



# Annual Summary Report Refresher

## Budgeting DGLVR Funds

### *Dirt, Gravel, and Low Volume Road Program*

Sherri Law – PA State Conservation Commission

Ken Corradini – PSU Center for Dirt and Gravel Road Studies

# Annual Summary Report



- Due January 15<sup>th</sup>
- Any CD employee with a GIS login can submit
- Can be viewed at any point throughout the year to help keep track of spending requirements
- Budgeting tool to help meet spending requirements
- 5 Required Steps to submit
  1. All quarters for the previous calendar year submitted and accepted
  2. Enter the Limestone Cost for the previous year
  3. Check and fix any contract errors
  4. Verify all financial and project information in the ASR
  5. Check all boxes and submit the report

# Annual Summary Report – Required Steps



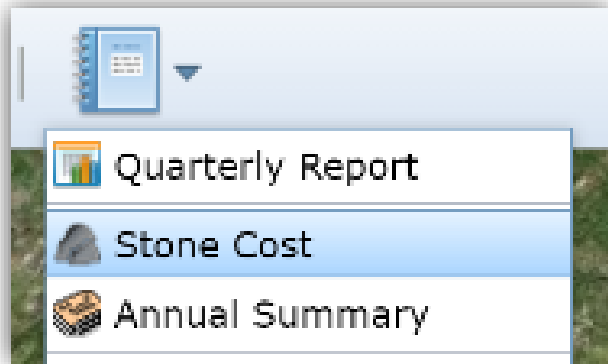
## 1. Submit the October – December Quarter

- Verify that balances match
- Address any expired contracts
- SCC must accept the report before the ASR can be submitted

# Annual Summary Report – Required Steps



2. Enter the Limestone Cost for 2024
  - The average cost of limestone aggregate (DSA) delivered (not placed)



Stone Cost

The average cost of **limestone** aggregate (DSA) delivered (not placed) is a small factor in District Allocations (in accordance with section 9106, the law that created the Dirt and Gravel Road Program). If costs vary a great deal across your County, please provide an average. If you cannot provide an average, set the cost to the previous year's figure.

**Stone Cost Editor**

Select Year: 2024

Limestone Cost: \$ 0.00

**Stone Cost Viewer**

Year	Stone Cost
2024	0.00
2023	0.00
2022	0.00
2021	0.00
2020	0.00
2019	0.00
2018	0.00
2017	0.00
2016	0.00
2015	0.00

**Instructions:** Select a year then enter the stone cost. If you do not know the stone cost, you can use last year's cost. Click the 'Use Previous Years Cost' button to automatically populate the cost into the current year. Save your changes to lock in the stone cost.

# Annual Summary Report – Required Steps



## 3. Check and fix any contract Errors

- Review errors and, if valid, fix each within their respective contract to permanently remove the error from the list.
- If a marked error is not an error, check the respective box, enter comments, then click the "Save Changes" button.

**Note that all errors must be fixed or marked as "not an error" before the ASR can be submitted.**

The screenshot shows a web application interface for the Annual Summary Report. At the top, there are several tabs: "Summary Report", "Project Totals ('15 +)", "Project Totals ('14 -)", "All Contracts", and "Errors". The "Errors" tab is selected and circled in red. To the right of the tabs is a "Date Submitted:" field. Below the tabs is a table with the following columns: "Not Error", "Site ID", "Site Type", "Error Name (units)", "Error Value", "Calculated Threshold", "Cutoff Value", and "Comment".

Not Error	Site ID	Site Type	Error Name (units)	Error Value	Calculated Threshold	Cutoff Value	Comment
<input type="checkbox"/>	Bass 21D	UP	New Cross Pipes Installed (#)	8	0.02	0.01	
<input type="checkbox"/>	Bass 21D	UP	Through The Bank Pipes (#)	15	0.03	0.01	

# Annual Summary Report – Required Steps



4. Verify the information present in the ASR
  - Financials for each Program
  - Project totals for each completed Funded Site

Annual Summary Report

Funding Source: Dirt and Gravel

Summary Report | Project Totals ('15 +) | Project Totals ('14 -) | All Contracts | Errors

Date Submitted: \_\_\_\_\_

Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
2023	2	137,160.00	68,580.00	2	134,976.20	8,172.73	2,081.57	
2022	0	0.00	0.00	3	173,736.64	9,292.56	175.00	18.70
2021	0	0.00	0.00	3	166,303.99	9,934.13	0.00	18.70
2020	0	0.00	0.00	3	70,929.22	8,183.46	0.00	18.70
2019	0	0.00	0.00	4	154,870.21	12,144.15	305.43	21.00
2018	0	0.00	0.00	5	132,566.48	11,440.17	187.81	21.00
2017	0	0.00	0.00	3	75,793.23	3,654.93	413.00	16.90
2016	0	0.00	0.00	8	169,972.83	3,515.05	244.68	16.90
2015	0	0.00	0.00	2	34,627.00	6,600.30	327.89	16.90
2014	0	0.00	0.00	3	57,954.00	5,114.46	422.48	16.90
<b>Total</b>	<b>2</b>	<b>137,160.00</b>	<b>68,580.00</b>	<b>74</b>	<b>1,649,609.54</b>	<b>98,020.99</b>	<b>7,223.91</b>	<b>18.14</b>

**ASR Overview (2023/2024)**

Total Spent: \$ 1,823,434.44  
Spending Req.: \$ 1,754,770.00  
Difference: \$ 68,664.44

**Report Checklist**

Stone Cost  QRs Accepted  
 Contract Errors Reviewed/Corrected  
 Annual Summary Report Reviewed

**Center Use Only**

Accepted Date: \_\_\_\_\_  
Accepted By: \_\_\_\_\_

# Annual Summary Report – Required Steps



## 5. Submit the Annual Summary Report

- All check boxes need to be checked before you can submit
- Emails will be sent upon Submit and Accept

Annual Summary Report

Funding Source: Dirt and Gravel \$ \$ 📄 👤 🔍 ?

Summary Report | Project Totals ('15 +) | Project Totals ('14 -) | All Contracts | Errors | Date Submitted:

Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
2023	2	137,160.00	68,580.00	2	134,976.20	8,172.73	2,081.57	
2022	0	0.00	0.00	3	173,736.64	9,292.56	175.00	18.70
2021	0	0.00	0.00	3	166,303.99	9,934.13	0.00	18.70
2020	0	0.00	0.00	3	70,929.22	8,183.46	0.00	18.70
2019	0	0.00	0.00	4	154,870.21	12,144.15	305.43	21.00
2018	0	0.00	0.00	5	132,566.48	11,440.17	187.81	21.00
2017	0	0.00	0.00	3	75,793.23	3,654.93	413.00	16.90
2016	0	0.00	0.00	8	169,972.83	3,515.05	244.68	16.90
2015	0	0.00	0.00	2	34,627.00	6,600.30	327.89	16.90
2014	0	0.00	0.00	3	57,954.00	5,114.46	422.48	16.90
<b>Total</b>	<b>2</b>	<b>137,160.00</b>	<b>68,580.00</b>	<b>74</b>	<b>1,649,609.54</b>	<b>98,020.99</b>	<b>7,223.91</b>	<b>18.14</b>

**ASR Overview (2023/2024)**

Total Spent: \$

Spending Req.: \$

Difference: \$

**Report Checklist**

Stone Cost  QRs Accepted

Contract Errors Reviewed/Corrected

Annual Summary Report Reviewed

**Center Use Only**

Accepted Date:

Accepted By:

