

**DOUGLAS SOIL AND WATER  
CONSERVATION DISTRICT**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2012**

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Supervisors  
Douglas Soil and Water Conservation District  
Alexandria, Minnesota

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the general fund of Douglas Soil and Water Conservation District, Alexandria, Minnesota, as of and for the year ended December 31, 2012 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Douglas Soil and Water Conservation District as of December 31, 2012, and the respective changes in financial position, and, the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3–5 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 3, 2013, on our consideration of the Douglas Soil and Water Conservation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Douglas Soil and Water Conservation District's internal control over financial reporting and compliance.



PETERSON COMPANY, LTD.  
Certified Public Accountants  
Waconia, Minnesota

September 3, 2013

## **DOUGLAS SOIL AND WATER CONSERVATION DISTRICT ALEXANDRIA, MINNESOTA**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Douglas Soil and Water Conservation District's discussion and analysis provides an overview of the District's financial activities for the fiscal year ended December 31, 2012. 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 District's financial statements.

### **USING THIS ANNUAL REPORT**

This annual report consists of two parts: management's discussion and analysis (this section) and the basic financial statements. The basic financial statements include a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. For governmental activities, these financial 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 District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. Since Districts are single-purpose, special-purpose governments they are generally able to combine the government-wide and fund financial statements into a single presentation. Douglas Soil and Water Conservation District has elected to present in this format.

### **The Statement of Net Position and the Statement of Activities**

Our analysis of the District's general fund is part of this report. One of the most important questions asked about the District's finances is, "Is the District as a whole better or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the District 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 used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net position and changes in them. You can think of the District's net position — the difference between assets and liabilities — as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the District's property tax base and the condition of District roads, to assess the overall health of the District.

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

### **Reporting the District's General Fund**

#### **Fund Financial Statements**

Our analysis of the District's general fund is part of this report. The fund financial statements provide detailed information about the general fund—not the District as a whole. The District

presents only a general fund, which is a governmental fund. All of the District'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 District'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 District's program. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation included with the financial statements.

### Reporting the District's Fiduciary Responsibilities

The District is the trustee, or fiduciary, over assets which can only be used for the trust beneficiaries based on the trust arrangement. All of the District's fiduciary activities are reported in separate Statements of Fiduciary Net Position and Changes in Fiduciary Net Position. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

### THE DISTRICT AS A WHOLE

The District's combined net position from the previous year increased. Our analysis focuses on the net position and changes in net position of the District's governmental activities.

Net Position:

	<b>Governmental Activities</b>	
	<b><u>2012</u></b>	<b><u>2011</u></b>
Current Assets	\$ 501,084	\$ 467,549
Capital Assets, Net of Depreciation	<u>18,373</u>	<u>22,469</u>
Total Assets	<u><u>\$ 519,457</u></u>	<u><u>\$ 490,018</u></u>
Liabilities, Deferred Revenue	\$ 214,960	\$ 176,213
Long-Term Liabilities	<u>33,697</u>	<u>40,671</u>
Total Liabilities	<u><u>\$ 248,657</u></u>	<u><u>\$ 216,884</u></u>
Investment in Capital Assets	\$ 18,373	\$ 22,469
Unrestricted	<u>252,427</u>	<u>250,665</u>
Total Net Position	<u><u>\$ 270,800</u></u>	<u><u>\$ 273,134</u></u>

Net position of the District's governmental activities decreased by \$2,334. Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements increased from \$250,665 (deficit, surplus) at December 31, 2011 to \$252,427 at the end of this year.

Changes in Net Position:

	<b>Governmental Activities</b>	
	<b><u>2012</u></b>	<b><u>2011</u></b>
<b><u>Revenues</u></b>		
Intergovernmental	\$ 347,428	\$ 382,685
Charges for Services	65,318	106,254
Investment Earnings	1,259	735
Miscellaneous	12,767	12,739
Total Revenues	<u>\$ 426,772</u>	<u>\$ 502,413</u>
<b><u>Expenses</u></b>		
Conservation	<u>\$ 429,106</u>	<u>\$ 456,781</u>
Total Expenses	<u>\$ 429,106</u>	<u>\$ 456,781</u>
Increase (Decrease) in Net Position	<u>\$ (2,334)</u>	<u>\$ 45,632</u>

The District's total revenues (excluded special items) decreased by \$75,641. The total cost of programs and services decreased by \$27,675.

**The District's Funds**

As the District completed the year, its general fund reported a combined fund balance of \$286,124, which is lower than last year's total of \$291,336.

