



New Manager Training Bootcamp

District Finances 101

Office of Water Resources Planning
Conservation District Support Section
June 18-20, 2019

Statewide Funding: Sources and Magnitude

FY 2017-18 County Conservation District State Agency Program Allocations and Fees Collected																					
	Staff Support/Cost-Share Allocations											F	s	Total of							
County	CDFAP Allocations	PUC Act 13 UGWF Block Grant	Ch. 102/NPDES Plan Review, Permit Processing and Penalty Assesment Fees Collected	Ch. 105 Permit Processing Fees Collected	Chesapeake Bay Technician, Engineer, and Special Project Administration	Nutrient Management Program Technician Cost-Share	Manure Management Workshop Mini-Grants	DG&LVR Education and Training Allocations	Watershed Specialist s Cost-Share	319 Non- Point Source Program	Growing Greener Grant Program	Mosquito- Borne Disease Control Program	Environmental Education Grants	Totals	CDFAP Act 13 UGWF Special Project Allocations	DG&LVR Project Allocations	Chesapeake Bay Program Special Project Allocations	Growing Greener Project Allocations	319 Non- Point Source Project Allocations	Totals	Staff Support and Project Allocations
Adams	\$80,145	\$57,902	\$255,994	\$0	\$65,550	\$84,000	\$0	\$46,198	\$40,200	\$13,000	\$0	\$70,500	Şi	\$713,489	\$0	\$184,790	\$50,000	\$0	\$68,400	\$303,190	\$1,016,678
Allegheny Armstrong	\$118,587 \$125,645	\$57,902 \$57,902	\$928,544 \$15,800	\$52,325	\$0	\$14,000 \$14,000	\$1,500 \$1,335	\$74,675 \$212,867	\$40,200 \$40,200	\$0 \$0	\$0 \$19.520	\$0	SI	\$1,287,732	\$0 \$0	\$298,699 \$851,466	\$0 \$0	\$150 465	\$0	\$298,699 \$1,001,933	\$1,586,432 \$1,489,202
Beaver	\$109,261	\$57,902	\$94,273	\$29,575	\$0	\$14,000	\$1,170	\$0	\$40,200	\$0	\$0	\$0	Şi	\$346,381	\$0	\$0	\$0	\$150,465	\$0	\$0	\$346,381
Bedford Berks	\$80,145 \$80,145	\$57,902 \$57,902	\$58,400 \$555,463	\$9,005	\$98,250 \$64,236	\$28,000 \$168,000	\$0 \$640	\$95,848 \$75,968	\$40,200 \$40,200	\$0 \$0	\$17,140	\$54,831	SI	\$458,745 \$1,123,529	\$0 \$0	\$383,390	\$80,250 \$211,799	\$557,312	\$0	\$463,640 \$1,072,982	\$922,385 \$2,196,511
Blair	\$77,046	\$57,902	\$42,925	\$9,000	\$50,775	\$28,000	\$1,659	\$37,667	\$40,200	\$0	\$17,140	\$34,631	SI	\$336,173	\$0	\$150,663	\$31,145	\$007,312	\$0	\$1,072,302	\$517,982
