

# District Staff

March 13<sup>th</sup>, 2019



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Innovative Program Sharing

Start Time: March 13, 2019 11:30 AM Eastern Time (US and Canada)

Dana Anderson – Mercer 4-H Youth Development

Josh Allen – Center for Crop Diversity

Ellen Crocker – Forestry Specialist

Topic: District Staff Meeting Agent Sharing

Time: Mar 13, 2019 11:30 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/8190326356>



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Budget

- Increase of an average of 23.7% for base agent contributions
- Extension has experienced a series of recurring cuts – totaling about \$3.6 million
- [Budget guidelines are on the Extension Financial Operations website](#)



# IT Updates

## Fake Emails –

- Be careful
- Examine the whole email address
- Don't click on links you are unsure of
- Call the person if unsure





# IT Updates

Extension Trainer Position will be posted soon

All computers will need to be upgraded to Window 10 by December 2019.

Shortage of some processors could delay Dell computer orders



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# IT Updates

IT Audits – Visit two counties per district per year.

Soil Data – Still some issues, with some databases.  
New version is in progress

Off Site Back up – Recommend that all offices have  
some plan for off site (cloud) backup.



# IT Updates

## County Email Addresses –

A new shorter county email address has been developed by IT.

[countyname.EXT@uky.edu](mailto:countyname.EXT@uky.edu)

It is shorter and much more intuitive.

The original email [DL\\_CES\\_countyname@email.uky.edu](mailto:DL_CES_countyname@email.uky.edu) still works and will continue to work.

