

**CLACKAMAS COUNTY SOIL AND WATER  
CONSERVATION DISTRICT**

**Financial Statements**

**For the Year Ended June 30, 2013**

CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT  
June 30, 2013

BOARD OF DIRECTORS

<u>Name</u>	<u>Position</u>	<u>Zone</u>
Jesse Nelson	Director	Zone 1
Ron Oberg	Chair	Zone 2
Vacant		Zone 3
Joan Zuber	Vice Chair	Zone 4
Don Guttridge	Secretary	Zone 5
Roger Fantz	Director	At Large
Jan Lee	Treasurer	At Large

MAILING ADDRESS

Clackamas County Soil and Water Conservation District  
221 Molalla Avenue, Suite 102  
Oregon City, OR 97045

CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT  
Financial Statements  
For the year ended June 30, 2013

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR’S REPORT	1
MANAGEMENT DISCUSSION AND ANALYSIS	3
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	6
Statement of Activities	7
Fund Financial Statements:	
Balance Sheet– Governmental Funds	8
Statement of Revenues, Expenditures and Changes in Fund Balances– Governmental Funds	9
Notes to Financial Statements	10
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	20
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Conservation Fund	21
OTHER SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Building Reserve Fund	22
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Equipment Reserve Fund	23
Schedule of Property Tax Transactions	24
AUDITOR’S COMMENTS AND DISCLOSURES REQUIRED BY STATE REGULATIONS	25

Independent Auditor's Report

Board of Directors  
Clackamas County Soil and Water Conservation District  
Clackamas County, Oregon

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Clackamas County Soil and Water Conservation District as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

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

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

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Clackamas County Soil and Water Conservation District, as of June 30, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Richard Winkel, CPA**

PO Box 91637  
Portland, OR 97291

tel: (503) 332-6750  
fax: (888) 739-8185  
email: [rwinkel@winkelcpa.com](mailto:rwinkel@winkelcpa.com)

## **Other Matters**

### *Required Supplementary Information*

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

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clackamas County Soil and Water Conservation District's basic financial statements. The budgetary comparison schedules on pages 20-23 and schedule of property tax transactions on page 24 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Oregon State Regulations**

In accordance with Oregon State Regulations, we have also issued our report dated September 16, 2013 on our consideration of Clackamas County Soil and Water Conservation District's internal control over financial reporting and on our procedures to address its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is required by Oregon State Regulations.

*Richard Winkel, CPA*

September 16, 2013

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

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2013**

Our discussion and analysis of Clackamas County Soil and Water Conservation District's financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2013. Our purposes are to assist users of these financial statements to interpret the information found in the following pages, highlight the major factors and impacts on the District's financial situation, and to explain significant changes from last year to this year. Please read it in conjunction with the District's financial statements beginning on page 6.

**FINANCIAL HIGHLIGHTS**

As discussed below, during the year ended June 30, 2013 the District changed from the modified cash basis of accounting to the accrual basis of accounting under generally accepted accounting principles (GAAP) as applied to government units. In the following Financial Highlights and the Summary Statement of Net Assets and Summary Statement of Activities on page 4 the 2012 balances and amounts have been restated under GAAP for comparability purposes.

- Revenues increased in 2013 by \$212,390. The majority of the change resulted from increases in property tax revenue, which increased by \$80,193 due to an increase in the levy rate. Grant revenues increased by \$114,273 due to increased funding by OWEB for various projects.
- Total expenditures increased by \$266,690, primarily related to increases in specific projects.
- The District's net position increased by \$18,514 during the year ended June 30, 2013.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The government-wide financial statements on pages 6 and 7 are designed to provide an overview of the District's finances. The statement of net position presents information regarding assets and liabilities, with the difference between the two reported as net position. Over time, the increases or decreases in net position may serve as an indicator of whether the financial position of the District is improving or deteriorating. The statement of activities presents information showing how the District's net assets changed during the year.

