
ALLOCATIONS & FISCAL YEAR POLICIES

July 14 & 15, 2021

FY22 Allocation



Lisa Knauf

To Adair County CD

Cc

Clancy Green

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Thu 7/1/2021 12:15 PM



ADOPTED Policies for Fiscal Year 2022.pdf
123 KB



Adair County FY22 Allocation.pdf
123 KB



FY-2022 Allocation Letter to Districts.pdf
792 KB

Sent on Behalf of OCC Executive Director – Trey Lam

To All Conservation Districts:

Calendar year 2020 proved even worse than we could have imagined. As we enter fiscal year 2022 we are hopeful we can turn the page. We do not know exactly when our offices will be fully open to the public, but our education and outreach activities should be full steam ahead in the new normal. Please be reassured that our financial condition is strong and stable. The Conservation Commission and Districts received a steady appropriation from the state legislature with increases for bond payments and specific projects. With our fully funded programs and the opportunities for increasing grant and state funding we need to make significant progress

FY22 ALLOCATION EMAIL

ALLOCATION LETTER TO DISTRICTS

Policies and Information

SUBJECT: District Allocation for Fiscal Year 2022
Director Meeting Expenses
Retirement Contributions
Employee Confirmation of Benefits
Deadline for Claims Paid From Fiscal Year 2021 Funds
Claims Procedures
Temporary Employees
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement
OCC Adopted Policies for Fiscal Year 2022

TAKE NOTE

- **Director Meeting Expense**
 - No more than \$25/meeting for a maximum of 12 meetings
 - Is considered a regular operating expense
 - **Sales Tax**
 - Sales made by Districts are subject to sales tax
 - You must report and pay these taxes
 - **Retirement Contributions**
 - Employees pay 3.5%
 - District/OCC pay 16.5%
 - This is for ALL salary – local and OCC & must be reported on preclaims & payroll
 - **Confirmation of Benefits**
 - Benefit Allowance changes go into effect January 2022
-

TAKE NOTE

- **FY2022 Claims**
 - Be sure to follow the new claim checklist
 - Do not send in timesheets that are displaying ### in the totals column
 - Mail claims to OCC ASAP after board approval



MARK YOUR CALENDARS

- **FY2021 Claim Deadline**

- **Friday, August 6, 2021**
- FY21 claims received after this date will be returned unpaid

- **NRCS Contributions Agreement**

- Renewed Local Operating Agreement is due via email by **September 15, 2021**
- NRCS performance worksheets should be emailed each month

- **Audits/Compilations**

- Districts **A-H** will have audits on FY21 records
 - Audits must be completed by an auditor on the government approved list:
http://www.ok.gov/oab_web
 - Timeframe forms are due via email by **September 3, 2021**
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FISCAL YEAR 22 - ADOPTED DISTRICT POLICIES

Approved by the Oklahoma Conservation Commission – 7/1/2021

ADOPTED POLICIES

POSITION VACANCIES

- All vacancies will be reviewed
 - Justification for filling the position will be required before approval
 - Allocations will be dependent on legislative appropriations
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PART-TIME/TEMPORARY EMPLOYEES

***Make sure you know each PT/Temp employee's hire date**

- **999 hours**

- Maximum number of hours PT/Temp employee can work in their “year” (i.e. 12 months beginning with date of hire)
 - Hired April 1, 2021, then their “year” for hours is April 1 – March 30
- If 999 hours are exceeded, the employee & employer must pay into the retirement system
 - There's no going back – once contributions are triggered, they must be paid in even if the hours fall below 999

- **1599 hours**

- Maximum number of hours a PT/Temp employee can work in their “year” if they are already paying into the retirement system
 - Exceeding 1599 hours will result in the District being responsible for providing benefits for the employee
 - **Remember** – hours are calculated on a year based on the employee's start date, but allocation remains tied to the District/State fiscal year.
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PART-TIME & TEMPORARY EMPLOYEES