**CAPITAL ASSETS AND LONG-TERM LIABILITIES**

**Capital Assets**

At the end of 2012, the District had \$18,373 invested in a broad range of capital assets, including office equipment and a Haybuster No-Till Drill. This amount represents a net decrease of \$4,096 over last year.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Douglas Soil and Water Conservation District at 900 Robert Street, Suite 102, Alexandria, MN 56308, or by calling 320-763-3191, extension 3.

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT  
ALEXANDRIA, MINNESOTA  
STATEMENT OF NET POSITION AND  
GOVERNMENTAL FUND BALANCE SHEET  
DECEMBER 31, 2012**

	General Fund	Adjustments	Statement of Net Position
<b><u>Assets</u></b>			
Cash and Investments	\$ 493,708	\$ -	\$ 493,708
Accounts Receivable	7,001	-	7,001
Due from other governments	375	-	375
Capital Assets:			
Equipment (net of accumulated depreciation)	-	18,373	18,373
<b>Total Assets</b>	<b>\$ 501,084</b>	<b>\$ 18,373</b>	<b>\$ 519,457</b>
<b><u>Liabilities</u></b>			
Current Liabilities:			
Deferred Revenue Unearned	\$ 207,356	\$ -	\$ 207,356
Accrued Wages	6,631	-	6,631
Due to other governments	973	-	973
Long-Term Liabilities:			
Due after one year	-	33,697	33,697
<b>Total Liabilities</b>	<b>\$ 214,960</b>	<b>\$ 33,697</b>	<b>\$ 248,657</b>
<b><u>Fund Balance/Net Position</u></b>			
Fund Balance			
Assigned - Compensated Absences	\$ 51,866	\$ (51,866)	\$ -
Assigned - Capital Outlay	25,000	(25,000)	-
Unassigned	209,258	(209,258)	-
<b>Total Fund Balance</b>	<b>\$ 286,124</b>	<b>\$ (286,124)</b>	<b>\$ -</b>
Net Position			
Investment in Capital Assets		\$ 18,373	\$ 18,373
Unrestricted		252,427	252,427
<b>Total Net Position</b>		<b>\$ 270,800</b>	<b>\$ 270,800</b>

Notes are an integral part of the basic financial statements.



**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT  
ALEXANDRIA, MINNESOTA  
STATEMENT OF ACTIVITIES AND  
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	General Fund	Adjustments	Statement of Activities
<b>Revenues</b>			
Intergovernmental	\$ 347,428	\$ -	\$ 347,428
Charges for Services	65,318	-	65,318
Investment Earnings	1,259	-	1,259
Miscellaneous	12,767	-	12,767
<b>Total Revenues</b>	<u>\$ 426,772</u>	<u>\$ -</u>	<u>\$ 426,772</u>
<b>Expenditures/Expenses</b>			
Conservation			
Current	\$ 427,105	\$ 2,001	\$ 429,106
Capital Outlay	4,879	(4,879)	-
<b>Total Expenditures/Expenses</b>	<u>\$ 431,984</u>	<u>\$ (2,878)</u>	<u>\$ 429,106</u>
<b>Excess of Revenues Over (Under) Expenditures/Expenses</b>	<u>\$ (5,212)</u>	<u>\$ 2,878</u>	<u>\$ (2,334)</u>
<b>Fund Balance/Net Position January 1</b>	<u>\$ 291,336</u>	<u>\$ (18,202)</u>	<u>\$ 273,134</u>
<b>Fund Balance/Net Position December 31</b>	<u><u>\$ 286,124</u></u>	<u><u>\$ (15,324)</u></u>	<u><u>\$ 270,800</u></u>

Notes are an integral part of the basic financial statements.

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT  
ALEXANDRIA, MINNESOTA  
BUDGETARY COMPARISON STATEMENT  
BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED DECEMBER 31, 2012**

