



2014

Financial Report

Steele County Soil and Water
Conservation District

STEELE COUNTY SOIL AND WATER CONSERVATION DISTRICT
OWATONNA, MINNESOTA

STATEMENT OF NET POSITION AND
GOVERNMENTAL FUND BALANCE SHEET
FOR THE YEAR ENDED DECEMBER 31, 2014

	General Fund	Adjustments See Notes	Statement of Net Position
<u>Assets</u>			
Cash and investments	\$110,685		\$110,685
Accounts receivable	354		354
Due from other governments	14,560		14,560
Prepaid items	300		300
Capital Assets:			
Equipment (net of accumulated depreciation)	0	11,130 ¹	11,130
Total Assets	\$125,900	\$11,130	\$137,029
<u>Liabilities</u>			
Current liabilities:			
Accounts payable	\$7,738		\$7,738
Salaries payable	3,213		3,213
Unearned revenue	36,765		36,765
Long-term liabilities:			0
Due within one year	3,113 ²		3,113
Due after one year	0	16,061 ³	16,061
Total Liabilities	\$50,830	\$16,061	\$66,892
<u>Fund Balance/Net Assets</u>			
Fund Balance/Net Assets			
Nonspendable (Prepays, Inventories)		\$0	\$0
Unrestricted			
Committed or Assigned		0	0
Unassigned	75,069 ⁴	(75,069)	0
Total Fund Balance	\$75,069	(\$75,069)	\$0
Net Assets			
Invested in capital assets		\$11,130	\$11,130
Unassigned		59,008	59,008
Total Net Position		\$70,138	\$70,138

Notes are an integral part of the basic financial statements.

1. Assets after 2014 Depreciation
2. Payroll Liabilities
3. Compensated Absences
4. Retained Earnings - plus or minus net income

STEELE COUNTY SOIL AND WATER CONSERVATION DISTRICT
OWATONNA, MINNESOTA

STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2014

	General Fund	Adjustments See Notes	Statement of Activities
Revenues			
Intergovernmental	\$167,192	\$0	\$167,192
Charges for services	69,783	0	69,783
Investment earnings	529	0	529
Miscellaneous	21,176	0	21,176
Total Revenues	\$258,679	\$0	\$258,679
Expenditures/Expenses			
Conservation			
Current	\$280,195	(\$588) ¹	\$279,607
Capital outlay	0	0	0
Total Expenditures/Expenses	\$280,195	(\$588)	\$279,607
Excess of Revenues Over (Under)			
Expenditures/Expenses	(\$21,515)	\$588	(\$20,927)
Fund Balance/Net Position January 1	96,585 ²	(5,520)	91,065
Fund Balance/Net Position December 31	\$75,070	(\$4,932)	\$70,138

Notes are an integral part of the basic financial statements.

1. Depreciation of 2014 assets plus adjustment of compensated absences.
2. Totals from Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances per 2013 Audit

STEELE COUNTY SOIL AND WATER CONSERVATION DISTRICT
OWATONNA, MINNESOTA

BUDGETARY COMPARISON STATEMENT
BUDGET AND ACTUAL
GENERAL FUND
YEAR ENDED DECEMBER 31, 2014

	Original <u>Budget</u>	Final <u>Budget</u>	<u>Actual</u>	Variance with Final Budget <u>Positive (Neg)</u>
Revenues				
Intergovernmental				
County	\$0	\$138,576	\$138,576	\$0
Local	0	0	0	0
Federal	0	5,000	6,000	1,000
State grant	0	59,527	22,616	(36,911)
Total intergovernmental	\$0	\$203,103	\$167,192	(\$35,911)
Charges for services	\$0	\$56,124	\$69,783	\$13,659
Miscellaneous				
Interest earnings	\$0	\$900	\$529	(\$371)
Other	0	14,429	21,176	6,747
Total miscellaneous	\$0	\$15,329	\$21,705	\$6,376
Total Revenues	\$0	\$274,556	\$258,679	(\$15,877)
Expenditures				
District operations				
Personnel services	\$0	\$187,507	\$202,590	(\$15,083)
Other services and charges	0	31,630	33,574	(1,944)
Supplies	0	2,500	3,001	(501)
Capital outlay	0	0	0	0
Total district operations	\$0	\$221,637	\$239,165	(\$17,527)
Project expenditures				
District	\$0	\$42,310	\$41,030	\$1,279
State	0	10,609	0	10,609
Total project expenditures	\$0	\$52,919	\$41,030	\$11,888
Total Expenditures	\$0	\$274,556	\$280,195	(\$5,639)
Excess of Revenues Over (Under)				
Expenditures	\$0	\$0	(\$21,516)	(\$21,516)
Fund Balance - January 1	\$0	\$0	\$96,585	\$0
Fund Balance - December 31	\$0	\$0	\$75,069	(\$21,516)