The fund financial statements on pages 8 and 9 focus on inflows and outflows of spendable resources, as well as balances of resources available at the end of the year for the District's funds. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate comparison with the government-wide financial statements.

During the year ended June 30, 2013 the District changed from the modified cash basis of accounting to the accrual basis of accounting under generally accepted accounting principles (GAAP) as applied to government units. Under GAAP accounting revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied and grants are recognized as revenue as soon as all eligibility requirements have been met. Management of the District believes this change to the GAAP method of accounting will improve financial reporting.

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2013**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

**SUMMARY STATEMENT OF NET ASSETS**

	<u>FY 2013</u>	<u>FY 2012</u>
Assets:		
Cash and investments	\$ 2,079,040	\$ 2,184,859
Other current assets	<u>122,237</u>	<u>104,855</u>
Total current assets	2,201,277	2,289,714
Loans receivable due in more than one year	36,000	-
Capital assets, net of depreciation	<u>242,177</u>	<u>130,301</u>
Total assets	<u>\$ 2,479,454</u>	<u>\$ 2,420,015</u>
Current liabilities	\$ 131,530	\$ 135,605
Liabilities due in more than one year	<u>45,000</u>	<u>-</u>
Total liabilities	176,530	135,605
NET POSITION:		
Net investment in capital assets	242,177	130,301
Unrestricted	<u>2,060,747</u>	<u>2,154,109</u>
Total net position	<u>\$ 2,302,924</u>	<u>\$ 2,284,410</u>

**SUMMARY STATEMENT OF ACTIVITIES**

	<u>FY 2013</u>	<u>FY 2012</u>
Program revenues:		
Grants	\$ 200,772	\$ 86,499
General revenues:		
Property taxes	1,775,446	1,695,253
Interest income	10,330	9,946
Other income	<u>17,561</u>	<u>21</u>
Total revenues	2,004,109	1,791,719
Expenditures		
Soil and water conservation	<u>1,985,595</u>	<u>1,718,905</u>
Total expenses	<u>1,985,595</u>	<u>1,718,905</u>
Change in net position	18,514	72,814
Net position, beginning of year	<u>2,284,410</u>	<u>2,211,596</u>
Net position, end of year	<u>\$ 2,302,924</u>	<u>\$ 2,284,410</u>



**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**Management's Discussion and Analysis**  
**For the Year Ended June 30, 2013**

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

Governmental fund balances totaled \$2,006,936 at June 30, 2013. A summary of changes in governmental fund balances follows:

	<u>June 30, 2013</u>	<u>June 30, 2012</u>	<u>Change</u>
General fund	\$ 1,541,923	\$ 1,811,103	\$ (269,180)
Building reserve fund	418,314	379,143	39,171
Conservation fund	<u>46,699</u>	<u>(5,387)</u>	<u>52,086</u>
 Total	 <u>\$ 2,006,936</u>	 <u>\$ 2,184,859</u>	 <u>\$ (177,923)</u>

In 2013 the General Fund revenues increased by \$203,223, approximately 12.2%, while expenditures decreased by \$33,342, approximately 2.2%. The increase in revenues is due to a higher property tax levy rate, as mentioned above.

Revenues for the General Fund were \$1,871,374, which was \$83,207 over budget. Budgeted expense amounts for the General Fund was \$1,687,837 compared to actual expenditures of \$1,380,294.

**BUDGETARY HIGHLIGHTS**

See the supplemental information for detailed schedules of budget to actual variances for the fiscal year ended June 30, 2013. Expenditures were under budget for the year.

**CAPITAL ASSETS**

At June 30, 2013 the District had \$446,263 invested in capital assets. During the year ended June 30, 2013 the District purchased capital assets in the amount of \$140,387, most of which was a purchase of land and a vehicle. More detailed information about the District's capital assets is presented in the notes to the financial statements.

**ECONOMIC FACTORS**

Property tax revenue is the main source of the District's operating revenue. The District also receives state grants. All expenses for soil and water conservation must be paid for by these sources.