	Original/ Final Budget	Actual	Variance With Final Budget Positive (Neg)
<b>Revenues</b>			
<b>Intergovernmental</b>			
County	\$ 231,970	\$ 231,970	\$ -
State Grant	47,034	115,458	68,424
Total Intergovernmental	<u>\$ 279,004</u>	<u>\$ 347,428</u>	<u>\$ 68,424</u>
 <b>Charges for Services</b>	 <u>\$ 85,800</u>	 <u>\$ 65,318</u>	 <u>\$ (20,482)</u>
 <b>Miscellaneous</b>			
Interest Earnings	\$ 1,500	\$ 1,259	\$ (241)
Other	2,000	12,767	10,767
Total Miscellaneous	<u>\$ 3,500</u>	<u>\$ 14,026</u>	<u>\$ 10,526</u>
 <b>Total Revenues</b>	 <u>\$ 368,304</u>	 <u>\$ 426,772</u>	 <u>\$ 58,468</u>
 <b>Expenditures</b>			
<b>District Operations</b>			
Personnel Services	\$ 266,302	\$ 233,292	\$ 33,010
Other Services and Charges	37,586	46,108	(8,522)
Supplies	3,300	2,549	751
Capital Outlay	1,000	4,879	(3,879)
Total District Operations	<u>\$ 308,188</u>	<u>\$ 286,828</u>	<u>\$ 21,360</u>
 <b>Project Expenditures</b>			
District	\$ 43,050	\$ 47,081	\$ (4,031)
State	17,066	98,075	(81,009)
Total Project Expenditures	<u>\$ 60,116</u>	<u>\$ 145,156</u>	<u>\$ (85,040)</u>
 <b>Total Expenditures</b>	 <u>\$ 368,304</u>	 <u>\$ 431,984</u>	 <u>\$ (63,680)</u>
 <b>Excess of Revenues Over (Under)</b>			
<b>Expenditures</b>	 <u>\$ -</u>	 <u>\$ (5,212)</u>	 <u>\$ (5,212)</u>
 <b>Fund Balance - January 1</b>	 <u>\$ 291,336</u>	 <u>\$ 291,336</u>	 <u>\$ -</u>
 <b>Fund Balance - December 31</b>	 <u><u>\$ 291,336</u></u>	 <u><u>\$ 286,124</u></u>	 <u><u>\$ (5,212)</u></u>

Notes are an integral part of the basic financial statements.

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2012**

**Note 1 - Summary of Significant Accounting Policies**

The financial reporting policies of the Douglas Soil and Water Conservation District conform to generally accepted accounting principles. These statements are prepared in accordance with Statement No. 34, which changes the way both the statement of condition and the statement of revenues and expenses are reported.

**Financial Reporting Entity**

The Douglas Soil and Water Conservation District is organized under the provisions of Minnesota Statutes Chapter 103C. The District 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 Douglas 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 which 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 Douglas 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.

**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 of 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 revenues as soon as all eligibility requirements imposed by the provider have been met.

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2012**

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.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period.

Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures are recorded when a liability is incurred under accrual accounting.

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. The District also receives an annual appropriation from the County, which 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 revenue from sale of trees are recognized when earned. Agricultural conservation fees and other revenues 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.

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.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

date of the financial statements and reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Assets, Liabilities and Equity Accounts

The District adopted Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* in 2012. Under the new standards, financial statements will include deferred outflows of resources and deferred inflows of resources ("deferrals"), in addition to assets and liabilities, and will report *net position* instead of net assets.

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.

Capital assets are reported on a net (depreciated) basis. General capital assets are valued at historical or estimated historical cost.

Liabilities

Long-term liabilities, such as compensated absences, are accounted for as an adjustment to net position.

Classification of Net Position

Net position in the government-wide and proprietary fund financial statements are classified in the following categories:

Investment in capital assets – the amount of net position representing capital assets net of accumulated depreciation.

Restricted net position – the amount of net position for which external restrictions have been imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – the amount of net position that does not meet the definition of restricted or investment in capital assets.

Classification of Fund Balances

The District adopted Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definition* in 2011.

Fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Nonspendable – the nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash.

Restricted – fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions or enabling legislation.

Committed – the committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of the District Board. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts.

Assigned – amounts in the assigned fund balance classification the District intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Board or the District Administrator who has been delegated that authority by Board resolution.

Unassigned – Unassigned fund balance is the residual classification for the general fund and includes all spendable amounts not contained in the other fund balance classifications.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Explanation of Adjustments Column in Statements

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 reported in the Capital Assets Note.

Long-Term Liabilities: In the Statement of Net Position and Governmental Fund Balance Sheet, an adjustment is made to reflect the total Compensated Absence Liability the District has as of the report date. See note on Long-Term Liabilities.

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 the note on Long-Term Liabilities.

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2012**

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 4 to 8 hours per pay period (two weeks). Sick leave accrual is 4 hours per pay period (two weeks). The limit on the accumulation of vacation leave is 240 hours and may be carried forward at the end of each calendar year. Sick leave hours can continue to accrue with no maximum. Employees are also entitled to accumulate compensation based on time and one-half for meetings, or work outside of regular working hours. Upon resignation or retirement from the District, employees are paid all accrued vacation leave and up to half of accrued sick leave not to exceed 400 hours and compensation hours not to exceed 50 hours.