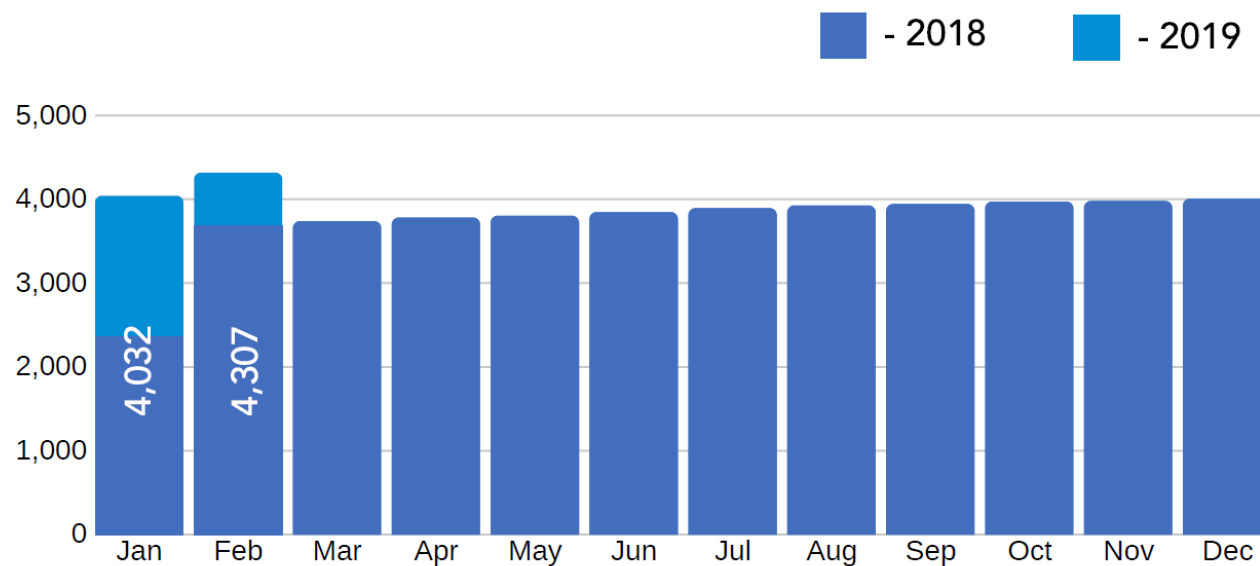


University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Marketing Update

Goal: 5,000 page likes  
by January 1, 2020



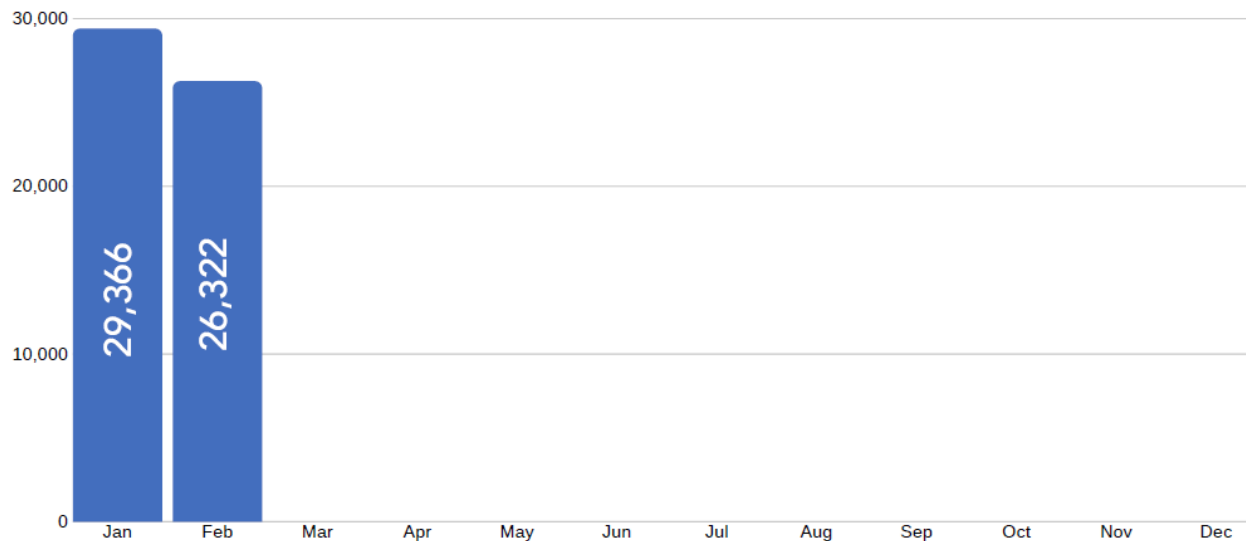
University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Marketing Update

## WEBSITE

Unique Page Views - 26,322



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Marketing Update

## DISTRICT BOARD NEWSLETTER

- Monthly email newsletter being sent to **586** Extension District Board members across the state plus all Extension employees



During this time of rapid change, and to facilitate better communication among college administration, Extension boards and county offices, we are committed to providing information and updates on a regular basis. This is our second monthly installment. To read last month's installment, [click here](#).

The following are updates and information regarding several initiatives that are underway.

### Budget Update

In the message from January, we mentioned the approximate \$3.6 million budget cuts to Extension since 2016. These cuts have yet to be completely funded in Extension budgets and the College has absorbed those cuts through consecutive bridge funding. This year, the new county contribution formula reflects these cuts.

As a result, the county contributions are increasing an average of 23.7 percent across the five tier levels. We know that this is a significant increase, but it is necessary to cover the



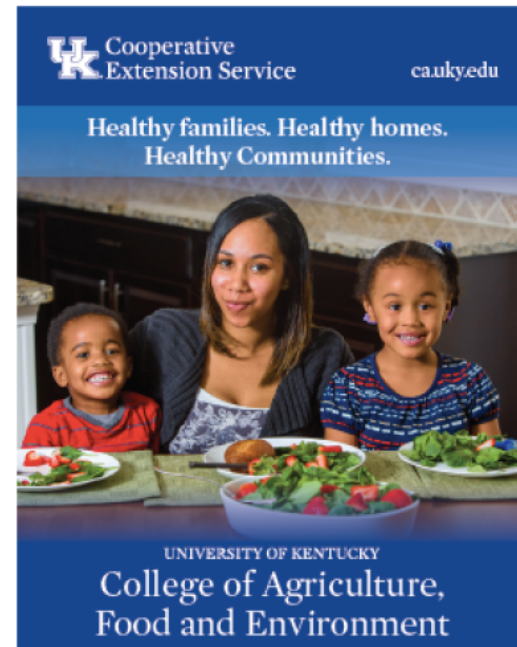
University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Marketing Update