**FINANCIAL CONTACT**

The District's financial statements are designed to give the public a general overview of the District's accountability. If you have questions about financial matters please contact the District at 221 Molalla Ave, Suite 102, Oregon City, OR 97045. The District telephone number is (503) 210-6000.

## **FINANCIAL SECTION**

## **BASIC FINANCIAL STATEMENTS**

CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT

Statement of Net Position

June 30, 2013

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 2,079,040
Property taxes receivable	109,039
Loans receivable:	
Due within one year	13,198
Due in more than one year	36,000
Capital assets, net of depreciation	<u>242,177</u>
Total assets	2,479,454
LIABILITIES	
Accounts payable	17,394
Accrued payroll	71,518
Accrued compensated absences	42,618
Long-term liabilities:	
Due within one year	-
Due in more than one year	<u>45,000</u>
Total liabilities	176,530
NET POSITION	
Net investment in capital assets	242,177
Unrestricted	<u>2,060,747</u>
Total net position	<u>\$ 2,302,924</u>

The accompanying notes are an integral part of these financial statements

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Statement of Activities**

**For the Year Ended June 30, 2013**

Functions	Expenses	Function Revenues		Net (Expense) Revenue And Changes in Net Assets
		Charges For Services	Operating Grants and Contributions	
Conservation	\$ <u>1,985,595</u>	\$ <u>-</u>	\$ <u>200,772</u>	\$ <u>(1,784,823)</u>
Total Governmental Activities	\$ <u>1,985,595</u>	\$ <u>-</u>	\$ <u>200,772</u>	(1,784,823)

General Revenues:

Property taxes	1,775,446
Unrestricted investment earnings	10,330
Other general revenues	<u>17,561</u>

Total General Revenues 1,803,337

Change in net assets 18,514

Net position, modified cash basis, beginning of year 2,315,160

Conversion of modified cash to accrual accounting (30,750)

Net position, end of year \$ 2,302,924

The accompanying notes are an integral part of these financial statements

**FUND FINANCIAL STATEMENTS**

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Balance Sheet – Governmental Funds**

**June 30, 2013**

	<u>General Fund</u>	<u>Conservation Fund</u>	<u>Building Reserve Fund</u>	<u>Total</u>
<b>ASSETS:</b>				
Cash and investments	\$ 1,607,183	\$ 53,543	\$ 418,314	\$ 2,079,040
Property taxes receivable	109,039	-	-	109,039
<b>Total assets</b>	<b>\$ 1,716,222</b>	<b>\$ 53,543</b>	<b>\$ 418,314</b>	<b>\$ 2,188,079</b>
<b>LIABILITIES:</b>				
Accounts payable	\$ 10,550	\$ 6,844	\$ -	\$ 17,394
Accrued payroll	71,518	-	-	71,518
<b>Total liabilities</b>	<b>82,068</b>	<b>6,844</b>	<b>-</b>	<b>88,912</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Deferred property tax revenue	92,231	-	-	92,231
<b>Total deferred inflows of resources</b>	<b>92,231</b>	<b>-</b>	<b>-</b>	<b>92,231</b>
<b>FUND BALANCES:</b>				
Restricted (conservation projects)	-	46,699	-	46,699
Assigned (building reserve)	-	-	418,314	418,314
Unassigned	1,541,923	-	-	1,541,923
<b>Total fund balances</b>	<b>1,541,923</b>	<b>46,699</b>	<b>418,314</b>	<b>2,006,936</b>
<b>Total liabilities, deferred inflow of resources and fund balances</b>	<b>\$ 1,716,222</b>	<b>\$ 53,543</b>	<b>\$ 418,314</b>	<b>\$ 2,188,079</b>

**Reconciliation of Balance Sheet to Statement of Net Assets**

Total fund balances – Governmental Funds	\$ 2,006,936
Net capital assets	242,177
Loans receivable	49,198
Loan payable	(45,000)
Accrued compensated absences	(42,618)
Deferred property taxes	92,231
<b>Net position of governmental activities</b>	<b>\$ 2,302,924</b>

