

Friends of Warren County Conservation Annual Report for FY2016

July 1, 2015 – June 30, 2016

Introduction

The Friends of Warren County Conservation (Friends) completed its 21st year of service to the Warren County Conservation Board (WCCB) and the citizens of Warren County, Iowa in 2016. The general purpose of Friends is to support the mission of the Annett Nature Center (ANC) and its role in the WCCB programs and services, primarily through fundraising and volunteerism on behalf of conservation and environmental education. The Friends raised \$16,795 in FY2016 and contributed \$10,657 to ANC programs and services. The number of total volunteer hours recorded was 784 by over 30 volunteers performing a wide range of tasks from administrative to field labor.

Membership

The Friends membership year corresponds to the calendar year with the primary membership campaign occurring in January 2016. Friends membership totalled 120 in FY2016. Members contributed \$6,150 in dues payments. By category the membership breaks down as follows:

- Individual (\$20)	32
- Joint/Family (\$30)	32
- Benefactor (\$50)	42
- Corporate (\$100)	12
- Lifetime (\$1000)	1
- Other (\$250)	1

Executive Board of Directors

The Friends organization is governed by a twelve (12) member Board of Directors. The Board elects three (3) officers each year to conduct business for the Board and to officiate during the regular monthly meetings and any special meetings deemed necessary. The officers are: President; Vice-President/Secretary and Treasurer. The following list includes the FY2016 Board of Directors and Officers and their term designations:

FY2016 Friends of Warren County Conservation Board of Directors

<u>Directors</u>	<u>Term Expiration Year</u>
Steve Weaver, President	December 2016
Steve Dermand, Vice President	December 2016
Monty Freeman, Treasurer	December 2017
Randy Edwards	December 2016
Ashley Vanderflight	December 2017
Judy Hendricks	December 2017
Dru McLuen (resignation accepted)	December 2017
Blair Lawson	December 2018
John Krogmeier	December 2018
Donna Fink	December 2018

Karen Johlas-Szalkowski (WCCB Staff rep.)

Ace Hendricks (WCCB Board member rep.)

Editor's note: Dru McLuen resigned from Friend's Board after many years of dedicated service.

Meetings

The Friends normally meet on the fourth Tuesday of each month at 6:30 p.m. at the Annett Nature Center. The Friends held 12 regularly scheduled official meetings in FY2016. The average attendance for monthly meetings by Board members was 75 percent of the Board membership. All Friends regular meeting agendas are posted in advance on the WCCB website.

During the January 2016 regular meeting the Board elected officers for the new calendar year, as well as voting to extend the term of three (3) existing Board members whose terms were due to expire.

During the January Warren County budget review process held by the Board of Supervisors, five (5) Friends board members attended the meeting. Several Board members spoke in support of the WCCB FY2017 budget proposal.

The Friends held their December regular meeting in joint session with the WCCB's regular monthly meeting.

**Public Programs Sponsored by Friends of Warren County Conservation in
FY2016 Included, but were not limited to the Following Programs**

Geocaching Easter Egg Hunt	Summer Movie Night	Snowshoe Hike
Geocaching Mammal Adventure	Hunter Education	Ice Fish Clinic
Cookies and Canvas	Star Gazing	Prairie Burn
Wild Women of The Woods	Archery Basics	Butterfly Gardening
Parks Tour and Wine Tasting	Paddle-boarding	Wildflower Walk
Warren County Farm Tour	Bow Fishing	Yoga in the Park
Halloween Hike	Nature Photography	Animal Athletes
Laura Ingalls Wilder Program	Story and Smores	Dutch Oven Cooking
Kids Fish Day	Talking Turkey	Grant Park Story Walk

Fundraising Events

- Osprey 5K Run/Walk
- Prairie Picnic and Auction
- Native Plant Sale
- Auction Deer Tag

