, 2016	April-May
Develop and approve new annual budget Due June 1, 2016	April-May
Send letter requesting matching funds paperwork for financial report from Esmeralda County	May
Take a leadership role in informing producers of progress that is being made in weed and pest control.	continuous
Provide pamphlets and books to the public on weed and pest control upon request	continuous
Encourage conservation awareness in our community. (Poster Contest)	continuous
Manage the District's finances.	continuous

Hold 3 meetings annually as required by NRS	continuous
Maintain DRI Weather Station.	continuous
Control noxious weeds within our district through the in kind program with Esmeralda County.	continuous
Maintain well camera and provide camera services to the public.	continuous
Reimburse operator's expenses of well camera (2 operators will operate camera on every job)	continuous

**ESMERALDA COUNTY CONSERVATION DISTRICT  
PROPOSED ANNUAL BUDGET  
July 1, 2015-June 30, 2016**

**EXPENSES**

Poster Contest.....	\$240.00
Travel & Registration fees.....	\$500.00
Office expenses and Miscellaneous.....	\$400.00
Noxious Weed Abatement Program.....	\$3500.00
Camera Job Reimbursements/Supplies and Equipment Expense.....	\$200.00
Maintenance on DRI Weather Station in Fish Lake Valley .....	\$250.00
Liability and Worker Comp Insurance.....	\$1050.00
Dues NvACD.....	\$600.00
Dues NACD.....	\$460.00

**Total EXPENSE Amount.....\$7200.00**

**INCOME**

State Funds Amount.....	\$3500.00
Well Camera Income.....	\$200.00
Match State Funds	
Esmeralda County match toward Esmeralda Conservation	
District Weed Abatement Program.....	\$3500.00

**Total INCOME Amount.....\$7200.00**

STAPLES

EMERALDA COUNTY CONSERVATION DISTRICT  
2015/16 FYE 6/30/16

Prepared By	Initials	Date
Approved By		

FINANCIAL REPORT

TABLE OF CONTENTS

1					
2	PAGE 1	FINANCIAL SUMMARY			
3	2	CASH RECEIPTS			
4	3	EXPENSE SUMMARY			
5	4	USE OF STATE MONEY			
6		(AND IN-KIND MATCHING)			
7					
8	5	DR & CD JOURNAL W/S			
9	6	FINANCIAL SUMMARY			
10	7	RECONCILED BANK STATEMENT	6/30/16	BOOK A	
11	8	" " "	2/31/16	BOOK A	
12		SEE NOTES ON REQ'D TRANSFER			
13		FROM BULLA BOOK A TO NV NSB			
14	9	EMERALDA COUNTY IN-KIND VERIFICATION			
15					
16					
17					
18					
19					
20					
21					
22					
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24					
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REPORT PREPARED BY  
 William Kitzel, TREASURER  
 William Kitzel 9/20/16

STAPLES

ESMERALDA CONSERVATION DISTRICT  
YEAR END FINANCIAL REPORT -  
2015/16 FYE 6/30/16  
RECEIPTS SUMMARY

	Initials	Date
Prepared By		
Approved By		

1	SOURCE OF FUNDS						
2							
3	STATE FUNDS FOR 2014/15 FYE				410582		
4							
5							
6	WELL CAMERA -						
7	DAN MILLER				34200		
8							
9	INTEREST, BANK				156		
10							
11	DONATION				1000		
12							
13	TOTAL CASH RECEIPTS				445938		
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(2)

STAPLES

EMERALDA CONSERVATION DISTRICT

SUMMARY OF EXPENSES

FYE JUNE 30, 2010

Prepared By	Initials	Date
Approved By		

	1	2	3	4	5	6
1						
2	EMPLOYEE SALARY					
3	FRINGE BENEFIT					
4	TRAVEL & REGISTRATION					
5	BUILDING REPAIR					26661
6	INSURANCE, STATE NV RISK MGMT WORKERS COMP.					35550
7	INSURANCE, AG LIABILITY					57835
8	OFFICE SUPPLY & POSTAGE					29899
9	COPY EXPENSE					
10	EDUCATION/INFORMATION FIP (POSTER, CONCRET)					
11	EQUIP PURCHASE:					
12	" REPAIR & MAINT W/ELL EQUIP					30000
13	" OPERATION, W/ELL CAMERA, CASUAL LABOR					15000
14	TILES NVACD					60000
15	" NACD					46000
16	(CONSERVATION PROGRAM) EMERALDA SCHOOLS					95431
17	MILEAGE					
18	INVESTMENTS:					
19	INTERNET					
20	BOND & INSURANCE FUNDING					
21	PROJECT COSTS					
22	GRANT 1					
23	GRANT 2					
24	GRANT 3					
25	Other EXPENSES:					
26	STUDENT POSTER CASE GUARDS					24000
27	WEATHER STATION, BOARD RESENTS DBI					26000
28	TOTAL EXPENSE					425416
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3