The accompanying notes are an integral part of these financial statements

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Statement of Revenues, Expenditures and Changes in  
Fund Balances– Governmental Funds**

**For the Year Ended June 30, 2013**

	General Fund	Conservation Fund	Building Reserve Fund	Total
REVENUES:				
Property tax income	\$ 1,785,772	\$ -	\$ -	\$ 1,785,772
Grant income	76,300	124,472	-	200,772
Proceeds from conservation loan	-	45,000	-	45,000
Repayments on loans receivable	-	10,452	-	10,452
Interest income	8,390	88	1,852	10,330
Other income	912	16,649	-	17,561
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	1,871,374	196,661	1,852	2,069,887
EXPENDITURES:				
Current:				
Personal services	1,052,894	-	-	1,052,894
Materials and services	299,694	601,838	-	901,532
Conservation loans	-	59,158	-	59,158
Capital outlay	27,706	-	112,681	140,387
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	1,380,294	660,996	112,681	2,153,971
Revenues over (under) expenditures	491,080	(464,335)	(110,829)	(84,084)
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	(678,570)	528,570	150,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total other financing sources (uses)	(678,570)	528,570	150,000	-
Change in fund balances	(187,490)	64,235	39,171	(84,084)
Fund balance, beginning	1,811,103	(5,387)	379,143	2,184,859
Conversion of cash to accrual accounting	(81,690)	(12,149)	-	(93,839)
	<hr/>	<hr/>	<hr/>	<hr/>
Fund balance, ending	\$ 1,541,923	\$ 46,699	\$ 418,314	\$ 2,006,936

The accompanying notes are an integral part of these financial statements



**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Reconciliation of Statement of Revenues, Expenditures and Changes in  
Fund Balances to Statement of Activities**

**For the Year Ended June 30, 2013**

Total changes in fund balances – Governmental Funds \$ (84,084)

Capital asset additions are reported in the governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense.

Current year capital outlay expenditures capitalized as additions 140,387  
Depreciation expense (28,511)

Property tax revenue in the Statement of Activities differs from the amount reported in the governmental funds. In the governmental funds, which are on the modified accrual basis, the District recognizes deferred revenue for all property taxes levied but not received; however, in the Statement of Activities, there is no deferred revenue and the full property tax receivable is recognized as revenue. (10,326)

Accrued vacation is not due and payable in the current period and therefore is not reported in the funds. (2,658)

Loans payable are reported in the governmental funds as increases in fund balance when received and decreases when paid back. When loans are made to other organizations this is reported in the governmental funds as decrease in fund balance and as an increase in fund balance when they loans are paid back to the District. However, in the Statement of Activities, loans payable are reported as liabilities and loans receivable as assets.

Receipt of loan funds (45,000)  
Advances under loans receivable 59,158  
Receipts under loans receivable (10,452)

Change in net position of governmental activities \$ 18,514

# CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT

## Notes to Financial Statements

June 30, 2013

### 1. Summary of Significant Accounting Policies

#### Reporting Entity

Clackamas County Soil and Water Conservation District (the "District") is a municipal corporation organized under the general laws of the State of Oregon established to provide technical and practical services designed to conserve and use resources sustainable today and for future generations. The District works with landowners who have a personal commitment to improving the conservation of their property, including development and delivery of designs and improvements in drainage, protection of water from animal nutrients, mud and manure management, weed control, sustainable crops, and erosion protection.

The District is governed by a seven-member Board of Directors, which is elected by Clackamas County residents. Officers are elected by the Board of Directors, which is authorized to transact all business on the District's behalf.

The District is a political subdivision of the State of Oregon. The reporting entity consists of the primary government, any organization for which the primary government is financially accountable, and any other organizations that, because of the nature and significance of their relationship with the primary government, may not be excluded from the financial reporting entity.

All significant activities have been included in the basic financial statements. The District is financially independent of other state and local governmental units. Based on these criteria, the District is not a component unit of another entity, nor is any other entity required to be included in the financial statements of the District.

