

## **MANAGEMENT'S DISCUSSION AND ANALYSIS FOR CASS SOIL AND WATER CONSERVATION DISTRICT**

The **Cass Soil and Water Conservation District**'s discussion and analysis provides an overview of the district's financial activities for the fiscal year ended 2012. Since 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.

This annual report consists of two parts: management's discussion and analysis (this section), and the basic financial statements. The 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 district as a whole and present a longer term view of the district's finances. Fund financial statements tell how these services were financed in the short term as well as what remains for future spending. 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. The Statement of Net Assets and the Statement of Activities report information about the district as a whole and help the district decide if it is better or worse off as result of the year's activities. The two statements report any changes between the assets and liabilities. The Fund Financial Statements also report the districts operation in more detail than the government-wide statements by providing information about the districts most significant funds. All of the districts 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 Cass Soil and Water District's Funds**

The district's total revenues decreased from last year's revenues and the cost of services increased as well. As the district completed the year, its general fund reported a combined fund balance of **\$ 61,721.01** which is above last year's total of **\$ 54,305.13**. Resources available for appropriation were below the final budgeted amount.

### **Contacting the Cass Soil and Water Conservation District**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the district's finances and to show the accountability for money it receives. If you have questions about this report or need additional financial information, contact the Cass Soil and Water Conservation District at PO Box 3000, Walker MN 56484 or at 218-547-7399 or [cass.esd@co.cass.mn.us](mailto:cass.esd@co.cass.mn.us).

## NOTES TO THE FINANCIAL STATEMENTS

### December 31, 2012

#### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial reporting policies of the **CASS** 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 **CASS** 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 **CASS** 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 **CASS** 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 - NA

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 -NA

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 Assets 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.

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.

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. 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.

##### **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. - NA

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 Assets 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 the Capital Assets Note. - NA

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 Long Term Liabilities. -NA

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. -NA

## **II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

### **A. General Fund Deficit**

At December 31, 2012, the District's General Fund had a deficit fund balance of \$NA. The deficit is expected to be eliminated by future revenue sources.

### **B. Excess of Expenditures Over Budget**

During 2012, actual expenditures, **\$ 178,219.88** exceeded budgeted expenditures, **\$ 47,147.64**, by **\$ 131,072.24**.

## **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, 2012, the District's deposits totaled **\$ 115,071.01** of which **\$ 83,111.20** were cash deposits and **\$ 31,959.81** was invested in certificates of deposit. Minnesota Statutes require that all District deposits be covered by insurance, surety bond, or collateral. At December 31, 2012, 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**

## **V. DEFERRED REVENUE**

Deferred Revenue represents unearned advances from the Minnesota Board of Water and Soil Resources and Cass County for various programs. 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 Cost Share - \$ 18,247.00, BWSR Service Grants - \$ 15,052.09, BWSR Comp - (\$ 7,555.92), DNR SWG - (\$ 20,856.97), DNR 9 Cty - \$ 11,776.19, Wild Rice Easement (\$ 1,176.00), CISCO Lakes \$ 31,000.00, and Nitrate Clinic - \$ 2,800.00. For a total of \$ 49,286.39.**

## **VI. 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 MCIT. The District is covered for errors and omissions through MCIT.

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.