# Allocation Eligibility



- Depends on your Spending Requirement Status
- Spending Requirement is the total of all allocations received minus the most recent 2 fiscal years
  - If Total Spent  $\geq$  Spending Requirement, then you are eligible for an allocation. The difference will be **green**.
  - If Total Spent  $<$  Spending Requirement, then you are not eligible for an allocation. The difference will be **red**. That amount must be spent by the time the next allocation is determined. This is typically March 31 for a normal allocation year

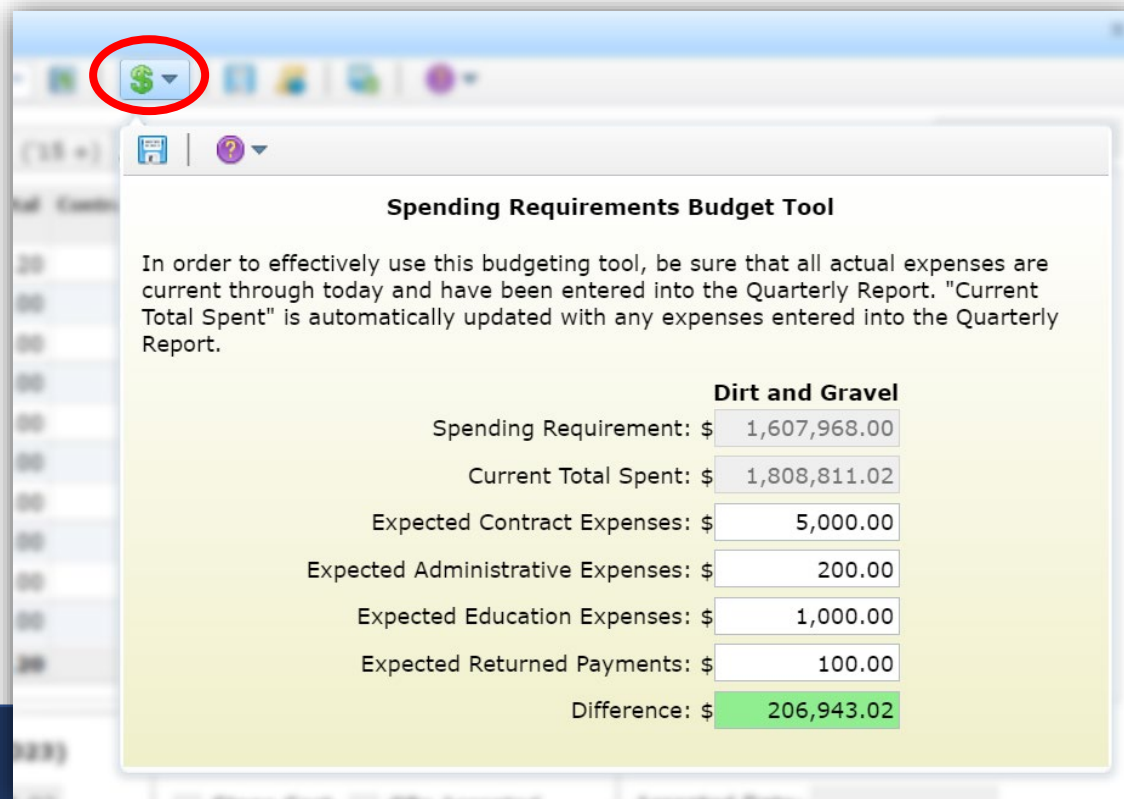
ASR Overview ( )	ASR Overview ( )
Total Spent: \$ 1,808,811.02	Total Spent: \$ 798,263.73
Spending Req.: \$ 1,607,968.00	Spending Req.: \$ 870,906.00
Difference: \$ 200,843.02	Difference: \$ (72,642.27)



# Annual Summary Report – Budgeting Tool



- Useful to help meet Spending Requirements
- Be sure that all income and expenses are up to date
- The information saved in the ASR budget tool is reset when the next allocation has been entered into the GIS

A screenshot of a web-based application window titled "Spending Requirements Budget Tool". The window has a toolbar at the top with a green dollar sign icon circled in red. Below the toolbar, there is a help icon and a dropdown menu. The main content area contains a paragraph of instructions and a table of financial data for "Dirt and Gravel".

**Spending Requirements Budget Tool**

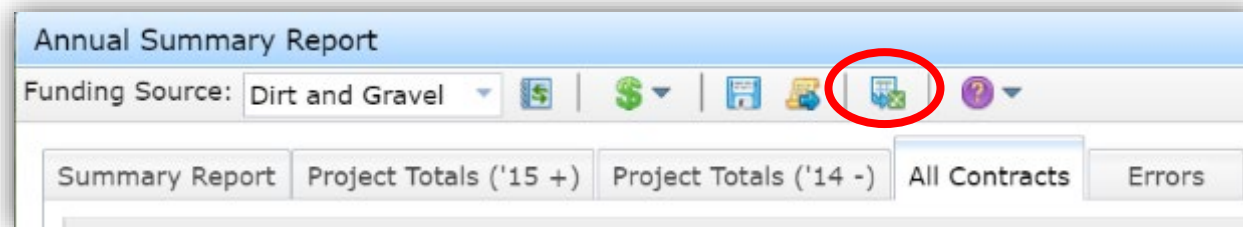
In order to effectively use this budgeting tool, be sure that all actual expenses are current through today and have been entered into the Quarterly Report. "Current Total Spent" is automatically updated with any expenses entered into the Quarterly Report.

Dirt and Gravel	
Spending Requirement: \$	1,607,968.00
Current Total Spent: \$	1,808,811.02
Expected Contract Expenses: \$	5,000.00
Expected Administrative Expenses: \$	200.00
Expected Education Expenses: \$	1,000.00
Expected Returned Payments: \$	100.00
Difference: \$	206,943.02

# Annual Summary Report – Downloadable Data



- Each of the five tabs in the ASR can be downloaded in a comma delimited format.
- To download data for a particular tab, choose the appropriate tab and then click the *Export Reports* button.



- Select the “Combined” funding source for both DGR and LVR data.

# Annual Summary Report – Downloadable Data



- The “All Contracts” tab is useful to view data for individual contracts.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: "Summary Report", "Project Totals ('15 +)", "Project Totals ('14 -)", "All Contracts" (highlighted with a red circle), and "Errors". To the right of the tabs is a "Date Submitted:" field. Below the navigation bar is a table with the following data:

Site Id	Site Type	Contract Number	Project Status	Contract Date	Completion Report Date
A030	DGR	A030-04/01/1999-027-01	X	1999-04-01	1999-09-01
Z006	DGR	Z006-05/01/1999-027-01	X	1999-05-01	2000-01-01
Z009-1999	DGR	Z009-1999-05/01/1999-027-01	X	1999-05-01	2000-01-01

- The March 29, 2019 webinar “*Detailed GIS Data Analysis Demo in Excel*” provides a comprehensive GIS data analysis focusing on sorts, summarizations, formulas, and graphs, and other functions in excel. (located in [Past Webinars](#))

# Annual Summary Report



**Report Due January 15**

**If you need assistance,**

**Contact Ken**

# Keeping up with Spending Requirements



You've submitted your Annual  
Summary Report...

