



**Arizona State Land Department  
NRCD  
&  
Environmental Education Center  
Reporting Requirements**

Revised: May 2014

# Table of Contents

Arizona Revised Statutes.....	3
NRCD Paperwork Checklist.....	4
NRCD Requirements.....	4
Application for State Supplemental Funds.....	5
Application for Environmental Special Plate Funds.....	7
NRCD Annual Plan of Work.....	10
NRCD Annual Report.....	11
NRCD Annual Financial Statement (ASLD Standard Form).....	12
Education Center Paperwork Checklist.....	13
Education Center Requirements.....	14
Education Center Application for State Supplemental Funds.....	15
Education Center Annual Plan of Work.....	17
Education Center Annual Report Cover Page.....	18
Education Center Annual Report.....	19
Education Center Financial Statement.....	20

**A. R. S. § 37-1001. Declaration of policy**

It is declared the policy of the legislature to provide for the restoration and conservation of lands and soil resources of the state, the preservation of water rights and the control and prevention of soil erosion, and thereby to conserve natural resources, conserve wildlife, protect the tax base, protect public lands and protect and restore this state's rivers and streams and associated riparian habitats, including fish and wildlife resources that are dependent on those habitats, and in such manner to protect and promote the public health, safety and general welfare of the people.

**A. R. S. § 37-1013. Powers and duties of commissioner**

A. The state natural resource conservation commissioner shall:

**4. Require the supervisors of each district to file with him annually any audits and the records of the operations of the district for the preceding year in such form and detail as he prescribes.**

**A. R. S. § 37-1014. State financial assistance; application; criteria**

**A. The commissioner shall include in the biennial state land department budget request a sum of not to exceed thirty thousand dollars for each district and sixty thousand dollars for each education center for distribution by the commissioner to those natural resource conservation districts which have applied for, have met the criteria for and have been approved for receiving state financial assistance, as provided in this section.**

**B. Any district or education center desiring to receive state financial assistance for the next ensuing fiscal year shall apply to the commissioner not later than June 20, on a form supplied by the division of natural resource conservation.** Each application shall include, but not be limited to:

C. Upon receipt of the application, the commissioner shall determine whether or not such funds for the district or education center will be included in the budget request for the state land department and shall promptly notify the district of his determination.

**A. R. S. § 37-1015. Environmental special plate fund; distribution**

A. An environmental special plate fund is established and is administered by the commissioner consisting of monies received pursuant to section 28-2413.

**B. Subject to legislative appropriation, the department shall distribute five thousand dollars annually to each natural resource conservation district with an established education center for the purpose of developing and implementing an environmental education program that is conducted in a balanced manner, that is based on current scientific information and that includes a discussion of economic and social implications.**

C. Subject to legislative appropriation, the department shall distribute grants as directed pursuant to section 41-2252.

D. The fund established in this section is exempt from the provisions of section 35-190 relating to lapsing of appropriations. On notice from the commissioner, the state treasurer shall invest and divest monies in the fund as provided by section 35-313, and monies earned from investment shall be credited to the fund.

E. The appropriated monies shall only be used for the designated purposes specified in statute.

# NRCD Operations

## Checklist

Due Date	Item	Description	Check Off
June 20th	Annual Plan of Work (A business plan)	Presents estimated district conservation workload for the next year. Provides a basis for the district budget. Demonstrates financial need to legislators, the ASLD, and other state agencies.	
June 20th	Application for State Supplemental Funds	Two-sided form: 1. State 2. District: four fiscal year columns covering revenues, expenditures, and balances. Used in ASLD budget preparation to justify State supplemental funding for NRCDs.	
July 20th	Annual Financial Report (In a standard format)	Is a <b>separate document</b> from the Annual Report, but can be included in it. Reflects statement of revenues, expenditures, and final balances of <b>all</b> monies received and expended by the district.	
July 20th	Annual Report	Details for the Legislature, Congress, ASLD, NRCS, Cooperators, and the public the district's accomplishments over the past year. In addition, it accounts for <b>both public funds and the district's own money</b> spent during the year.	
Once, unless changes	Meeting Location Notice	Disclosure statement as to where meeting notices will be posted.	
Monthly /Per Meeting  ( <b>24 hours</b> before meeting)	Meeting Agenda	A notice for each meeting must be posted with the agenda in the stated location <b>24 hours</b> prior to the meeting. A copy must also be provided to the ASLD for filing purposes.	
Monthly/ Per Meeting  ( <b>72 hours/3 working days</b> after meeting)	Meeting Minutes	Must be available for public inspection in proper form within <b>72 hours (3 working days)</b> after meeting. Within that <b>72 hour</b> time frame a copy must also be provided to the ASLD for filing purposes. Minutes should provide a description of matters discussed or considered and an accurate description of all legal actions proposed, discussed, or taken.	
First Saturday in May – Even numbered years	Elections	Many requirements. Information will be provided in the future.	

