## 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 unforseen expense.

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|                              | Lake District Journal             |      |             |                |                        |  |                | Administrative and Operations Information and Education |                          |                                  |  |                           |                |                                |                         | Lak                                | Contingen  | Incon           |                          |                               |                 |
|------------------------------|-----------------------------------|------|-------------|----------------|------------------------|--|----------------|---|--------------------------|----------------------------------|--|---------------------------|----------------|--------------------------------|-------------------------|------------------------------------|--|-----------------|--------------------------|-------------------------------|-----------------|
| 1                            | 2011 Actual Expenses & Income YTD |      |             |                |                        |  | Budget = 9,250 |   |                          |                                  |  |                           | udget = 9,25   |                                |                         | Technical Studies; Budget = 43,000 |  |                 |                          | cy = 5,050                    |                 |
| parea                        | updated: 6/6/2011                 | ck#  | debit       | credit         | balance                | explanation                                | nsurance       | egal  | Postage &<br>Advertising | Office Supplies &<br>Secretarial | Lake Organization<br>Dues &<br>Contributions | Conferences &<br>Seminars | OPL Newsletter | Website, other<br>& E Material | Adopt-A-Lake<br>Program | Aquatic Plant<br>Management        | Fish Stocking<br>Contribution To<br>Sportsmen Club | ake Consultants | Water Quality<br>Testing | Contingency /<br>Discretionay | Tay Restentio & |
|                              | 11 fiscal year opening balance    |      |             |                | 21,351.73              |  |                |   | -                        |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               |                 |
|                              | 11 WDNR grant advance             |      |             | 6,679.92       | 28,031.65              | AIS grant #???, advance on \$21,295        |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | 6               |
|                              | 11 County Lakes Assoc             | 1889 | (50.00)     |                | 27,981.65              | annual membership                          |                |   |                          |                                  | (50.00)                                      |                           |                |                                |                         |                                    |  |                 |                          |                               | ļ               |
|                              | 11 WAL Legal Fund                 | 1890 | (100.00)    |                | 27,881.65              | donation to Wis. Assoc of Lakes            |                |   |                          |                                  | (100.00)                                     |                           |                |                                |                         |                                    |  |                 |                          |                               |                 |
|                              | 11 Associated Bank                | 1891 | (10,000.00) |                | 17,881.65              | purchase CD per Oct 2010 quarterly         |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | H               |
|                              | 11 Ima Typist                     | 1892 | (100.00)    |                | 17,781.65              | secretary, January 7 quarterly             |                |   |                          | (100.00)                         |  |                           |                |                                |                         |                                    |  |                 |                          |                               | H               |
| 9 c 31-Jan-                  |                                   |      |             |                |                        | Town 1 taxes                               |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | 6               |
| 10 c 31-Jan-<br>11 c 31-Jan- |                                   |      |             | 1,551.29       | 25,361.41<br>26.023.23 | Town 2 taxes Town 3 taxes                  |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | 1               |
| 12 c 14-Feb-                 |                                   |      |             | 37.28          |                        | Town 1 taxes                               |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | H               |
|                              | 11 Friendly Copy Company          | 1893 | (441.88)    |                | 25,618.63              | April newsletter/mtg notice printing       |                |   |                          |                                  |  |                           | (441.88)       |                                |                         |                                    |  |                 |                          |                               |                 |
| 14 c 21-Feb-                 |                                   | 1000 | (441.00)    |                | 31,493,18              | Town 1 taxes                               |                |   |                          |                                  |  |                           | (441.00)       |                                |                         |                                    |  |                 |                          |                               | 1               |
| 15 c 21-Feb-                 |                                   |      |             |                | 33,219.53              |  |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               |                 |
| 16 c 21-Feb-                 |                                   |      |             | 438.08         |                        | Town 3 taxes                               |                |   |                          |                                  |  |                           |                |                                |                         | l                                  |  |                 |                          |                               | H               |
|                              | 11 US Postal Service              | 1894 | (140.80)    |                |                        | April newsletter postage                   |                |   | (140.80)                 |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | 1               |
|                              | 11 Environmental Consultant       | 1895 | (220.00)    |                |                        | hired to write grant for boat launch       |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  | (220.00)        |                          |                               | <b>!</b>        |
|                              | 11 Wisconsin DNR                  | 1896 | (270,00)    |                |                        | AIS permit to treat weeds                  |                |   |                          |                                  |  |                           |                |                                |                         | (270.00)                           |  |                 |                          |                               | 11              |
