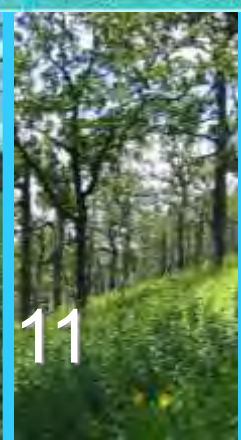




Arkansas Conservation Districts Training Program



Budgeting & Calendar





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

Arkansas Conservation District Directors Training Manual
Budget Worksheet & Appropriations Request

Expenditures		Budgeted Amount
Employees	\$	
Office	\$	
Financial/Legal	\$	
District Director	\$	
Building Property	\$	
Conservation Equipment	\$	
Conservation Materials	\$	
Information/Education	\$	
Projects/Other Activities Identified in Plan of Work*		
Project 1*	\$	
Project 2*	\$	
Project 3*	\$	
Other 1*	\$	
Other 2*	\$	
Other 3*	\$	
Total Expenditures	\$	
Revenue		Projected Amount
Locally Generated	\$	
Match from ANRC	\$	

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





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)





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