#### Measurement Focus and Basis of Accounting

The Statement of Net Position and the Statement of Activities have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants are recognized as revenue as soon as all eligibility requirements have been met.

During the year ended June 30, 2013 the District changed from the modified cash basis of accounting to accrual basis of accounting under GAAP.

#### Government-wide and Fund 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 governmental activities of the District in one column. The statement of activities demonstrates the degree to which expenses are offset by program revenues. Items not properly included among program revenues are reported as general revenues.

The statement of activities reports the District's activities by function. The District's sole function is soil and water conservation. The statement of activities demonstrates the degree to which the expenses of each function are offset by program revenues. Program revenues include 1) charges to those who use or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operating requirements of a particular function. Interest income is reported as general revenues.

# CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT

## Notes to Financial Statements – Continued

June 30, 2013

### 1. Summary of Significant Accounting Policies (continued)

Separate fund financial statements are also provided. The governmental fund financial statements are maintained using the accrual basis of accounting whereby revenues are recorded in the accounting period in which they become 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 period, the governmental considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

#### Fund Accounting

The District has the following major funds:

- The General Fund accounts for all activities except those required to be accounted for in other funds. The principal revenue sources are property taxes, grants and interest.
- The Conservation Fund is a special revenue fund to account for special projects related to conservation. The Fund Balance in this fund is reserved for conservation projects.
- The Building Reserve Fund is a capital project fund used to account for resources restricted for the acquisition or construction of specific capital items or projects. The Fund Balance in this fund is assigned for future capital projects.

#### Net Assets

Net assets represent the difference between assets and liabilities. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or regulations of other governments. Net assets are classified in the following three categories:

Invested in capital assets, net of related debt – consists of capital assets net of accumulated depreciation, reduced by the outstanding borrowings of any debt attributable to the acquisition, construction, or improvement of those assets.

Restricted net assets – consists of net assets with constraints placed on them by entities outside of the District. At June 30, 2013 the District had no restricted net assets.

Unrestricted net assets – all other net assets that do not meet either of the criteria above.

#### Fund Equity

The District follows the guidance in GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. Under this standard, fund balances are classified as nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form.
- Restricted fund balance represents amounts constrained to specific purpose by their providers (such as grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).

# CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT

## Notes to Financial Statements - Continued

June 30, 2013

### 1. Summary of Significant Accounting Policies (continued)

- Committed fund balance represents funds constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level authority action to remove or change the constraint.
- Assigned fund balance represents amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned fund balance represents amounts that are available for any purpose; these amounts are reported only in the General Fund.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

#### Cash and Investments

The District has defined cash and cash equivalents to include cash on hand, demand deposits and short term investments with original maturities of three months or less. Investments maintained in the Oregon Local Government Investment Pool (LGIP) are carried at cost, which approximates fair value, and are classified as a cash equivalent. Fair value of the investments in the LGIP are the same as the value of the pool shares. The carrying amount of the cash and cash equivalents approximate fair value due to the short term maturities of these instruments.

The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. Federal Deposit Insurance Corporation (FDIC) insurance of up to \$250,000 applies to total deposits at each financial institution.

#### Property Taxes

In the government-wide financial statements uncollected property taxes are recorded on the Statement of Net Assets. In the fund financial statements property taxes that are collected within 60 days after year end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance of uncollected property taxes is recorded as deferred revenue on the Governmental Funds Balance Sheet because it is not deemed available to finance operations in the current period. The District considers all property taxes to be fully collectible and therefore, no allowance for uncollectible property taxes has been made.

Real property taxes are levied and attached as an enforceable lien on property as of July 1 of each fiscal year. Real property taxes may be paid in full by November 15 with a 3% discount, or paid in three equal payments on November 15, February 15, and May 15. Clackamas County, Oregon, makes all assessments of property value and levies and collects property taxes for all levying districts within the County. The District considers all property taxes to be fully collectible and therefore, no allowance for uncollectible property taxes has been made.

# CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT

## Notes to Financial Statements - Continued

June 30, 2013

### 1. Summary of Significant Accounting Policies (continued)

#### Capital Assets

Capital assets are stated at historical cost. Donated assets are recorded at their estimated fair market value at the date of donation. The District defines capital assets as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of one year. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Furniture and Equipment	3 to 7 years
Vehicles	5 years

#### Accrued vacation and compensation

It is the District's policy to allow employees to accrue earned vacation and compensation pay benefits. A liability for these amounts has been recorded on the government wide financial statements because these amounts are payable when employees separate from service with the District.

#### Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that effect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, as well as revenues and expenses reported for the periods presented. Actual results could differ from those estimates.

#### Transfers

The District makes transfers between funds when approved by the Board. Transfers are made from the General Fund to the Conservation Fund for conservation projects and to the Building Reserve Fund for future capital asset expenditures. Transfers for the year ended June 30, 2013 are presented in the fund financial statements, but have been eliminated from the statement of activities.

#### Subsequent Events

Management has evaluated subsequent events through September 16, 2013 which is the date the financial statements were available to be issued.

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Notes to Financial Statements - Continued**

**June 30, 2013**

**2. Change in Accounting Principle**

During the year ended June 30, 2013 the District changed its accounting from the modified cash basis to the accrual basis of accounting under generally accepted accounting principles as applied to governmental units. Management believes accrual accounting is a better representation of the activities of the District. This change in accounting had the following impact on the Government Wide Statement of Net Position:

Record accounts receivable	\$	1,806
Record loans receivable		492
Record accounts payable and accrued payroll		(95,645)
Record accrued compensated absences		(39,960)
Remove deferred property tax revenue		<u>102,557</u>
Decrease in net position	\$	<u><u>(30,750)</u></u>

The change in accounting had the following impact on the Balance Sheet – Governmental Funds:

	<u>General Fund</u>	<u>Conservation Fund</u>	<u>Total</u>
Record accounts receivable	\$ 1,806	\$ -	\$ 1,806
Record accounts payable and accrued payroll	<u>(83,496)</u>	<u>(12,149)</u>	<u>(95,645)</u>
	\$ <u><u>(81,690)</u></u>	\$ <u><u>(12,149)</u></u>	\$ <u><u>(93,839)</u></u>

**3. Stewardship, Compliance and Accountability**

The District is subject to the budget requirements of state law. The resolution authorizing appropriations of each fund sets the level by which expenditures cannot legally exceed appropriations. Total personal services, materials and services, capital outlay, debt service, interfund transactions, operating contingency and unappropriated balance are the levels of control established by resolution. The budget is adopted and appropriations are made no later than June 30<sup>th</sup>.

The detail budget document, however, is required to contain more specific detailed information for the above-mentioned expenditure categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. A supplemental budget requires hearings before the public, publication in newspapers, and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriations transfers between the levels of controls. Such transfers require the approval of the Board of Directors.

Expenditures cannot legally exceed the appropriation levels. Appropriations lapse at the end of each fiscal year. Expenditures of the various funds shown in the financial statements were within authorized appropriation levels.

# CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT

## Notes to Financial Statements - Continued

June 30, 2013

### 4. Cash and Investments

Cash and investments of the District consisted of the following at June 30, 2013:

Cash on deposit with financial institutions	\$	338,800
Local Government Investment Pool		<u>1,740,240</u>
Total	\$	<u>2,079,040</u>

### Deposits

The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. Federal Deposit Insurance Corporation (FDIC) insurance of \$250,000 applies to total deposits at each financial institution. When balances exceed \$250,000, ORS 295.002 requires the bank depository to enter into an agreement described in ORS 295.008(2)(b) and to deposit securities pursuant to ORS 295.015(1). The Oregon State Treasurer's Office facilitates these agreements and maintains a list of qualified depositories. Well capitalized depository banks must pledge securities with a value of at least 10 percent of their quarter-end public fund deposits, unless otherwise directed by the Oregon State Treasurer. Adequately capitalized or undercapitalized bank depositories are required to pledge collateral valued at 110 percent of their uninsured public fund deposits. The securities are held by a custodian for the benefit of the State of Oregon. Any balances in excess of the FDIC insurance plus 10 percent are considered exposed to custodial credit risk. Custodial credit risk for deposits is the risk that, in the event of bank failure, the District will be unable to recover deposits or collateral securities in the hands of an outside party. At June 30, 2013, deposits were fully collateralized.