| 20 c 30-Mar-                 | 11 transfer to Wetland Fund       | EFT  | (3,000.00)  |                | 30,026.81              | per 2010 annual meeting                    |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | l               |
| 21 c 2-Apr-                  | 11 Ima Typist                     | 1897 | (100.00)    |                | 29,926.81              | Secretary 1April , 2011                    |                |   |                          | (100.00)                         |  |                           |                |                                |                         |                                    |  |                 |                          |                               |                 |
|                              | 11 Web Guru, Inc.                 | 1898 | (970.00)    |                | 28,956.81              | Web maintenance                            |                |   |                          |                                  |  |                           |                | (970.00)                       |                         |                                    |  |                 |                          |                               |                 |
|                              | 11 board member                   | 1899 | (433.36)    |                | 28,523.45              | Lakes convention                           |                |   |                          |                                  |  | (433.36)                  |                |                                |                         |                                    |  |                 |                          |                               |                 |
|                              | 11 Environmental Consultant       | 1900 | (220.00)    |                |                        | Town 1 declined to pay their share. Note 1 |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  | (220.00)        |                          |                               |                 |
|                              | 11 Friendly Copy Company          | 1901 | (238.44)    |                |                        | June newsletter printing                   |                |   |                          |                                  |  |                           | (238.44)       |                                |                         |                                    |  |                 |                          |                               | <b></b>         |
|                              | 11 Postmaster                     | 1902 | (26.00)     |                | 28,039.01              | 1 year PO Box rental                       |                |   |                          | (26.00)                          |  |                           |                |                                |                         |                                    |  |                 |                          |                               | <b>.</b>        |
| 27 c 4-May-                  |                                   |      |             | 174.66         |                        | Town 1 taxes                               |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | <b> </b>        |
| 28 c 4-May-                  |                                   |      |             | 24.75<br>70.04 |                        | Town 3 taxes Town 2 taxes                  |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | H               |
| 29 c 4-May-<br>30 c 4-May-   |                                   |      |             |                | 29,283.46              | DNR Grant                                  |                |   |                          |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | H               |
| 31 R 15-May-                 |                                   | 1903 | (114.40)    |                | 29,169.06              | June newsletter                            |                |   | (114,40)                 |                                  |  |                           |                |                                |                         |                                    |  |                 |                          |                               | H               |
|                              | 11 Consultant 1                   | 1904 | (12,133,88) |                | 17,035.18              | APM treatment                              |                |   | (114.40)                 |                                  |  |                           |                |                                |                         | (12,133,88)                        |  |                 |                          |                               | H               |
| 33 10-Jun-                   | 11 Ima Typist                     | 1905 | (100.00)    |                |                        | secretary, June quarterly                  |                |   |                          | (100.00)                         |  |                           |                |                                |                         |                                    |  |                 |                          |                               |                 |
| 34<br>35                     | Checking Activity Totals to dat   | e    | (28,658.76) | 24,242.21      |                        |  |                | I   | i i                      |                                  |  | ĭ                         |                | l I                            |                         |                                    |  | 1               |                          |                               |                 |
| 36                           |                                   |      |             |                |                        | Expenses to date by Project Areas          | -              | -   | (255.20)                 | (326.00)                         | (150.00)                                     | (433.36)                  | (680.32)       | (970.00)                       | -                       | (12,403.88)                        | -  | (440.00)        | -                        |                               |                 |
| 37                           |                                   |      |             |                |                        | 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                      |                 |
| 38                           |                                   |      |             | 3 -            | $\prec$                | Supplemental Project Funding               |                |   |                          |                                  |  |                           |                |                                |                         | 4,500.00                           |  |                 |                          |                               |                 |
| 39                           |                                   |      |             |                |                        | DNR Grant Funding                          |                |   |                          |                                  |  |                           |                |                                |                         | 6,679.92                           |  |                 |                          |                               |                 |
| 40                           |                                   |      |             |                | l                      | 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              |

1

Section 1: This 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.