**Now what?**

# Keeping up with spending requirements



## Recorded Webinar:

- **April 25, 2024: Tips For Keeping Up With Spending Requirements**
  - Conservation districts are required to spend each annual allocation of DGR and LVR funds within 2 years to be eligible for future allocations. This webinar shared tips and tricks to help districts establish a local annual grant cycle to get ahead of these spending deadlines.
  - [Webinar Download](#) (89.1 MB): MP4 format (*~1 hour, 2 minutes*)
  - Presentation Downloads:
    - [Adobe PDF](#) (2.74 MB)
    - [MS Powerpoint](#) (2.91 MB)
- <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>



## State Conservation Commission:

- \$28 million/year from Section 9106 of the PA Motor Vehicle Code is appropriated to the SCC
- DGR and LVR funds allocated to county conservation districts yearly

## County Conservation Districts:

**This webinar focuses on budgeting for these**

- Receives funds from SCC
- Uses funds for eligible admin & edu expenses
- Allocates project funds to grant recipients

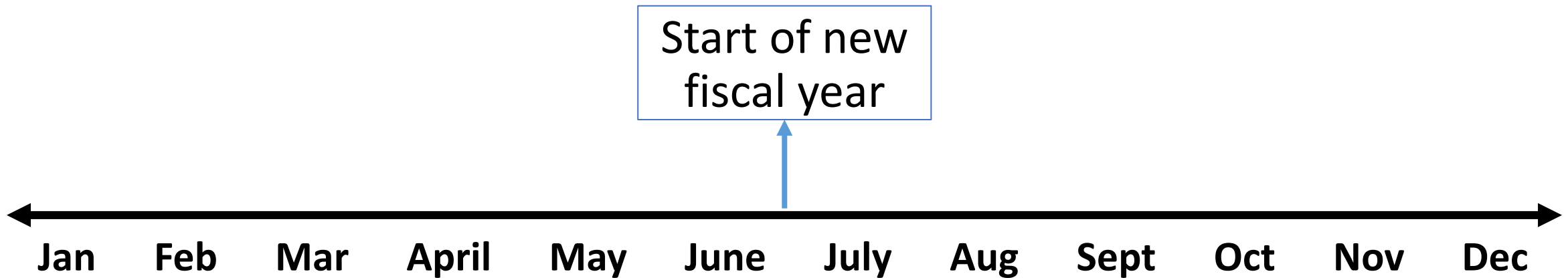
## Local Road Owners:

- Apply to conservation district for DGLVR grants
- Constructs project or hires a contractor
- Receive grant funds from conservation district
- Buys supplies, pays contractors, etc.

