



Indiana State Department of Agriculture

Governor Eric Holcomb

Lt. Governor Suzanne Crouch, Secretary of Agriculture and Rural Development

Don Lamb, Director

DISTRICT SUPPORT SPECIALIST UPDATE

April 2023

CWI IMPORTANT DEADLINE

April 7: Quarterly Conservation Project Tracking updates due.

WELCOME TO THE PARTNERSHIP!

We would like to welcome new SWCD staff from around the State!

- Paul Vicari, LaPorte County SWCD

CONSERVATION LINK

Moving forward, please send requests for Conservation Link access to Geneva Tyler, gtyler@isda.in.gov.

DIRECTORIES

With annual meetings wrapped up, take a few minutes to review your Supervisors' information on Conservation Link's supervisory directory. The Supervisor directory is utilized by ISDA and the IASWCD to communicate and share pertinent conservation news and events, so please make sure all information is up to date. Also, check that your staff and office directories are up to date as well.

SBOA COMMUNICATIONS

If you are interested in receiving SBOA Bulletins, etc, they have a link to sign up here:

<https://www.in.gov/sboa/about-us/sboa-communications-sign-up/>

2023 CONSERVATION TRANSECT

The 2023 Conservation Transect information is now available! Be on the lookout for transect information if you haven't received it already. Transect spreadsheets can be found on Conservation Link.

NEW STAFF AND SUPERVISORS

Please contact your DSS to schedule an in-person or virtual New Supervisor training. A recorded video is also available.

MONTHLY RECONCILIATIONS

The 2022 Annual Financial Report (AFR) spreadsheet was updated to include the option of monthly entries and tracking to assist in reconciliation. This same spreadsheet can be used to do monthly reconciliations in 2023. Reconciling the books is not just a good idea, it's required by Indiana Code 5-13-6-1. The balance of funds should be reconciled at least monthly with the balance statements provided by the respective depositories. If you'd like a blank copy of the AFR to assist with this reconciliation, please contact your DSS.

NEED DATA?

For data requests or printable pdf versions of CWI reports, etc, please send your requests to this link <https://survey123.arcgis.com/share/2a1a2557c61b4e688b028032c37697a4>.



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INTERNAL CONTROLS AND PREVENTING SEXUAL HARASSMENT TRAININGS

Please remember that all new staff and supervisors must complete the internal control training video, found on the State Board of Accounts webpage. Please see the link below for the internal controls training: <https://www.in.gov/sboa/5072.htm>. In addition, all supervisors within each SWCD should completed the Preventing Workplace and Sexual Harassment Training every 3 years. The training is available here: <https://youtu.be/xDWaywaBjAY>. **Anyone who has completed the training should document their participation here for record keeping purposes: <https://arcg.is/1ruyfP>**