Monthly Report

Natasha Dangler
LRCD Office Administrator
November 2026

Upcoming Events & Dates:

- 11/26 & 11/27 – Office closed for Thanksgiving Holiday
- 12/16 – December Board Meeting
- 12/25 – Office closed for Christmas
- 1/1 – Office closed for New Years

Office Administration:

- Virtual convention meeting with WACD
  - Registered (3) additional attendees for State Convention
- Attended weekly staff meetings with LRCD & NRCS
- Submitted Staples order
- Attended WEBT benefits discussion with WACD
- Update insurance information for new Progressive policy

Finances & Bookkeeping:

- Completed FYE 6/30/26 Audit
- Monthly grant/program tracking with Martin
- Paid all monthly bills and invoices, made bank deposits, reconciled accounts and mailed checks.
- Met with LCCD Team to discuss audit questions
- Compiled the monthly finance folder for submission to ForPurpose Accounting on 11/6
  - Meetings with Kathy @ High Point and Katie @ ForPurpose regarding changes with accounting processes for November
  - Virtual meeting with Heidi @ HLA Bookkeeping

Communication, Computers & Websites:

- (1) FOIA Request
- FB Posts and sharing content online
- Drafted October Meeting Minutes
- Printed & compiled reports for Nov. Board Packets to mail
  - Sent out electronic packet via email

Community Attendance & Participation:

10/21 Pilot Hill tour with WYG&F
10/23 Wyoming Women's History House Open House & Rededication Event
10/27 Biddick Ranch RCS site visit with Team
10/28 Logan RCS site visit with Martin
10/30 2026 Legislative Function & Haunted Gardens Event
11/5 WCCA Cooperators Symposium in Casper

Current Accruals (October 25, 2026)
Straight/Flex: 4.5 hours
Vacation: 11.0 hours
Sick: 22.9 hours