# ONCE A YEAR REQUIREMENTS

## Due June 20th

- Applications for State Supplemental Funds (ASLD Standard Forms)  
**NOTE:** two may be necessary – 1 for Supplemental Funds, 1 for Environmental Special Plate Funds
- Annual Plan of Work

## Due July 20th

- Annual Report
  - Annual Financial Statement (ASLD Standard Form)
- 

## Other Requirements for NRCDs

- Meeting Location Notice: Once unless changes.
- Meeting Agenda: Due Monthly /Per Meeting (**24 hours** before the meeting takes place)
- Meeting Minutes: Due Monthly/Per Meeting (**72 hours/3 working days** after meeting)

**Fillable Online Form**

[http://www.azland.gov/programs/natural/forms\\_apps.htm](http://www.azland.gov/programs/natural/forms_apps.htm)

**ARIZONA STATE LAND DEPARTMENT  
Natural Resource Conservation District  
APPLICATION FOR STATE SUPPLEMENTAL FUNDS**

**Due Date: June 20<sup>th</sup> 2014**

District: \_\_\_\_\_ Acres: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONSERVATION PROGRAM PROPOSED:** \_\_\_\_\_

**REVENUES**

**(1) Budget Request (2) District Funds Anticipated**

**FY 2016** \_\_\_\_\_ **FY 2016** \_\_\_\_\_

Begins July 1, 2015 Begins July 1, 2015

\$ \_\_\_\_\_ \$ \_\_\_\_\_ (identify source)

(not to exceed \$40,000) \$ \_\_\_\_\_ (identify source)

\$ \_\_\_\_\_ (identify source)

**EXPENDITURES**

**SUPERVISORS EXPENSE**

per diem and travel \$ \_\_\_\_\_ \$ \_\_\_\_\_

**OFFICE OPERATIONS**

salaries and related expenses \$ \_\_\_\_\_ \$ \_\_\_\_\_

rent, legal and audit fees, insurance and bonds, office  
supplies, postage, telephone, office machine repair,  
meeting expenses, subscriptions, other (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CONSERVATION PROGRAMS**

newsletter, annual report, long-range plan,

annual plan, supervisor election \$ \_\_\_\_\_ \$ \_\_\_\_\_

dues: NACD, AZNRCD, RC&D, other (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

contributions (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

youth education program (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

conference expenses (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

other (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

**EQUIPMENT OPERATIONS**

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**CAPITAL INVESTMENTS**

office and other equipment over \$5000 in value

(attach detail) \$ \_\_\_\_\_ \$ \_\_\_\_\_

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**TOTAL EXPENDITURES**

FROM STATE FUNDS \$ \_\_\_\_\_

FROM LOCAL FUNDS \$ \_\_\_\_\_

At an official meeting of the District Board convened on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, the foregoing schedule of revenues and expenses was reviewed and approved and a request for State supplemental funding in the amount of \$ \_\_\_\_\_/year was approved by the following quorum of members whose signatures appear below.

