

Monthly Report

Natasha Dangler

LRCD Office Administrator

October 2026

Upcoming Events & Dates:

- 10/23 Wyoming Women's History House Open House 2-4pm
- 10/30 Legislative Function (AM) & Haunted Gardens! (PM)
- 11/11 Office Closed for Veteran's Day
- 11/18-11/20 WACD State Convention – Laramie

Office Administration:

- Registered (6) for State Convention; booked hotel for Arley
 - Submitted photos and WACD auction form
- Attended weekly staff meetings with LRCD Team & NRCS
- Created 2026 Legislative Function invitation
- Submitted Staples order

Finances & Bookkeeping:

- FYE 6/30/26 Audit
 - Completed Internal Controls Memo
 - Uploaded all requested documentation and reports to Suralink
 - IT Controls meeting with CMIT
- Submitted F-32 and the Annual Report Summary to Dept of Audit – confirmed and accepted
- Monthly grant/program tracking with Martin
- Paid all monthly bills and invoices, made bank deposits, reconciled accounts and mailed checks.
- Accounting training with High Point
- Compiled the monthly finance folder for submission to our CPA on 10/6
 - Meetings with Kathy @ High Point and Katie @ For Purpose regarding changes with accounting processes

Communication, Computers & Websites:

- FOIA Request
- Completed calls for State Convention
- FB Posts and sharing content online
- Drafted September Meeting Minutes
- Printed & compiled reports for Oct. Board Packets

Community Attendance & Participation:

10/6 Hart Ranch Proposal Tour with Engineers
10/7 Horse Creek SWP Field Visit

Current Accruals (Sept. 25, 2026)

Straight/Flex: 4.5 hours

Vacation: 9.0 hours

Sick: 16.2 hours