



Texas State  
Soil & Water  
Conservation  
Board



# FISCAL OPERATIONS





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# DEPOSITING PUBLIC FUNDS

- All Funds must be
  - Deposited in a State or National Bank
  - Kept in either demand or time accounts
- All Accounts must be
  - Approved by the Board of Directors (**Recorded in Official Minutes**)
  - Opened in the name of the District





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# ACCOUNTS

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- State Fund
  - Used to manage state appropriated funds
  - Examples include
    - Technical Assistance
    - Matching Funds
    - Director Mileage & Per Diem
  - Certain limitations exist on use of state appropriated funds
  - The unexpended balance of state grants should remain in this account until spent



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# ACCOUNTS

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- Trust Fund
  - Used to manage **Non-State** monies received in trust that they will be used for the purpose given
  - Examples Include
    - Contributions, Gifts, and Donations
    - Federal and Local Grants
    - Profits from Sale of Goods (Purchased from Trust)
    - Proceeds from District Activities - Banquets, Tours, etc.
    - Any other funds not derived in any way from the State
  - Trust funds may be used for any purpose considered by Directors to be in the best interest of the District while in compliance with State Soil and Water Laws



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# MANAGING PUBLIC FUNDS

- Good Management is **Key**
  - Document All Transactions
    - Keep Receipts
    - Checks endorsed by Two Directors
    - Prior Approval for Automatic Debits
    - Prior Approval for Transactions between meetings then ratify
  - Reconcile Bank Statement each Month





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# Annual Audit Requirements