**SIGNATURE**

**DISTRICT OFFICE TITLE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Three signatures required.)

**Fillable Online Form**

[http://www.azland.gov/programs/natural/forms\\_apps.htm](http://www.azland.gov/programs/natural/forms_apps.htm)

ARIZONA STATE LAND DEPARTMENT

NATURAL RESOURCE CONSERVATION DISTRICT

**APPLICATION FOR ENVIRONMENTAL SPECIAL PLATE (ESP) FUNDS**

Due Date: June 20<sup>th</sup> 2014

District: \_\_\_\_\_ Acres: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**ENVIRONMENTAL EDUCATION PROGRAM PROPOSED:**

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**REVENUES**

**(1) Budget Request (2) District Funds Anticipated**

**FY 2016**

**FY 2016**

Begins July 1, 2015

Begins July 1, 2015

\$ \_\_\_\_\_

\$ \_\_\_\_\_ (identify source)

(not to exceed \$5,000)

\$ \_\_\_\_\_ (identify source)

\$ \_\_\_\_\_ (identify source)

**EXPENDITURES**

**SUPERVISORS EXPENSE**

per diem and travel

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**OFFICE OPERATIONS**

salaries and related expenses

\$ \_\_\_\_\_

\$ \_\_\_\_\_

rent, legal and audit fees, insurance and bonds, office

supplies, postage, telephone, office machine repair,

meeting expenses, subscriptions, other

(identify) \$ \_\_\_\_\_

\$ \_\_\_\_\_

**CONSERVATION PROGRAMS**

newsletter, annual report, long-range plan,  
 annual plan, supervisor election \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 dues: NACD, AZNRCD, RC&D, other (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 contributions (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 youth education program (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 conference expenses (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 other (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

**EQUIPMENT OPERATIONS** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CAPITAL INVESTMENTS**

office and other equipment over \$5000 in value  
 (attach detail) \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENDITURES**

FROM STATE FUNDS \$ \_\_\_\_\_

FROM LOCAL FUNDS \$ \_\_\_\_\_

At an official meeting of the District Board convened on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, the foregoing schedule of revenues and expenses was reviewed and approved and a request for State supplemental funding in the amount of \$ \_\_\_\_\_/year was approved by the following quorum of members whose signatures appear below.

**SIGNATURE**

**DISTRICT OFFICE TITLE**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Three signatures required.)

# ANNUAL PLAN OF WORK

Presents estimated district conservation workload for the next year. Provides a basis for the district budget. Demonstrates financial need to legislators, the ASLD, and other state agencies.

## *Developing the Annual Plan of Work*

The board's Annual Plan of Work should be brief, realistic and readable. It is important to put together a well thought out, comprehensive Plan that addresses the following questions:

- What do we plan to accomplish? – Conservation Objectives & One Year Goals
- What do we plan to do? – Actions and Tasks
- Who will do the work? – Persons Responsible for Each Task
- When will the work be done? – Timelines, Schedules, Deadlines

District boards should include and emphasize items that are primary responsibilities of the district. Developing the goals cooperatively (other agencies should be invited) allows for maximum coordination and meshing of operational plans by district supervisors, NRCS, Extension Service, other USDA agencies, USDI agencies, state agencies and others who actively cooperate with the districts. An opportune time to consider Annual Plan of Work items for the next fiscal year is at a Local Work Group meeting held in March or April. NRCS facilitators can assist in coordinating Local Work Group meetings on request from the district. District boards should never lose sight of the fact that their primary job is conservation - planned, applied, and maintained on the land. Cooperation in regional natural resource conservation and development programs is necessary to meet this primary objective.

**An Annual Plan of Work should provide for completing segments of the overall job of carrying out the district's Long Range Plan. If the Long Range Plan is not clear cut, then a priority job for the fiscal year would be to bring the Long Range Plan up to date.**

There is not a prescribed format for the Annual Plan of Work. However, strong consideration should be given to making assignments of responsibility and setting completion dates to the individual items of the plan.

# ANNUAL REPORT

## Annual Reports and Year-End Financial statements are due by July 20.

Annual Reports are important because they are an opportunity to tell your Legislators, Congressional Delegates, Cooperators and your Community about the district's achievements over the past fiscal year (July 1- June 30). Clearly describe your projects and programs. Communicate not just your activities, but your accomplishments. Quantify your achievements: How many acres? How many tons? How many feet of lined concrete ditches? How much water conserved? How many acres of rangeland brought a under management plan? How many students? How many volunteer hours?

Use the report to recognize special people including donors and volunteers and board members who go beyond the call of duty. The report serves as a historical record of your progress and can help you raise money by attracting new donors and convincing existing supporters that their funds are being well spent.