### Investments

Oregon Revised Statutes 294.035 authorizes the District to invest in general obligations of the U.S. government and its agencies, bankers' acceptances, commercial paper rated A-2 or better by Standard & Poor's Corporation or P-2 by Moody's Investors Service, and the state of Oregon Local Government Investment Pool (LGIP), among others.

The only investments held by the District at June 30, 2013 were amounts deposited with the state of Oregon LGIP. The District's investment in the LGIP is carried at cost, which approximates fair value. The state of Oregon's investment policies used in administering the LGIP are governed by statute and the Oregon Investment Council (the Council). The State Treasurer is the investment officer for the Council and is responsible for the funds on deposit in the State Treasury. The State Treasury's investments in short-term securities are limited by the portfolio rules established by the Oregon Short-term Fund Board and the Council. In accordance with Oregon statutes, the investment funds are invested and the investments are those funds managed, as a prudent investor would do, exercising reasonable care, skill, and caution.

*Interest Rate Risk.* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the risk that its fair value will decline if interest rates rise. In order to manage the interest rate risk of its investments, the District only invests in the LGIP. The LGIP has rules that require at least 50 percent of its investments to mature within 93 days, not more than 25 percent may mature in over a year, and all other investments must mature in no more than three years.

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Notes to Financial Statements - Continued**

**June 30, 2013**

**4. Cash and Investments (continued)**

*Credit Risk.* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Investments in the LGIP are not required to be rated for credit risk.

*Custodial Credit Risk – Investments.* Custodial credit risk is the risk that, in the event of the failure of the counterparty to a transaction, the District will not be able to recover the value of an investment or collateral securities in the possession of an outside party. The LGIP’s portfolio rules provide that broker/dealers meet certain qualifications and that investments are delivered to and held by a third-party custodian which holds the securities in the state of Oregon’s name.

**5. Capital Assets**

The following is a summary of changes in capital assets during the fiscal year:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2013</u>
Land	\$ -	\$ 112,327	\$ -	\$ 112,327
Depreciable capital assets:				
Equipment	74,522	-	-	74,522
Vehicles	67,742	26,449	-	94,191
Office equipment	<u>163,612</u>	<u>1,611</u>	<u>-</u>	<u>165,223</u>
Total depreciable capital assets	<u>305,876</u>	<u>28,060</u>	<u>-</u>	<u>333,936</u>
Total capital assets	305,876	140,387	-	446,263
Less: accumulated depreciation				
Equipment	(46,811)	(3,899)	-	(50,710)
Vehicles	(60,317)	(7,018)	-	(67,335)
Office equipment	<u>(68,447)</u>	<u>(17,594)</u>	<u>-</u>	<u>(86,041)</u>
Total accumulated depreciation	<u>(175,575)</u>	<u>(28,511)</u>	<u>-</u>	<u>(204,086)</u>
Net capital assets	<u>\$ 130,301</u>	<u>\$ 111,876</u>	<u>\$ -</u>	<u>\$ 242,177</u>

Depreciation expense of \$28,511 was charged to Conservation expenditures during the year ended June 30, 2013.



**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Notes to Financial Statements - Continued**

**June 30, 2013**

**6. Loans Receivable**

The District has established a loan fund to help local residents fund projects related to conservation and improve water quality. Loan terms depend on the project being funded.

During the year ended June 30, 2013 the District loaned \$59,158 to local residents under the terms of this loan fund and received \$10,452 in repayments.