Bradford	\$195,216 \$80,145	\$57,902 \$57,902	\$23,800 \$712,820	\$5,900	\$86,250	\$56,000 \$14,000	\$1,500 \$1,062	\$297,215 \$59,591	\$40,200 \$40,200	\$0 \$0	\$0	\$0	Şi	\$763,983	\$0	\$1,188,857	\$155,150	\$0 \$95,385	\$0	\$1,344,007 \$333,750	\$2,107,990 \$1,299,470
Bucks Butler	\$175,216	\$57,902 \$57,902	\$712,820 \$248,600	\$37,650	\$0	\$14,000	\$1,062	\$59,591	\$40,200	\$0	\$0	\$0	S	\$965,720	\$0	\$238,365	\$0	\$0	\$0	\$333,750	\$1,299,470 \$935,939
Cambria	\$95,397	\$57,902	\$56,200	\$12,300	\$65,550	\$14,000	\$0	\$47,946	\$80,400	\$0		\$0	Ş	\$429,694	\$0	\$191,782	\$0	\$238,319	\$0	\$430,101	\$859,795
Cameron Carbon	\$106,049 \$63,926	\$57,902 \$57,902	\$775 \$59,453	\$575 \$0	\$0	\$0 \$0	\$0 \$0	\$34,883 \$30,914	\$40,200	\$0	\$5,000	\$0 \$0	Si	\$240,384 \$217,195	\$0 \$0	\$139,530 \$123,658	\$0	\$210,000	\$0	\$139,530 \$333,658	\$379,914 \$550,853
Centre	\$96,153	\$57,902	\$99,140	\$8,425	\$65,550	\$42,000	\$1,478	\$53,729	\$40,200	\$0		\$0	Si	\$477,051	\$0	\$214,911	\$62,985	\$689,673	\$0	\$967,569	\$1,444,620
Chester Clarion	\$80,145 \$80,943	\$57,902 \$57,902	\$691,631 \$14,488	\$0 S0	\$131,100	\$56,000 \$14,000	\$1,358 \$1,500	\$63,804 \$97,736	\$40,200 \$40,200	\$0 \$0	\$0 \$0	\$0 \$0	Si Si	\$1,122,140	\$0 \$0	\$255,217 \$390,944	\$303,335 \$0	\$0 \$0	\$0 \$0	\$558,552 \$390,944	\$1,680,692 \$697,713
Clearfield	\$93,188	\$57,902	\$36,200	\$0	\$49,162	\$14,000	\$1,743	\$112,207	\$40,200	\$25,664		\$0	Si	\$430,265	\$0	\$448,822	\$0	\$0	\$652,199	\$1,101,021	\$1,531,286
Clinton	\$99,934 \$80,145	\$57,902 \$57,902	\$41,540 \$33,725	\$4,200 \$1,450	\$65,505 \$49,163	\$42,000 \$14,000	\$0 \$1,257	\$47,646 \$96,214	\$40,200	\$0	\$0	\$0	\$3.00	\$398,926 \$377,056	\$0	\$190,579 \$384,852	\$53,500	\$0	\$0	\$244,079 \$384,852	\$643,006 \$761,908
Crawford	\$95,901	\$57,902	\$28,025	\$4,850	\$0	\$28,000	\$2,493	\$174,427	\$40,200	\$0		\$0	\$3,000	\$467,663	\$0	\$697,706	\$0	\$306,845	\$0	\$1,004,551	\$1,472,215
Cumberland	\$80,145	\$57,902 \$57,902	\$320,637	\$0 \$0	\$160,600 \$102,680	\$70,000 \$70,000	\$1,500	\$20,001	\$40,200 \$40,200	\$0 \$0		\$0 \$90.659	SI SI	\$813,181 \$767.695	\$0 \$0	\$80,000 \$184,954	\$188,953 \$103,920	\$227,617	\$0	\$496,570 \$288.874	\$1,309,751 \$1,056,568
Dauphin Delaware	\$80,145 \$71,816	\$57,902 \$57,902	\$279,870 \$113,570	\$8,925	\$102,660	\$70,000	\$0	\$46,239 \$0	\$40,200	\$0	\$0	\$90,009	Si	\$292,413	\$0	\$104,954	\$103,920	\$0	\$0	\$200,074	\$1,056,566