Provide a full and accurate record of all receipts and disbursements, accounting for both public funds and money from other sources. Use pie charts, then explain your financial situation, on both the income and expense sides. Use the categories provided on the sample financial forms. They coincide with the "Biennial Application for Supplemental Funds" form that will be due next year.

## Four Easy Steps to Writing a Great Annual Report

These reports are a great tool for assessing the performance of an organization and they will often consist of 4 sections:

Section 1: Chair of the board letter

Section 2: Description of the purpose, actions, accomplishments, etc. of the organization

Section 3: Financial statement

Section 4: Directory of supervisors and partnering organizations

**Section 1:** Chair of the board letter of introduction and welcome to an inside look at the prior year district activities and accomplishments.

**Section 2:** A useful place to start in evaluating an organization is the description section; this is where you tell your story. This section should describe the activities of the organization. It should be clear why the priority program areas were chosen, what action the organization took to address the priority programs, the budget in terms of cash, in kind contribution, volunteer hours, and who benefited from the accomplishment. Always remember, photos of accomplishments can tell a thousand words.

**Section 3:** The financial statement is one of the most important areas to carefully evaluate. This is often broken into: Certified Public Accountant opinion letter or a report from the internal Budget and Audit Committee and Report of accounts receivable and accounts payable

**Section 4:** The list of directors and partnering organizations gives some idea who is associated with your district. How are the supervisors selected to serve on the district board. Are the directors respected in the community? What association do they have with other organizations and businesses in the community? Once again, pictures of the supervisors and staff can bring the document closer to the reader.

## NRCD Financial Statement

July 1, 2013 - June 30, 2014

INCOME: State Account		Local Account	
State Funds		Beginning Balance	\$
		Contributions	
		Grants	
		Sales	
		Other (itemize)	
TOTAL INCOME			TOTAL INCOME
EXPENSES: State Account		Local Account	
Salaries			
Office			
Supervisor			
Program			
Dues			
Contributions			
Conference attendance			
Workshop expenses			
Field day expenses			
Newsletter / Annual Report			
Election expenses			
Other (Describe)			
TOTAL STATE		TOTAL LOCAL	
EXPENSES	\$	EXPENSES	\$
BALANCE		BALANCE	
STATE ACCOUNT		LOCAL ACCOUNT	

# Education Center Operations

## Checklist

Due Date	Item	Description	Check Off
June 20th	Annual Plan of Work (A business plan)	Presents estimated education center workload for the next one to two years. Provides a basis for the budget. Demonstrates financial need to legislators, the ASLD, and other state agencies.	
June 20th	Application for State Supplemental Funds	Two-sided form: 1. State 2. ed. center: four fiscal year columns covering revenues, expenditures, and balances. Used in ASLD budget preparation to justify State supplemental funding for NRCDs.	
July 20th	Annual Financial Report (In a standard format)	Is a <b>separate document</b> from the Annual Report, but can be included in it. Reflects statement of revenues, expenditures, and final balances of <b>all</b> monies received and expended by the Ed. Center.	
July 20th	Annual Report with Cover Page	Details for the Legislature, Congress, ASLD, NRCS, Cooperators, and the public the ed. center's accomplishments over the past year. In addition, it accounts for <b>both public funds and the education center's own money</b> spent during the year.	
Once, unless changes	Meeting Location Notice	Disclosure statement as to where meeting notices will be posted.	
Monthly / Per Meeting  (24 hours before meeting)	Meeting Agenda	A notice for each meeting must be posted with the agenda in the stated location <b>24 hours</b> prior to the meeting. A copy must also be provided to the ASLD for filing purposes.	
Monthly/ Per Meeting  (72 hours/3 working days after meeting)	Meeting Minutes	Must be available for public inspection in proper form within <b>72 hours (3 working days)</b> after meeting. Within that <b>72 hour</b> time frame a copy must also be provided to the ASLD for filing purposes. Minutes should provide a description of matters discussed or considered and an accurate description of all legal actions proposed, discussed, or taken.	
First Saturday in May – Even numbered years	Elections	Many requirements. Information will be provided in the future.	