**BREAKDOWN OF COUNTY REVENUE
2014**

COUNTY REVENUES (breakdown):

ANNUAL ALLOCATION	\$ <u>130,376.00</u>
WATER PLAN MONEY	\$ _____
WETLAND MONEY	\$ <u>8,200.00</u>
FEEDLOT MONEY	\$ _____
ABANDONED WELL	\$ _____
DNR SHORELAND	\$ _____
OTHER (specify)	\$ _____
 TOTAL	 \$ <u><u>138,576.00</u></u>

NOTE: The total should agree with amount reported as **County Revenue** in the "Budgetary Comparison Schedule."

List other "non-cash" county support (i.e. rent, health insurance, etc.) that does not show up anywhere on your annual report.

**UNEARNED REVENUE BREAKDOWN
2014**

Balance of BWSR Service Grants: \$ 22,241.27

Balance of unencumbered BWSR Cost-Share Grants: Current fiscal year \$ 10,609.00

Previous fiscal year \$ 3,914.99

Balance of encumbered BWSR Cost-Share Grant (list each contract separately):

<u>FY</u>	<u>Contract No.</u>	<u>Contract Amount</u>	<u>T & A Encumbered</u>

Total of all Cost-Share Encumbrances \$ _____

Balance of County WCA Funds: \$ _____

Balance of County Water Plan Funds: \$ _____

Balance of other funds being deferred (list if any):

\$ _____

\$ _____

\$ _____

Subtotal of other funds: \$ _____

TOTAL OF ALL UNEARNED REVENUE: \$ 36,765.26

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2014

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial reporting policies of the Steele County Soil and Water Conservation District (District) conform to generally accepted accounting principles. These statements are prepared in accordance with Government Accounting Standards Board Rule 34, which changes the way both the statement of condition and the statement of revenues and expenses are reported.

A. Financial Reporting Entity

The district is organized under the provisions of Minnesota Statutes Chapter 103C and is governed by a Board of Supervisors composed of five members nominated by voters of the District and elected to four-year terms by the voters of the County.

The purpose of the District is to assist land occupiers in applying practices for the conservation of soil and water resources. These practices are intended to control wind and water erosion, pollution of lakes and streams, and damage to wetlands and wildlife habitats.

The Steele County Soil and Water Conservation District, in cooperation with the U.S. Department of Agriculture Natural Resources Conservation Service and other agencies, provides technical and financial assistance to individuals, groups, organizations, and governments in reducing costly waste of soil and water resulting from soil erosion, sedimentation, pollution, and improper land use.

Each fiscal year the District develops a work plan that is used as a guide in using resources effectively to provide maximum conservation of all lands within its boundaries. The work plan includes guidelines for employees and technicians to follow in order to achieve the District's objectives.

The District is not considered a part of Steele County because, even though the County provides a significant amount of the District's revenue in the form of an appropriation, it does not retain any control over the operations of the District.

Generally accepted accounting principles require that the financial reporting entity include the primary government and component units for which the primary government is financially accountable. Under these principles the District does not have any component units.

B. Basis of Presentation - Fund Accounting

The accounts of the Steele County Soil and Water Conservation District are organized on the basis of a fund and two account groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures.

B. Basis of Presentation - Fund Accounting (Continued)

1. Governmental Funds: General Fund

The General Fund is used to account for all revenues and expenditures incurred in operating the District.

2. General Fixed Assets Account Group

This account group is used to record the District's general fixed assets, which include furniture and equipment.

3. General Long-Term Debt Account Group

This account group records earned but unpaid vacation and sick leave that has vested or is expected to vest.

C. Government-Wide Financial Statements

The government-wide financial statements (i.e. The Statement of Net Position and the Statement of Activities) report information on all the nonfiduciary activities of the District. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of cash flows. Grants and similar items are recognized as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements

The government reports the general fund as its only major governmental fund. The general fund accounts for all financial resources of the government.