## KACO AD

- Ad included in KACo "County Line" magazine that is sent to nearly **2,000** county elected officials



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Online STO Masters

- The University Senate Council has received a recommendation from the Chair, Senate's Academic Programs Committee to approve the online STO masters. **Another step forward from last month.**
- For those interested in the Science Translation and Outreach online masters:
  - Go ahead and take the GRE, it will be required
  - Number interested in starting in the Fall?





# Client Protection Risk Management

CP RM webinars have been scheduled.  
Agents can sign up in KERS

March 29th

August 2nd

November 22nd



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Client Protection Risk Management

As a reminder new background checks must be requested at least every 5 years and should be completed between Jan. 1<sup>st</sup> and April 30<sup>th</sup> for all volunteers.

D1 and D2 – 2018

**D3 – 2019**

D4 – 2020

D5 & D7 - 2021

D6 - 2022



# PayPal For Business Reminder

In consultation with UK Merchant Card Service, it has been determined that Paypal is an acceptable credit card processing solution for all counties. PayPal is PCIDSS compliant and also offers mobile payment options for accepting credit and debit card payments.



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# UK Ag Alumni

Hall of Distinguished Alumni Nominations are currently being accepted

Applications are on the Ag Alumni Website

Contact Jonathan Furnish



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Political Candidate Use of Extension Office

Prohibited by IRS Tax Law

“If the IRS finds a section 501 (c) (3) organization. engaged in prohibited campaign activity, the organization could lose its tax-exempt status and it could be subject to an excise tax on the amount of money spent on that activity.”



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Career Ladder

Levels II, III and IV have been  
reviewed

Level V will be reviewed in early  
April.

Letters will be mailed to agents  
in Mid April



# Kentucky Leads Extension Scholarship Program

Looking for Pilot Counties in each District

Not limited by major

Benefits Extension and College by raising awareness of  
Extension Presence in each county.

Contact: David Kessler for more information



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Office Hours

Reminder that normal office  
hours are  
8:00 a.m. – 4:30 p.m.



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*



# Extension Foundations

Quick poll

Which counties have active  
Extension Foundations?



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# ESP Annual Meeting

- \$55 for Annual Meeting, \$10 for Workshop on the Move, \$35 for In-service
- Hotel:
  - Hampton Inn of Bardstown, Rate: \$109/night, single or double
  - Call 502-349-0100, code *ESP* for rate



# ESP Annual Meeting

- March 19-20
  - Featuring:
    - “Workshop on the Move” a tour of Bernheim Arboretum and Research Forest
    - Retiree and Life Member Meeting
    - Annual Business Meeting and Awards Program
    - In-service: Dr. Barbara Chamberlin, New Mexico State University, Extension Instructional Design and Educational Media Specialist
  - Register:  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_egqPHFSAazUotmt](https://uky.az1.qualtrics.com/jfe/form/SV_egqPHFSAazUotmt)





# Leads

Look for more information on this NEW innovative program at this year's annual meeting.



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Open Records Requests

- Send IMMEDIATELY to Stacy Miller, Tim West and Amy Spagnuolo ([UKOpenRecords@uky.edu](mailto:UKOpenRecords@uky.edu)) ([stacy.miller@uky.edu](mailto:stacy.miller@uky.edu)) ([tim.west@uky.edu](mailto:tim.west@uky.edu))
- Counties should **never** respond to an open records request



# U.S. Census Job Opportunities

**JOIN THE 2020 CENSUS TEAM**

United States  
**Census 2020**

**APPLY ONLINE!**  
[2020census.gov/jobs](https://2020census.gov/jobs)

The U.S. Census Bureau is an Equal Opportunity Employer.