Elk	\$116,067	\$57,902	\$8,870	\$3,100	\$0	\$14,000	\$469	\$40,378	\$40,200	\$0	\$0	\$0	\$3,00	\$283,986	\$0	\$161,512	\$0	\$0	\$0	\$161,512	\$445,498
Erie Fayette	\$80,145 \$122,116	\$57,902 \$57,902	\$49,291 \$24,990	\$9,975 S0	\$0 \$0	\$14,000 \$14,000	\$660 \$865	\$92,667 \$82,761	\$40,200	\$0 \$0	\$0 \$0	\$0 \$0	Si Si	\$344,840 \$342,834	\$0 \$0	\$370,669 \$331,045	\$0 \$0	\$0 \$0	\$0 \$0	\$370,669 \$331,045	\$715,509 \$673,879
Forest	\$81,385	\$57,902	\$0	\$0	\$0	\$0	\$0	\$31,945	\$0	\$0	\$0	\$0	Si	\$171,232	\$0	\$127,780	\$0	\$0	\$0	\$127,780	\$299,012
Franklin Fulton	\$80,145 \$80,145	\$57,902 \$57,902	\$231,160 \$56,725	\$0 \$0	\$0 \$98.250	\$112,000 \$42,000	\$1,478 \$0	\$47,802 \$42,447	\$40,200 \$40,200	\$0 \$0	\$0 \$0	\$0 \$0	Si Si	\$570,686 \$417,669	\$0 \$0	\$191,202	\$0 \$247.634	\$0 \$0	\$0 \$0	\$191,202 \$417,419	\$761,889 \$835,088
Greene	\$235,815	\$57,902	\$129,770	\$36,425	\$0	\$14,000	\$1,500	\$106,738	\$40,200	\$0	\$12,333	\$10,160	Si	\$644,842	\$29,223	\$426,953	\$0	\$195,151	\$0	\$651,327	\$1,296,169
Huntingdon Indiana	\$63,926 \$96,909	\$57,902 \$57,902	\$19,250 \$23,975	\$10,200	\$30,000	\$28,000 \$14,000	\$1,251 \$3,092	\$81,483 \$144,674	\$40,200	\$0	\$0 \$924	\$0 \$0	SI SI	\$322,011 \$391,875	\$0 \$0	\$325,927 \$578,695	\$64,466	\$0 \$19,570	\$0	\$390,393 \$598,265	\$712,405 \$990,141
Jefferson	\$100,690	\$57,902	\$14,572	\$3,450	\$0	\$14,000	\$1,500	\$85,909	\$40,200	\$0	\$12,977	\$0	\$3,00	\$334,200	\$0	\$343,636	\$0	\$473,603	\$0	\$817,239	\$1,151,439
Juniata Lackawanna	\$80,145 \$67,426	\$57,902 \$57,902	\$29,750 \$78,650	\$0	\$0 \$140.152	\$112,000	\$0	\$1 \$43.548	\$37,685 \$40,200	\$0 \$0	\$10,082	\$0	SI SI	\$327,565 \$427,878	\$0	\$174,188	\$0 \$140.262	\$105,946	\$0	\$105,946 \$314,450	\$433,511 \$742,328
Lackawanna	\$80,145	\$57,902	\$500,435	\$19,575	\$558,900	\$448,000	\$9,555	\$79,977	\$40,200	\$148,400	\$0	\$0	Si	\$1,943,088	\$0	\$319,904	\$140,262	\$0	\$130,383	\$450,287	\$2,393,375
Lawrence Lebanon	\$110,269	\$57,902	\$99,190	\$0	\$0 \$114,713	\$14,000	\$947	\$42,520	\$40,200	\$0 \$0	\$0	\$0	Şi	\$365,028	\$0 \$0	\$170,081	\$0	\$0	\$0	\$170,081	\$535,109
Lebanon Lehigh	\$80,145 \$80,145	\$57,902 \$57,902	\$255,720 \$1,055,138	\$0 \$0	\$114,713	\$168,000 \$14,000	\$377 \$0	\$38,254 \$6	\$40,200	SC SC	\$0 \$0	\$0 \$0	\$3.00	\$755,310 \$1,250,384	\$0 \$0	\$153,014 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$153,014 \$0	\$908,325 \$1,250,384
