

**Friends of Warren County Conservation Annual Report
Fiscal Year 2017
July 1, 2016-June 30, 2017**

Introduction

The Friends of Warren County Conservation completed its 22nd year in 2017. Friends support the Warren County Conservation Board by fundraising and volunteering.

Executive Board of Directors

The Friends organization is governed by a twelve member Board of Directors. The Board elects three officers each year. The officers are: President, Vice President/Secretary, and Treasurer.

Directors	Term Through
Steve Derman, President	December 2019
Ashley Vanderflight, Vice President/Secretary	December 2017
Monty Freeman, Treasurer	December 2017
Lisa Niedermayer	December 2017
Judy Hendricks	December 2017
Blair Lawson	December 2018
John Krogmeier	December 2018
Donna Fink	December 2018
Randy Edwards	December 2019
Steve Weaver	December 2019
Karen Johlas-Szalkowski, WCCB Staff Naturalist	Non-Elective
Ace Hendricks, WCCB Designee	Non-Elective

Meetings

Friends meet on the fourth Tuesday of each month at 6:30 p.m. at the Annett Nature Center. Meeting agendas are posted on the Warren County Conservation Board's website. The Friends held 11 official meetings in fiscal year 2017. Friends did not hold a meeting in September 2016.

Membership

The Friends membership year corresponds to the calendar year. Membership totaled 157 in 2017. At the benefactor level or above, members receive one half price rental of the Annett Nature Center. Warren County Conservation's newsletter is mailed to members four times a year. Members also receive an early invitation to special events.

Membership Categories	
Individual	\$20
Joint/Family Membership	\$30
Benefactor Membership	\$50
Corporate/Business	\$100
Lifetime	\$1,000 or more

Volunteering

Volunteer opportunities are listed on the Warren County Conservation Board's website in the about section. Sign up Genius is used to coordinate volunteers for events and volunteer opportunities. Sign up Genius is an online tool that includes details about the event and sends out reminders through email.

In September 2016, Friends and the Warren County Conservation Board hosted an ice cream social to thank volunteers.

Volunteer hours are tracked by using a volunteer log. In 2017, volunteer hours totaled 672.5.

Fundraising

Fundraiser	Income	Expenses	Profit
Native Plant Sale	\$3,276.63	\$300.00	\$2,976.63
Osprey 5K	\$2,010.00	\$1,633.47	\$376.53
Prairie Picnic	\$7,416.75	\$4,672.57	\$2,744.18
Deer Tag	\$8,100.00	\$178.50 PayPal fees	\$7,921.50 divided by 2= \$3,960.75 This profit is split in half between Friends and the Iowa DNR.

Proceeds from the Osprey 5K went to the Priscilla Gaumer Butterfly and Pollinator Exhibit.

Public Programs Sponsored by Friends in Fiscal Year 2017

Program	Participants	Expenses
Wild Women of the Woods	29	\$1,050.86
Parks Tour and Wine Tasting	32	\$1,161.10
Halloween Hike	260	\$848.44
Kids Fish Day	Approximately 40	\$331.35
Day Camp	2 Scholarships \$70.00 each	\$140.00
Geocaching Wildflower Adventure	NA	\$202.32
Mystery Zoo Animals	NA	\$124.05
Warren County Farm Tour	NA	\$250.00 Sponsorship

Funding Request Form

The funding request process form remained the same. The form is designed for use by the Warren County Conservation Board staff members to submit requests to Friends. This form includes a cost, description of item, impact on programming, and an approximate completion date.

Projects Supported by or Materials Purchased by Friends in Fiscal Year 2017

Project or Item	Expense
Butterfly Survey	\$500.00
Crow Tipi Cover	\$528.00
Promotional Pens	\$425.19
U-Haul Rental for Traveling Snake Exhibit	\$327.48

Website and Facebook

The website for the Warren County Conservation Board includes a section designated for Friends. Information on meetings, membership, and volunteer opportunities can be found on the website. Facebook is used to promote events. The name of the page is Warren County Conservation and Annett Nature Center. At the end of 2017, the Facebook page reached 2,131 likes.

Financial

Taxes

Friends of Warren County Conservation is a chartered 501(c)(3) tax exempt organization, filed/documentated with the Iowa Secretary of State's 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 2016 were prepared and filed by Gray Financial Solutions, Inc. of Indianola, Iowa. The cost for tax preparation was \$350.

Banking

The Friends have a “Community Club” checking account with Peoples Bank in Indianola, Iowa. The checking account balance on June 30, 2017 was \$69,950.02. Friends Board member and Treasurer Monty Freeman, and Warren County Conservation Board 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 Warren County Conservation Board sponsored events and activities. The balance is paid in full each month with no interest charges. The Warren County Conservation Board reimburses the Friends monthly for items purchased for Warren County Conservation Board 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 Warren County Conservation Board 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 at 1011 N Jefferson Way Suite 300 Avenue; Indianola, Iowa. The Friends investments are medium risk investments which include one unit trust and ten diversified mutual funds.

Conclusion

Fiscal year 2017 was a successful and fun year for Friends. Friends work with the Warren County Conservation Board to provide the citizens of Warren County, Iowa with a variety of educational events and opportunities.

Respectfully Submitted by:

Ashley Vanderflight, Vice President/Secretary

Friends of Warren County Conservation Fiscal Year 2017 Financial Review

I randomly selected December 2016 and February 2017 to review. For December 2016 and February 2017, I reviewed the bank statement, check register book, and Quickbooks report. I certify that the entries for December 2016 and February 2017 have been properly recorded and reconciled.

Respectfully submitted by,

Ashley Vanderflight, Vice President