2

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.

3

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.

4

This is the future expenses portion of the Journal. At the beginning of your Fiscal Year everything will be in this section except your opening balance. This information is a combination of previous year's expenditures and new projects that were approved at the annual meeting. The amounts in this section are "best guesses" in most cases. At each quarterly meeting the treasurer must list which items on this list he anticipates will come due during the ensuing quarter and ask the board to approve payment of those items so they can be paid in a timely manner. The approval doesn't need to be for specific amounts, but can be stated, "...for the items listed in a total amount not to exceed..."

When an item on this list is completed, it is removed from the bottom and a corresponding entry is made on the upper portion. This list will also change as new projects come up and costs are refined, but when used in conjunction with the upper portion of the spreadsheet it will give everyone a clear picture of where the district stands in relation to their budget.

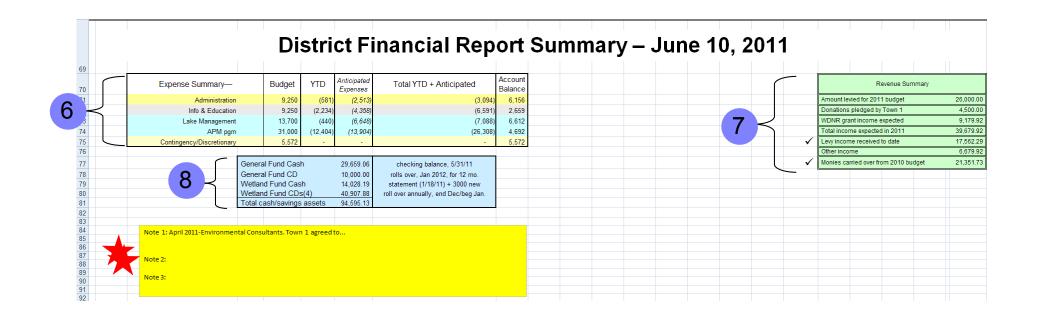
| 36                         |        |                            |                 |          |   | Expenses to date by Project Areas | -          | -        | (255.20) | (326.00) | (150.00)  | (433.36) | (680.32)   | (970.00)   | -                | (12,403.88) | -   | (440.00)         | -                           |                 |           |
|----------------------------|--------|----------------------------|-----------------|----------|---|-----------------------------------|------------|----------|----------|----------|-----------|----------|------------|------------|------------------|-------------|---|------------------|-----------------------------|-----------------|-----------|
| 37                         |        |                            |                 |          |   | 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        |           |
| 38                         |        |                            |                 | 3 -      | < | Supplemental Project Funding      |            |          |          |          |           |          |            |            |                  | 4,500.00    |   |                  |                             |                 |           |
| 39                         |        |                            |                 |          |   | DNR Grant Funding                 |            |          |          |          |           |          |            |            |                  | 6,679.92    |   |                  |                             |                 |           |
| 40                         |        |                            |                 |          |   | 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        | 66,550.0  |
| 41                         | Bill   | s Pending or Anticipated I | Expenses / Inco | ne       |   |                                   |            |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 | BUDGE     |
| 42                         | May-11 | Friendly Copy Company      | (300.00)        |          |   | boating flyer printing            |            |          | Ì        |          |           |          |            | (300.00)   |                  |             |   | Ī.               |                             |                 |           |
| 43<br>44                   | Jun-11 | board member A             | (144.00)        |          |   | convention & room (75+69)         |            |          |          |          |           | (144.00) |            |            |                  |             |   |                  |                             |                 |           |
| 44                         | Jun-11 | WAL dues                   | (330.00)        |          |   | Wisconsin Lakes Assoc dues        |            |          |          |          | (330.00)  |          |            |            |                  |             |   |                  |                             |                 |           |
| 45                         | Jun-11 | Insurance Co               | (1,200.00)      |          |   | district insurance renewal        | (1,200.00) |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 46                         | Jul-11 | Friendly Copy Company      | (450.00)        |          |   | Annual meeing notice              |            |          | Ĭ        |          |           |          | (450.00)   |            |                  |             |   |                  |                             |                 |           |
| 47                         | Jul-11 | Newspaper                  | (200.00)        |          |   | Annual meeing notice published    |            |          | (200.00) |          |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 48                         | Jul-11 | postage                    | (141.00)        |          |   | annual meeting postage            |            |          | (141.00) |          |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 49                         | Aug-11 | Wis DNR grant              |                 | 2,500.00 |   | plan update grant completed ?     |            |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 | 2,500.0   |