**U.S. Census Bureau**  
Like This Page · October 11 ·

You can help your community! Apply for one of thousands of temporary #2020Census jobs. Census results determine the number of seats each state has in the U.S. House of Representatives as well as how funds are spent on roads, schools and hospitals. Apply online at: [2020census.gov/jobs](https://2020census.gov/jobs) #ApplyToday

67 likes · 8 Comments · 222 Shares

Like · Comment · Share

Most Relevant

Drenda Carter I enjoyed working the 2010 census and I would like to get in on the first hiring wave for Maryland, how soon will that be? I have put in my app is that all I can do for now?  
Like · Reply · 2w

U.S. Census Bureau Hello, If you have a question about your application, please call 1-855-JOB-2020.  
Like · Reply · 2w

Orin O'Neill I really enjoyed working on the 2010 Census. My application is on its way! 🙏  
Like · Reply · 3w · 2

Pamela Davis Shawn Wentz, can you pass this on to Judy? They might know when they'll be hiring for door knocking.  
Like · Reply · 3w · 1 Reply

Jane McI and do you have to be an



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# U.S. Census: How Extension Can Help

- Contact: Michelle L. Elison, Kentucky Partnership Specialist  
Philadelphia Regional Census Center
- Promotion
- Complete Count Committees (one in each county)
  - Schools Reps
  - Media
  - Non-profits/ Community/ Extension
  - Health Care



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Unconscious Bias Training

- All employees must attend
- Mia Farrell will be working with each District to schedule times and dates



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*



# Internship Updates

## Internship Program

- o Interviews have been completed as of March 4th
- o Potential county host will be contacted by March 12th
- o Intern Offers will be made by March 15th via email
- o April 9th is intern orientation at Goodbarn from 11a-3p



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Diversity Updates

- New Agent Orientation- April 16-18, 2019
- Teen Conference Diversity, Equity, Inclusion, and Leadership Minor
  - o April 16- leading a webinar for 4-H agents on “Taking the Conversation Deeper” as it pertains to Diversity, Equity, and Inclusion for the TC minor
  - o Creation of a button - Inclusion starts with us = Diversity, Equity and Inclusion



# Diversity Updates

- 34th annual National MANRRS Conference, which will take place in Overland, KS
- Review other important dates



# KERS County Vehicle Mileage Logs

- KERS is complete.
- Log County Vehicle Mileage by driver
- District Directors will upload vehicle information by county
- KERS will create a summary of mileage driven for each vehicle by driver



# SAP Concur

- SAP Concur will replace TRIP sometime in 2020 as part of University's "Our Path Forward" 5 year financial plan
- This should be an easy transition since we are already using an online system and Concur should provide better user-experience and mobile support
- More information will be shared as it becomes available



# 4-H Updates

## **Staff Changes**

Welcome to Jane Brumley, Interim Lake Cumberland 4-H Center director

Nichole Simpson to the Lake Cumberland 4-H Center in the role of food service manager.



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# 4-H Updates

## 4-H Agent On-boarding

Agents will take part in 4-5 days of campus based training and 4 days of face to face, county based meetings over a two year period.



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# 4-H Updates

## **4-H/FFA Field Day**

The 2019 4-H/FFA Field day will be April 18.



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*



# 4-H Updates

## 4-H Teen Conference

4-H Teen Conference application information will be available soon. We are excited to continue to expand and improve this program. If you have need more information, please contact Rachel Noble.



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# 4-H Updates

## 4-H International Exchange Program

- We are currently recruiting families for our month-long (summer) and year-long (AYP) international exchange programs. Your help in sharing this information with others is appreciated.



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# 4-H Updates

## 4-H International Exchange Program

- We are currently recruiting families for our month-long (summer) and year-long (AYP) international exchange programs. Your help in sharing this information with others is appreciated.



