



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 22 - Locally Earned Funds

The Conservation District Law provides that a conservation district may "make available, on such terms as it shall prescribe, to landowners and occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds, and seedlings and such other materials or equipment that will assist such landowners and occupiers to carry on operations upon their lands for the conservation of renewable natural resources". (Title 27A, O.S. Section 3-3-105 (A) (6)). Under this authority, many districts operate services to generate what is referred to as "locally earned funds".

Expending Locally Earned Funds

Locally earned funds from sprigging operations, seed sales, etc. can be put to important use in promoting conservation. However, districts must remember that these funds are public monies and must be expended in keeping with the same rules that apply to state appropriated funds.

A general rule of thumb to use when determining whether an expenditure of locally earned funds is appropriate is "does the expenditure promote conservation and conservation programs of the district?" If the answer is yes, then the expenditure can be justified.

Complete and accurate records and receipts must be kept of all income and expenditures of the district and are subject to audit by the State Auditor and Inspector.

Some items or expenses not reimbursable by the Oklahoma Conservation Commission, either because of legal or budgetary limits, can be paid for with locally earned funds. Some examples are:

- √ The cost of conducting contests that promote conservation.
- √ The cost or fees for students to attend special conservation events, programs or camps.
- √ Actual cost for district directors and employees to attend conservation meetings, such as the Oklahoma Association of Conservation Districts and National Association of Conservation Districts.

- √ Additional monthly or hourly pay to district employees.
- √ Dues to organizations that promote conservation, such as Oklahoma Association of Conservation Districts and National Association of Conservation Districts.

Petty Cash Funds

Some districts establish a "Petty Cash Fund" with locally earned funds. A record of expenditures and receipts must be maintained and the funds cannot be used except in accordance with laws governing expenditures of state funds.

Contributions to the petty cash fund should always be made by a district check and a statement of deposits and expenditures should be a part of the monthly financial statement presented at monthly board meetings.

Some district directors make a regular contribution to maintain a petty cash fund which can be used as the directors see fit, such as for food, flowers and gifts. These funds should be kept separate from locally earned or state appropriated funds.

Oklahoma Conservation Commission
District Services Division
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