

NATURAL RESOURCE CONSERVATION DISTRICT (NRCD)
FINANCIAL REPORT GUIDELINES

SALARIES:

Salaries and all payroll taxes, Worker's Comp, IRA contributions, etc.
Contract Labor

OFFICE:

meeting expenses
rent and utilities
legal and audit fees
insurance and bonds
office supplies, postage
telephone charges
subscriptions
other as appropriate

BOARD or SUPERVISORS EXPENSES

Per Diem
Travel expenses
other as appropriate

PROGRAM:

newsletter
annual report
annual plans and long range plans
program materials
project expenses
workshop expenses
field days
election expenses
mileage if for program delivery
conference registrations, etc.
dues
other as appropriate

NOTE! Capital Expenses must exceed \$5000 and be itemized.

Remember **ALL** monies received by the district must be reported.