
ALLOCATIONS & FISCAL YEAR POLICIES

July 12, 2023

At the Commission:

- Division Director = Clancy Green
- Administrative Programs Officer = Alicia Ryan

Area District Coordinators:

- Area 1 – Lacie Landers, Ellis CCD
- Area 2 – Tammy Curry, Murray CCD
- Area 3 – Rhonda Bowman, Wagoner CCD
- Area 4 – Amy Weathers, North Caddo CD
- Area 5 – Lisa Grey, LeFlore CCD

DISTRICT SERVICES DIVISION

ALLOCATION EMAIL

Sharing the allocation information with your board is not optional!

FY24 Allocation



Clancy Green

To Pontotoc CCD

Cc bclark [redacted]; bhcop [redacted]; overturffarm [redacted]; tpea [redacted]

Reply

Reply All

Retention Policy Never Delete/Archive (Never)

Expires Never

FY24 Allocation Letter from Executive Director.pdf
640 KB

FY24 Allocation Memo to Districts.pdf
717 KB

FY24 Adopted Policies.pdf
126 KB

Pontotoc_FY24_Allocation.pdf
120 KB

Good morning,

Please see the attachments regarding your district's FY24 allocation. If you have questions, please let us know.

ALLOCATION LETTER FROM TREY

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

July 6, 2023

Conservation District staff and directors:

Happy New Year!

Well, it's the new state fiscal year anyway. That means new appropriations from the state legislature, new agency budgets, and new allocations for Conservation Districts. This year's legislative session was a positive one for conservation in Oklahoma.

ALLOCATION MEMO TO DISTRICTS

Policies and Information

**Sharing this information
with your board is not
optional! It should be on you
next board meeting agenda
for review and discussion*

SUBJECT: District Allocation for Fiscal Year 2024
Personnel Pay for Fiscal Year 2024
Permanent Part-Time Employees
Temporary Part-Time Employees
Retirement Contributions
Employee Confirmation of Benefits
Director Meeting Expenses
Deadline for Claims Paid From Fiscal Year 2023 Funds
Claims Procedures
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement
Conservation District Handbook
Form Revisions
OCC Adopted Policies for Fiscal Year 2024

PERSONNEL PAY

Money Matters

- 10% CoLA raise approved & effective July 1
- Full-time employees are on monthly pay rate
 - Local pay rate should be converted to monthly also
- Part-time employees will remain on hourly pay

Form Tips

- 2-Digit Item Code List has been updated
 - Review allocation & new 2-digit item code to verify you are using the correct code
- **ALL** district positions are Non-Exempt for FLSA purposes
- If “yes” for telework, you must include a copy of your current telework agreement

*New payroll worksheet, preclaim form, 6A, and 6B must be executed for changes to be effective – due July 28, 2023

PERMANENT PART-TIME EMPLOYEES

- Exceeded the 999 hour/12-months threshold
 - Limited to 1200 hours/year
 - Eligible to receive benefits and longevity
- Commission has a limited number of employees who are considered permanent part-time
- There should be no PPT employees unless authorized by the Commission due to benefit costs
 - Part-time should be temporary only – never exceeding the 999 threshold



TEMPORARY PART-TIME EMPLOYEES

- 999 hours!*
- Do not allow temporary part-time employees to exceed this threshold in their twelve month “year”
 - Know their hire date
 - Accurately track hours
 - When 999 is reached, employment must be terminated; can be rehired on or after the anniversary date
- Exceeding 999 hours will trigger benefits – the district will be responsible for paying all costs
- Part-time hour tracker must be provided as part of backup for reimbursement of temporary unallocated expenses

*This is federal law and applies whether OCC has allocated any funds or not!

TAKE NOTE

- **Director Meeting Expense**

- No more than \$25/meeting for a maximum of 12 meetings
- Is considered a regular operating expense
- Board must take action to set policy

- **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 rates will not change, new COBs will be sent in January 2024
-

TAKE NOTE

- **FY2024 Claims**

- Be sure to follow the claim checklist on the website
- Incomplete or incorrect claims will either be amended by OCC for processing or sent back unpaid
- Mail claims to OCC ASAP after board approval

- **Form Revisions**

- Regularly updated to improve functionality and useability
- Check the website for updated forms
- Revised forms must be put into use within a reasonable time period if no due date for adoption is given

MARK YOUR CALENDARS

- **FY2023 Claim Deadline**
 - **Friday, August 4, 2023**
 - FY23 claims received after this date will be returned unpaid
 - **NRCS Contributions Agreement**
 - Renewed Local Operating Agreement is due via email by **September 15, 2023**
 - NRCS Contribution worksheets are not currently required
 - APDI/Shared staff must still complete required reporting
 - **Audits/Compilations**
 - Districts **O-Z** will have audits on FY23 records
 - Audits must be completed by an auditor on the government approved list:
<https://oklahoma.gov/oab.html>
 - Timeframe forms are due via email by **September 1, 2023**
 - **Handbook Adoption**
 - Board must take action to adopt as policy
 - All staff and directors must complete acknowledgement form
 - **Both items completed by September 30, 2023**
-

FISCAL YEAR 24 - ADOPTED DISTRICT POLICIES

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
-

TEMPORARY PART-TIME EMPLOYEES

**Make sure you know each PT/Temp employee's hire date & are accurately tracking hours worked*

- **999 hours**

- Maximum number of hours PT/Temp employee can work in their “year” (i.e. 12 months beginning with date of hire)
- If 999 hours are exceeded, benefits are triggered, and employee become permanent part-time



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
 - “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
 - Efforts are made to provide guidance, updates to forms, etc. as early as possible to provide ample time to complete items
 - Read your emails!