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# 4-H Updates

## Social Media Analytics

Facebook	<b>4723</b>	Likes
	<b>35064</b>	28 Days Total Reach
	<b>94</b>	Increase in Likes from Previous Month
Twitter	<b>1791</b>	Followers
	<b>9</b>	Mentions
	<b>6126</b>	Tweet Impressions
	<b>16</b>	Tweets
Instagram	<b>901</b>	Followers
	<b>218</b>	Posts (to date)



# FCS Updates

- New Curriculum
  - *Positive Employability: Preparing for Financial Success* will roll out this spring
  - Training dates
    - July 11 – 12 in Ashland, KY – Boyd County Extension Office
    - Training ID – 1000534
  - October 16 – 17 at McCracken County Extension Office
    - Training ID - 10005344



# FCS Updates

- Greece Study Tour
  - 24 participants from UK and Kansas State
  - There will be a lunch and learn webinar series in February focusing on the subject matter content of the study tour
- FCS Program/Material Request Form
  - To improve communication a Qualtrics form will come centrally into the main office and be distributed to the correct person to handle the request.  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_2hKcF3L1n2IIVT7](https://uky.az1.qualtrics.com/jfe/form/SV_2hKcF3L1n2IIVT7)



# FCS Updates

- KEHA State Meeting
  - May 14 – 16
  - Crowne Plaza in Louisville
  - Registration details are at [www.keha.org](http://www.keha.org)
  - 2020 meeting will be April 21-23, 2020 at the Owensboro Convention Center and the 2021 meeting is tentatively scheduled for April 27-29 at the Holiday Inn University Plaza and Sloan Convention Center in Bowling Green
- If you are covering Homemakers, you can be added to the listserv anytime by contacting Kim Henken



# FCS Updates

- Patricia Brantley Todd Awards of Excellence
  - Nominations are now open
  - FCS Agents are eligible for the extension outreach award
  - <https://hes.ca.uky.edu/content/patricia-brantley-todd-awards-of-excellence>. Nominators must complete the online form and upload both a 2-page nomination statement and vitae or resume for the nominee
  - Nominations MUST BE submitted by March 15, 2019





# FCS Updates

- Mental Health First Aid Certification
  - District Trainings
    - District 1 May 28-29, 2019 West Liberty
    - District 2 April 10-11, 2019 Manchester
    - District 3 August 28-29, 2019 Bedford
    - District 4 May 22-23, 2019 Lexington
    - District 5 August 12-13, 2019 Campbellsville
    - District 6 TBD
    - District 7 July 30-31, 2019 Eddyville



# FCS Updates

## Mini-Grant Opportunity (All Program Areas)

The application has a rolling deadline and will be accepted through **May 15th** (or until allocated funds are exhausted). All awarded funds must be spent no later than June 15th. All receipts and other required documentation must be submitted no later than June 22nd. Receipts not received by June 22nd, will not be reimbursed.

Information/application:

[https://hes.ca.uky.edu/files/hes\\_minigrant\\_packet\\_final.pdf](https://hes.ca.uky.edu/files/hes_minigrant_packet_final.pdf)



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# FCS Updates

Mini-Grant Opportunity (All Program Areas)

Proposals should focus/incorporate at least one of the following areas:

Making Healthy Lifestyle Choices

Nurturing Families

Embracing Life as You Age

Securing Financial Stability

Promoting Healthy Homes and Communities

Accessing Nutritious Food

Empowering Community Leaders

Substance Use Prevention and Recovery



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# NEP

## Update from Area Agents



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# 2020 Commitment Forms

- Area NEP Agent will discuss in detail



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Procard Voucher Documentation

- Area NEP Agent will discuss in detail



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# ANR Updates

## **ANR/Horticulture Mini-grants**

Availability of up to seven \$2,500 awards for projects in agriculture, horticulture and/or natural resources. The projects must be in collaboration and cooperation with one or more State Specialist(s).  
**Submission deadline April 5th.**



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# ANR Updates

## Summary of ANR/Horticulture Listening Session

### Publications

- Issues with College search engine results
- Mobile friendly pubs
- Horticulture agents willing to rewrite with specialists edit it.