Allocation & Hours
Worksheet

Employee:	Nora Williams			
Hire Date:	4/1/2021			
Redbud Conservation District				
Part-Time Allocation				
		Allocation Balance		Hours Balance
	Allocation Used		Hours Used	
FY21 Allocation		\$4,000.00		
Start of Hours				999.00
Apr-21	\$100.00	\$3,900.00	10.00	989.00
May-21	\$150.00	\$3,750.00	15.00	974.00
Jun-21	\$200.00	\$3,550.00	20.00	954.00
FY22 Allocation		\$12,000.00		
Jul-21	\$110.00	\$11,890.00	11.00	943.00
Aug-21	\$0.00	\$11,890.00	0.00	943.00
Sep-21	\$0.00	\$11,890.00	0.00	943.00
Oct-21	\$0.00	\$11,890.00	0.00	943.00
Nov-21	\$0.00	\$11,890.00	0.00	943.00
Dec-21	\$0.00	\$11,890.00	0.00	943.00
Jan-22	\$0.00	\$11,890.00	0.00	943.00
Feb-22	\$0.00	\$11,890.00	0.00	943.00
Mar-22	\$0.00	\$11,890.00	0.00	943.00
Start of Hours				999.00
Apr-22	\$0.00	\$11,890.00	0.00	999.00
May-22	\$0.00	\$11,890.00	0.00	999.00
Jun-22	\$0.00	\$11,890.00	0.00	999.00
FY Allocation		\$0.00		
Jul-22	\$0.00	\$0.00	0.00	999.00
Aug-22	\$0.00	\$0.00	0.00	999.00
Sep-22	\$0.00	\$0.00	0.00	999.00
Oct-22	\$0.00	\$0.00	0.00	999.00

OPERATING EXPENSE ALLOCATIONS

- Based on each district's submission of required elements
 - All items taken into consideration have set deadlines and due dates
 - You are only being evaluated on if the item was completed as required by the due date
 - The quality of the content is not being judged
 - “Completed” means that the item was submitted as required, which is usually the final step
 - If it's not submitted, the final step was left undone, therefore it's incomplete
 - OCC has been making a more concerted effort to provide guidance, updates to forms, etc. earlier – providing ample time to complete the item
-

AUDITS & PRE-CLAIMS

- Payment of reimbursement claims may be withheld until pre-claims and audits are submitted as required
 - Pre-claims are due no later than the 10th of the month following the payroll month
 - For more on pre-claim requirements, revisit our Payroll & Preclaim training sessions
 - Audit or Compilation reports and the 5J & 5K forms should be provided to OCC **as soon as possible after they are filed with the county clerk**
 - If you haven't provided OCC with your FY20 report and forms, you are in danger of being out of compliance with this policy
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PERFORMANCE EVALUATIONS

- Performance reviews should be conducted on each staff member at least once each fiscal year
- Provide OCC with a letter from the board stating what reviews were completed and on what date
 - Email the letter to OCC
 - Retain the original performance review form in your files

Example Letter:

April 8, 2021

On behalf of the Redbud Conservation District board of directors, I would like to report that an Employee Evaluation has been conducted during the current fiscal year (July 1, 2020 to current). The Evaluations for Jack Bass, district manager, and Diane Rose, district secretary were conducted during the regular scheduled April 8, 2021 board meeting.

Please feel free to contact me if you have any questions.

REDBUD CONSERVATION DISTRICT

DISTRICT OPERATING EXPENSE ALLOCATION

As OCC continues to work towards assessing each district's performance individually based upon its goals and priorities, the submission of required reports and documents becomes even more vital. The operating expense allocation listed below is reflective of your district's execution of this task.

