

# **Lake of the Woods Soil and Water Conservation District**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2017**

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**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**Lake of the Woods Soil and Water Conservation District**  
**DECEMBER 31, 2017**

The Lake of the Woods 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.

**FINANCIAL HIGHLIGHTS**

The total net position at year-end 2017 is \$233,221, of which \$5,746 is invested in capital assets (vehicle).

Total revenues in 2017 exceeded total revenues of 2016 by \$234,207. The increase in revenues reflects new and ongoing outside grants and contracts the SWCD office has, which include the three Flood Damage Recovery Assistance Grants, Aquatic Invasive Species Prevention, Local Capacity Services Grants and the One Watershed One Plan Grant.

Total expenses in 2017 exceeded 2016 expenses by \$212,308. This increase in expenditures is due mainly to the grants listed above.

At the close of 2017, the SWCD's Fund Balance was \$390,124. This was an increase of \$33,914. Of the total Fund Balance, \$179,649 is assigned; of that, \$13,262 is assigned for Compensated Absences Payable, \$1,031 is assigned for an Employee Wellness Fund, \$15,356 is assigned for a Special Projects Fund and \$150,000 is assigned for Operational Reserve. An adequate Fund Balance is a necessity to maintain the SWCD services.

**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 plus deferred outflows of resources and liabilities plus deferred inflows of resources — 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 of 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:

|  | <b>Governmental Activities</b> |                     |
|--|--------------------------------|---------------------|
|  | <b>2017</b>                    | <b>2016</b>         |
| Current Assets                                     | \$ 1,303,089                   | \$ 1,325,920        |
| Capital Assets, net of depreciation                | 5,746                          | 11,491              |
| Deferred Outflows of Resources                     | 28,987                         | 65,194              |
| Combined Assets and Deferred Outflows of Resources | <u>\$ 1,337,822</u>            | <u>\$ 1,402,605</u> |
| Current Liabilities                                | \$ 912,965                     | \$ 969,710          |
| Long-Term Liabilities                              | 153,709                        | 159,023             |
| Deferred Inflows of Resources                      | 37,927                         | 16,395              |
| Combined Liabilities and Deferred                  |                                |                     |

|                               |                     |                     |
|-------------------------------|---------------------|---------------------|
| Inflows of Resources          | <u>\$ 1,104,601</u> | <u>\$ 1,145,128</u> |
| Investments in Capital Assets | \$ 5,746            | \$ 11,491           |
| Unrestricted                  | <u>227,475</u>      | <u>245,986</u>      |
| Total Net Position            | <u>\$ 233,221</u>   | <u>\$ 257,477</u>   |

Net position of the District's governmental activities decreased by \$24,256. 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 \$245,986 at December 31, 2016 to \$227,475 at December 31, 2017.

Change in Net Position:

|                              | <b>Governmental Activities</b> |                   |
|------------------------------|--------------------------------|-------------------|
| <u>Revenues</u>              | <u>2017</u>                    | <u>2016</u>       |
| Intergovernmental            | \$ 791,041                     | \$ 554,224        |
| Charges for Services         | 4,419                          | 4,990             |
| Investment Earnings          | 6,948                          | 4,941             |
| Miscellaneous                | <u>2,207</u>                   | <u>6,254</u>      |
| Total Revenues               | <u>\$ 804,616</u>              | <u>\$ 570,409</u> |
| <br><u>Expenditures</u>      |                                |                   |
| Conservation                 | <u>\$ 770,702</u>              | <u>\$ 558,394</u> |
| Total Expenditures           | <u>\$ 770,702</u>              | <u>\$ 558,394</u> |
| <br>Increase in Net Position | <u>\$ 33,914</u>               | <u>\$ 12,015</u>  |

The District's total revenues increased by \$234,207. The total cost of programs and services increased by \$212,308.

## **THE DISTRICT'S GENERAL FUNDS**

As the District completed the year, its general fund as presented in the balance sheet reported a fund balance of \$390,124, which is above last year's total of \$356,210.