The District's financial statements (general fund) are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become susceptible to accrual, that is, both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenue sources susceptible to accrual include intergovernmental revenues, charges, and interest. Expenditures are recorded when the corresponding liabilities are incurred.

Intergovernmental revenues are reported in conformity with the legal and contractual requirements of the individual programs. Generally, grant revenues are recognized when the corresponding expenditures are incurred. If the District also receives an annual appropriation from the County, it is recognized as revenue when received, unless it is received prior to the period to which it applies. In that case, revenue recognition is then deferred until the appropriate period.

Investment earnings and revenues from the sale of trees are recognized when earned.

Agricultural conservation fees and other revenue are recognized when they are received in cash because they usually are not measurable until then.

Project expenditures represent costs that are funded from federal, state, or district revenues. State project expenditures consist of grants to participants of the cost-Share Program and other state programs. District project expenditures are costs of materials and supplies in District projects.

In accordance with Governmental Accounting Standards Board Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions, revenues for nonexchange transactions are recognized based on the principal characteristics of the revenue. Exchange transactions are recognized as revenue when the exchange occurs.

D. Budget Information

The District adopts an estimated revenue and expenditure budget for the General Fund. Comparisons of estimated revenues and budgeted expenditures to actual are presented in the financial statements in accordance with generally accepted accounting principles. Amendments to the original budget require board approval. Appropriations lapse at year-end. The District does not use encumbrance accounting.

E. Assets, Liabilities, and Equity Accounts

1. Assets

Investments are stated at fair value, except for non-negotiable certificates of deposit, which are on a cost basis, and short-term money market investments, which are stated at amortized cost.

Beginning with statement year 2004, fixed assets (capital assets) are no longer reported on a gross basis. They are now reported on a net (depreciated) basis. General fixed assets are still valued at historical or estimated historical cost.

2. Liabilities

Long-term liabilities, such as compensated absences, are accounted for in the General Long-Term Debt Account Group.

3. Equity

Investment in general fixed assets represents the District's equity in general fixed assets.

Nonspendable fund balance indicates the portion of fund equity that has been legally segregated for specific purposes or is not appropriable for spending.

Unrestrictive, committed or assigned account indicates the portion of fund equity that the District has set aside for planned future expenditures.

Unrestricted, unassigned fund balance account indicates the portion of fund balance that is available for budgeting and spending in future periods.

F. Explanation of Adjustments Column in Statements

1. Capital Assets: In the Statement of Net Position and Governmental Fund Balance Sheet, an adjustment is made if the district has capital assets. This adjustment equals the net book balance of capitalized assets as of the report date, and reconciles to the amount report in Note IV.

2. Long-Term liabilities: In the Statement of Net Assets and Government Fund Balance Sheet, an adjustment is made to reflect the total of Compensated Absence liability the district has as of the report date. See Note 1-G below.

3. Depreciation and Change in Compensated Absences for the year: In the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance, the adjustment equals the total depreciation for the year reported, plus or minus the change in Compensated Absences between the reporting year and the previous year. This number is supported by figures in Note IV and in Note I-G below.

G. Vacation and Sick Leave

Under the District's personnel policies, employees are granted vacation leave in varying amounts based on their length of service. Vacation leave accrual varies from 8.666 to 17.333 hours per month. Sick leave accrual is 104 days per year. The limit on the accumulation of annual leave is 240 hours and the limit on sick leave is 480 hours. Upon termination from the District by retirement, employees are paid accrued vacation leave and up to 80 hours of accrued sick leave. On termination of employment by illness or death, employees are paid accrued vacation and up to 80 hours of accrued sick leave.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. General Fund Deficit

At December 31, 2014, the District's General Fund had a deficit fund balance of \$N/A. The deficit is expected to be eliminated by future revenue sources.

B. Excess of Expenditures Over Budget

During 2014, actual expenditures, \$280,194.79, exceeded budgeted expenditures, \$274,556.00, by \$5,638.79.

C. Uncollateralized deposits

During 2014, the District's deposits with financial institutions, \$110,493.08, did not exceed insurance, surety bond, or collateral.

III. DEPOSITS AND INVESTMENTS

Minnesota Statutes 118A.02 and 118A.04 authorize the District to deposit its cash and to invest in certificates of deposit in financial institutions designated by the Board of Supervisors. At December 31, 2014, the District's deposits totaled \$ 110,493.08, of which \$ 92,850.44 were cash deposits and \$ 17,642.64 was invested in certificates of deposit. Minnesota Statutes require that all District deposits be covered by insurance, surety bond, or collateral. At December 31, 2014, all the District's deposits were covered by insurance or collateralized with securities held by the District or its agent in the District's name.