Luzerne	\$80,145	\$57,902	\$260,635	\$0	\$0	\$0	\$0	\$75,319	\$40,200	\$0	\$15,150	\$72,632	S	\$601,983	\$0	\$301,274	\$30,000	\$302,850	\$0	\$634,123	\$1,236,107
Lycoming McKean	\$136,281 \$114,806	\$57,902 \$57,902	\$22,800 \$45,455	\$9,725	\$65,550	\$42,000 \$14,000	\$0 \$0	\$112,646 \$56,916	\$40,200 \$40,200	\$0 \$0	\$0 \$0	\$56,740 \$0	Si Si	\$534,118 \$339,003	\$74,312 \$0	\$450,580 \$227,662	\$0 \$0	\$214,984 \$0	\$0 \$0	\$739,876 \$227,662	\$1,273,994 \$566,666
Mercer	\$109,513	\$57,902	\$34,930	\$5,650	\$0	\$14,000	\$0	\$73,898	\$40,200	\$0	\$12,799	\$0	\$2,95	\$351,845	\$0	\$295,590	\$0	\$236,448	\$0	\$532,038	\$883,884
Mifflin Monroe	\$80,145 \$80,145	\$57,902 \$57,902	\$29,460 \$202,570	\$0 \$4,575	\$86,937	\$70,000 \$14,000	\$728 \$405	\$31,650 \$44,728	\$40,200	\$28,511 \$0	\$0 \$0	\$0 \$0	\$1.20	\$425,532 \$445,733	\$0 \$0	\$126,595 \$178,913	\$20,000 \$0	\$0 \$0	\$88,209	\$234,804 \$178,913	\$660,337 \$624,646
Montgomery	\$80,145	\$57,902	\$722,432	\$0	\$0	\$14,000	\$749	\$55,119	\$40,200	\$0	\$0	\$0	\$1,20	\$970,547	\$0	\$220,477	\$0	\$0	\$0	\$220,477	\$1,191,024
Montour Northampton	\$80,145 \$80,145	\$57,902 \$57,902	\$27,250 \$478,953	\$1,475	\$65,500	\$14,000 \$14,000	\$0 \$0	\$28,203 \$20,000	\$40,200	\$0 \$0	\$31,870	\$0 \$0	Si Si	\$346,544 \$691,200	\$0 \$0	\$112,806 \$80.000	\$8,180	\$714,843 \$0	\$0	\$835,829 \$80,000	\$1,182,374 \$771.200
Northampton Northumberland	\$80,145	\$57,902	\$21,725	\$6,125	\$0	\$42,000	\$0	\$65,062	\$40,200	\$0	\$0	\$179,519	\$1	\$492,677	\$0	\$260,242	\$128,468	\$0	\$0	\$388,710	\$881,388
Perry	\$80,145	\$57,902	\$35,330	\$0	\$0	\$84,000	\$534	\$52,593	\$40,200	\$0		\$0	SI	\$350,704	\$0	\$210,368	\$20,000	\$0	\$0	\$230,368	\$581,072
Philadelphia Pike	\$63,926	\$57,902	\$69,941	\$5,200	\$0	\$0 \$0	\$0 \$0	\$32,342	\$40,200	\$0 \$0	SO SO	\$0 \$0	\$3,00	\$272,511	\$0 \$0	\$129,370	\$0 \$0	\$0 \$0	\$0 \$0	\$129,370	\$0 \$401,881
Potter	\$99,430	\$57,902	\$16,230	\$1,325	\$65,550	\$14,000	\$0	\$182,582	\$40,200	\$0		\$0	\$3,00	\$480,219	\$0	\$730,326	\$111,263	\$0	\$0	\$841,589	\$1,321,808
Schuylkill Snyder	\$80,145 \$80,145	\$57,902 \$57,902	\$131,590 \$23,209	\$0 \$0	\$66,195 \$65,550	\$56,000 \$112,000	\$1,212 \$1,500	\$70,827 \$40,123	\$40,200 \$40,200	\$0 \$0	\$8,836 \$0	\$0 \$0	\$2.58i	\$512,907 \$423,209	\$0 \$0	\$283,306 \$160,490	\$73,433 \$173,450	\$3,212,164 \$163,840	\$0	\$3,568,903 \$497,780	\$4,081,810 \$920,989