Materials/Projects Purchased by Friends for Warren County Conservation

- Archery Targets
- Paddleboards
- Priscilla Gaumer Butterfly and Pollinator Exhibit
- Materials and Craft Supplies for a variety of youth and adult programs
- Promotional pens, hats, visors, and bee buttons
- Ed McLuen Memorial bench
- Warren County Farm Tour Sponsor

Technology

Social Media: The WCCB has designated a portion of their web site under a *"Friends Group"* heading to announce meetings, promote Friends sponsored events and activities, and promote membership for Friends. Friends events are also promoted on the *"Warren County Conservation and Annett Nature Center"* Facebook page which achieved 1,717 total "likes" during FY2016.

"Sign up Genius:" The Friends Board uses "Sign Up Genius" web site to aid in scheduling events and facilitate recruitment of Friends volunteers to support these activities and events.

Financial

In the previous Fiscal Year (2015) the Friends Board implemented a funding request process and form. The form is designed and developed to provide a consistent funding request "path" to the Friends Executive Board. The fund request form is specifically intended for use by WCCB staff members, or by the WCCB.

Taxes

Friends of Warren County Conservation is a chartered 501(c)(3) tax exempt organization, filed/documented with the Iowa Secretary of States Office in Des Moines, Iowa. This tax exemption status requires an annual filing of a Federal Tax return form. Tax form 990 (long form) or Tax Form 990-EZ (short form) must be filed depending upon the Friends gross receipts for the year. Taxes for tax year 2015 were prepared and filed by Gray Financial Solutions, Inc. of Indianola, Iowa.

Banking

The Friends have a "Community Club" checking account with Peoples Bank in Indianola, Iowa. The checking account balance on June 30, 2016 was \$64,414.35. Friends board member and Treasurer Monty Freeman, and WCCB Naturalist Karen Johlas-Szalkowski, are the checking accounts authorized signatories.

Credit Account

The Friends have a Walmart Community credit account for the purpose of buying program and event supplies for both Friends and WCCB sponsored events and activities. The Credit Account balance is paid in full each month with no interest charges. The WCCB reimburses the Friends monthly for items purchased for WCCB sponsored events and activities.

Annual Audit

The Office of the Auditor of State (Iowa) annually audits Warren County, Iowa finances. The Friends financial accounts are included in the County audit in a supplemental section entitled "*Nonmajor Governmental Funds.*" The Friends make every effort to ensure that all receipts and payments are handled in an appropriate and fiscally responsible manner. The Director for the WCCB also assists Friends in a consulting role. The Friends Treasurer Board member oversees all banking transactions and investment accounts.

Investments

The Friends have financial investments with Edward Jones, located 1206 East 2nd Avenue; Indianola Iowa. The Friends investments are medium risk investments which include one unit trust and ten diversified mutual funds. An Edward Jones advisor meets with the Friends board at least once per year during a regular monthly meeting to review/discuss current accounts and answer questions from the Friends board members.

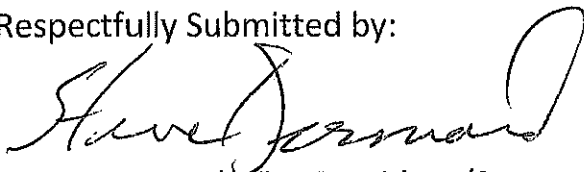
Legal

In January 2016 the Friends filed the required Biennial Report for an Iowa Nonprofit Corporation with the Iowa Secretary of State. The name of record for the Friends current registered agent is Karen Johlas-Szalkowski (Naturalist).

Conclusion

FY2016 was a good year for the Friends in terms of fund raising, financial contributions and volunteerism. Each year our Friends Executive Board strives to work jointly with the Warren County Conservation Board Staff and Board Members. We work diligently to continue our goals and joint mission of conservation and environmental education by providing events and opportunities for the citizens of Warren County, Iowa and beyond.

