

Lake District Commissioner (Treasurer) Tutorial

This is an example of how you may want to organize and track your district's cash flow. This is not a checkbook ledger; it is an annual journal that shows when & how the district spent its money and when/why income was received. This setup shows how much you have remaining in each "project" and budget category which will help you control your spending or figure out how you might be able to reallocate monies to cover an unforeseen expense.

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| Lake District Journal 2011 Actual Expenses & Income YTD | | | | | | | Administrative and Operations Budget = 9,250 | | | | Information and Education Budget = 9,250 | | | | | Lake Management Plan and Technical Studies; Budget = 43,000 | | | | Contingency cy = 5,050 | Income; Levy=26,000 | Wetland Fund |
|--|-------|-------------|-----------|--|-----------|----------|---|-------------------------------|--|------------------------|---|-------------------------------|----------------------|--------------------------|--|--|-----------------------|-----------------------------|----------------------------|-----------------------------------|------------------------|-----------------|
| ck # | debit | credit | balance | explanation | Insurance | Legal | Postage & Advertising | Office Supplies & Secretarial | Lake Organization Dues & Contributions | Conferences & Seminars | DPL Newsletter | Website, other I & E Material | Adopt-A-Lake Program | Aquatic Plant Management | Fish Stocking Contribution To Sportsmen Club | Lake Consultants | Water Quality Testing | Contingency / Discretionary | Tax Revenue & other income | Wetland Acquisition & Maintenance | | |
| 1-Jan-11 | | | 21,351.73 | beginning balance | | | | | | | | | | | | | | | | | | |
| 5-Jan-11 | | 6,679.92 | 28,031.65 | AIS grant #777, advance on \$21,295 | | | | | | | | | | | | | | | | | | |
| 6-Jan-11 | 1889 | (50.00) | 27,981.65 | annual membership | | | | | (50.00) | | | | | | | | | | | | | |
| 6-Jan-11 | 1890 | (100.00) | 27,881.65 | donation to Wis. Assoc of Lakes | | | | | (100.00) | | | | | | | | | | | | | |
| 6-Jan-11 | 1891 | (10,000.00) | 17,881.65 | purchase CD per Oct 2010 quarterly | | | | | | | | | | | | | | | | | | |
| 15-Jan-11 | 1892 | (100.00) | 17,781.65 | secretary, January 7 quarterly | | | | (100.00) | | | | | | | | | | | | | | |
| 31-Jan-11 | | | 23,810.12 | Town 1 taxes | | | | | | | | | | | | | | | | | | |
| 31-Jan-11 | | | 25,361.41 | Town 2 taxes | | | | | | | | | | | | | | | | | | |
| 31-Jan-11 | | | 26,023.23 | Town 3 taxes | | | | | | | | | | | | | | | | | | |
| 14-Feb-11 | | | 26,060.51 | Town 1 taxes | | | | | | | | | | | | | | | | | | |
| 15-Feb-11 | 1893 | (441.88) | 25,618.63 | April newsletter/mtg notice printing | | | | | | | (441.88) | | | | | | | | | | | |
| 21-Feb-11 | | | 31,493.18 | Town 1 taxes | | | | | | | | | | | | | | | | | | |
| 21-Feb-11 | | | 33,219.53 | Town 2 taxes | | | | | | | | | | | | | | | | | | |
| 21-Feb-11 | | | 33,657.61 | Town 3 taxes | | | | | | | | | | | | | | | | | | |
| 14-Mar-11 | 1894 | (140.80) | 33,516.81 | April newsletter postage | | | (140.80) | | | | | | | | | | | | | | | |
| 19-Mar-11 | 1895 | (220.00) | 33,296.81 | hired to write grant for boat launch | | | | | | | | | | | | | | | | | | |
| 19-Mar-11 | 1896 | (270.00) | 33,026.81 | AIS permit to treat weeds | | | | | | | | | | | | | | | | | | |
| 30-Mar-11 | EFT | (3,000.00) | 30,026.81 | per 2010 annual meeting | | | | | | | | | | | | | | | | | | |
| 2-Apr-11 | 1897 | (100.00) | 29,926.81 | Secretary 1 April, 2011 | | | | (100.00) | | | | | | | | | | | | | | |
| 7-Apr-11 | 1898 | (970.00) | 28,956.81 | Web maintenance | | | | | | | (970.00) | | | | | | | | | | | |
| 30-Apr-11 | 1899 | (433.36) | 28,523.45 | Lakes convention | | | | | | (433.36) | | | | | | | | | | | | |
| 2-May-11 | 1900 | (220.00) | 28,303.45 | Town 1 declined to pay their share. Note 1 | | | | | | | | | | | | | | | | | | |
| 2-May-11 | 1901 | (238.44) | 28,065.01 | June newsletter printing | | | | | | | (238.44) | | | | | | | | | | | |
| 2-May-11 | 1902 | (26.00) | 28,039.01 | 1 year PO Box rental | | | | (26.00) | | | | | | | | | | | | | | |
| 4-May-11 | | | 28,213.67 | Town 1 taxes | | | | | | | | | | | | | | | | | | |
| 4-May-11 | | | 28,238.42 | Town 3 taxes | | | | | | | | | | | | | | | | | | |
| 4-May-11 | | | 28,308.46 | Town 2 taxes | | | | | | | | | | | | | | | | | | |
| 4-May-11 | | | 29,283.46 | DNR Grant | | | | | | | | | | | | | | | | | | |
| 15-May-11 | 1903 | (114.40) | 29,169.06 | June newsletter | | | (114.40) | | | | | | | | | | | | | | | |
| 4-Jun-11 | 1904 | (12,133.88) | 17,035.18 | APM treatment | | | | | | | | | | (12,133.88) | | | | | | | | |
| 10-Jun-11 | 1905 | (100.00) | 16,935.18 | secretary, June quarterly | | | | (100.00) | | | | | | | | | | | | | | |
| Checking Activity Totals to date | | (28,658.76) | 24,242.21 | | | | | | | | | | | | | | | | | | | |
| Expenses to date by Project Areas | | | | | | | (255.20) | (326.00) | (150.00) | (433.36) | (680.32) | (970.00) | - | (12,403.88) | - | (440.00) | - | | | | | |
| Revenue Allocation by Project | | | | | 1,750.00 | 5,000.00 | 1,750.00 | 750.00 | 1,000.00 | 2,000.00 | 2,000.00 | 4,000.00 | 250.00 | 25,500.00 | - | 7,000.00 | 6,000.00 | 5,050.00 | | | | |
| Supplemental Project Funding | | | | | | | | | | | | | | 4,500.00 | | | | | | | | |
| DNR Grant Funding | | | | | | | | | | | | | | 6,679.92 | | | | | | | | |
| Planned Funding by Project Area | | | | | 1,750.00 | 5,000.00 | 1,750.00 | 750.00 | 1,000.00 | 2,000.00 | 2,000.00 | 4,000.00 | 250.00 | 36,679.92 | - | 7,000.00 | 6,000.00 | 5,050.00 | | | 66,550.00 | |