Somerset	\$96,657	\$57,902	\$23,000	\$0	\$0	\$14,000	\$0	\$99,395	\$40,200	\$0	\$0	\$0	\$1	\$331,153	\$0	\$397,578	\$0	\$0	\$0	\$397,578	\$728,731
Sullivan Susquehanna	\$108,950 \$292,548	\$57,902 \$57,902	\$0 \$38,300	\$0 \$23,325	\$32,775 \$65,500	\$14,000 \$14,000	\$0 \$1,425	\$83,965 \$288,259	\$40,200	\$0 \$0	\$0	\$0 \$0	Si Si	\$337,791 \$821,459	\$16,350	\$335,854 \$1,153,033	\$119,807	\$492,787	\$0	\$335,854 \$1,781,977	\$673,646 \$2,603,436
Tioga	\$138,684	\$57,902	\$9,000	\$9,175	\$3,480	\$28,000	\$1,196	\$227,244	\$40,200	\$0		\$0	\$2,99	\$517,870	\$13,681	\$908,971	\$356,900	\$60,389	\$0	\$1,339,941	\$1,857,811
Union	\$80,145 \$95,901	\$57,902 \$57,902	\$22,950 \$5,407	\$2,925 \$1,975	\$74,305	\$68,040 \$14,000	\$0 \$1 435	\$29,877 \$124,150	\$40,200 \$40,200	\$0 \$0	\$0	SO SO	Şi	\$376,344 \$340,970	\$0	\$119,506 \$496,601	\$93,300	\$0	\$0	\$212,806 \$496,601	\$589,150 \$837,571
Venango Warren	\$95,397	\$57,902 \$57,902	\$5,500	\$5,450	\$0	\$14,000	\$1,435 \$842	\$124,150	\$40,200	\$0	\$0	\$0	SI	\$340,970	\$0	\$496,601	\$0	\$0	\$0	\$496,601	\$881,034
Washington	\$332,340	\$57,902	\$532,546	\$119,700	\$0	\$14,000	\$0	\$116,243	\$40,200	\$0	\$0	\$0	SI	\$1,212,931	\$0	\$464,972	\$0	\$36,683	\$0	\$501,655	\$1,714,586
Wayne Westmoreland	\$80,145 \$115,562	\$57,902 \$57,902	\$15,235 \$456,436	\$10,275 \$23,450	\$0	\$14,000 \$14,000	\$0 \$561	\$121,048 \$90,871	\$40,200	\$0 \$0	\$9,620	\$98.890	Si Si	\$338,805	\$0 \$0	\$484,192 \$363,483	\$0 \$0	\$60,000	\$0	\$484,192 \$423,483	\$822,997 \$1,330,974
Wyoming	\$120,013	\$57,902	\$38,502	\$0	\$47,000	\$14,000	\$0	\$68,047	\$40,200	\$0	\$0	\$0	S	\$385,664	\$0	\$272,184	\$98,800	\$134,650	\$0	\$505,634	\$891,298
York Totals	\$80,145	\$57,902 \$3,821,500	\$336,989	\$488.255	\$0	\$70,000	\$2,974	\$131,085	\$40,200 \$2,610,485	\$215.575	\$266 700	\$622,020	\$1	\$719,295	\$122 505	\$524,338	\$11,220	\$8,899,523	\$020.404	\$535,558 \$33,764,900	\$1,254,853
otais	\$6,762,948	\$3,821,500	\$10,895,733	\$488,255	\$2,634,728	\$2,616,040	\$56,763	\$5,213,633	\$2,610,485	\$215,575	\$266,788	\$633,930	\$27,73	2 \$36,244,109	\$133,565	\$20,854,400	\$2,938,220	\$8,899,523	\$939,191	\$33,764,900	\$70,009,009



