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# Solid Waste Management Program Annual District Carryover Worksheet Instructions

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This fact sheet provides instructions for completing the Solid Waste Management Program Annual District Carryover Worksheet. The worksheet is available on the department's Web site at [http://dnr.mo.gov/env/swmp/forms/form\\_permit.htm](http://dnr.mo.gov/env/swmp/forms/form_permit.htm).

## Unobligated Funds

Unobligated funds are those funds not currently committed to a project, district operations or plan implementation. Unobligated funds may be state allocations, carryover of state allocations, interest earned from state allocations, program income from projects, district operations, or plan implementation, and any other revenue not currently obligated for a specific purpose.

- **District Grant Funds** - Fill in the amount of state allocations and carryover of state allocations not currently obligated to a project,
- **Interest Income Funds** - Fill in the amount of interest income earned as a result of the state allocations not currently obligated to a project.
- **Other Funds (detail)** - Fill in the amount of other funds earned as a result of the state allocations not currently obligated to a project. Specifically identify any of the other funds that are program income.

## Total Unobligated

This is an Excel® spreadsheet and will calculate the Total Unobligated. If the preparer inserts additional lines or attaches additional sheets, this formula will need to be modified.

## Obligated Funds

Obligated funds are those funds currently committed to a project, district operations or plan implementation. Obligated funds may be state allocations, carryover of state allocations, interest earned from state allocations, program income from projects, district operations or plan implementation, and any other revenue available to the district.

- **District Grant Funds** - Fill in the amount of state allocations and carryover of state allocations currently obligated to projects.
- **Interest Income Funds** - Fill in the amount of interest income earned as a result of the state allocations currently obligated to projects.
- **Other funds (detail)** - Fill in the amount of other funds earned as a result of the state allocations currently obligated to projects. Specifically identify any of the other funds that are program income.

## Total Obligated

This is an Excel® spreadsheet and will calculate the Total Obligated. If the preparer inserts additional lines or attaches additional sheets, this formula will need to be modified.

**Total Funds Held by the District**

This is an Excel spreadsheet and will calculate the Total Funds Held by the District. If the preparer inserts additional lines or attaches additional sheets, this formula will need to be modified.

**Total Amount to be Allocated for Projects – Other Than District Operations – During the Next Request for Project Proposals Cycle** – The Executive Board should, at a minimum, annually identify by type of revenue (i.e., District grant funds, Interest Income funds, other funds, specify if Program Income) the amount of funds planned to be allocated for projects during the district's next request for project proposals cycle.

**Total Amount to be Retained by the District** — This is an Excel spreadsheet and will calculate the Total Amount to be Retained by the District. If the preparer inserts additional lines or attaches additional sheets, this formula will need to be modified.

**District Chairperson's Signature** – After certifying the data contained in the worksheet is correct, the District Chairperson shall sign and date the worksheet.

**For More Information**

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