### **General Fund Budgetary Highlights**

The actual charges to appropriations (expenditures) were \$196,253 below the final budgeted amounts. The most significant negative variance of \$178,229 occurred in State Project Expenditures. Pass-through funds budgeted but not spent from the Phase 3 Flood Damage Recovery FY16 grant and the Lake of the Woods TMDL FY15 contract made up the majority of this variance. The most significant positive variance of \$167,797 occurred in State Revenue. This was largely due to the fact that project pass-through funds were not realized as income. Additionally, operational costs were approximately \$10,000 less than budgeted. The 2017 budget was not amended during the year.

## **CAPITAL ASSETS & LONG-TERM LIABILITIES**

### **Capital Assets**

At the end of 2017, the District had \$5,746 invested in capital assets. This amount represents a net decrease of \$5745 from last year, which is the 2017 depreciation on the 2014 Dodge.

### **Long-Term Liabilities**

At the end of 2017, the District had \$13,262 in accrued compensated absences and \$140,447 in Net Pension Liability. This compares to \$12,872 in 2016 for accrued compensated absences and \$146,151 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 Lake of the Woods Soil and Water Conservation District at 119 1<sup>st</sup> Ave NW, Baudette, MN 56623. The phone number is 218-634-1842 extension 4.

LAKE OF THE WOODS SOIL AND WATER CONSERVATION DISTRICT  
BAUDETTE, MINNESOTA

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

|   | General<br>Fund    | Adjustments<br>See Notes | Statement of<br>Net Position |
|---|--------------------|--------------------------|------------------------------|
| <b><u>Assets</u></b>  |                    |                          |                              |
| Cash and Investments  | \$1,276,204        |                          | \$1,276,204                  |
| Accounts Receivable   | \$0                |                          | \$0                          |
| Interest Receivable   | \$0                |                          | \$0                          |
| Due from Other Governments  | \$26,885           |                          | \$26,885                     |
| Prepaid Items   | \$0                |                          | \$0                          |
| Capital Assets:   |                    |                          |                              |
| Equipment (net of accumulated depreciation)                       | \$5,746            | \$5,746                  | \$5,746                      |
| Total Assets  | \$1,303,089        | \$5,746                  | \$1,308,835                  |
| <b>Deferred Outflows of Resources</b>                             |                    |                          |                              |
| Defined Benefit Pension Plan                                      |                    | \$28,987                 | \$28,987                     |
| <b>Combined Assets and Deferred Outflows<br/>of Resources</b>     |                    |                          |                              |
|   | <b>\$1,303,089</b> | <b>\$34,733</b>          | <b>\$1,337,822</b>           |
| <b><u>Liabilities</u></b>   |                    |                          |                              |
| Current Liabilities:  |                    |                          |                              |
| Accounts Payable  | \$28,132           |                          | \$28,132                     |
| Salaries Payable  | \$158              |                          | \$158                        |
| Sales Tax Payable   | \$0                |                          | \$0                          |
| Customer Tree Deposit   | \$0                |                          | \$0                          |
| Due To Other Governments  | \$429              |                          | \$429                        |
| Unearned Revenue  | \$884,245          |                          | \$884,245                    |
| Long-term Liabilities:  |                    |                          |                              |
| Net Pension Liability   |                    | \$140,447                | \$140,447                    |
| Compensated Absences  | \$13,262           | \$13,262                 | \$13,262                     |
| Total Liabilities   | \$912,965          | \$153,709                | \$1,066,674                  |
| <b>Deferred Inflows of Resources</b>                              |                    |                          |                              |
| Defined Benefit Pension Plan                                      |                    | \$37,927                 | \$37,927                     |
| <b>Combined Liabilities and Deferred Inflows<br/>of Resources</b> |                    |                          |                              |
|   | <b>\$912,965</b>   | <b>\$191,636</b>         | <b>\$1,104,601</b>           |
| <b><u>Fund Balance/Net Position</u></b>                           |                    |                          |                              |
| Fund Balance  |                    |                          |                              |
| Nonspendable (Prepays, Inventories)                               | \$0                | \$0                      | \$0                          |
| Assigned - Compensated Absences                                   | \$13,262           | -\$13,262                | \$0                          |
| Assigned - Wellness Fund  | \$1,031            | -\$1,031                 | \$0                          |
| Assigned - Special Projects Fund                                  | \$15,356           | -\$15,356                | \$0                          |
| Assigned - Operational Reserve                                    | \$150,000          | -\$150,000               | \$0                          |
| Unassigned  | \$210,475          | -\$210,475               | \$0                          |
| Total Fund Balance  | <b>\$390,124</b>   | <b>-\$390,124</b>        | <b>\$0</b>                   |
| <b>Total Liabilities and Fund Balance</b>                         |                    |                          |                              |
|   | <b>\$1,303,089</b> |                          |                              |
| Net Position  |                    |                          |                              |
| Investments in Capital Assets                                     |                    | \$5,746                  | \$5,746                      |
| Unrestricted  |                    | \$227,475                | \$227,475                    |
| Total Net Position  |                    | <b>-\$156,903</b>        | <b>\$233,221</b>             |
| <b>Total Liabilities and Net Position</b>                         |                    |                          |                              |
|   |                    | <b>\$34,733</b>          | <b>\$1,337,822</b>           |