Statewide Funding: Sources and Magnitude

FY 2017-18 DEP, PDA & PUC Combined Program Allocations Summary

	CCD Staff Support Allocations	CCD Project Pass Through Allocations	Combined <u>Allocations</u>			
Total	\$36.2 Million	\$33.8 Million	\$70.0 Million			
Minimum	\$171,232	\$0	\$292,413			
Maximum	\$1,943,088	\$3,568,903	\$4,081,810			
Average	\$549,153	\$511,589	\$1,060,742			
Bay WS	50%	58%	54%			
Non-Bay WS	50%	42%	46%			



SCC Audit Standards, Requirements and Recommendations

- District audits must include <u>all</u> funds received, maintained and expended by the district.
- District audits will be conducted by or under the supervision of a Certified Public Accountant.
 - Generally Accepted Auditing Standards
 - Government Auditing Standards issued by the Comptroller General of the United States
- District will complete an independent audit, separate and apart from any comprehensive countywide audit.
- District is strongly encouraged to have their auditor attend a monthly board meeting to present the findings of the completed audit.
- Commission strongly encourages use of computerized accounting software.
- A copy of the District audit along with all <u>findings and management letters</u> must be submitted by December 31st to:
 - The State Conservation Commission (c/o the DEP Bureau of Conservation and Restoration, Division of Conservation)
 - The County Commissioner's Office
 - The County Controller's Office (if one exists)
- If the December 31st deadline is missed:
 - o The District will forfeit their General Administrative Assistance.
 - o The Commission may also withhold all future CDFAP payments until the required audit is submitted.
 - The District's obligation to submit an audit consistent continues beyond forfeiture of the general administrative assistance and suspension of payments.



Draft - Annual Budgeting Spreadsheet for CCD Staff Positions

District Name CCD's CY 20 Budget for Staff Positions																					
E X P E N S		Position Title District Employee Salary					Watershed Conservationist Jane Turner \$33,559.50		Resource Conservationist Ed Espin \$36,387.00		Resource Conservationist Mandy Morgan \$40,228.50		Communications Director Cindy Harkness \$32,974.50		Recycling Director Betty Leach \$32,779.50		Intern Morgan Turner \$23,400.00				
E S		Total Sa	Benefits lary & Benefits	\$29,733.49 \$80,725.99		\$28,876.62 \$62,436.12		\$8,864.59 \$45,251.59		\$28,894.88 \$69,123.38		\$19,624.30 \$52,598.80		\$8,257.65 \$41,037.15		\$2,409.42 \$25,809.42		\$0.00		\$0.00	
	Income over					\$0.00		\$0.00		\$0.00		\$0.00		\$0.01		\$0.00		\$0.00		\$0.00	
	income over	Total Distributed Income				\$62,436.12 100.0%		,,,,,		\$69,123,38 100,0%		\$52,598.80 100.0%		\$41,037.16 100.0%		\$25,809.42 100.0%		\$0.00 0.0%		\$0.00 0.0	
	Program Income Source	Grant Distr		400,1 20.00 100.076											1						_
	County Grant:	\$45,000,00	Sum 45.000.00	\$45,000.00	55.7%																
	CDFAP Manager Allocation:	\$22,350,00	22,350.00	\$22,350.00																	
	CDFAP E&S Technician Allocation:	\$15,650.00	,	QLL,000.00	2770					\$15,650.00	22.6%										
	CDFAP ACT Allocation:	\$16,219.00	16,219.00							16,219.00	23.5%										
	CDFAP Act 13 UGWF Allocation:	\$60,587.00	60,587.00	\$8.072.79	10.0%	\$21,556.14	34.5%	\$14.337.84	31.7%	16,620.23	24.0%										
	Ch. 102 / NPDES Permit Aplication Fees:	****	00,000.100	40,0.2	1010,10	42.,000		4,													
	Ch. 102 / NPDES Plan Review Fees:	\$8,709.92	8,709.92					\$2,767.06	6.1%	5,942.86	8.6%										
	PUC Act 13 UGWF Block Grant:	\$57,902.00	57.902.00	\$5.303.20	6.6%							\$52,598,80	100.0%								
	Nutrient Management Technician Allocation:	\$14,000.00	14,000.00							14,000.00	20.3%										
	Watershed Specialist Allocation:	\$33,000.00	33,000.00			\$33,000.00	52.9%														
	DG&LVR T&E Allocation:	\$28,146.69	28,146.69					\$28,146.69	62.2%												
	Chesapeake Bay Technician Allocation:																				
	Chesapeake Bay Engineer Allocation:																				
	Chesapeake Bay Special Project Grant:																				
N	Chapter 105 Permit Aplication Fees:																				
C	Mosquito-borne Disease Control Grant:																				
O M	Spotted Lanternfly Ed. and Control Program:																				
E	GG Ag. BMP Grant	\$4,911.00	4,911.00			\$4,219.71	6.8%			691.29	1.0%										
	GG AMD Hamlin Grant	\$4,500.00	4,500.00													\$4,500.00	17.4%				
	GG AMD Railroad Grant	\$5,500.00	5,500.00													\$5,500.00	21.3%				
	NFWF Appalachia Grant	\$5,000.00	5,000.00													\$5,000.00	19.4%				
	NFWF Pulling Together Grant	\$3,550.00	3,550.00													\$3,550.00	13.8%				
	ANF Challenge Grant	\$2,550.00	2,550.00													\$2,550.00	9.9%				
	F&B Stabilization Grant	\$8,369.69	8,369.69			\$3,660.27	5.9%									\$4,709.42	18.2%				
	Grants/PC Fund	\$20,518.58	20,518.58											\$20,518.58							
	Recycling Program	\$20,518.58	20,518.58											\$20,518.58	50.0%						