| 50                         | Aug-11 | Ima Typist                 | (100.00)        |          |   | secretary, Annual meeting         |            |          |          | (100.00) |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 51                         | Aug-11 | Custodian                  | (50.00)         |          |   | School custodian; annual mtg      |            |          |          | (50.00)  |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 52                         | Sep-11 | Friendly Copy Company      | (450.00)        |          |   | October newsletter                |            |          |          |          |           |          | (450.00)   |            |                  |             |   |                  |                             |                 |           |
| 50<br>51<br>52<br>53<br>54 | Sep-11 | postage                    | (141.00)        |          |   | October notice postage            |            |          | (141.00) |          |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 54                         | Sep-11 | Municipal Sewer Plant      | (1,000.00)      |          |   | water testiing                    |            |          | Ĭ        |          |           |          |            |            |                  |             |   |                  | (1,000.00)                  | )               |           |
| 55<br>56                   | Sep-11 | board member B             | (175.00)        |          |   | reimburse for mileage WQ testing  |            |          |          |          |           |          |            |            |                  |             |   |                  | (175.00)                    | )               |           |
|                            | Sep-11 | Consultant 1               | (1,500.00)      |          |   | follow-up weed survey             |            |          |          |          |           |          |            |            |                  | (1,500.00)  |   |                  |                             |                 |           |
| 57                         | Sep-11 | Towns 1, 2, & 3            |                 | 8,437.71 |   | balance of tax levy (8437.71)     |            |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 | 8,437.7   |
| 58                         | Oct-11 | Ima Typist                 | (100.00)        |          |   | secretary, October quarterly      |            |          | Ĭ        | (100.00) |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 59                         | Oct-11 | USGS                       | (5,033.00)      |          |   | lake studies                      |            |          |          |          |           |          |            |            |                  |             |   |                  | (5,033.00                   | )               |           |
| 60                         | Nov-11 | Town 1 donation            |                 | 4,500.00 |   | donation to lake weed management  |            |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 | 4,500.0   |
| 61                         | Dec-11 | Friendly Copy Company      | (450.00)        |          |   | newsletter printing               |            |          |          |          |           |          | (450.00)   |            |                  |             |   |                  |                             |                 |           |
| 62                         | Dec-11 | Wis DNR grant              |                 | 6,500.00 |   | aquatic plant grant reimbursement |            |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 | 6,500.0   |
| 63                         |        |                            |                 |          |   |                                   |            |          |          |          |           |          |            |            |                  |             |   |                  |                             |                 |           |
| 64                         |        |                            |                 |          |   | Projected Expense Totals          | (1,200.00) | -        | (737.20) | (576.00) | (480.00)  | (577.36) | (2,030.32) | (1,270.00) | -                | (13,903.88) | -   | (440.00)         | (6,208.00)                  | -               | (27,422.7 |
| 65                         |        |                            |                 | 5        | Д | Open to Spend / Year End Surplus  | 550.00     | 5,000.00 | 1,012.80 | 174.00   | 520.00    | 1,422.64 | (30.32)    | 2,730.00   | 250.00           | 22,776.04   | -   | 6,560.00         | (208.00)                    | 5,050.00        | 45,807.1  |
|                            |        |                            |                 |          | • |                                   | Ins.       | Legal    | Postage  | Office   | Lake Orgs | Cont. Ed | Newsletter | 1&E        | Adopt-A-<br>Lake | APM         | Fish<br>Stocking<br>Contributi<br>on To<br>PLSC | Lake<br>Consults | Water<br>Quality<br>Testing | Contingenc<br>y |           |



Row 64 (on this example) shows a total of the actual expenses from the upper portion and the anticipated expenses from this lower portion.

Row 65 shows how much of the amount budgeted for the project is still available.

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



- 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.



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.