# Allocation Timeline

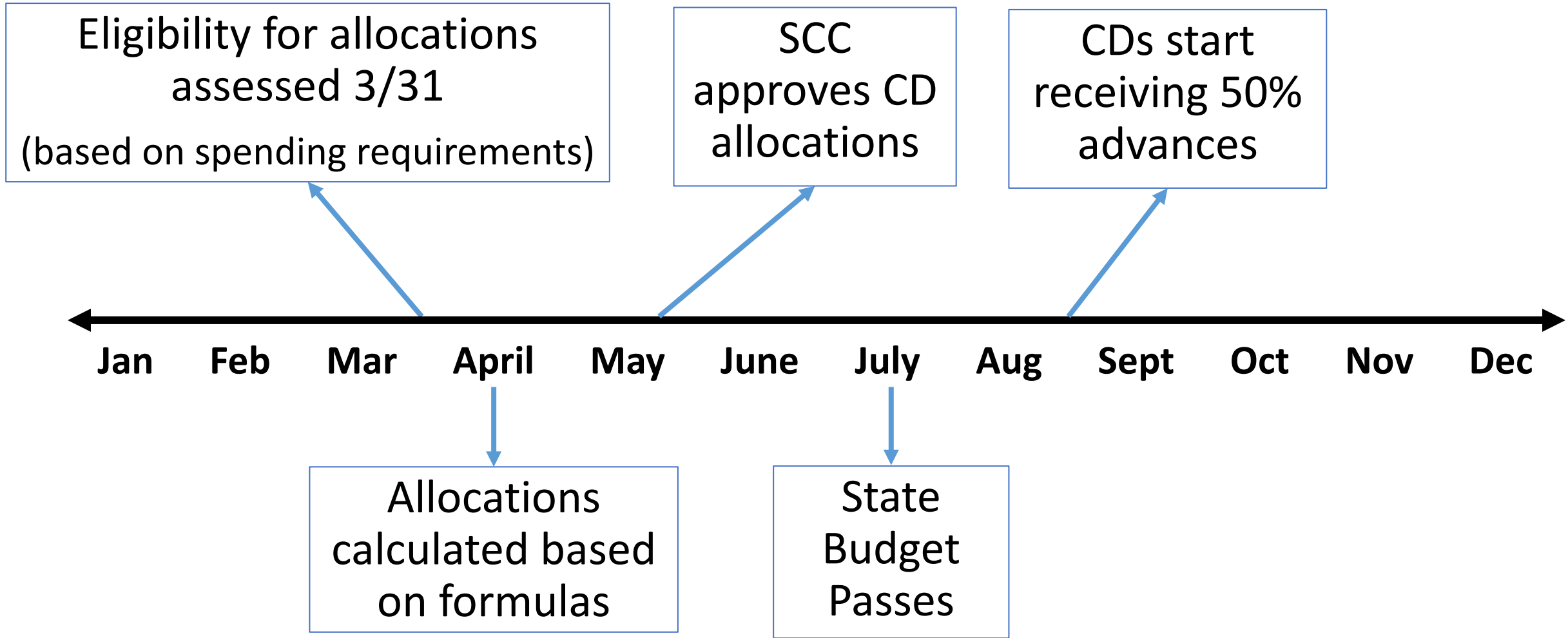


State fiscal year runs July 1 – June 30





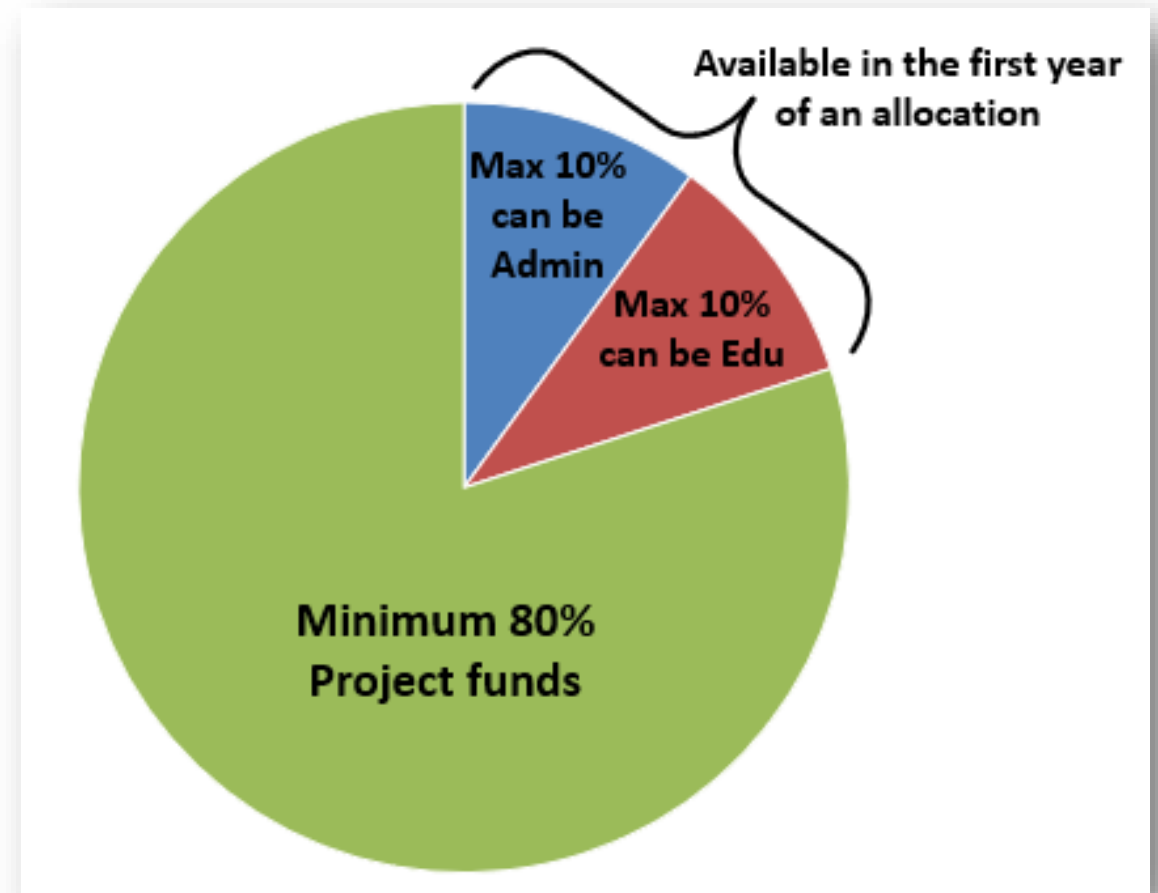
# Allocation Timeline



# Allocation timeline



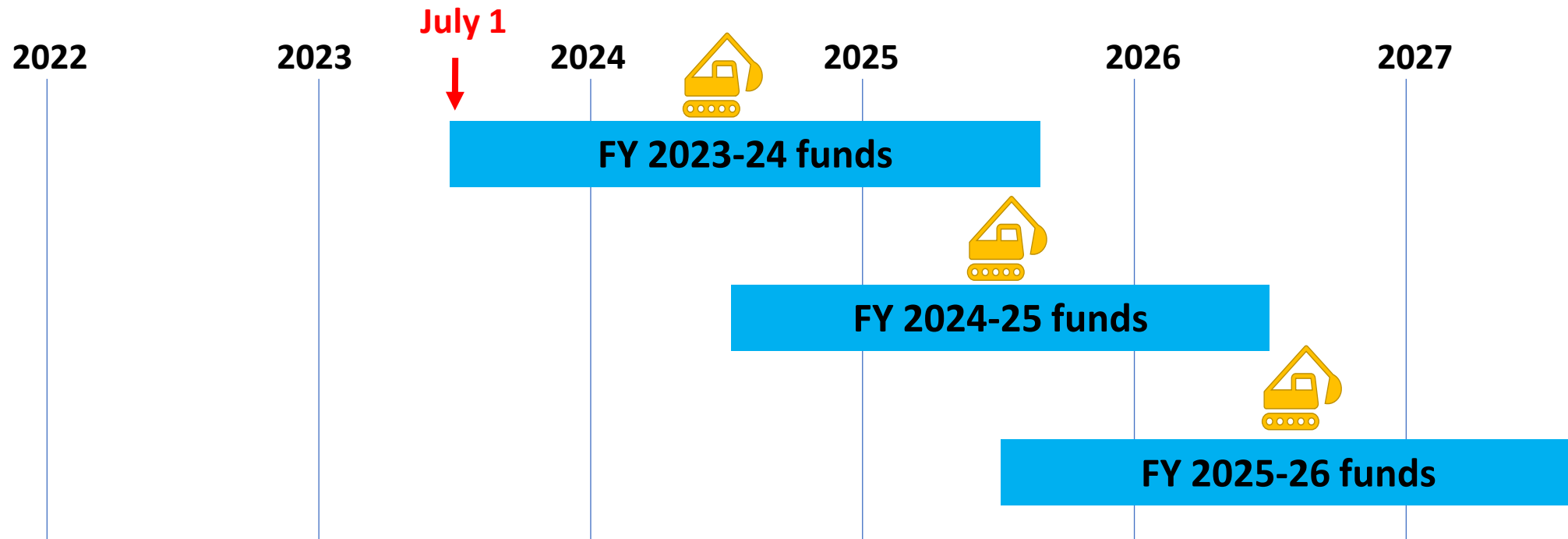
- How long are funds available for?
- Spending Requirements:
  - 1 year to spend funds on administrative and education expenses
  - 2 years to spend whole allocation (project spending)



# Allocation Timeline



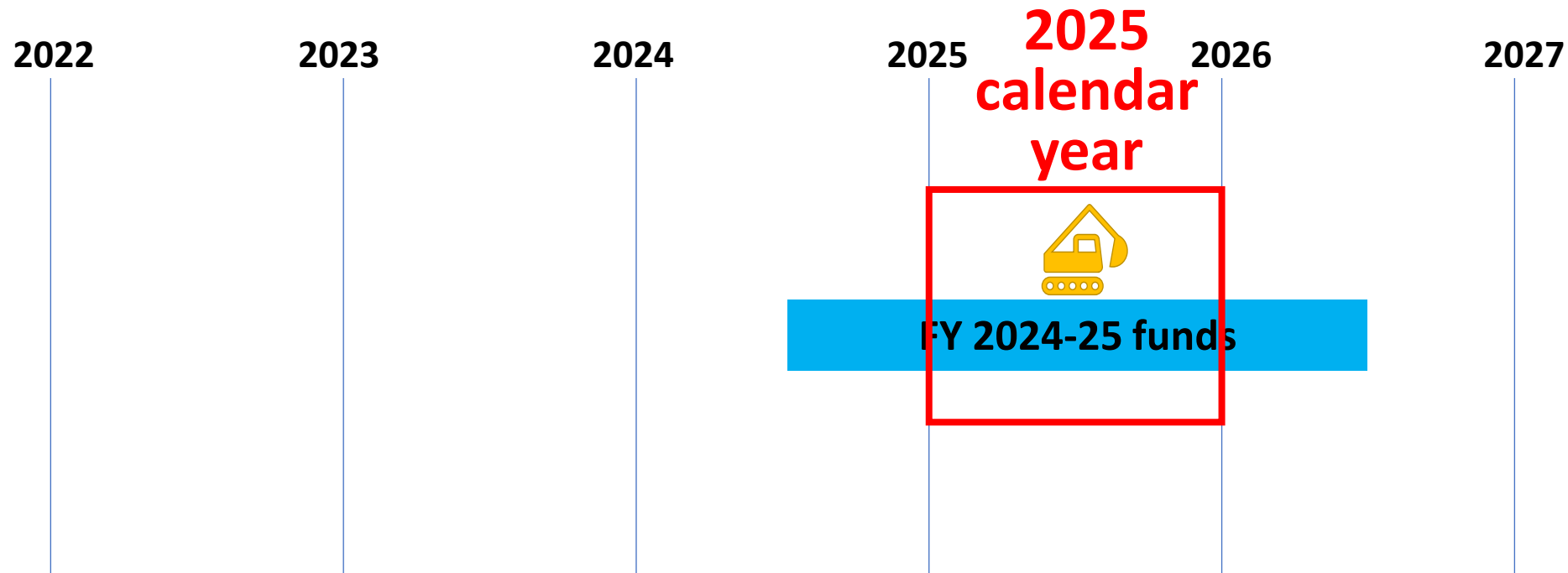
- Each 2-year spending period only spans 1 continuous construction season



# Allocation Timeline



- When should projects funded with FY 2024-25 funds be constructed?



# Allocation Timeline



- When should FY 2024-25 funds be budgeted to be able to construct projects in 2025 with this money?

