

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.