



# SWCD Operational Handbook

## SWCD Website Guidance

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## SWCD Website Guidance

This guidance has been developed to provide direction to soil and water conservation districts (SWCD) on the information that must be included on their website as required by [Laws of Minnesota 2007, Chapter 57](#), Section 5:

Any district requesting a grant shall create and maintain a Web page that publishes, at a minimum, its annual plan, annual report, annual audit, and annual budget, including membership dues and meeting notices and minutes.

The primary purpose of an SWCD website is to provide information to the public, not an archive of official documents.

SWCDs must post or update these items by March 15<sup>th</sup> of each year.

### Annual Plan

SWCDs must post on their website the annual plan they develop under BWSR guidance (see SWCD Operational Handbook Planning section). The budget requirement will provide compliance with the annual budget and membership dues website requirements.

If you have provided a link to the BBR Guidance and a Comprehensive Plan or County Comprehensive Water Plan, an annual plan is not necessary.

### Annual Reporting Requirements

SWCDs must post on their website the annual report, or the same information as contained in the annual report, as required by BWSR policy (see SWCD Operational Handbook Reporting section).

### Annual Audit

SWCDs must post their most recently completed audit on the district website.

Current BWSR policy requires SWCDs to have an audit when their cumulative revenues reach \$500,000 since their last audit, or at least once every three years. This policy has been in effect since District fiscal year 2006. The goal of this policy is for 1/3 of districts to be audited every year.

### Annual Budget

The requirement to post the annual budget on the district website is met through the budget element of the annual plan.

### Membership Dues

The requirement to post membership dues on the district website is met through the budget element of the annual plan.

### Meeting Notices

SWCDs must post on the district website, at a minimum, an annual district board meeting schedule that identifies the place, dates, and times of district board meetings. This schedule should be updated at least annually when the new schedule is established, and if the meeting place, date, or time change.

SWCDs are encouraged to post specific meeting agendas. SWCDs should consider coordinating compliance with this website requirement with requirements of the Open Meeting Law.

### Minutes

SWCDs must maintain at least 12 months of district board meeting minutes on the district website. This requirement does not affect a district's record retention policy.

## Grants

For grants with website reporting requirements, information must be completed and available on the grantee's website by March 15th of each year and is recommended to be maintained on the website for a minimum of three years after the end of the grant period. See your grant agreement to determine if website reporting is required. When notifying BWSR of website postings, include links to the posted information.

For guidance on the content requirement of website reports for grant compliance, please visit the [Reporting Requirements for BWSR Grants](#) section of the [Grants Administration Manual](#).

## Other

In addition to the requirement elements of SWCD websites discussed in items 1 through 8, districts should consider including additional information on their websites that may assist the public in understanding the importance of natural resource conservation and the work of the district.

For additional information also see the [checklist](#) designed to help meet website reporting requirements.