2022

2023

2024

2025

**2025  
calendar  
year**

2026

2027



FY 2024-25 funds

- Depends on how much time you need to prep for construction

# Allocation Timeline



2024

2025

2026

Jan

April

July

Oct

Today

Jan

April

July

Oct

Jan

April

July

Oct

Jan

Pre-app meetings  
(start previous fall)

QAB &  
CD board meetings

Contract  
24-25 funds

Design, permitting,  
bidding



construction

Completion  
& final  
payment

# Allocation Timeline



2024

2025

2026

Jan

April

July

Oct

Today

Jan

April

July

Oct

Jan

April

July

Oct

Jan

Pre-app meetings

QAB & CD board meetings

Contract 24-25 funds

Budgeting

Prep for & do construction

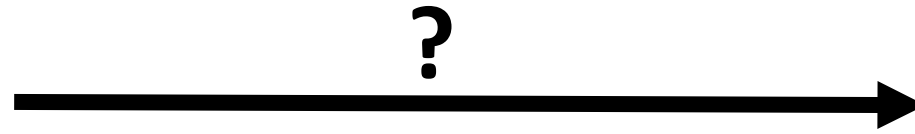


Completion & final payment

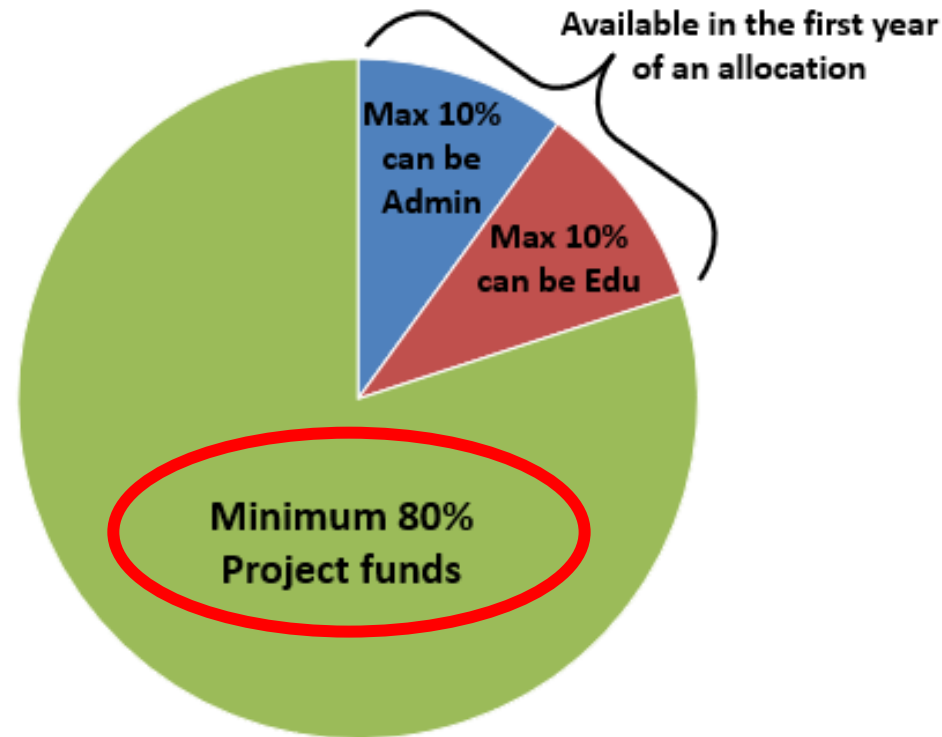
# Budgeting Tips



**Total allocation**



**available for projects**

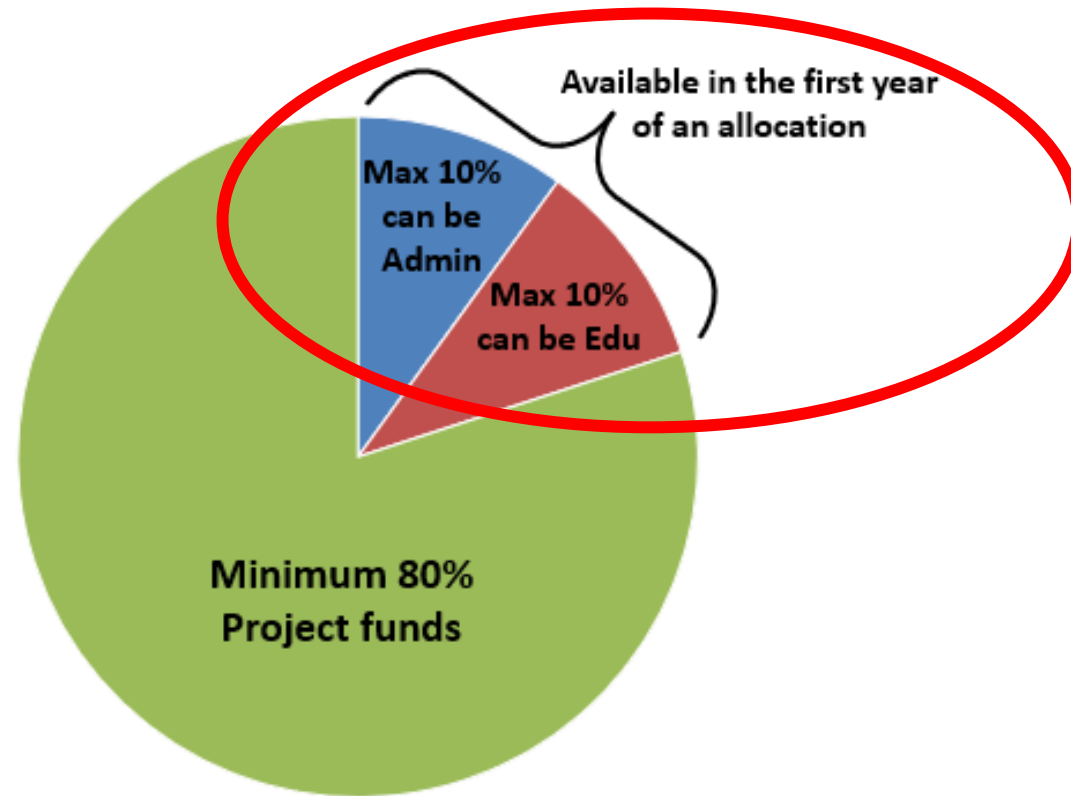




# Budgeting Tips



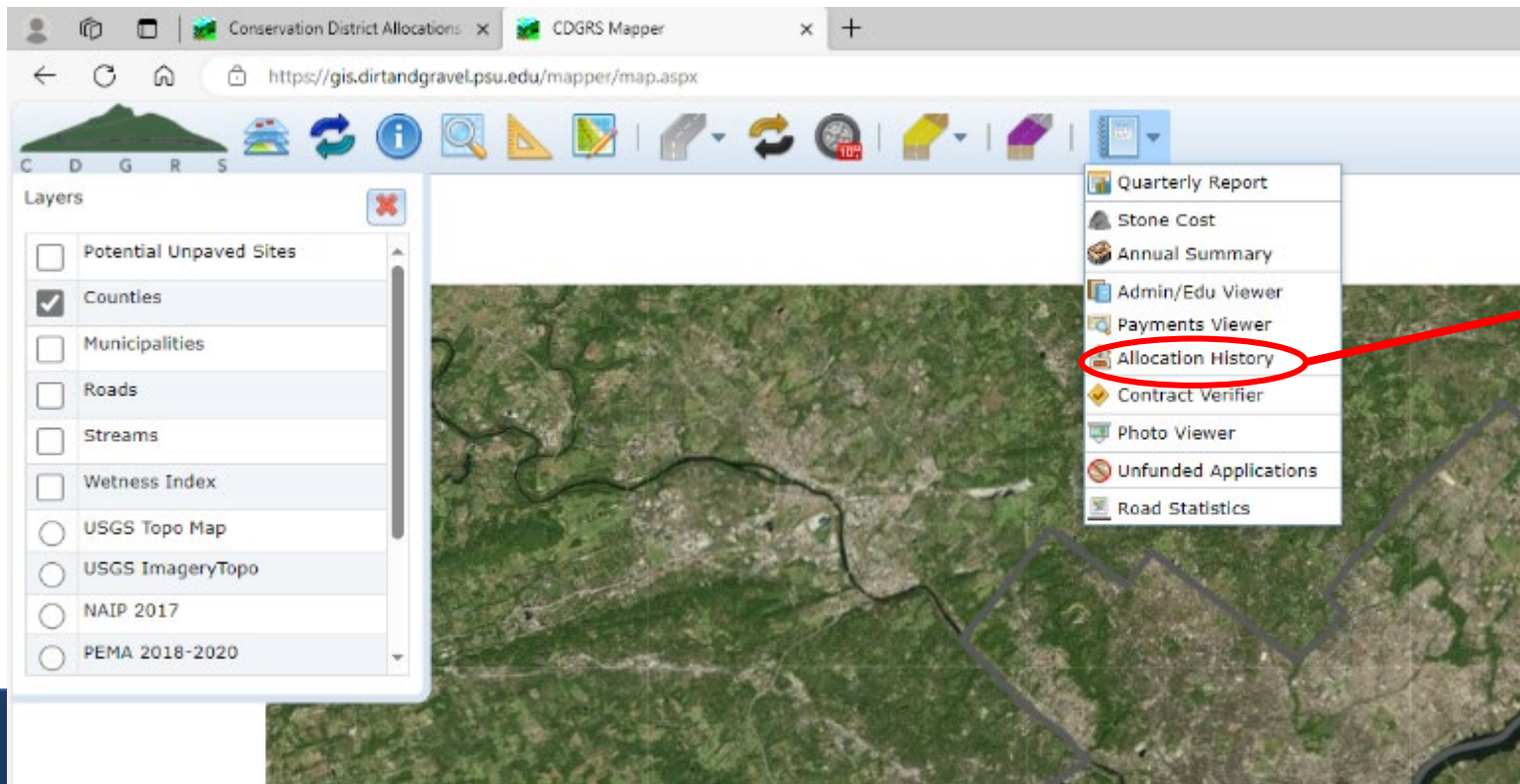
**Total allocation – expected admin/edu spending = available for projects**



# Budgeting Tips



- **Total allocation** - expected admin/edu spending = available for projects
  - Allocations are available in several places:
    - GIS



Allocation History

Fiscal Year	Dirt and Gravel	Low Volume	Total
23/24	100,000	40,000	140,000
22/23	100,000	40,000	140,000
21/22	100,000	40,000	140,000
20/21	100,000	40,000	140,000
19/20	100,000	40,000	140,000
18/19	100,000	40,000	140,000
17/18	100,000	41,008	141,008
16/17	100,000	40,000	140,000
15/16	100,000	40,000	140,000
14/15	100,000	40,000	140,000
13/14			
12/13			

Dirt and Gravel Allocation Total: \$ \_\_\_\_\_  
Low Volume Allocation Total: \$ \_\_\_\_\_  
Combined Allocation Total: \$ \_\_\_\_\_

# Budgeting Tips

- **Schedule D:** Form that shows important financial information
  - Download from GIS: Allocation History

Fiscal Year	Dirt and Gravel	Low Volume	Total
23/24	100,000	40,000	140,000
22/23	100,000	40,000	140,000
21/22	100,000	40,000	140,000
20/21	100,000	40,000	140,000
19/20	100,000	40,000	140,000
18/19	100,000	40,000	140,000
17/18	100,000	41,008	141,008
16/17	100,000	40,000	140,000
15/16	100,000	40,000	140,000
14/15	100,000	40,000	140,000
13/14			
12/13			

Dirt and Gravel Allocation Total: \$ \_\_\_\_\_  
 Low Volume Allocation Total: \$ \_\_\_\_\_  
 Combined Allocation Total: \$ \_\_\_\_\_

Bank Partner No: BN01

ATTACHMENT D

Invoice Number: -23/24-DG-A

Invoice Date: 07-05-2023

County Conservation District Document Number: 410009

EIN: \_\_\_\_\_

Vendor ID: \_\_\_\_\_

FY: 23/24

County Conservation District (CCD) Dirt and Gravel Roads  
**Maintenance Program (Dirt and Gravel Roads) Apportionment Allocation Worksheet.**  
 (Low Volume Roads allocation is in a separate worksheet)

CCD Dirt and Gravel Roads Maintenance Program Apportionment Allocation Total:

Dirt and Gravel Roads (DGR) Base Allocation.....	\$	<u>100,000.00</u>
Maximum that can be used for Administrative expenses (10%).....	\$	<u>10,000.00</u>
Maximum that can be used for Education and Outreach expenses (10%).....	\$	<u>10,000.00</u>
Minimum that must be spent on projects (80%).....	\$	<u>80,000.00</u>

Working Capital Advanced Payment\* (Total Allocation X 0.5)..... \$ 50,000.00

\*advance payment is at the discretion of the State Conservation Commission  
 advances may be withheld from districts with existing account balances

1. The above apportionment data establishes the district's total allocation of funds for the Dirt, Gravel, and Low Volume Road Maintenance Program under FY 23/24 appropriations. Administrative expense limitations as established by the Act, and the training/education expense limitations as established by the Act and the Commission for the fiscal year's expenditures apply.
2. All funds expended under this program shall be for "eligible expenses" as determined by the Commission and will be subject to audit.
3. The district shall establish a budget for the expenditure of the total FY 23/24 to the CCD Allocation consistent with the spending authorizations outlined above.
4. The district shall maintain a separate accounting of the FY 23/24 and each year's funds received under this program, including an itemized accounting of funds expended for administrative and education/training purposes. DGR funds and LVR funds must be accounted separately.
5. The district shall deposit funds in a FDIC or equivalent interest-bearing account. All interest earnings from the account shall be applied only to Project Funds of the district's DG&LV Road Maintenance Program.
6. All funds budgeted shall be spent within two years of the date the state budget is approved for that fiscal year.

COUNTY CONSERVATION DISTRICT

Coding

GR#: (Doc #): 410009

SAP Fund: \_\_\_\_\_

Budget Period: 2023

Cost Center: \_\_\_\_\_

General Ledger: \_\_\_\_\_

07-05-2023

Douglas M. Wolfgang

Date

Executive Secretary, State Conservation Commission



# Budgeting Tips



- **Total allocation** - expected admin/edu spending = available for projects
  - Allocations are available in several places:
    - Center's Website
      - <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/conservation-district-allocations/>
    - SCC meeting materials

PA State Conservation Commission - Dirt, Gravel, and Low Volume Road Maintenance Program  
**DIRT AND GRAVEL ROAD Proposed Conservation District FY 24-25 Allocations**  
For SCC Approval  
*pending state budget approval*

County	for comparison 2023-24	FINAL 2024-25	notes	County	for comparison 2023-24	FINAL 2024-25	notes
Adams	\$ 100,000	\$ 100,000	min	Juniata	\$ 115,552	\$ 115,944	
Allegheny	\$ 100,000	\$ 100,000	min	Lackawanna	\$ 109,373	\$ 111,134	
Armstrong	\$ 781,595	\$ 784,669		Lancaster	\$ 100,000	\$ 100,000	min
Beaver	\$ 108,448	\$ 109,424		Lawrence	\$ 100,000	\$ 100,000	min

# Budgeting Tips

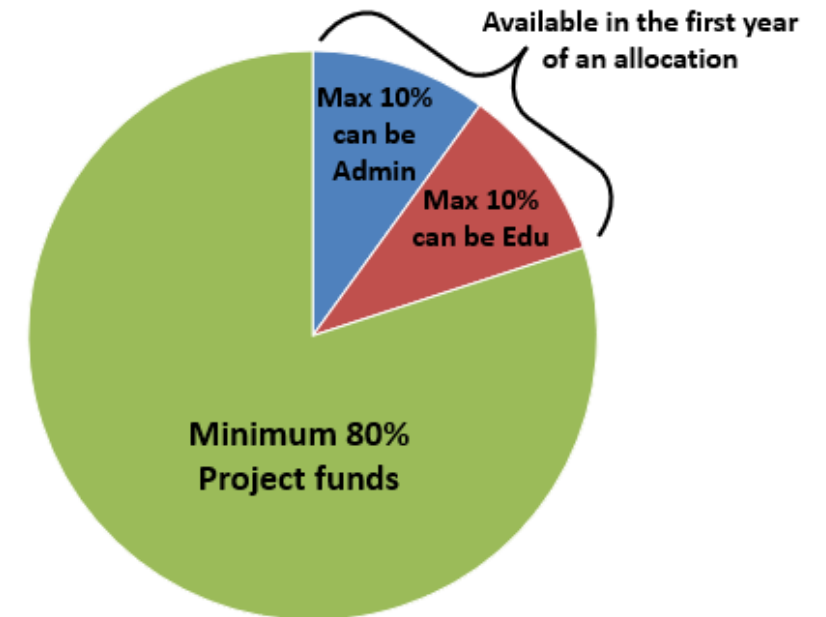


- **Total allocation – expected admin/edu spending = available for projects**
  - Check schedule D for how much you're allowed to spend on admin/edu
  - How much admin/edu do you spend over 12 months?

- Review last year's expenses
- Adjust for expected changes
- Add a safety factor?

ALSO

- Annual Summary Report in GIS includes how much admin/edu was spent per calendar year



# Budgeting Tips



## Annual Summary Report

Funding Source: Dirt and Gravel

Summary Report

Project Totals ('15 +)

Project Totals ('14 -)

All Contracts

Errors

Date Submitted:

Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
2024	4	142,695.44	71,347.47	1	80,000.00	6,554.78	5,699.49	
2023	1	57,160.00	28,580.00	2	134,976.20	12,827.75	81.57	18.55
2022	0	0.00	0.00	3	173,736.64	9,292.56	175.00	18.70
2021	0	0.00	0.00	3	166,303.99	9,934.13	0.00	18.70
2020	0	0.00	0.00	3	70,929.22	8,183.46	0.00	18.70
2019	0	0.00	0.00	4	154,870.21	12,144.15	305.43	21.00
2018	0	0.00	0.00	5	132,566.48	11,440.17	187.81	21.00
2017	0	0.00	0.00	3	75,793.23	3,654.93	413.00	16.90
2016	0	0.00	0.00	8	169,972.83	3,515.05	244.68	16.90
2015	0	0.00	0.00	2	34,627.00	6,600.30	327.89	16.90
<b>Total</b>	<b>5</b>	<b>199,855.44</b>	<b>99,927.47</b>	<b>75</b>	<b>1,729,609.54</b>	<b>109,230.79</b>	<b>10,923.40</b>	<b>18.17</b>

# Budgeting Tips



- **Total allocation – expected admin/edu spending = available for projects**
  - What else is going on that could impact funds available for new projects?
    - Amendments needed for existing contracts?
    - Projects coming in under budget?
    - Contracts being cancelled?
    - Interest accrued must be spent on projects
    - Leftover admin/edu funds from last year/previous years



# GIS: Budget Tool



## Quarterly Reports: Budget Tool

- Helps with simple budgeting
- Resets after each quarter but has a tool to import the previous quarter's values
- Important to have the income and expenses current in the QR in order for the budget to be accurate

The screenshot shows a web application window titled "Quarterly Report". At the top, there are dropdown menus for "Select Quarter" and "Select County", along with navigation icons. Below this, there are tabs for "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers". A "Date Submitted:" field is also present. A red circle highlights a green dollar sign icon in the "Dirt and Gravel" tab area. A "Budget Tool" dialog box is open, displaying the following text and fields:

**Budget Tool**

In order to effectively use this budgeting tool, the Uncommitted Balance needs to be accurate. Be sure that the Dirt and Gravel income and expenses are current through today and have been entered into the Quarterly Report.

Uncommitted Balance: \$

Miscellaneous Income: \$

Proposed Administrative Expenses: \$

Proposed Education Expenses: \$

Expected Project Commitments: \$

Amount to Withhold for Amendments: \$

Estimated Project Balance: \$

On the right side of the dialog, there are sections for "Expenses" and "Replenishments", each with several input fields. At the bottom of the dialog, there are two lock icons and the text "CC Use Only". Below the dialog, there are checkboxes for "Income", "Activity Report", "All Contracts Valid", "Replenishment Processed", and "Expenses Approved".

# GIS: Budget Tool



Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel | Low Volume | Activity Report | Files | Managers | Date Submitted: \_\_\_\_\_

Program Income	Program Expenses
SCC Advance: \$ 0.00	Administrative: \$ 0.00
SCC Replenishment: \$ 0.00	Education: \$ 0.00
Interest Earned: \$ 0.00	Projects: \$ 0.00
Other: \$ 0.00	Other: \$ 0.00

Balance at District	Replenishments
Starting Balance: \$ 174,277.05	Potential Claim: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

**Report Checklist**

Income & Expenses     Balances Verified  
 Activity Report         All Contracts Valid

**SCC Use Only**

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

Replenishment Processed     Expenses Approved

# GIS: Budget Tool



Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel | Low Volume | Activity Report | Files | Managers | Date Submitted: \_\_\_\_\_

Starting Balance: \$ 174,277.05	Potential Claims: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

**Spending Status**

Unreported Advance: \$	0.00
Unreported Replenishments: \$	20,417.24
Current Balance: \$	248,530.55
Committed Remaining: \$	99,927.97
Uncommitted Balance: \$	148,602.58

**Previous 5-Year Agreement**

"Old Money" Balance: \$	0.00
Currently Spent: \$	0.00
Balance Remaining: \$	0.00

**Report Checklist**

<input type="checkbox"/> Income & Expenses	<input type="checkbox"/> Balances Verified
<input type="checkbox"/> Activity Report	<input checked="" type="checkbox"/> All Contracts Valid

**SCC Use Only**

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

<input type="checkbox"/> Replenishment Processed	<input type="checkbox"/> Expenses Approved
--	--

# GIS: Budget Tool



Payments sent to the district but not yet reported as received income



Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel | Low Volume | Activity Report | Files | Managers | Date Submitted:

Starting Balance: \$ 174,277.05	Potential Claims: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	0.00
Unreported Replenishments: \$	20,417.24	Currently Spent: \$	0.00
Current Balance: \$	248,530.55	Balance Remaining: \$	0.00
Committed Remaining: \$	99,927.97		
Uncommitted Balance: \$	148,602.58		

