

# DGLVR Webinar

## Quarterly Report Prep and Overview

The screenshot displays the DGLVR software interface. On the left, a 'Program Income' section shows SCC Advance, SCC Replenishment, Interest Earned, and Other, all at \$0.00. Below that, a 'Balance at District' section shows a Starting Balance of \$26,200.00, Income of \$0.00, Expenses Total of \$107,000.00, and an Ending Balance of \$(80,800.00). A 'Report Checklist' at the bottom indicates that all income and expenses have been entered and the activity report is completed.

The central form is titled 'PA State Conservation Commission, Dirt, Gravel, & Low-Volume Roads Maintenance Forms, 5-Year Agreement Update: Financial Statement and Quarterly Report Checklist'. It includes sections for 'Dirt and Gravel Roads Program Financial Statement' and 'Low Volume Roads Program Financial Statement', both with fields for local account balance, total uncashed checks, and remaining funds. A 'Quarterly Report Checklist' contains three items: 1) Replenishment Requests for money spent prior to July 2 must be submitted no later than July 28, 2018. 2) The DGLVR Mapper GIS must be updated in full prior to completing above financial statements. 3) The Cost and Expense report for January 1, 2018 to June 30, 2018 must be completed no later than July 20, 2018.

On the right, another software window shows contract details for 'Contract Date: 05/08/2018', 'Municipality: Township', 'Road Owner: ', 'Site Length (ft): 1,825.0', and 'Payment Information' with a Total Payments of \$44,100.00, Contract Amount of \$90,000.00, and Remaining Balance of \$(45,900.00).

The background image shows a dirt road stretching into the distance under a blue sky with scattered clouds.

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer, and options can be accessed in the “audio options” button on the bottom left. If you are having audio issues, or are in a location where listening via phone is preferable, audio is also available on the CDGRS conference line at: 866-823-7699.

For technical assistance, call: 814-865-5355

Q&A

**You** asked: 02:25 PM

Can you think of an example question?

**Steven Michael Bloser** answered: 02:25 PM

No, I can't!

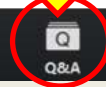
Please input your question...

Send Anonymously

Send

*Note you can ask a question anonymously*

Q&A



Audio Settings ^



Chat



Raise Hand



Q&A

Leave Meeting

For audio via phone: 866-823-7699  
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Slide #  2

### Major Changes to the DGLVR GIS system:

- **Required to enter individual project checks:** This allows more accurate and timely tracking when projects stay “active” for several months or years.
- **More detailed financial reporting:** The system will now provide complete accounting including allocations, spending, income, and interest for a complete picture of district Program finances at the local level and in Harrisburg.
- **More frequent financial reporting:** The system will move the Program from annual to quarterly reporting.
- **Automated quarterly replenishments:** Replenishments will now be generated automatically each quarter based on spending for that quarter. CD managers will now be required to have a GIS access account in order to approve and submit replenishments.

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## GIS Update Implementation Timeline:

- **June 18, June 21, June 26:** Webinars for all CDS: Will provide a brief overview of the new system and the plan for implementation.
- **July 1:** Project payments tab made available to all CDs in GIS.
- **July 2, 9, 20:** Webinars for all CDs: Training webinar to illustrate how individual project payments (checks) are now tracked.
- **July 20:**
  - Last date for paper replenishments for “old” money.
  - Financial Statements needed for both DGR & LVR
  - GIS Fully Updated
  - Cost and Expenses report entered for the period of January 1 – June 30
- **August 6:** Quarterly Reporting available to all CDs in GIS
- **Late July through August:** Quarterly Report webinar trainings:
  - For Technicians: Project Payments and quarterly reports
  - For Managers and accountants: Financial reporting and replenishments
- **September 18:** Full GIS Training for new hires in Indiana (workshop)
- **September 19:** Four ~45 minute Quarterly Report Trainings in Indiana (workshop)
- **October 15:** First quarterly report due in new system

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### Preparing for the new Quarterly reports

- Replenishment Request for spending prior to July 1
- Financial Statements needed for both DGR & LVR
- GIS Fully Updated
- Cost and Expenses report entered for the period of January 1 – June 30

**All 4 items due by Friday, July 20**

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### Replenishment Request

- Required for all expenditures prior to July 1
- Due Friday, July 20
- Do NOT include any expenditures after June 30
  - These will be handled by the new Quarterly Report
- Non-Quarterly Report replenishment requests will NOT be accepted for any expenditures made starting July 1

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### Preparing for the new Quarterly reports

- Replenishment Request for spending prior to July 1
- **Financial Statements needed for both DGR & LVR**
- GIS Fully Updated
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## Financial Statements

- Required for both DGR and LVR accounts
- Due Friday, July 20
- Required Statements:
  - Local account balance ending on June 30
  - Total of all uncashed checks/payments made prior to June 30
  - Balance of funds remaining in Harrisburg as of June 30

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### Funds Remaining in Harrisburg

- These funds do not include the FY 18/19 money.
- This balance will be calculated by the remaining funds in Harrisburg minus the replenishment request submitted for all expenditures prior to July

#### Example:

As of June 30, \$20,000 in DGR remains in Harrisburg. On July 20, a request is submitted for \$15,000 for expenditures prior to July 1. Therefore, the balance reported for DGR funds remaining in Harrisburg is \$5,000.

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### Preparing for the new Quarterly reports

- Replenishment Request for spending prior to July 1
- Financial Statements needed for both DGR & LVR
- **GIS Fully Updated**
- Cost and Expenses report entered for the period of January 1 – June 30

**All 4 items due by Friday, July 20**

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## GIS Requirements

- All contracted projects must be entered
- All completed projects must be marked accordingly
- Any project payments made starting July 1 MUST be entered into the GIS

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### Project Payments

- Any project payments made starting July 1 MUST be entered into the GIS
  - Required for the new Quarterly Report
  - Used to generate the replenishment request
- Project payments made prior to July 1 will not be entered
  - These were handled by the “June 30” replenishment request

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### Preparing for the new Quarterly reports

- Replenishment Request for spending prior to July 1
- Financial Statements needed for both DGR & LVR
- GIS Fully Updated
- **Cost and Expenses report entered for the period of January 1 – June 30**

**All 4 items due by Friday, July 20**

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## Cost and Expenses Report

- This report must be entered for both DGR and LVR for the period of January 1 – June 30
- Admin/Edu expenses for both programs
- Same report used when completing the ASR
- Leave stone cost as the default. This will be appropriately completed for the 2018 ASR.

Costs and Expenses

Funding Source: Dirt and Gravel

Costs And Expenses Yearly Summary

Select Year: 2018

Program Expenses	Program Costs
Administration: \$ 0.00	Limestone Cost*: \$ 15.50
Education: \$ 0.00	<small>*average delivered (not placed) cost for your county</small>
Total: \$ 0.00	

Comments:

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