Notes are an integral part of the basic financial statements.

LAKE OF THE WOODS SOIL AND WATER CONSERVATION DISTRICT  
BAUDETTE, MINNESOTA

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

|  | General<br>Fund  | Adjustments<br>See Notes | Statement of<br>Activities |
|--|------------------|--------------------------|----------------------------|
| <b>Revenues</b>                              |                  |                          |                            |
| Intergovernmental                            | \$791,041        | \$0                      | \$791,041                  |
| Charges for Services                         | \$4,419          | \$0                      | \$4,419                    |
| Investment Earnings                          | \$6,948          | \$0                      | \$6,948                    |
| Miscellaneous                                | \$2,207          | \$0                      | \$2,207                    |
| <b>Total Revenues</b>                        | <b>\$804,616</b> | <b>\$0</b>               | <b>\$804,616</b>           |
| <b>Expenditures/Expenses</b>                 |                  |                          |                            |
| Conservation                                 |                  |                          |                            |
| Current                                      | \$770,702        | \$58,170                 | \$828,872                  |
| Capital outlay                               | \$0              | \$0                      | \$0                        |
| <b>Total Expenditures/Expenses</b>           | <b>\$770,702</b> | <b>\$58,170</b>          | <b>\$828,872</b>           |
| <b>Excess of Revenues Over (Under)</b>       |                  |                          |                            |
| <b>Expenditures/Expenses</b>                 | <b>\$33,914</b>  | <b>-\$58,170</b>         | <b>-\$24,256</b>           |
| <b>Fund Balance/Net Position January 1</b>   | <b>\$356,210</b> | <b>-\$98,732</b>         | <b>\$257,478</b>           |
| <b>Fund Balance/Net Position December 31</b> | <b>\$390,124</b> | <b>-\$156,902</b>        | <b>\$233,221</b>           |

Notes are an integral part of the basic financial statements.



LAKE OF THE WOODS SOIL AND WATER CONSERVATION DISTRICT  
BAUDETTE, MINNESOTA

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

|  | <u>Original/Final<br/>Budget</u> | <u>Actual</u>    | <u>Variance with<br/>Final Budget<br/>Positive (Neg)</u> |
|--|----------------------------------|------------------|--|
| <b>Revenues</b>                        |                                  |                  |  |
| <b>Intergovernmental</b>               |                                  |                  |  |
| County                                 | \$118,438                        | \$113,663        | -\$4,775   |
| Local                                  | \$1,000                          | \$6,578          | \$5,578  |
| Federal                                | \$5,000                          | \$0              | -\$5,000   |
| State Grants                           | \$838,596                        | \$670,799        | -\$167,797   |
| <b>Total Intergovernmental</b>         | <b>\$963,034</b>                 | <b>\$791,041</b> | <b>-\$171,993</b>  |
| <b>Charges for Services</b>            | <b>\$4,600</b>                   | <b>\$4,419</b>   | <b>-\$181</b>  |
| <b>Miscellaneous</b>                   |                                  |                  |  |
| Interest Earnings                      | \$3,000                          | \$6,948          | \$3,948  |
| Other                                  | \$10,000                         | \$2,207          | -\$7,793   |
| <b>Total Miscellaneous</b>             | <b>\$13,000</b>                  | <b>\$9,155</b>   | <b>-\$3,845</b>  |
| <b>Total Revenues</b>                  | <b>\$980,634</b>                 | <b>\$804,616</b> | <b>-\$176,019</b>  |
| <b>Expenditures</b>                    |                                  |                  |  |
| <b>District Operations</b>             |                                  |                  |  |
| Personnel Services                     | \$207,829                        | \$204,560        | \$3,270  |
| Other Services and Charges             | \$33,323                         | \$24,667         | \$8,656  |
| Supplies                               | \$2,000                          | \$902            | \$1,098  |
| Capital Outlay                         | \$0                              | \$0              | \$0  |
| <b>Total District Operations</b>       | <b>\$243,153</b>                 | <b>\$230,129</b> | <b>\$13,023</b>  |
| <b>Project Expenditures</b>            |                                  |                  |  |
| County                                 | \$31,500                         | \$25,655         | \$5,845  |
| Local                                  | \$14,000                         | \$6,165          | \$7,835  |
| Federal                                | \$5,000                          | \$0              | \$5,000  |
| State                                  | \$686,982                        | \$508,752        | \$178,229  |
| <b>Total project expenditures</b>      | <b>\$737,482</b>                 | <b>\$540,572</b> | <b>\$183,229</b>   |
| <b>Total Expenditures</b>              | <b>\$980,634</b>                 | <b>\$770,702</b> | <b>\$196,253</b>   |
| <b>Excess of Revenues Over (Under)</b> |                                  |                  |  |
| <b>Expenditures</b>                    | <b>\$0</b>                       | <b>\$33,914</b>  | <b>\$33,914</b>  |
| <b>Fund Balance - January 1</b>        | <b>\$356,210</b>                 | <b>\$356,210</b> | <b>-</b>   |
| <b>Fund Balance - December 31</b>      | <b>\$356,210</b>                 | <b>\$390,124</b> | <b>\$33,914</b>  |

*Notes are an integral part of the basic financial statements.*

**LAKE OF THE WOODS 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 Lake of the Woods Soil and Water Conservation District conform to generally accepted accounting principles. The Governmental Accounting Standards District (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations).

**Financial Reporting Entity**

The Lake of the Woods 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.

**LAKE OF THE WOODS 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.

**LAKE OF THE WOODS 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.

**LAKE OF THE WOODS 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:

Nonspendable – the nonspendable 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.

**LAKE OF THE WOODS 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 6.50 to 13 hours per month. Sick leave accrual varies from 3.90 to 6.50 hours per month. The limit on the accumulation of vacation leave is 160 hours and the limit on the accumulation of sick leave is 240 hours. Upon termination of employment from the District, employees are paid accrued vacation leave and half of all unused accrued sick leave not to exceed 160 hours (maximum 160 hours of sick leave converts to 80 hours of pay).

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                      | \$28,727         | \$0             | \$0             | \$28,727       |
| Less: Accumulated Depreciation | <u>17,236</u>    | 5,745           | 0               | <u>22,981</u>  |
| Net Capital Assets             | <u>\$11,491</u>  |                 |                 | <u>\$5,746</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 \$5,745.

The District uses the threshold of \$2,500 for capitalizing assets purchased.

**LAKE OF THE WOODS 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) and other agencies 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 Cost Share Programs, \$64,756.72; Clean Water Funds, \$432,674.62; Flood Damage Recovery, 354,441.61; Local Initiative, \$1,267.95; County Grant Funds, \$31,104.53; Total, \$884,245.43. See page 19 for further breakdown.

Long-Term Liabilities - Compensated Absences Payable

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

|                                    |                 |
|------------------------------------|-----------------|
| Balance January 1, 2017            | \$12,872        |
| Net Change in Compensated Absences | 390             |
| Balance December 31, 2017          | <u>\$13,262</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.

**LAKE OF THE WOODS 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 and 2015 were \$11,044.44, \$9,617.74, and \$7,710.91, 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 leases office space on a yearly basis. Under the current agreement total costs for 2017 were \$0.

**Note 5 - Stewardship, Compliance and Accountability**

During 2017, the general fund had actual expenditures of \$770,702 which were below budgeted expenditures of \$980,634 by \$209,933.

**Note 6 - Reconciliation of Fund Balance to Net Position**

|  |                  |
|--|------------------|
| Governmental Fund Balance, January 1           | \$356,210        |
| Plus: Excess of Revenue Over Expenditures      | <u>33,914</u>    |
| Governmental Fund Balance, December 31         | <u>\$390,124</u> |
| Adjustments from Fund Balance to Net Position: |                  |
| Plus: Capital Assets                           | \$5,746          |
| Plus: Deferred Outflows of Resources           | 28,987           |
| Less: Long-Term Liabilities                    | (153,709)        |
| Less: Deferred Inflows of Resources            | <u>(37,927)</u>  |
| Net Position                                   | <u>\$233,221</u> |



**LAKE OF THE WOODS 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   | \$33,914          |
| Capital Outlay   | 0                 |
| Pension Expense, net   | (52,035)          |
| The costs of capital assets are allocated over the capital assets' useful lives at the government-wide level.                  | (5,745)           |
| In the statement of activities certain operating expenses (including compensated absences) are measured by the amounts earned. | <u>(390)</u>      |
| Change in Net Position   | <u>\$(24,256)</u> |

**BREAKDOWN OF COUNTY REVENUE  
2017**

COUNTY REVENUES (breakdown):

|   |                                 |
|---|---------------------------------|
| ANNUAL ALLOCATION   | <u>\$ 31,200.39</u>             |
| <small>(Annual allocation includes portions of 2016 and 2017 County Allocation)</small> |                                 |
| WATER PLAN MONEY  | <u>\$ 16,690.38</u>             |
| WETLAND MONEY   | <u>\$ 15,657.07</u>             |
| FEEDLOT MONEY   | <u>\$ 17,434.69</u>             |
| ABANDONED WELL  | <u>\$ N/A</u>                   |
| DNR SHORELAND   | <u>\$ N/A</u>                   |
| OTHER (AIS Prevention Aid)  | <u>\$ 32,680.72</u>             |
| <br>TOTAL   | <br><u><u>\$ 113,663.25</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.

Use of a 2002 Chevy pickup truck and insurance coverage

Lake of the Woods County provides the District Manager for the SWCD

Use of a computer and printer

**UNEARNED REVENUE BREAKDOWN  
2017**

Balance of BWSR Service Grants: \$ 15,121.28

Balance of unencumbered BWSR Cost-Share Grants: Current fiscal year \$ 25,142.00  
 (this includes State Cost Share FY18, T/A FY18 and FY18 Buffer Cost Share)

(this includes FY15, FY16 and FY17) Previous fiscal years \$ 24,493.44

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

| FY | Contract No. | Contract Amount | T & A Encumbered |
|----|--------------|-----------------|------------------|
|    |              |                 |                  |