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
 - 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 FY22 report and forms, you are in danger of being out of compliance with this policy
-

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.

JPO DRAFT SUBMISSION

- Allocations cannot be made to district's who have not submitted a JPO draft
- JPO provides justification for allocating of funds to the district
 - Is the road map of district activities for the upcoming 18 months



HANDBOOK ADOPTION

- Board must take action during a regular meeting to adopt the handbook as policy
 - Acknowledgement form must be completed by **ALL** staff and directors
 - Due by September 30, 2023
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PONTOTOC COUNTY 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 continues to be vital. The operating expense allocation listed below is reflective of your district's execution of this task.

It is 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.

DISTRICT ALLOCATION

ALLOCATION SUMMARY

FY-2023 District Allocation Summary

Last	District	Code	Hours	Hrly	Monthly	Long Yrs	Long Amt	Total Allocation	Total Emp Costs
Bass	Redbud	05	2076	17.60	3,044.80	1	0.00	39,332.73	53,438.63
Rose	Redbud	07	2076	16.50	2,854.50	3	250.00	37,143.56	50,913.92
TOTAL ALLOCATED PERSONNEL -								76,476.28	
TEMPORARY UNALLOCATED (OBJECT CODE 12) -								12,000.00	
OPERATING EXPENSES -								9,500.00	
(OBJECT CODE 86) COPIER RENTAL PAYMENTS -								560.00	
TOTAL FY-2023 ALLOCATION -								98,536.28	

- **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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- **Monthly rate** – all full-time employees should use this rate of pay on all forms
 - **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 must be claimed on a separate claim using code 91
-

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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
 - OE Allocations are higher than they have ever been
 - Any questions/discrepancies need to be addressed prior to **August 2**
 - Operating Expense expenditure will be reviewed in January for 50% utilization
 - Be sure to maintain an allocation register to track operating expenses that have been claimed
-

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 continues to be vital. The operating expense allocation listed below is reflective of your district's execution of this task as of June 15, 2022.

It is 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

- FY22 Major Project Report
 - Due date: 04/15/2022
 - District submitted: 4/12/2022
- 2021/2022 Joint Plan of Operations
 - Due date: 06/30/2021
 - District submitted: 6/11/2021
- FY21 Annual Report
 - Due date: 09/01/2021
 - District submitted: 9/1/2021
- FY23 Budget Request
 - Due date: 07/20/2021
 - District submitted: 6/8/2021
- FY21 Audit Timeframe Form
 - Due date: 09/03/2021
 - District submitted: 8/19/2021
- FY22 Notice of Newly Elected Officers
 - Due date: 08/01/2021
 - District submitted: 7/13/2021
- 2022 Notice of Regular Meetings
 - Due date: 12/15/2021
 - District submitted: 10/12/2021
- Cost-Share PY24 Director Participation Form
 - Due date: 02/28/2022
 - District submitted: 1/14/2022
- Cost-Share PY24 Ranking
 - Due date: 04/30/2022
 - District submitted: 2/9/2022
- FY21 Pre-claims (percent of submissions on time out of 100%)
 - District percentage: 100%

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:**
 - Emails, especially the monthly district services update
 - “Send To List” and/or “Important District Items” list
 - Training materials and recordings
 - Ask someone
-

NEW/UPDATED FORMS

No revision from current

- 6A
- Payroll worksheet
- Preclaims (5C & 5M)
- Timesheet
- Claim Form (OSF-3)

Has been revised

- 6B
- 2-Digit Item Code List
- Timeframe Form



AUGUST TRAINING

Topic: Conservation District Handbook

Session 1: August 9, 1:30 – 2:30 p

Session 2: August 10, 1:30 – 2:30 p



Let's look at some forms.

FYI

- July 1 brought a change in maximum allowed accrual rates for annual leave based on years of service
- If you were at the 680 limit, you may (likely) begin accruing again as of July 1

<i>YEARS OF CUMULATIVE SERVICE</i>	<i>ANNUAL LEAVE Accrual Rate per month</i>	<i>Maximum Statutory Limit</i>	<i>Excess that may be accrued</i>	<i>Total Maximum Allowable Accrued</i>	<i>SICK LEAVE Accrual Rate per month</i>
less than 5 years of service	10 hours	640 hours	0 hours	640 hours	10 hours
5 to 10 years of service	12 hours	640 hours	144 hours	784 hours	10 hours
10 to 20 years of service	13.33 hours	640 hours	160 hours	800 hours	10 hours
20 years of service or more	16.67 hours	640 hours	200 hours	840 hours	10 hours

QUESTIONS

