



DIVISION OF CONSERVATION UPDATE

Volume 4 / Issue 5

2021 DISTRICT AUDITS AND NOTIFICATION OF DISTRICT AUDIT REVIEWS —

**MARSHA SETZKORN-MEYER, CD
PROGRAM COORDINATOR**

On January 1, 2023, the 2021 District Audits and Notification of District Audit Reviews were due in CSIMS. Twelve districts have not uploaded their audits and 28 districts have not uploaded the Notification of District Audit Review. Because the form was updated this year, we removed the older forms from CSIMS. If you have not already downloaded the 2021 version, please email DOC and we will send you the 2021 form to complete. Be sure to answer question #3 completely, including the date of the meeting when the audit was approved.

If you are still waiting on the audit from your accountant and have not already notified DOC, please let us know your status. If you have received your audit and have not uploaded it yet, please do so as soon as possible.

COST SHARE UPDATES —

**DAVE JONES, WATER QUALITY PROGRAM
MANAGER**

WR and NPS deadlines to end FY 2023:

- All FY 24 WR and NPS Cost-Share Component Increase Request Forms must be submitted to the DOC in the online submittal tool by close of business Friday, May 5, 2023.
- All FY 2023 Unfinished Project Rollover Request Forms must be submitted to the DOC in the online submittal tool by close of business Friday, June 2, 2023.
 - Once a project has been submitted for rollover request, the contract will need to be cancelled in CSIMS. These contracts will have blanket approval to begin construction at any time after June 2, 2023. Payments will not be made until FY 24, after July 1, 2023.
- FY 23 WR and NPS contracts not submitted for rollover request need to be either submitted for final payment or cancelled in CSIMS by 3:30 p.m. Friday, June 9, 2023. Conservation Districts are responsible for cancelling contracts in CSIMS.

Thank You to all that attended the online FY 2024 cost share training. The video of the training is available for review in CSIMS under the training box. A copy of the power point slides is available for review under cost share tools in CSIMS.

The DOC will be providing additional program updates during the statewide KACD/EO meeting in El Dorado on May 9-10. We look forward to seeing everyone there. Please feel free to contact the DOC with any questions.

IMPORTANT DATES —
CHRISTY KOELZER,
ADMINISTRATIVE SPECIALIST
MARCH

- **Annual Meeting Minutes:** Upload into CSIMS within 30 days after the Annual Meeting.
- **27:** SCC Meeting
- **28:** Last day to submit payments to be paid in March. Due by 3:30 p.m.
- **31: Oath of Office** for newly elected supervisors: Complete Oath of Office before the new supervisor exercises his/her duties on the board and upload the Oath of Office in CSIMS as soon as possible thereafter. District managers are encouraged to review the 16 supervisor modules (14 SCC, 2 KACD) throughout the year at board meetings for new supervisors. The 14 SCC Supervisor Training Modules are located under Training Resources in CSIMS.
- **31: Update supervisor positions** to reflect re-organization.

SUPERVISOR POSITIONS AND OATH OF OFFICE —

CHRISTY KOELZER, ADMINISTRATIVE SPECIALIST

Please remember to update supervisor positions on the supervisor information pages in CSIMS after the officers' positions are voted upon at the first board meeting after the annual meeting (Board Member, Chairperson, Vice Chairperson, Treasurer).

Please follow up with new supervisors that need to sign their Oath of Office. Upload the Oath into CSIMS, enter the Oath Signed Date, and keep the original Oath in the supervisor's file.

SUGGESTIONS —

CHRISTY KOELZER, ADMINISTRATIVE SPECIALIST

Do you have a suggestion for a topic you would like to see addressed in the *Division of Conservation Update*? Send suggestions and comments to kda.doc@ks.gov.



Contact Us

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