Risk Management

The District is exposed to various risks of loss related to tort; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; workers' compensation claims; 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 retains risk for the deductible portion of the insurance. The amounts of these deductibles are considered immaterial to the financial statements.

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 increases or reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

**Note 2 - Detailed Notes**

Capital Assets

Changes in Capital Assets, Asset Capitalization and Depreciation.

	Beginning	Addition	Deletion	Ending
Equipment	\$82,927	\$4,879	\$0	\$87,806
Less: Accumulated Depreciation	<u>60,458</u>	8,975	0	<u>69,433</u>
Net Capital Assets	<u>\$22,469</u>			<u>\$18,373</u>

The cost of property, plant and equipment is depreciated over the estimated useful lives of the related assets. Leasehold improvements are depreciated over the lesser of the term of the related lease or the estimated useful lives of the assets. Depreciation is computed on the straight-line method. The useful lives of property, plant and equipment for the purpose of computing depreciation are Machinery and Equipment 5 to 10 years. Current year depreciation is \$8,975.

The District uses the threshold of \$750 for capitalizing assets purchased.

Deferred Revenue

Deferred revenue represents unearned advances from the Minnesota Board of Water and Soil Resources (BWSR) for administrative service grants and for the cost-share program.

**DOUGLAS SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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Revenues will be recognized when the related program expenditures are recorded. Deferred revenue for the year ended December 31, 2012, consists of the following: BWSR Service Grants, \$47,111; BWSR Cost-Share Grants, \$19,665; County Water Plan, \$3,950; CWL-Septic, \$33,539; Wetland Conservation Act, \$8,599; Feedlot, \$6,031; Mississippi River Basin Service Grant, \$6,672; Clean Water Assistance, \$66,970; Clean Water Funds, \$14,819; Total, \$207,356.

Long-Term Liabilities - Compensated Absences Payable

Changes in long-term liabilities for the period ended December 31, 2012 are:

Balance January 1, 2012	\$40,671
Net Change in Compensated Absences	<u>(6,974)</u>
Balance December 31, 2012	<u>\$33,697</u>

Deposits

Minnesota Statutes 118A.02 and 118A.04 authorize the District to designate a depository for public funds and to invest in certificates of deposit. Minnesota Statutes 118A.03 requires that all District deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

Custodial Credit Risk Deposits

At December 31, 2012, the District's deposits totaled \$493,708, of which \$398,708 were cash deposits and \$95,000 was invested in certificates of deposit. Custodial credit risk is the risk that in the event of a financial institution failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of December 31, 2012, the District's deposits were not exposed to custodial credit risk.

**Note 3 - Defined Benefit Pension Plans – Statewide**

Plan Description - Public Employees Retirement Association

The District contributes to a cost-sharing multiple-employer defined 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. The plan and its benefits are established and administered in accordance with Minnesota Statutes 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.



**MINNESOTA LEGAL COMPLIANCE REPORT**

Board of Supervisors  
Douglas Soil and Water Conservation District  
Alexandria, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of Douglas Soil and Water Conservation District of Alexandria, Minnesota, as of and for the year ended December 31, 2012, and the related notes to the financial statements, and have issued our report thereon dated September 3, 2013.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes 6.65, contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions. Our audit considered all of the listed categories, except that we did not test for compliance with the provisions for public indebtedness because the District is not allowed to issue debt.

In connection with our audit, nothing came to our attention that caused us to believe that the Douglas Soil and Water Conservation District failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining the knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Douglas Soil and Water Conservation District's noncompliance with the above referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.



PETERSON COMPANY LTD.  
Certified Public Accountants  
Waconia, Minnesota

September 3, 2013

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Supervisors  
Douglas Soil and Water Conservation District  
Alexandria, Minnesota

We have audited the financial statements of the governmental activities, and the general fund of the Douglas Soil and Water Conservation District as of and for the year ended December 31, 2012, and have issued our report thereon dated September 3, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements of the governmental activities, and the general fund of the Douglas Soil and Water Conservation District, Alexandria, Minnesota as of and for the year ended December 31, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.


**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Douglas Soil and Water Conservation District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express

such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is intended solely for the information and use of management and others within the organization and the Board of Supervisors, Board of Water and Soil Resources, State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.



PETERSON COMPANY LTD  
Certified Public Accountants  
Waconia, Minnesota

September 3, 2013