

Financial and Match Report

Reporting Period: Previous State Fiscal Year, July 1 - June 30

Due Date: August 16th

Cover Sheet and Checklist

The Financial and Match Report includes each of the items listed below. Each donation of funds and services received by a conservation district must be supported by the documents on this list in order to be eligible for State matching funds. Donations which are verified as meeting the criteria for match outlined in the Reference Manual for Districts and which are supported by the documents listed below are eligible for match funds.

1. A Match Funding Worksheet (Yellow Tab, below)
2. A description of how State base and match funds were utilized during the previous year (Blue Tab, below)
3. A copy of the check or warrant, and a deposit slip or other record of deposit (e.g., bank statement) for each local funds donation reported on your Match Funding Worksheet
4. A standardized Letter of Support (Green tab, below) that has been completed and signed by an authorized representative of each local entity that made a donation. A completed standardized Letter of Support is the only form of support letter that will be accepted. Donations not supported by a standardized Letter of Support will not be eligible for match funding.
5. A Certification Page signed by a District Supervisor (Purple Tab, below)

Refer to Reference Manual - 'Instructions for Financial and Match Report' for guidance and for information to help you determine which local funds and services are eligible for State match funding. Contact Commission staff if you are still unsure about whether or not a particular donation is eligible for match.

Enter District Name

Utilization of State Base and Match Funds Report

In the space below or in an attached word document briefly describe how your district utilized the State base and match funds you received during the previous fiscal year.

The minimum level of detail required in this report is to break expenses into the following three categories and indicate how much of the district base and match funds were spent on: 1) Personnel; 2) Operating Costs, and; 3) District Conservation Projects.

PLEASE NOTE!! This Letter of Support Must be Completed in Full by the Donating Entity!!

From: (Name of Donating Entity): _____

Date: _____

To Whom It May Concern:

Pursuant to section 22-2727, Idaho Code and IDAPA 60.05.04 we are providing this letter to formally document our our donation of the following funds and services to the _____

_____ Conservation District during the _____ State fiscal year (July 1 - June 30). We understand that the Idaho Soil and Water Conservation Commission (SWCC) may allocate to the conservation district matching funds in a sum not to exceed twice the value of local funds and services received by the conservation district, provided that the legislature has appropriated adequate State funds to SWCC to meet requested match.

The funds and services itemized below were provided for the general purposes of the conservation district. None of the itemized funds and services were provided for special projects, for use as required match for specific grants or projects, or on a fee-for-service basis.

The stated value of donated services is based upon the open market value of those services.

In the space below, itemize funds and services donated to the District. For donated services, list each service provided and the value of that service as separate items. Attach additional pages if necessary.

Total value of donated funds and services: \$ _____

Signature - ***By signing this letter I affirm that I am an authorized representative of the local organization or government named above and that the information provided herein is true and accurate. I agree to provide the Idaho Soil and Water Conservation Commission with any information requested to confirm the accuracy of the information provided above.***

Printed Name _____

Title _____

Mailing Address _____

Phone Number (required) Email Address (optional) _____

**IDAHO SOIL & WATER
CONSERVATION COMMISSION**

**FINANCIAL & MATCH REPORT
CERTIFICATION**

DISTRICT:

FOR FISCAL YEAR:

PERIOD:

JULY 1,

TO JUNE 30,

DUE :

August 16,

CERTIFICATION

On behalf of my local Board of Supervisors, I hereby certify that the attached Financial & Match Report is true and accurate, and further submit said Report for the above named District and fiscal year.

A copy of this Financial & Match Report and supporting documents shall be kept at the District office and is available for public inspection.

Board Supervisor Signature

Printed Name

Date

District Telephone

District Email Address

FOR SWC USE ONLY:

DATE OF CONFIRMATION: