

Hubbard County Soil and Water Conservation District

2017 Annual Report



Hubbard County Soil and Water Conservation District

2017 Annual Report

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**MANAGEMENT'S DISCUSSION AND ANALYSIS
HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
DECEMBER 31, 2017**

The Hubbard County 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, 2017. 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 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 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, financial statements tell how 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 general fund. Since Districts are single-purpose, special-purpose government units, the District combines the government-wide and fund financial statements into a single presentation.

The Statement of Net Position and the Statement of Activities

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 the 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 state and local governmental funding, 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

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 the District's basic services are reported in the general fund, which focuses on how money flows into and out of the fund 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 programs. 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.

THE DISTRICT AS A WHOLE

Our analysis focuses on the net position and change in net position of the District's governmental activities.

Net Position:

	Governmental Activities	
	2017	2016
Current Assets	\$ 245,962	\$ 279,018
Capital Assets, net of depreciation	12,391	13,777
Deferred Outflows of Resources	9,877	46,970
Combined Assets and Deferred Outflows of Resources	<u>\$ 268,230</u>	<u>\$ 339,765</u>
Current Liabilities	\$ 194,584	\$ 209,096
Long-Term Liabilities *	125,873	144,658
Deferred Inflows of Resources	31,031	12,139
Combined Liabilities and Deferred Inflows of Resources	<u>\$ 351,488</u>	<u>\$ 365,893</u>
Investments in Capital Assets	\$ 12,391	\$ 13,777
Unrestricted	<u>(95,649)</u>	<u>(39,905)</u>
Total Net Position	<u>\$ (83,258)</u>	<u>\$ (26,128)</u>

(*See note for Long-Term Liabilities on page 3 - This amount and unearned revenue from grant dollars earmarked for special projects, not yet completed, make our net position a negative number.)

Net position of the District's governmental activities decreased by \$57,130. 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 changed from \$39,905 at December 31, 2016 to \$95,649 at the December 31, 2017.

Change in Net Position:

<u>Revenues</u>	Governmental Activities	
	2017	2016
Intergovernmental	\$ 321,846	\$ 272,038
Charges for Services	27,090	39,516
Investment Earnings	673	424
Miscellaneous	462	2,340
Total Revenues	<u>\$ 350,071</u>	<u>\$ 314,318</u>
<u>Expenditures</u>		
Conservation	\$ 407,197	\$ 380,984
Total Expenditures	<u>\$ 407,197</u>	<u>\$ 380,984</u>
Increase (Decrease) in Net Position	\$ (57,126)	\$ (66,666)

The District's total revenues increased by \$35,753 the total cost of programs and services increased by \$26,213.

THE DISTRICT'S FUNDS

As the District completed the year, its general fund as presented in the balance sheet reported a combined fund balance of \$51,378, which is below last year's total of \$69,921.

General Fund Budgetary Highlights

The actual charges to appropriations (expenditures) were \$56,421 above the final budgeted amounts. The most significant negative variance of \$39,217 occurred in State Project Expenditures. The most significant positive variance of \$39,223 occurred in Local Revenue. Both variances were noted through our state and local pass-through grant accounts.

CAPITAL ASSETS & LONG-TERM LIABILITIES

Capital Assets

At the end of 2017, the District had \$12,391 invested in capital assets. This amount represents a net decrease from 2016's total of \$13,777 removing items no-longer in our possession, and the addition of a printer/copier for \$5,581 this year.

Long-Term Liabilities

At the end of 2017, the District had \$10,962 in accrued compensated absences and \$114,911 in Net Pension Liability. This compares to \$6,626 in 2016 for accrued compensated absences and \$138,032 for Net Pension Liability.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, customers 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 Hubbard County Soil and Water Conservation District at 603 Central Avenue N., Ste. 100, Park Rapids, MN 56470. The phone number is (218) 732-0121.

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
 PARK RAPIDS, MINNESOTA

STATEMENT OF NET POSITION AND
 GOVERNMENTAL FUND BALANCE SHEET
 DECEMBER 31, 2017

	General Fund	Adjustments See Notes	Statement of Net Position
<u>Assets</u>			
Cash and Investments	\$229,968		\$229,968
Accounts Receivable	\$1,503		\$1,503
Inventory	\$7,202		\$7,202
Due from Other Governments	\$7,078		\$7,078
Prepaid Items	\$211		\$211
Capital Assets:			
Equipment (net of accumulated depreciation)	_____	\$12,391	\$12,391
Total Assets	\$245,962	\$12,391	\$258,353
Deferred Outflows of Resources			
Defined Benefit Pension Plan	_____	\$9,877	\$9,877
Combined Assets and Deferred Outflows of Resources			
	<u>\$245,962</u>	<u>\$22,268</u>	<u>\$268,230</u>
<u>Liabilities</u>			
Current Liabilities:			
Accounts Payable	\$780		\$780
Salaries Payable	\$4,766		\$4,766
Sales Tax Payable	\$180		\$180
Donations Payable	\$1,030		\$1,030
Customer Tree Deposit	\$7,347		\$7,347
Due To Other Governments	\$802		\$802
Unearned Revenue	\$179,679		\$179,679
Long-term Liabilities:			
Net Pension Liability		\$114,911	\$114,911
Compensated Absences	_____	\$10,962	\$10,962
Total Liabilities	\$194,584	\$125,873	\$320,457
Deferred Inflows of Resources			
Defined Benefit Pension Plan	_____	\$31,031	\$31,031
Combined Liabilities and Deferred Inflows of Resources			
	<u>\$194,584</u>	<u>\$156,904</u>	<u>\$351,488</u>
<u>Fund Balance/Net Position</u>			
Fund Balance			
Nonspendable (Prepays, Inventories)	\$7,202	-\$7,202	\$0
Assigned	\$211	-\$211	\$0
Unassigned	\$43,965	-\$43,965	\$0
Total Fund Balance	<u>\$51,378</u>	<u>-\$51,378</u>	<u>\$0</u>
Total Liabilities and Fund Balance			
	<u>\$245,962</u>		
Net Position			
Investments in Capital Assets		\$12,391	\$12,391
Unrestricted		-\$95,649	-\$95,649
Total Net Position		<u>-\$134,636</u>	<u>-\$83,258</u>
Total Liabilities and Net Position			
		<u>\$22,268</u>	<u>\$268,230</u>

Notes are an integral part of the basic financial statements.

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
PARK RAPIDS, MINNESOTA

STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2017

	General Fund	Adjustments See Notes	Statement of Activities
Revenues			
Intergovernmental	\$321,846	\$0	\$321,846
Charges for Services	\$27,090	\$0	\$27,090
Investment Earnings	\$673	\$0	\$673
Miscellaneous	<u>\$462</u>	<u>\$0</u>	<u>\$462</u>
Total Revenues	\$350,071	\$0	\$350,071
Expenditures/Expenses			
Conservation			
Current	\$363,033	\$44,164	\$407,197
Capital outlay	<u>\$5,581</u>	<u>-\$5,581</u>	<u>\$0</u>
Total Expenditures/Expenses	\$368,614	\$38,583	\$407,197
Excess of Revenues Over (Under)			
Expenditures/Expenses	-\$18,543	-\$38,583	-\$57,126
Fund Balance/Net Position January 1	\$69,921	-\$96,053	-\$26,132
Fund Balance/Net Position December 31	<u>\$51,378</u>	<u>-\$134,636</u>	<u>-\$83,258</u>

Notes are an integral part of the basic financial statements.

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
PARK RAPIDS, MINNESOTA

BUDGETARY COMPARISON STATEMENT
BUDGET AND ACTUAL
GENERAL FUND
YEAR ENDED DECEMBER 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Neg)</u>
Revenues				
Intergovernmental				
County	\$77,104	\$77,104	\$67,507	-\$9,597
Local	\$2,000	\$2,000	\$41,223	\$39,223
Federal	\$0	\$0	\$0	\$0
State Grants	\$196,659	\$196,659	\$213,116	\$16,457
Total Intergovernmental	\$275,763	\$275,763	\$321,846	\$46,083
Charges for Services	\$36,130	\$36,130	\$27,090	-\$9,040
Miscellaneous				
Interest Earnings	\$300	\$300	\$673	\$373
Other	\$0	\$0	\$462	\$462
Total Miscellaneous	\$300	\$300	\$1,135	\$835
Total Revenues	\$312,193	\$312,193	\$350,071	\$37,878
Expenditures				
District Operations				
Personnel Services	\$160,104	\$160,104	\$162,097	-\$1,993
Other Services and Charges	\$34,100	\$34,100	\$27,848	\$6,252
Cost of Goods Sold			\$13,162	-\$13,162
Supplies	\$2,500	\$2,500	\$872	\$1,628
Capital Outlay	\$4,000	\$4,000	\$5,581	-\$1,581
Total District Operations	\$200,704	\$200,704	\$209,560	-\$8,856
Project Expenditures				
District	\$23,150	\$23,150	\$31,498	-\$8,348
State	\$88,339	\$88,339	\$127,556	-\$39,217
Total project expenditures	\$111,489	\$111,489	\$159,054	-\$47,565
Total Expenditures	\$312,193	\$312,193	\$368,614	-\$56,421
Excess of Revenues Over (Under)				
Expenditures	\$0	\$0	-\$18,543	-\$18,543
Fund Balance - January 1	\$69,921	\$69,921	\$69,921	\$0
Fund Balance - December 31	\$69,921	\$69,921	\$51,378	-\$18,543

Notes are an integral part of the basic financial statements.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Note 1 - Summary of Significant Accounting Policies

The financial reporting policies of the Hubbard County Soil and Water Conservation District conform to generally accepted accounting principles. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations).

Financial Reporting Entity

The Hubbard County 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 District provides technical and financial assistance to individuals, groups, Districts, 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.

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.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

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.

Investment earnings are recognized when earned. Other revenues are recognized when they are received in cash because they usually are not measurable until then.

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 District 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 which affect: the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

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.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

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.

Unearned Revenue

Governmental funds and government-wide financial statements report unearned revenue in connection with resources that have been received, but not yet earned.

Classification of Net Position

Net position in the government-wide financial statements is classified in the following categories:

Investments 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.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the District has only one item that qualifies for reporting in this category, deferred amounts related to their pension obligations. The length of the expense recognition period for deferred amounts is equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan, determined as of the beginning of the measurement period.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of item that qualifies for reporting in this category, amounts related to their pension obligations. These deferred amounts represent differences between projected and actual earnings on pension plan investments and are recognized over a five-year period.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Classifications of Fund Balances

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 General Fund. The classifications are as follows:

Non-spendable – the non-spendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually 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. Those committed amounts cannot be used for any other purposes unless the District 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 District or the District Administrator who has been delegated that authority by District 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 Absences and Net Pension Liability the District has as of the report date. See note on Long-Term Liabilities.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Depreciation, Net Pension Expense 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 net pension expense and 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.

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 3.08 to 6.15 hours per two weeks. Sick leave accrual is 1 hour per 20 hours worked. The limit on the accumulation of vacation leave is 160 hours and there is no limit on the accumulation of sick leave hours. Upon termination of employment from the District, employees are paid accrued vacation leave and sick leave hours, not to exceed 21 days.

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. 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. The District pays an annual premium based on its annual payroll. 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.

	<u>Beginning</u>	<u>Addition</u>	<u>Deletion</u>	<u>Ending</u>
Equipment	\$38,949	\$5,581	\$0	\$44,530
Less: Accumulated Depreciation	<u>25,175</u>	6,964	0	<u>32,139</u>
Net Capital Assets	<u>\$13,774</u>			<u>\$12,391</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 is 5 to 10 years for Machinery and Equipment. Current year depreciation is \$6,964.

The District uses the threshold of \$500 for capitalizing assets purchased.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Unearned Revenue

Unearned revenue represents unearned advances from the Minnesota Board of Water and Soil Resources (BWSR) for administrative service grants and for the cost-share program. Revenues will be recognized when the related program expenditures are recorded. Unearned revenue for the year ended December 31, 2017, consists of the following: BWSR Service Grants (Conservation Delivery and RIM Grants), \$2,290; BWSR Cost Share Programs, \$21,170; Clean Water Funds, \$9,135; BWSR WCA Grant, \$11,723; BWSR Local Capacity Grant, \$124,926; BWSR Buffer/Ditch Grants, \$10,435; for a Total of \$179,679.

Long-Term Liabilities - Compensated Absences Payable

Changes in long-term liabilities for the period ended December 31, 2017 are:

Balance January 1, 2017	\$6,626
Net Change in Compensated Absences	<u>4,336</u>
Balance December 31, 2017	<u>\$10,962</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

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, 2017, the District's deposits were not exposed to custodial credit risk.

Note 3 - Defined Benefit Pension Plans

Plan Description - Public Employees Retirement Association

The District contributes to a cost-sharing multiple-employer defined pension plan administered by the Public Employee 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 Minn. 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.

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

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. Coordinated Plan members were required to contribute 6.5% of their annual covered salary. The District is required to contribute 7.5% of annual covered payroll. The District's contributions to the Public Employees Retirement Fund for the years ending December 31, 2017, 2016, 2015 and 2014 were \$7,923, \$7,930, \$8,193 and \$7,245 respectively. The District's contributions were equal to the contractually required contributions for each year as set by Minnesota statute.

Note 4 - Operating Leases

The District's leasing agreement has not been established at this time. The total amount expended for 2017 was \$6,963.

Note 5 - Stewardship, Compliance and Accountability

Excess of expenditures over budget – The General Fund had expenditures in excess of budget for the year as follows: Expenditures \$368,614; Budget \$312,193; Excess \$56,421. The increase in expenditures included \$59,839 tracked through our State Pass-through Account from the Mississippi Headwaters WRAPS as the LGU and \$28,655 tracked through our Local Pass-through Account for the MARC&D Grant that was awarded during the year.