DISTRICT ALLOCATION

ALLOCATION SUMMARY

FY-2022 District Allocation Summary

Last	District	Code	Hours	Wcomp	Hrly	Long Yrs	Long Amt	Total Allocation	Total Emp Costs
Bass	Redbud	05	2076	9410	16.00	18	1,900.00	37,802.37	62,293.55
Rose	Redbud	08-A	2076	9410	14.50	3	250.00	32,673.93	58,018.88
TOTAL ALLOCATED PERSONNEL -								70,476.30	
(OBJECT CODE 12) UNALLOCATED -								12,000.00	
OPERATING EXPENSES -								6,000.00	
(OBJECT CODE 86) COPIER RENTAL PAYMENTS -								560.00	
TOTAL FY-2022 ALLOCATION -								89,036.30	

- **Total Allocation** – this includes hourly rate x hours, longevity, and FICA
 - You can't take this total amount divided by the hours and expect to get your hourly rate
 - **Total Emp Costs** – this is the total cost of the position
-

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- **Copier Rental Payments** – covers 4 quarterly payments for copier rental
 - Mileage for assisting a neighboring district is no longer added to your specific Allocation – it needs to be claimed on a separate claim using code 91
 - This only applies to those 7 districts who have assistance agreements in place
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- OSF-3 **Codes for positions** come from this report
 - **Copier rental expenses** should always be coded “86”
 - 2 Digit Item Code list should be used for coding other operating expenses
-

DISTRICT OPERATING EXPENSE ALLOCATION

- Lists the items that were considered in determining operating expense allocation, the due date, and the date OCC received
 - Districts receiving \$5,000 or less are eligible to be considered for an additional \$1,000 after August 4
 - Submission of the 21/22 JPO and the FY23 Budget will be the items considered in this review
 - Any questions/discrepancies need to be addressed prior to August 4
-

REDBUD CONSERVATION DISTRICT

DISTRICT OPERATING EXPENSE ALLOCATION

As OCC continues to work towards assessing each district's performance individually based upon its goals and priorities, the submission of required reports and documents becomes even more vital. The operating expense allocation listed below is reflective of your district's execution of this task.

It's important to note that the below performance assessment is based solely on whether the deliverable was completed with all required elements and submitted on time - not on the specific content or content quality of the deliverable.

DELIVERABLES ASSESSED & DISTRICT'S PERFORMANCE

- FY21 Major Project Report
 - Due date: 04/15/2021
 - District submitted: 05/02/2021
- 2020/2021 Joint Plan of Operations
 - Due date: 06/15/2020
 - District submitted: 7/29/2020
- FY20 Annual Report
 - Due date: 09/01/2020
 - District submitted:
- FY22 Budget Request
 - Due date: 07/30/2020
 - District submitted: 7/8/2020
- FY20 Audit Timeframe Form
 - Due date: 09/04/2020
 - District submitted: 10/12/2020
- FY21 Notice of Newly Elected Officers
 - Due date: 08/01/2020
 - District submitted: 7/8/2020
- 2021 Notice of Regular Meetings
 - Due date: 12/15/2020
 - District submitted: 11/16/2020
- Cost-Share FY23 Ranking System/Director Participation Form
 - Due date: 05/01/2021
 - District submitted: 4/25/2021

DISTRICT OPERATING EXPENSE ALLOCATION FOR FY2022

Based on the performance above, your District's Operating Expense Allocation for FY 2022 is \$6000.00.

TAKE NOTE

- Multiple Reminder Emails are no longer being sent
 - Initial instructions/guidance emails ALWAYS include relevant due dates
 - Emails are not sent for items with static due dates
 - When you see a due date – mark your calendar!
 - **Sources for information/reminders:**
 - *The Ripple Effect*
 - “Send To List”
 - Training materials and recordings
 - Ask someone
-

CONCERNED YOUR ITEMS ARE NOT BEING RECEIVED?



Attach a delivery and/or read receipt to your email.