**Report Checklist**

<input type="checkbox"/> Income & Expenses	<input type="checkbox"/> Balances Verified
<input type="checkbox"/> Activity Report	<input checked="" type="checkbox"/> All Contracts Valid

**SCC Use Only**

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

<input type="checkbox"/> Replenishment Processed	<input type="checkbox"/> Expenses Approved
--	--

# GIS: Budget Tool



## Current Balance:

All funds available to the CD in the current fiscal year

Calculated by adding:

- Local account ending balance
- Harrisburg funds
- Unreported advance and replenishments

Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel Low Volume Activity Report Files Managers Date Submitted:

Starting Balance: \$ 174,277.05	Potential Claims: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	0.00
Unreported Replenishments: \$	20,417.24	Currently Spent: \$	0.00
Current Balance: \$	248,530.55	Balance Remaining: \$	0.00
Committed Remaining: \$	99,927.97		
Uncommitted Balance: \$	148,602.58		

Report Checklist

<input type="checkbox"/> Income & Expenses	<input type="checkbox"/> Balances Verified
<input type="checkbox"/> Activity Report	<input checked="" type="checkbox"/> All Contracts Valid

SCC Use Only

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

<input type="checkbox"/> Replenishment Processed	<input type="checkbox"/> Expenses Approved
--	--

# GIS: Budget Tool



## Committed Remaining:

Funds committed to contract but not yet paid.

Calculated by subtracting project payments from contracted total

Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel Low Volume Activity Report Files Managers Date Submitted:

Starting Balance: \$ 174,277.05	Potential Claims: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	0.00
Unreported Replenishments: \$	20,417.24	Currently Spent: \$	0.00
Current Balance: \$	248,530.55	Balance Remaining: \$	0.00
<b>Committed Remaining: \$</b>	<b>99,927.97</b>		
Uncommitted Balance: \$	148,602.58		

**Report Checklist**

<input type="checkbox"/> Income & Expenses	<input type="checkbox"/> Balances Verified
<input type="checkbox"/> Activity Report	<input checked="" type="checkbox"/> All Contracts Valid

**SCC Use Only**

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

<input type="checkbox"/> Replenishment Processed	<input type="checkbox"/> Expenses Approved
--	--

# GIS: Budget Tool



**Uncommitted Balance:**  
Funds not committed to contract

Calculated by subtracting committed remaining from current balance

Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel Low Volume Activity Report Files Managers Date Submitted:

Starting Balance: \$ 174,277.05	Potential Claims: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	0.00
Unreported Replenishments: \$	20,417.24	Currently Spent: \$	0.00
Current Balance: \$	248,530.55	Balance Remaining: \$	0.00
Committed Remaining: \$	99,927.97		
<b>Uncommitted Balance: \$</b>	<b>148,602.58</b>		

**Report Checklist**

<input type="checkbox"/> Income & Expenses	<input type="checkbox"/> Balances Verified
<input type="checkbox"/> Activity Report	<input checked="" type="checkbox"/> All Contracts Valid

**SCC Use Only**

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

<input type="checkbox"/> Replenishment Processed	<input type="checkbox"/> Expenses Approved
--	--

# GIS: Budget Tool



## Quarterly Reports: Budget Tool

- Helps with simple budgeting
- Resets after each quarter but has a tool to import the previous quarter's values
- Important to have the income and expenses current in the QR in order for the budget to be accurate

The screenshot shows a web application window titled "Quarterly Report" for the period 10/01/2024 - 12/31/2024. The main interface includes tabs for "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers". A red circle highlights a green dollar sign icon in the top navigation bar. A "Budget Tool" dialog box is open, displaying the following information:

**Budget Tool**

In order to effectively use this budgeting tool, the Uncommitted Balance needs to be accurate. Be sure that the Dirt and Gravel income and expenses are current through today and have been entered into the Quarterly Report.

Uncommitted Balance:	\$ 148,602.58
Miscellaneous Income:	\$ 0.00
Proposed Administrative Expenses:	\$ 0.00
Proposed Education Expenses:	\$ 0.00
Expected Project Commitments:	\$ 0.00
Amount to Withhold for Amendments:	\$ 0.00
Estimated Project Balance:	\$ 148,602.58

Additional fields in the dialog include "Year Agreement" with values of \$0.00 for "Balance", "Amount", and "Amounting". At the bottom, there are checkboxes for "Income", "Activity Report", "All Contracts Valid" (checked), "Replenishment Processed", and "Expenses Approved".



# GIS: Budget Tool



Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel Low Volume Activity Report Files Managers Date Submitted:

**Budget Tool**

In order to effectively use this budgeting tool, the Uncommitted Balance needs to be accurate. Be sure that the Dirt and Gravel income and expenses are current through today and have been entered into the Quarterly Report.

Uncommitted Balance:	\$ 148,602.58
Miscellaneous Income:	\$ 0.00
Proposed Administrative Expenses:	\$ 5,000.00
Proposed Education Expenses:	\$ 5,000.00
Expected Project Commitments:	\$ 0.00
Amount to Withhold for Amendments:	\$ 18,000.00
Estimated Project Balance:	\$ 120,602.58

Year Agreement

Balance:	\$ 0.00
Amount:	\$ 0.00
Amount:	\$ 0.00

CC Use Only

By:

Incomplete  All Contracts Valid  Replenishment Processed  Expenses Approved

# GIS: Budget Tool



## Remember

That hovering the mouse over words in the GIS causes a description to pop up

The screenshot shows a web-based interface for a "Quarterly Report" for the period 10/01/2024 - 12/31/2024. The interface includes a navigation menu with options like "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers". The main content area displays financial data for "Dirt and Gravel" funds, including starting and ending balances, income, expenses, and Harrisburg Funds. A tooltip is visible over the "Uncommitted Balance" field, providing a detailed explanation of the value.

Starting Balance: \$ 174,277.05		Potential Claims: \$ 0.00	
Income:	\$ 0.00	Harrisburg Funds (Cur):	\$ 53,836.26
Expenses Total:	\$ 0.00	Harrisburg Funds (Prev):	\$ 0.00
Ending Balance:	\$ 174,277.05	Amount Requested:	\$ 0.00

Spending Status		Previous 5-Year Agreement	
Unreported Advance:	\$ 0.00	"Old Money" Balance:	\$ 0.00
Unreported Replenishments:	\$ 20,417.24	Currently Spent:	\$ 0.00
Current Balance:	\$ 248,530.55	Balance Remaining:	\$ 0.00
Committed Remaining:	\$ 99,927.97		
Uncommitted Balance:	\$ 148,602.58		

**Uncommitted Balance:** Not editable. This number is the remaining Dirt and Gravel funds not committed to contracts. It calculated by subtracting the "the Committed Remaining" from the "Current Balance" and does not account for other funds the conservation district may have budgeted, such as upcoming admin and edu expenses, potential future contract amendments, or projects without a signed contract. These funds may be used for new contracts as well as administrative and education expenses, provided the district does not exceed the 10% limit for each.

# Considerations



## Bigger Picture

- Timelines
  - What time of year are you accepting applications and signing contracts
- Types of projects
  - Size/cost of project
  - Number of projects
  - Complexity of projects
    - Is engineering or permitting required?
    - Does the road owner have a road crew or need to hire a contractor?
  - Road owner
    - Does the road owner have experience in DGLVR Program?
    - Does the road owner have experience with bidding, etc.?