Note 6 - Reconciliation of Fund Balance to Net Position

Governmental Fund Balance, January 1	\$69,921
Plus: Excess of Revenue Over Expenditures	<u>(18,543)</u>
Governmental Fund Balance, December 31	<u>\$51,378</u>
Adjustments from Fund Balance to Net Position:	
Plus: Capital Assets	\$12,391
Plus: Deferred Outflows of Resources	\$9,877
Less: Long-Term Liabilities	(125,873)
Less: Deferred Inflows of Resources	<u>(31,031)</u>
Net Position	<u>(\$134,636)</u>

**HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2017**

Note 7 - Reconciliation of Change in Fund Balance to Change in Net Position

Change in Fund Balance	(\$18,543)
Capital Outlay	5,581
Pension Expense, net	(32,864)
The costs of capital assets are allocated over the capital assets' useful lives at the government-wide level.	(6,964)
In the statement of activities certain operating expenses (including compensated absences) are measured by the amounts earned.	<u>(4,336)</u>
Change in Net Position	<u>(\$57,126)</u>

**BREAKDOWN OF COUNTY REVENUE
2017**

COUNTY REVENUES (breakdown):

ANNUAL ALLOCATION (2017 funds)	\$	<u>30,000</u>
LWM-NRBG (2016 funds)	\$	<u>5,212</u>
LWM-NRBG (2017 funds)	\$	<u>7,633</u>
LWM-NRBG LEVY (2016 funds)	\$	<u>4,116</u>
LWM-NRBG LEVY (2017 funds)	\$	<u>2,214</u>
WETLAND MONEY (2016 funds)	\$	<u>9,101</u>
WETLAND MONEY (2017 funds)	\$	<u>9,231</u>
 TOTAL	 \$	 <u>67,507</u>

NOTE: This total agrees with amount reported as **County Revenue** in the "Budgetary Comparison Schedule."

**UNEARNED REVENUE BREAKDOWN
2017**

Balance of BWSR Service Grants: \$ 2,290

Balance of unencumbered BWSR Cost-Share Grants: Current fiscal year \$ 6,170

Fiscal year 2018 \$ 15,000

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

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

Total of all Cost-Share Encumbrances \$ 0

Balance of County WCA Funds: \$ 11,724

Balance of County Water Plan Funds: \$ 9,135

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

2016 Local Capacity	\$ <u>22,872</u>
2016 Ditch Funds	\$ <u>434</u>
2017 Buffer Law	\$ <u>10,000</u>
2017 Local Capacity	\$ <u>102,054</u>

Subtotal of other funds: \$ 135,360

TOTAL OF ALL UNEARNED REVENUE: \$ 179,679

3/14/2018

2017 Hubbard SWCD Capital Assets

Class	Asset	Expenditure Function	Purchased/Constructed	Useful Life	Beginning Balance	Threshold Adjustment	Adjusted Balance	Additions	Deletions	Ending Balance	Beginning Accumulated Depreciation	2017 Depreciation	Deletion	Ending Accumulated Depreciation	Asset Balance
Land					0	0	0	0	0	0	0	0	0	0	0
Buildings					0	0	0	0	0	0	0	0	0	0	0
Equipment, furniture and vehicles															
	Hydrolab	Conservation	2007	5	5,524		5,524			5,524	5,524			5,524	0
	Trimble	Conservation	2013	5	1,816		1,816			1,816	1,453	363		1,816	0
	WQ Computer	Conservation	2013	5	1,332		1,332			1,332	1,066	266		1,332	0
	Ford Pickup	Conservation	2014	5	28,209		28,209			28,209	16,925	5,642		22,567	5,642
	Purchased MOY Admin Asst Dell Tower	Conservation	2016	5	1,276		1,276			1,276	128	255		383	893
	Purchased MOY Admin Asst Lenovo LapTop	Conservation	2016	5	792		792			792	79	158		237	555
	Purchased in Oct Konica Bizhub C308 Printer/Copier	Conservation	2017	5			0	5,581		5,581	0	279		279	5,302
	Name of item	Conservation	2017	5			0	0		0	0	0		0	0
Total equipment, furniture, vehicles					38,949	0	38,949.00	5,581.00	0.00	44,530.00	25,174.80	6,964.00	0.00	32,138.80	12,391.20
Total Capital Assets					38,949	0	38,949.00	5,581.00	0.00	44,530.00	25,174.80	6,964.00	0.00	32,138.80	12,391.20

	1/1/2017	12/31/2017	Beginning	Addition	Deletion	Ending
Capital Assets	38,949.00	44,530.00	38,949	5,581		44,530
Accumulated Depreciation	-25,174.60	-32,138.80	-25,175	-6,964	0	-32,139
Net book value	13,774.40	12,391.20	13,774			12,391 << dlb check

NOTE - DM lap top purchased in 2015 for \$1,505 was missed posting as a fixed asset - error found mid 2017
 Crown Victoria car purchased from County for \$1 in early 2016 - item under threshold amount
 Chairs, CD Writer and Enviroscape are no longer in our possession therefore removed from our inventory list