Total of all Cost-Share Encumbrances \$ 0

Balance of County WCA Funds: \$ 5,602.93

Balance of County Water Plan Funds: \$ 2,098.01

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

|  |                      |
|--|----------------------|
| Accel Impl - CWF FY15                  | \$ <u>8,777.43</u>   |
| Buffer Implementation FY17             | \$ <u>2,908.42</u>   |
| Buffer Implementation FY18             | \$ <u>10,000.00</u>  |
| Community Partners - CWF FY15          | \$ <u>41,048.16</u>  |
| Drainage Inventory - CWF FY14          | \$ <u>5,099.39</u>   |
| Local Capacity Services Grant CWF FY16 | \$ <u>42,347.84</u>  |
| Local Capacity Services Grant CWF FY17 | \$ <u>145,500.00</u> |
| Local Capacity Services Grant CWF FY18 | \$ <u>100,000.00</u> |
| One Watershed One Plan FY17            | \$ <u>55,541.28</u>  |
| PH2 Flood Damage Recovery FY16         | \$ <u>11,621.44</u>  |
| PH3 Flood Damage Recovery FY16         | \$ <u>342,820.17</u> |
| Zippel SWI - CWF 14                    | \$ <u>21,452.10</u>  |
| AIS Prevention Aid FY17                | \$ <u>23,403.59</u>  |
| SHIP School Forest Grant               | \$ <u>1,267.95</u>   |

Subtotal of other funds: \$ 811,787.77

**TOTAL OF ALL UNEARNED REVENUE: \$ 884,245.43**

**Lake of the Woods SWCD Capital Assets**

| <i>Class/Asset</i>                   | <i>Expenditure Function</i> | <i>Purchased/Constructed</i> | <i>Useful Life</i> | <i>Adjusted Balance</i> | <i>Additions</i> | <i>Deletions</i> | <i>Ending Balance</i> | <i>Beginning Accumulated Depreciation</i> | <i>2017 Depreciation</i> | <i>Deletion</i> | <i>Ending Accumulated Depreciation</i> | <i>Asset Balance</i> |
|--------------------------------------|-----------------------------|------------------------------|--------------------|-------------------------|------------------|------------------|-----------------------|---|--------------------------|-----------------|--|----------------------|
| Equipment, furniture and vehicles    |                             |                              |                    |                         |                  |                  |                       |   |                          |                 |  |                      |
| 2014 Dodge Ram Truck                 | Conservation                | 2014                         | 5                  | 28,727                  |                  |                  | 28,727                | 17,236                                    | 5,745                    |                 | 22,981                                 | 5,746                |
|                                      |                             |                              |                    | <u>28,727</u>           | <u>0</u>         | <u>0</u>         | <u>28,727</u>         | <u>17,236</u>                             | <u>5,745</u>             | <u>0</u>        | <u>22,981</u>                          | <u>5,746</u>         |
| Total equipment, furniture, vehicles |                             |                              |                    |                         |                  |                  |                       |   |                          |                 |  |                      |
| Total Capital Assets                 |                             |                              |                    | <u>28,727</u>           | <u>0</u>         | <u>0</u>         | <u>28,727</u>         | <u>17,236</u>                             | <u>5,745</u>             | <u>0</u>        | <u>22,981</u>                          | <u>5,746</u>         |

**NOTE 2 - Detailed Notes**

| Capital Assets                 | Beginning<br>1/1/2017 | Addition     | Deletion | Ending<br>12/31/2017 |
|--------------------------------|-----------------------|--------------|----------|----------------------|
| Equipment                      | 28,727                | 0            | 0        | 28,727               |
| Less: Accumulated Depreciation | <u>17,236</u>         | <u>5,745</u> | <u>0</u> | <u>22,981</u>        |
| Net Capital Assets             | <u>11,491</u>         |              |          | <u>5,746</u>         |
| 2017 Depreciation              |                       | 5,745        |          |                      |