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Section 1: This is a basic ledger format that shows Check date & number; Payee; Explanation of expense; and keeps a running balance. It also shows all income and the source of the income and the reason for the income (levy, refund, grant, donation). There is a column at the far left to use to show which checks have cleared and when the balance was last reconciled. The debit & credit columns also show running totals.

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Section 2: This area shows each budget category in a different color for viewing ease. The category header also shows how much was budgeted for each category. Row 2 shows the major project areas that fall within the category. Row 37 shows the suggested amounts that may be spent on each project area. These project area allocations within a category may be changed without annual (or special) meeting approval.

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Section 3: These summary rows show how much has been spent on each project area; how much of the levy was allocated to the project; what other funds were allocated to the project; what grant money was allocated to the project and totals it all. Row 40, column X shows the budget Total. These figures will be used again on Pages 2 & 3 of the tutorial.



The Explanation column is one of the most important record areas of the Journal. It is a good record of what the District has done and is easily searched in past Journals for historic information. If an item needs more explanation, enter a Note reference here and keep the notes at the end of the spreadsheet.

This is the Summary Report & Treasurer's Notes section.

District Financial Report Summary – June 10, 2011

| Expense Summary— | Budget | YTD | Anticipated Expenses | Total YTD + Anticipated | Account Balance |
|---------------------------|--------|----------|----------------------|-------------------------|-----------------|
| Administration | 9,250 | (581) | (2,513) | (3,094) | 6,156 |
| Info & Education | 9,250 | (2,234) | (4,358) | (6,591) | 2,659 |
| Lake Management | 13,700 | (440) | (6,648) | (7,088) | 6,612 |
| APM pgm | 31,000 | (12,404) | (13,904) | (26,308) | 4,692 |
| Contingency/Discretionary | 5,572 | - | - | - | 5,572 |

| | | |
|----------------------------------|------------------|--------------------------------------|
| General Fund Cash | 29,659.06 | checking balance, 5/31/11 |
| General Fund CD | 10,000.00 | rolls over, Jan 2012, for 12 mo. |
| Wetland Fund Cash | 14,028.19 | statement (1/18/11) + 3000 new |
| Wetland Fund CDs(4) | 40,907.88 | roll over annually, end Dec/beg Jan. |
| Total cash/savings assets | 94,595.13 | |

| Revenue Summary | |
|--|-----------|
| Amount levied for 2011 budget | 26,000.00 |
| Donations pledged by Town 1 | 4,500.00 |
| WDNR grant income expected | 9,179.92 |
| Total income expected in 2011 | 39,679.92 |
| ✓ Levy income received to date | 17,562.29 |
| Other income | 6,679.92 |
| ✓ Monies carried over from 2010 budget | 21,351.73 |

Note 1: April 2011-Environmental Consultants, Town 1 agreed to...

Note 2:

Note 3:

6 Section 6 shows the budget status summary. If large unanticipated expenses occur that can't be postponed until the next annual meeting a special meeting may need to be called to reallocated items from one category to another or to approve getting a loan to cover the emergency.

8 Section 8 is an account summary. It shows the balances in all of the district's accounts & earmarked funds.

7 Section 7 is a revenue summary. It shows what has been received to date and what is still expected.

This area of the spreadsheet may be used to keep other budget & financial information that is important to your district.