# **ONCE A YEAR REQUIREMENTS**

## **Due June 20th**

- Application for State Supplemental Funds
- Annual Plan of Work

## **Due July 20th**

- Annual Report with Cover Page
  - Annual Financial Statement (ASLD Standard Form)
- 

## **Other Requirements for Education Centers**

- Meeting Location Notice: Once unless changes.
- Meeting Agenda: Due Monthly /Per Meeting (24 hours before the meeting takes place)
- Meeting Minutes: Due Monthly/Per Meeting (72 hours/3 working days after meeting)

Fillable Online Form

[http://www.azland.gov/programs/natural/forms\\_apps.htm](http://www.azland.gov/programs/natural/forms_apps.htm)

**ARIZONA STATE LAND DEPARTMENT**

**NRCD Sponsored Education Centers**

**APPLICATION FOR FUNDS**

**Due Date: June 20<sup>th</sup> 2014**

Education Center Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

SPONSORING NRCD(s): \_\_\_\_\_

EDUCATION PROGRAM PROPOSED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REVENUES**

**(1) Budget Request (2) Center Funds Anticipated**

**FY 2016** \_\_\_\_\_ **FY 2016** \_\_\_\_\_

Begins July 1, 2015 Begins July 1, 2015

\$ \_\_\_\_\_ \$ \_\_\_\_\_ ESP

(not to exceed \$60,000) \$ \_\_\_\_\_ (identify source)

\$ \_\_\_\_\_ (identify source)

**EXPENDITURES**

**OFFICE OPERATIONS**

per diem and travel \$ \_\_\_\_\_ \$ \_\_\_\_\_

salaries and related expenses \$ \_\_\_\_\_ \$ \_\_\_\_\_

rent, legal and audit fees, insurance and bonds, office  
supplies, postage, telephone, office machine repair,  
meeting expenses, subscriptions, other (identify) \$ \_\_\_\_\_ \$ \_\_\_\_\_

**EDUCATION ACTIVITIES**

newsletter, annual report, annual plan	\$ _____	\$ _____
dues (identify)	\$ _____	\$ _____
contributions (identify)	\$ _____	\$ _____
education program (identify)	\$ _____	\$ _____
conference expenses (identify)	\$ _____	\$ _____
other (identify)	\$ _____	\$ _____

**CAPITAL INVESTMENTS**

office and other equipment over \$5000 in value  
(attach detail) \$ \_\_\_\_\_ \$ \_\_\_\_\_

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**TOTAL EXPENDITURES**

FROM STATE FUNDS \$ \_\_\_\_\_

FROM CENTER FUNDS \$ \_\_\_\_\_

At an official meeting of the \_\_\_\_\_ NRCB Board convened on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, the foregoing schedule of revenues and expenses was reviewed and approved and a request for State supplemental funding was approved by the following quorum of members whose signatures appear below:

NRCB SIGNATURE

DISTRICT OFFICE TITLE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Three signatures required.)s

# ANNUAL PLAN OF WORK

## *Developing the Annual Plan of Work*

The Annual Plan of Work should be brief, realistic and readable. It is important to put together a well thought out, comprehensive Plan that addresses the following questions:

- What do we plan to accomplish? – Conservation Education Objectives & One Year Goals
- What do we plan to do? – Actions and Tasks (classes, seminars, fieldtrips)
- Who will do the work? – Persons Responsible for Each Task (director, educator, volunteer)
- When will the work be done? – Timelines, Schedules, Deadlines

Education center boards should include and emphasize items that are primary responsibilities of the center that fit with their mission and vision. Developing the goals cooperatively with the sponsoring NRCDC and other partners will help education centers understand the natural resource issue in the district area and establish curriculum geared toward those concerns.

**An Annual Plan of Work should provide for completing segments of the overall job of carrying out the education center's Long Range Plan. If the Long Range Plan is not clear cut, then a priority job for the fiscal year would be to bring the Long Range Plan up to date.**

There is not a prescribed format for the Annual Plan of Work. However, strong consideration should be given to making assignments of responsibility and setting completion dates to the individual items of the plan.