Respectfully Submitted by:



Steve Dermand, Vice President/Secretary

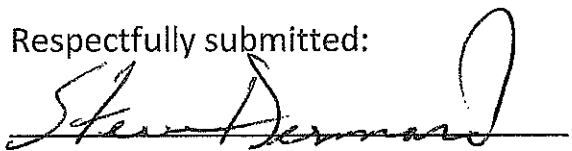
January 24, 2017

**Friends of Warren County Conservation Fiscal Year 2016 Financial Review;
Report and Certification**

I randomly selected September 2015 and April 2016 Peoples Bank monthly checking account statements for financial review and reconciliation (see attachments). I also reviewed cancelled checks; deposit slips; and checking account register for this account. In addition I examined financial investments and accounting statements for the Edward Jones accounts and the Quicken Account entries.

In accordance with the current bylaws of the Friends of Warren County Conservation, I certify that all financial accounts for the Friends of Warren County Conservation have been properly recorded and reconciled without discrepancies or questionable entries.

Respectfully submitted:

 , Dated 1-24-2017

Steve Dermand, Vice President

Peoples Bank Community Club Checking Account for Friends of Warren County Conservation

Internal Audit of bank statement and transactions for September 2015

Beginning balance \$25,494.80

Deposit.....		\$ 75.00
Deposit.....		\$ 99.10
Deposit.....		\$ 125.00
Deposit.....		\$ 229.00
Check #2460	Luke Tingley – photo workshop	\$ 140.00-
Deposit.....		\$ 130.00
Check #2461	USPS for Newsletter	\$ 91.80-
Check #2463	Bob’s Custom Trophies for nameplate	\$ 6.50-
Deposit.....		\$ 75.00
Deposit.....		\$ 121.00
Withdrawl	Withdrawl by Karen	\$ 200.00-
Check #2466	Studio Fusco	\$ 50.40-
Check #2467	Studio Fusco	\$ 132.00-
Check #2468	Allied Insurance	\$ 500.00-
Check #2462	Walmart	\$ 305.65-
Check #2464	John Deere Financial	\$ 21.65-
Deposit.....		\$3943.00
Check #2465	HyVee	\$ 12.97-
Check #2471	Paid to Karen by Monty	\$ 45.52-
Check #2472	Paid to Ashley-V. by Karen	\$ 20.08-
Deposit.....		\$ 194.63
Deposit.....		\$ 200.00

Deposit.....		\$ 10300.00
Check #2469	DLH Graphics	\$ 47.77-
Deposit.....		\$ 1030.00

Month end balance \$40,442.19

Peoples Bank Community Club Checking Account for Friends of Warren County Conservation

Internal Audit of bank statement and transactions for April 2016

Beginning balance \$60,908.13

ACH payment		\$ 33.39-
Check #2511	Tile Artisans	\$ 3117.06-
Check #2512	PFS Custom Products	\$ 1051.35-
Deposit.....		\$ 320.00
Deposit.....		\$ 360.00
Deposit.....		\$ 1119.87
Withdrawal	Withdrawal by Karen	\$ 100.00-
Deposit.....		\$ 10.00
Deposit.....		\$ 90.00
Deposit.....		\$ 665.00
Deposit.....		\$ 810.00
Check #2515	Paid to Karen by Monty	\$ 16.96-
Check #2516	Paid to Karen by Monty	\$ 144.37-
Check #2514	Walmart	\$ 302.31-
Deposit.....		\$ 470.00
Deposit.....		\$ 570.00
Check #2520	WNC	\$ 25.30-
Check #2519	Prairie Moon Nursery	\$ 176.40-
Deposit.....		\$ 70.00
Deposit.....		\$ 105.00
Deposit.....		\$ 1100.00
Deposit.....		\$ 90.00

Deposit.....		\$	297.14
Check #2513	Card Center	\$	407.60-
Check #2522	Paid to Logan Roberts by Monty	\$	53.94-
Check #2523	Jim Kessler	\$	25.00-

Month end balance \$61,531.46