HO-64



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*



# ANR Updates

## Summary of ANR/Horticulture Listening Session - continued

### Agent Trainings

- Skill building assets/Technical trainings
  - o New Agent Handbook - how to do this. Reports, setting up meetings, getting speakers, create a council, day to day things. Just some basics on How to guide on travel, reports, program training. how to conduct a meeting, client relationships etc.
- Work through KACAA. Training for new agents could be on line.
- Subject matter training
  - o How to deal with problematic leaders volunteers other than 4-H.
  - o Expand volunteer training beyond 4-H centric approach



# ANR Updates

## Summary of ANR/Horticulture Listening Session - continued

### Digital Sharing Platform

- Specialist provide information that helps agents teach content. Prepackaged programs for agents to use in counties

### Information Technology

- Frustration with searching college web site
- College Search engine not as good as Google (HO-64) (Agents use Google to search College information)
- County email addresses need to be shorter.



# ANR Updates

- Ag Engineering Showcase
  - 3/8, 9:00 – 3:30 (EST)
  - Barnhart Building, UK Campus
- KYH2O
  - New podcast about all things water
  - <https://kyh2o.podbean.com>



# Novel Tall Fescue Renovation Workshop

March 20, Princeton and KY Grazing School –  
April 23 – 24, Princeton.

ANR office will pay registration for any agent with 5 years of service or less that would like to attend. Pre-registration deadline for Novel Tall Fescue Workshop is **March 8th** and Ky Grazing School is **April 5th**.



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# CEDIK UPDATE

- In-Service Training 10005285: Approaches to Resolving Conflict
- When: 4/10/2019
- Location: Warren County Extension Office, 3132 Nashville Rd, Bowling Green, KY 42101
- Contact: Dan Kahl 859-257- 2542 [daniel.kahl@uky.edu](mailto:daniel.kahl@uky.edu) Or Ron Hustedde 859-257-3186 [rhusted@uky.edu](mailto:rhusted@uky.edu)



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# CEDIK

- Be sure to check out the monthly newsletter from CEDIK for the latest news and trainings!
- Working with FCS on strategic planning
- [Appalachian Health Career Scholarship](#) – for students living in Appalachia and pursuing higher education in a health related field – due April 22



# CEDIK

- The Community Assessment reports are on track and should be completed in May
- Do you have ideas for trainings? CEDIK is planning new trainings and would like your ideas!



# CEDIK UPDATE



- **CREATE** (Celebrating Retail, Accommodation, Tourism, and Entertainment) Bridges initiative will be
- hosting civic forums to give regional business owners in the retail, accommodation, tourism, and
- entertainment sectors an opportunity to discuss their needs in the local economy!
  
- **CREATE** Bridges' primary goal is to showcase the assets of Eastern Kentucky by recognizing how
- valuable these sectors can be in revitalizing our economy.
  
- **CREATE** Bridges is designed to support the development and expansion of these vital community
- assets. Regional data will be compiled as a result of these forums and will be addressed through
- the development of new workforce initiatives and utilization of existing supports.
  
- Please join us at one of the six regional civic forums listed on the back of this flyer to kick off
- the **CREATE**
  
- Bridges movement in Eastern Kentucky!



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*



# District Staff: EFO Update



## Extension Financial Operations

Chris Shotwell, Director Financial Operations

Tina Ward, College Business Analyst

Ty Back, Fiscal Compliance Officer

Jeremy Teal, Fiscal Compliance Officer

# QuickBooks Online

- Implementation Plan
  - QBO is being implemented by District
  - Training is conducted by our old areas (limit 10 counties in each training)
    - Limited training clients available
    - Sign up with District Director
- Training attendees
  - Required: Fiscal Contacts (Coordinators, Facilitators or Managers) and Staff Assistants who will be using QBO regularly
  - Optional: County Treasurer's, Bookkeepers, etc.
  - Bring one laptop per county for the practice exercises

