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
Note you can ask a question anonymously.

For audio via phone: 866-823-7699
For technical assistance: 814-865-5355
Goal

- **Complete Quarterly Report**
  - Program Tabs
  - Activity Tab

- **Submit Report**
  - View email to Roy

- **Accept Report**
  - View email from Roy
### Low Volume Road Program
#### Administrative Expense Tracking Form

**Invoice Date:** 10/4/2018

<table>
<thead>
<tr>
<th>Dates of service</th>
<th>Nature of Expense</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/18 - 9/30/18</td>
<td>District Manager - 2 hours/week</td>
<td>$28.96</td>
<td>$57.92</td>
</tr>
<tr>
<td>7/1/18 - 9/30/18</td>
<td>Administrative Assistant - 2 hours/week</td>
<td>$18.78</td>
<td>$37.56</td>
</tr>
<tr>
<td>7/1/18 - 9/30/18</td>
<td>D&amp;G Technician hours</td>
<td>195</td>
<td>$3,822.00</td>
</tr>
<tr>
<td>7/1/18 - 9/30/18</td>
<td>Technician travel</td>
<td>489</td>
<td>$266.51</td>
</tr>
<tr>
<td>7/1/18 - 9/30/18</td>
<td>Other program expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>$4,183.98</td>
</tr>
</tbody>
</table>

Admin. $2,139.73

Education $2,044.25

Karie, you can transfer this total from the D&G road INVEST account to our General account for administrative expenses for 7/1/18 - 9/30/18 (Low Volume Account) $4,183.98

Interest earned this quarter:
- **July:** $388.33
- **August:** $413.27
- **September:** $419.91
- **Total:** $1,221.51
Email Tracking

- **On Submit**
  
  CDGRS GIS <dirtandgravel@psu.edu>  
  Richardson, Roy;  
  2:32 PM

  Huntingdon County CD Quarterly Report Submitted

  Huntingdon County CD has submitted their Quarterly Report for the period 07/01/2018 - 09/30/2018.

- **On Accept**
  
  CDGRS GIS <dirtandgravel@psu.edu>

  2:36 PM (0 minutes ago)

  Huntingdon County CD Quarterly Report Accepted

  Huntingdon County CD Quarterly Report for the period 07/01/2018 - 09/30/2018 has been accepted. The replenishment request will be submitted for approval and payment. You will receive another email once the replenishment has been processed for payment.

  Click here to Reply, Reply to all, or Forward
Replenishment Request

PA State Conservation Commission
Dirt, Gravel, & Low-Volume Roads Maintenance Form
Application for Replenishment of Advance Working Capital
for the
Dirt & Gravel Road Maintenance Program

Vendor Name: HUNTINGDON COUNTY CONSERVATION DISTRICT SAP Vendor ID: 
Vendor Invoice Number: 09-30-2018-DG-CUR-61 Vendor Invoice Date: 10/04/2018
Address: 10605 Raystown Rd Ste A, Huntingdon, Pa, 16652-7542
Agreement #: Time Period: 07/01/2018 - 09/30/2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative expenses claimed this period</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education &amp; training expenses claimed this period</td>
<td>$0.00</td>
</tr>
<tr>
<td>Project expenses claimed this period</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>TOTAL expenses claimed this period</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>Current account balance</td>
<td>$147,560.00</td>
</tr>
<tr>
<td>Replenishment requested (the lesser of total expenses claimed, or current account balance)</td>
<td>$22,500.00</td>
</tr>
</tbody>
</table>

I attest that:
All expenditures reflected herein were made in accordance with the ‘Dirt & Gravel Road Statement of Policy’, ‘General Contract Conditions’, and the criteria approved by this Conservation District’s Quality Assurance Board. Advances and expenditures were made only for those expenses deemed “eligible” by Section 7 of the Statement of Policy and contractually agreed to in Section 7 of the Statement of Policy. A separate accounting of funds received under this program has been made and will be retained for three years. All required supporting expense documents will also be available for audit.

Sworn: Celina Seftas
District Manager
Signature: [Signature]
Date: 10/04/2018

FOR STATE CONSERVATION COMMISSION USE ONLY
Commission verifies that the District’s expenditures for projects, training and administration adhere to limits of Section 9106 of Act 3, 1997, the Dirt & Gravel Road Maintenance Program Statement of Policy and the Five Year Program Agreement.

Approved: State Conservation Commission
Date
Account Code: 6600000-030-40000-30-0035 . . . . 6811001000
Document Number: ________________________________

Amount: 22,500.00
Questions

• **Ken Corradini (CDGRS)**
  • Email: kjc139@psu.edu
  • Phone: (814) 865-6966

• **Celina Seftas (Huntingdon CCD)**
  • District Manager
  • Phone: (814) 627-1626 ext. 3024
  • Email: manager@huntingdonconservation.org