IV. CHANGES IN CAPITAL ASSETS

Equipment

Balance January 1, 2014	\$ <u>14,677.47</u>
Additions	\$ _____
2014 depreciation	\$ <u>3,547.93</u>
Balance December 31, 2014	\$ <u>11,129.53</u>

Note: Beginning and Ending Balance are net of accumulated depreciation, which totaled \$ 44,694.47 as of December 31, 2014.

The District uses a threshold of \$1000.00 for capitalizing assets purchased. Those physical assets under \$1000.00 are expenses directly and not capitalized.

V. DEFERRED REVENUE

Unearned Revenue represents unearned advances from the Minnesota Board of Water and Soil Resources and Steele County for various programs. Revenues will be recognized when the related program expenditures are recorded.

Total Unearned Revenue as itemized on “Unearned Revenue Breakdown” is \$ 36,765.26 .

VI. COMPENSATED ABSENCES PAYABLE

Changes in long-term debt for the period ended December 31, 2014 are:

Balance January 1, 2013 \$ 20,196.88

Net Changes in Compensated Absences \$ 4,135.43

Balance December 31, 2014 \$ 16,061.45

VI – B. ADJUSTMENTS TO FINANCIAL STATEMENTS

MANAGEMENT’S DISCUSSION AND ANALYSIS:

The Steele County SWCD’s Management’s Discussion and Analysis provides an overview of the SWCD’s financial activities for the fiscal year ended **12/31/2014**. Since this information is designed to focus on the current year’s activities, resulting changes, and currently known facts, it should be read in conjunction with the Steele County SWCD’s financial statements.

USING THIS ANNUAL REPORT

This annual report consists of three parts: management’s discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Steele County SWCD as a whole and present a longer-term view of the Steele County SWCD’s finances. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the SWCD’s operations in more detail than the government-wide statements by providing information about the SWCD’s most significant funds. Since SWCD’s are single-purpose special purpose governments they are generally able to combine the government-wide and fund financial statements into single presentations. Steele County SWCD has elected to present in this format.

STATEMENT OF NET ASSETS AND THE STATEMENT OF ACTIVITIES

One of the most important questions asked about the Steele County SWCD’s finances is, “Is the SWCD, as a whole, better or worse off as a result of this year’s activities?” The Statement of Net Assets and the Statement of Activities report information about the SWCD as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using accrual basis of accounting, which is similar to the accounting system used by the most private-sector companies. All of the 2014’s revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the SWCD’s net assets and changes in them. You can think of the SWCD’s net assets – the difference between assets and liabilities – as one way to measure the SWCD’s financial health, or financial position. Over time, increases or decreases in the SWCD’s net assets are one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Assets and the Statement of Activities, the SWCD presents the District’s activities. All of the SWCD’s basic services are reported here. Appropriations from the county and state finance most activities.

REPORTING THE STEELE COUNTY SWCD’S GENERAL FUND

Fund Financial Statements:

The fund financial statements provide detailed information about the general fund – not the SWCD as a whole. The SWCD presents only a general fund, which is a governmental fund. All of the Steele County SWCD’s basic services are reported in the general fund, which focuses on how money flows into and out of those funds and the balances left at year-end that are available for spending. The fund is reported using an accounting method called modified accrual accounting. This method measures cash and all other financial assets that can be readily converted to cash. The general fund statements provide a detailed short-term view of the SWCD’s general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the SWCD’s program. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in a reconciliation included with the financial statements.

THE STEELE COUNTY SWCD AS A WHOLE

The Steele County SWCD’s combined net assets were lower, decreasing from \$91,065 in 2013 to \$70,138 in 2014. This is a decrease of \$20,927

	<u>2014</u>	-	<u>2013</u>	
Net Assets	70,138		91,065	
Fund Balance	75,069		96,585	
Difference	(4,932)		(5,520)	
Fixed Assets	11,130		14,677	
Comp Absenc.	16,061		20,197	
Difference	4,932		5,520	
Net Diff (should be -0-)	0		0	* 2013 numbers adjusted per audit

The invested capital assets of the Steele County SWCD governmental activities decreased. Unrestricted net assets – the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements – changed from a \$96,585 surplus on 12/31/13 to a \$75,070 surplus at the end of this year – 12/31/14

There was a decrease of \$21,515 of Steele County SWCD’s total revenues in 2014.