Draft - Annual Budgeting Spreadsheet for CCD Staff Positions

Notes for the Annual Budgeting Spreadsheet for CCD Staff Positions:

- The "yellow" cells are editable and are for your input. The exception to this rule are the cells that have the "blue" lettered Program Income Source descriptions, these source descriptions are locked down to preserve a standard program description and the order in which they are listed.
- The "gray" cells are locked to keep their formulas intact. If you need to unlock these cells, click on the "Review" tab at the top of the page and select "Unprotect Sheet". I did not use a password.

To begin...

- First, fill in your District's name and calendar year at the top of the sheet.
- Second, fill in your staff position titles, staff first & last names, staff salaries and benefits total across the top center of the sheet. The salary and benefit amounts will total in the "gray" area below each staff position.
- Third, fill in the "Grant Amount" allocation for each "Program Income Source" along the lower left portion of the sheet. Add additional "Program Income Sources" and "Grant Amounts" as needed below the standard income sources listed in "blue". The "Grant Amount" allocation should only be that portion of the grant allocated for staff salaries and benefits.
- Fourth, distribute the program income amounts to the appropriate positions across the lower center
 portion of sheet. Each amount entered will calculate a percentage of the total salary and benefit costs for
 that position. These distributed amounts will total at the top of the column and compare the "Total Salary
 & Benefits" to the "Total Distributed Income". This comparison should help as you distribute program
 income for each staff position.
- Both the "Grant Amount" and Distribution Sum" columns total at the bottom of the spreadsheet for comparison.
 pennsylval

SCC – Model CCD Investment Policy

County Conservation District Board of Directors shall be permitted to invest funds consistent with <u>sound business practices</u> in the following types of investments.

- United States Treasury bills.
- Short-term obligations of the United States Government or its agencies or instrumentalities.
- Deposits in savings accounts, time deposits, or share accounts of institutions insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation, or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured and for any amounts above the insured maximum, those amounts shall be secured by collateral pledged by the depository pursuant to Act 72 of 1971 (72 P.S. § 3836-1 et seq.).
- Obligations of the United States of America, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth of Pennsylvania, or any of their agencies or instrumentalities backed by the full faith and credit of these government units.
- Pennsylvania Treasurer's INVEST Program for Local Governments and Nonprofits
- Pennsylvania Local Government Investment Trust (PLGIT)









Questions?

C. Frederick Fiscus III, PG
Chief, Conservation District Support Section
Division of Planning and Conservation
Rachel Carson State Office Building
PO Box 8555
Harrisburg, PA 17105
717-772-5660
cfiscus@pa.gov