**Fillable Online Form**

[http://www.azland.gov/programs/natural/forms\\_apps.htm](http://www.azland.gov/programs/natural/forms_apps.htm)

**NRCED Education Center FY 2013 - 2014 Annual Report Cover Page**

Name of Education Center: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Web Site: \_\_\_\_\_ Director: \_\_\_\_\_

Number of Paid Staff: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_ Total Volunteer Hrs: \_\_\_\_\_  
 NRCED Sponsor(s): \_\_\_\_\_

TOPICS	X	PrH	#St.
Air Pollution			
Agriculture / Aqua-Culture			
Conservation			
Ecology / Habitats			
Energy			
Land Use / Resource Management			
Natural History			
Off Highway Vehicle			
Plants			
Rangeland / Animal Husbandry			
Recycling / 3-Rs			
Science			
Social Studies			
Soil / Geology / Mining			
Water			
Wildlife / T&E Species			
Woodland / Forestry			
Other: (List on separate sheet)			
<b>TOTAL</b>			

TYPE of GROUP	X	PrH	#St.
Pre K & K-3rd Grade			
4th - 6th Grade			
7th - 9th Grade			
10th - 12th Grade			
Adult / Winter Visitor			
Mixed / Family Events			
Teacher Training			
<b>TOTAL</b>			

TYPE OF EVENT	X	PrH	#St.
Classroom Visit			
County / State Fair			
Earth Day			
Envirothon			
Family / Community			
4-H / FFA			
Field Trips / Tours			
Workshops			
<b>TOTAL</b>			

Communities Served: \_\_\_\_\_

**PROGRAMS:** x = check if programs offered      PrH = length of program      #St = number of students

Sources of Curriculum (Check if Offered)	X	List of Materials Provided: kits, books, etc.	Quantity
Back Yard Conservation			
NACD Soil & Water Stewardship			
Off Highway Vehicle			
Original			
Project Food Land & People			
Project Learning Tree			
Project WET			
Project WILD			
Other (List)			

NOTE: NUMBERS IN SHADED BOXES (Topics, Groups, Events) WILL MATCH

# ANNUAL REPORT

This is simply another example to use when writing the Report . The one on page 13 is acceptable also.

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Annual Reports detail for the Legislature, Congress, ASLD, NRCS, Cooperators, and the public the Education Center's accomplishments over the past year. In addition, it accounts for **both public funds and the education center's own money** spent during the year. Below is a general format for writing an annual report.

## **Introduction/History**

- Start with a summary of your education center's history. Some individuals may know your history , but many may not. Write it so those who read your annual report will understand your organization and its mission. It shouldn't be longer than a page and should provide a summary of how your education center started, what its primary goals are, and any prior major accomplishments not covered in the current report period.

## **Communicate Leadership**

- Explain to the public/uninformed reader your education center's leadership. Include staff, board members (specifying who holds what positions), and any volunteers/interns.

## **Operations**

- Discuss your education center's operations over the preceding year. Cover programs or projects in terms of actions and results include numbers and financial statistics. You can cover impact statistics (such as reaching two new demographics in your area). This section should discuss high level operations that legislators have appropriated money for and the public would be interested in. This should be the longest section of the report.

## **Numbers**

- Your education center must include a balance sheet or an income statement and a general financial report on operations within the annual report.

## **Investor Information**

- Where appropriate, include a section where you acknowledge the investors that supported you during the preceding year. This is a nice way to say thank you as well as integrating some marketing incentives for future investors who might want to be included in next year's report.

Fillable Online Form

[http://www.azland.gov/programs/natural/forms\\_apps.htm](http://www.azland.gov/programs/natural/forms_apps.htm)

## Education Center Financial Statement

July 1, 2013 - June 30, 2014

INCOME: State Account		Local Account	
State Funds		Beginning Balance	\$
		Contributions	
		Grants	
		Sales	
		Other (itemize)	
<b>TOTAL INCOME</b>			<b>TOTAL INCOME</b>
EXPENSES: State Account		Local Account	
Salaries			
Office			
Supervisor			
Program			
Dues			
Contributions			
Conference attendance			
Workshop expenses			
Field day expenses			
Newsletter / Annual Report			
Election expenses			
Other (Describe)			
<b>TOTAL STATE</b>			<b>TOTAL LOCAL</b>
<b>EXPENSES</b>	\$	<b>EXPENSES</b>	\$
<b>BALANCE</b>		<b>BALANCE</b>	
<b>STATE ACCOUNT</b>		<b>LOCAL ACCOUNT</b>	