CAPITAL ASSET

Capital Assets

At the end of 2014, the Steele County SWCD had \$11,130 invested in a broad range of capital assets, including (2008 truck, Truax drill, Ranger, trailer for Ranger, and electronic equipment.)

THE STEELE COUNTY SWCD'S FUNDS

As the Steele County SWCD completed 2014, its general fund (as presented in the balance sheet) had a combined fund balance of 75,070 which is \$21,515 below last year's total of \$96,585.

STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2014

	General Fund	Adjustments See Notes	Statement of Activities
Revenues			
Intergovernmental	\$167,192	\$0	\$167,192
Charges for services	69,783	0	69,783
Investment earnings	529	0	529
Miscellaneous	21,176		21,176
Total Revenues	258,679	\$0	\$258,679
Expenditures/Expenses			
Conservation			
Current	\$280,195	(\$588) #1	\$279,607
Capital outlay			0
Total Expenditures/Expenses	\$280,195	(\$588)	\$279,607
Excess of Revenues Over (Under)			
Expenditures/Expenses	(\$21,515)	585	(20,927)
Fund Balance/Net Assets January 1	96,585 #2	(5,520)	91,065
Fund Balance/Net Assets December 31	\$75,070	(\$4,932)	\$70,138

Notes are an integral part of the basic financial statements.

1. Depreciation of 2014 assets plus adjustment of compensated absences.
2. Totals from Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances per 2013 Audit

<u>Adjustment to Current Expenditures</u>	
FY13 depreciation	3,548
FY13 decrease in comp absence	(4,135)
Net	(588)
 <u>Adjustment to Jan 1 balance</u>	
Beg of year net fixed assets	14,677
Less: Beg of year comp absences	20,197
	(5,520)
 <u>Fixed Asset reconciliation</u>	
Beginning of year gross fixed assets	55,824
Less: beginning of year accum. Depre:	41,147
Beginning of year net fixed assets	14,677
Plus new assets in FY13	0
Less: FY13 depreciation	3,548
End of year net fixed assets	11,129
Comp Absences beg of year	20,197
Comp Absences end of year	16,061
Difference: decrease of	(4,135)

DEBT ADMINISTRATION

The District gained approval from the Board of Water and Soil Resources to utilize the State Cost-Share Grant for technical assistance. This additional technical assistance was used to leverage funding for Environmental Quality Improvement Projects.

Steele Co. SWCD employer's share of PERA was 7.25% in 2014. Steele Co. SWCD employer's share of DCP (for supervisors) was 5% in 2014.

The total employee's individual health insurance in 2013 was \$1,580.80/mo. And in 2014 was \$1,931.19/mo. For a total change of \$350.39/mo or \$4,204.68/yr more for health insurances.

VII. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; employee health; and natural disasters. To cover these risks, the District has purchased commercial insurance. Property and casualty liabilities and workers' compensation are insured through Minnesota Counties Intergovernmental Trust. The District is covered for errors and omissions through Minnesota Counties Intergovernmental Trust.

The Minnesota Counties Intergovernmental Trust is a public entity risk pool currently operated as a common risk management and insurance program for its members.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

VIII. PENSION PLAN

A. Plan Description

The District contributes to a cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). The PERA provides retirement benefits as well as disability to members, and benefits to survivors upon death of eligible members. PERA administers the Public Employees Retirement Fund (PERF.) The plan and its benefits are established and administered in accordance with Minnesota Statute Chapters 353 and 356. PERA issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Public Employees Retirement Association, 60 Empire Drive, Suite 200, St. Paul, Minnesota, 55103-1855.

B. Funding Policy

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The District makes annual contributions to the pension plans equal to the amount required by state statutes. PERF Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.0%, respectively, of their annual covered salary in 2014. The District was required to contribute the following percentages of annual covered payroll: 11.78% for Basic Plan PERF members and 7.00% for Coordinated Plan PERF members. Employer contribution rates for the Coordinated Plan increased to 7.25% effective January 1, 2011. The District's employer share of contributions to PERA for the years ending December 31, 2014, 2013, and 2012 were \$ 10,099.08, \$ 8,171.95, and \$ 7,737.45 respectively, equal to the contractually required contributions for each year as set by Minnesota Statute.

IX. OPERATING LEASES

The District leases office space on a yearly basis. Under the current agreement, total costs for 2014 were \$8,630.40.