# QuickBooks Online

District	Training Dates	Go Live Date
District 2	Trained in January	Feb. 1 <sup>st</sup>
District 1	Trained in February	March 1 <sup>st</sup>
District 4	March 27 <sup>th</sup> - Woodford Co. Office March 29 <sup>th</sup> - Madison Co. Office	April 1 <sup>st</sup>
District 7	April 16 <sup>th</sup> - McCracken Co. Office April 17 <sup>th</sup> - Christian Co. Office	May 1 <sup>st</sup>
District 5	May 22 <sup>nd</sup> - Hardin Co. Office May 23 <sup>rd</sup> - Taylor Co. Office	June 1 <sup>st</sup>
District 3	June 3 <sup>rd</sup> Boone - Co. Enrichment Ctr. June 10 <sup>th</sup> - Shelby Co. Office	July 1 <sup>st</sup>
District 6	June 18 <sup>th</sup> - Henderson Co. Office June 19 <sup>th</sup> - Warren Co. Office	July 1 <sup>st</sup>

***\*\*Note: Districts 3 & 6 will both train in June and go live in July.***

# QuickBooks Online

## Positive feedback received within the first month...

- *“I have never seen my budget vs actuals on the same sheet before!” – Agent*
- *“The scheduled reports were awesome! They went to everyone in my office and I didn’t have to do anything! Now everyone knows their balances.” – County Manager*
- *“With the help of Extension Financial Operations, I found that our bookkeeper had mistakenly paid a bill twice. That saved our county thousands of dollars.” – County Facilitator*

# QuickBooks Online

- Reminders when using the new QBO System
  1. Do not delete **ANYTHING** without first talking to your Fiscal Compliance Officer.
  2. Do not add, delete or change **ANY ACCOUNTS or CLASSES** without first talking to your Fiscal Compliance Officer.

**Accounts and classes are built for specific reporting purposes and any changes can break that reporting structure**

# QuickBooks Online

- **KEEP OLD ELECTRONIC RECORDS!**
  - Electronic and paper records must be kept for historical and audit purposes
- After your District “Go Live” date, **DO NOT USE THE OLD SYSTEM FOR NEW TRANSACTIONS!**

# Travel Reimbursements (TRIP)

## Reminders:

- Give a copy of your TRIP generated travel documents to the fiscal contact for entry into the accounting system in order to keep balances on financial reports more accurate
- Get your CONCUR sign-in account created for purposes of making travel arrangements and/or cost comparisons
  - <https://www.uky.edu/ufs/concur-first-time-users>

# Travel Reimbursements (TRIP)

## TRIP Training:

- Visit the KERS In-Service Training Catalog for available TRIP Training and Q&A sessions (offered via Zoom)
  - Trainings to be offered closer to the end of the month and prior to the time that most travel reimbursements are submitted
  - Q&A sessions to be offered in the beginning of the month when most travelers are in the system submitting reports

**Please share with staff in your office who may need training or have questions regarding the system.**



# Compliance

## Update:

- Work continues on a consolidated Financial Operations Manual
  - Our goal is to submit the final draft to the Director of County Operations later this month
- The development of standardized forms is continuing with the following forms set for distribution later this month
  - Payment Voucher
  - Daily Deposit Log
  - Safe Log

# Compliance

## Training Topic: Safeguarding of Public Funds

- Keep working funds to a minimum at all times and all other cash in a locked safekeeping device.
- Keep cash in a safekeeping device that cannot be easily removed from the premises.
- Keep safe doors closed during business hours when the safe is in use, and locked when it is not in use. Keep safes locked at all other times.
- Give safe combinations/keys to a minimum number of employees and only to those whose functions require access.

# Compliance

## Training Topic: Safeguarding of Public Funds

- When staffing levels permit, to prevent access to secured cash after normal business hours, no one employee should have access to both a key to a door to an office and the safe combination.
- When staffing levels do not permit this preferred internal control measure, the supervisor must develop a plan and exercise control to maintain a proper level of security over cash.
  - More frequent deposits of cash to financial institutions
  - Daily/Weekly review of safe log and verification of safe contents
  - Other controls as deemed necessary by the supervisor

# Compliance

## Training Topic: Safeguarding of Public Funds

- Two people should be present at all openings and closings of safekeeping devices.
- Two people should initial a safe log that documents the safe's opening and closing activity, as well as the contents of the safe at open and close.

# Questions