*Delivery receipt will provide you with an email that confirms date and time delivered

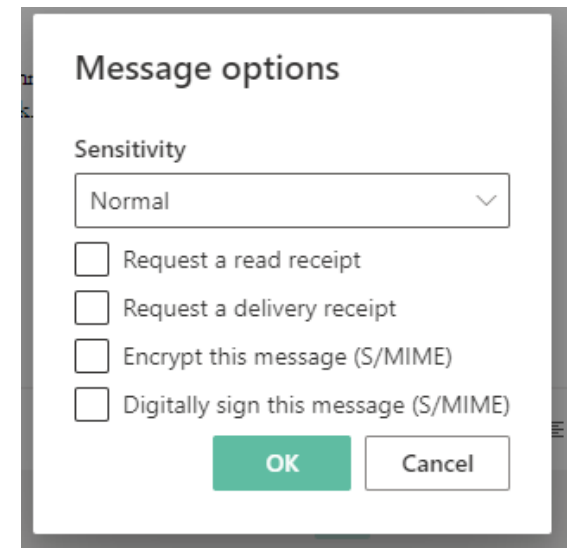
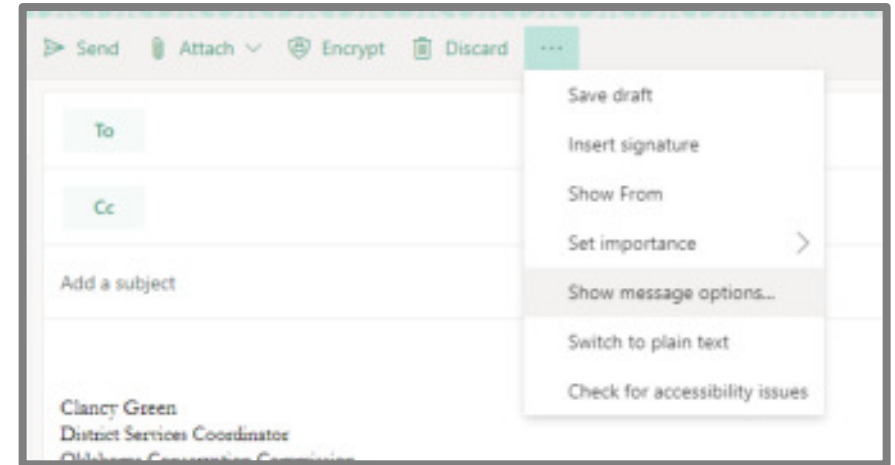
*Read receipt, if the reader chooses, will be sent to you to confirm the email was opened



To request either type of receipt, you must select the option before sending the email

*In the message window, select the ... and “Show Message Options” from the drop down menu

*Select the options you would like and click “OK”



ALLOCATION REGISTER

- Register should include:
 - Beginning allocation amount for each item or category you receive an allocation for
 - Columns for each item or category
 - Enough space to list items claimed separately
 - Lumping everything together (i.e. 07/30/2021 claim – salary & operating expense - \$5421.57) is not very helpful
 - Current allocation balance for each item or category



ALLOCATION REGISTER

District FY 22 Allocation and Expense Register

Redbud Conservation District

Claims/Req. Date	Personnel Base (05)	Personnel Rose (08-A)	Personnel Unallocated(12)	Operating Expenses	Description	Copier Rental (86)	Special Project	Description	Total Allocation	Other	Description
	\$37,802.37	\$32,673.93	\$12,000.00	\$6,000.00		\$560.00	\$0.00		\$89,036.30		
7/30/2021	\$3,151.17	\$2,195.50	\$891.07	\$100.00 \$75.00 \$129.57	office supplies surety bond utilities	\$139.83			\$6,785.44		
Total Used	\$3,154.47	\$2,195.50	\$891.07	\$604.57		\$139.83			\$6,785.44	\$0.00	
Balance	\$34,647.90	\$30,478.43	\$11,308.93	\$5,395.43		\$420.17			\$82,250.86		

QUESTIONS