STAPLES

EMERALDA CONSERVATION DISTRICT

USE OF STATE APPROPRIATED MONEY

FYE 6/30/16

	Initials	Date
Prepared By		
Approved By		

	1	2	3	4	5	6
1	STATE APPROPRIATED MONEY				410582	
2	WELL CARE/INCOME				34200	
3	DONATION				1000	
4	INTEREST EARNED				1516	
5	SUB TOTAL				445938	
6	MONEY SPENT				(445938)	
7	MATCHING FUNDS (LINKING EMERALDA COUNTS)				410582	
8	MATCHING FUNDS USED				(410582)	
9	BALANCE REMAINING				0	
13	AUTHORIZED SIGNATURE <i>William Kirby</i>				9/23/16	
14	NAME/TITLE: William Kirby, TREASURER					

(4)

ESMERALDA CONSERVATION DISTRICT

CD & CR JOURNALS 2015/16 FYE

Initials	Date
Prepared <i>ML</i>	
Approved By	

Reconciled Balance Forward 9/30/15 12,274.27

DATE	CHK #	DESCRIPTION	ACCT #	\$
10/28/15	1512	TEANIE AMICK Served Lunch/Commack Meeting	711	100.00
10/29	1513	MARLENE WALLACE	Office Lunch	143.12
			Food	346.3
10/29	1514	GRANT WALLACE Council Laborer	Food	150.00
10/29	1515	LELAND WALLACE " "	Food	75.00
10/29	1516	MARLENE " "	Office Lunch	75.00
			Food	12.22
10/30	1517	ANNA L. GUERLERO, Postal Contact	Office	11.39
30	1518	KYRATI TERBY	1st Payer	3000
30	1519	JESSE LOPEZ	2nd Payer	2000
30	1520	ERNESTO JIMINEZ	3rd Payer	1000
30	1521	BRYAN " "	1st Payer	3000
30	1522	SARAH A. BURMAN " "	2nd " "	2000
30	1523	COURTNEY RICHARDSON " "	3rd " "	1000
30	1524	PERLA BAUTISTA " "	1st Payer	3000
30	1525	JULIAN JIMENEZ " "	2nd Payer	2000
30	1526	JESUS MARTINEZ " "	3rd " "	1000
30	1527	CINDY MIRAMONTES " "	1st Payer	3000
30	1528	KATELYN MAUGER " "	2nd " "	2000
11/16	1529	MARLENE WALLACE Meals	TRAVEL	243.9
1/26/16	1530	STATE NV Public Manager	TRAVEL	175
2/15/16	1531	NV OFF ATTORNEY GEN'L	W/C INS.	316.50
4/28/16	1532	MARLENE WALLACE, Meals	GRANTS	578.35
4/28/16	1533	DESERT RESEARCH INSTITUTE	711	152.5
4/28/16	1534	NAT' ASSOC CONSERVATION DISTR	604	810
4/28/16	1535	NV " "	DATA REVENUE SITE VISIT	2300
6/22/16	1536	MARLENE WALLACE	502	4600
			705	6000
			509	300.40
			711	136.5
6/30/16	1537	ESMERALDA School Distr. - (FIELD CONSERVATION)	604	810
10/8/15		DONATION	501	445.16
10/8/15		STATE NV 2016 GRANT PAYMENT (CASH)	401	1000
5/10/16		Esmeralda Matching \$10,000 - APPLICABLE	401	4125.32
		VARIOUS MILLER - WELL CONSERVATION INCOME	401	4102.2
		INT. EARNED 1/16 12 1/16 13 1/16 14 1/15 15 1/16 13 1/16 10	401	34200
		Reconciled to 6/30/16 Bank Statement		156
				12,279.49

(57)

STAPLES

EMERALDA COUNTY CONSERVATION DISTRICT

FINANCIAL SUMMARY

FYE 6/30/16

Prepared By	Initials	Date
Approved By		

	1	2	3	4	5	6
1	1 BEGIN YEAR FUND BALANCE					1227427
2	A ALL BANK ACCOUNTS					
3	1) CHECKING					1227427
4	B - OTHER CASH					
5	C - TOTAL FUND BALANCE CASH					1227427
6	D ACCOUNT RECEIVABLE GRANT					
7	E ACCOUNTS PAYABLE					0
8	F TOTAL FUNDS AVAILABLE					1227427
9						
10	2 END OF YEAR FUND BALANCE					
11	A ALL BANK ACCOUNTS					
12	1) CHECKING					1227949
13	B CASH ON HAND					0
14	C TOTAL FUND BALANCE					1227949
15	D ACCOUNT RECEIVABLE BALANCE					0
16						
17						
18						
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27	3 Summary					
28	A BEGIN YEAR FUND BALANCE					1227427
29	B TOTAL CASH RECEIPTS					445932
30	C TOTAL " EXPENDITURES					445932
31	D MUST EQUAL END YR BALANCE, 2A					1227949
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(6)