	<u>Balance</u> <u>July 1, 2012</u>	<u>New Loans</u>	<u>Repayments</u>	<u>Balance</u> <u>June 30, 2013</u>
Loans receivable	\$ 492	\$ 59,158	\$ (10,452)	\$ 49,198

The schedule of future amounts to be received is as follows:

Year ending June 30,

2014	\$ 13,198
2015	9,000
2016	9,000
2017	9,000
2018	<u>9,000</u>
Total	\$ <u>49,198</u>

**7. Long Term Liabilities**

The District has a revolving loan agreement with Oregon Department of Environmental Quality (DEQ). Under the terms of the loan the District may draw up to \$250,000 to loan to local residents to fund projects to improve water quality. The loan accrues interest at 2.63% and repayment only begins after the final loan request is made by the District. If the District complies with all requirements of the loan agreement the DEQ will forgive 30% of the loan, together with any interest accrued on that amount.

During the year ended June 30, 2013 the District drew \$45,000 under the terms of the loan agreement and \$45,000 is outstanding at June 30, 2013. The repayment terms will be determined once the final loan request is made by the District.

	<u>Balance</u> <u>July 1, 2012</u>	<u>New Loans</u>	<u>Repayments</u>	<u>Balance</u> <u>June 30, 2013</u>
Loan payable	\$ -	\$ 45,000	\$ -	\$ 45,000

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Notes to Financial Statements - Continued**

**June 30, 2013**

**8. Leases**

The District leases office space under the terms of an operating lease. The lease requires monthly payments and expires on February 28, 2019. The District may terminate the lease on or after March 1, 2017 by giving 120 days written notice. Total rent expense under the term of this lease agreement was \$78,270 for the year ended June 30, 2013. Future requirements under the terms of the operating lease are as follows:

Year ending June 30,

2014	\$	81,442
2015		81,442
2016		81,442
2017		81,442
2018		81,442
2019		<u>54,295</u>
Total	\$	<u>461,505</u>

**9. 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; and natural disasters for which the District has purchased insurance coverage. No losses were incurred during the prior three years ended June 30, 2013 that exceeded the District's insurance coverage.

**10. Retirement Plan**

The District sponsors a 457(b) retirement plan allowing eligible employees to contribute a portion of their compensation to the Plan. The District contributes 7.5% percent of the employees' compensation to the Plan. During the year ended June 30, 2013 the District contributed \$55,773 to the Plan.

**11. Subsequent Events**

Subsequent to year end the District purchased land and a building for \$655,000. The purchase was funded with cash and a loan in the amount of \$327,500. The loan requires monthly payments of principal and interest at 4.25% and matures in July 2023.



**REQUIRED SUPPLEMENTARY INFORMATION**

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Schedule of Revenues, Expenditures and  
Changes in Fund Balance – Budget and Actual – General Fund**

**For the Year Ended June 30, 2013**

	<u>Original And Final Budget</u>	<u>Actual</u>	<u>Variance to Final Budget Positive (Negative)</u>
<b>REVENUES:</b>			
Property taxes	\$ 1,702,287	\$ 1,785,772	\$ 83,485
Grant revenue	78,680	76,300	(2,380)
Interest	7,200	8,390	1,190
Miscellaneous income	-	912	912
	<hr/>	<hr/>	<hr/>
Total revenues	1,788,167	1,871,374	83,207
<b>EXPENDITURES:</b>			
Personal services	1,222,428	1,052,894	169,534
Materials and supplies	355,409	299,694	55,715
Capital outlay	50,000	27,706	22,294
Contingency	60,000	-	60,000
	<hr/>	<hr/>	<hr/>
Total expenditures	1,687,837	1,380,294	307,543
Excess of revenues over (under) expenditures	100,330	491,080	390,750
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	40,050	-	(40,050)
Transfers out	(803,907)	(678,570)	125,337
	<hr/>	<hr/>	<hr/>
Total other financing sources (uses)	(763,857)	(678,570)	85,287
Change in fund balance	(663,527)	(187,490)	476,037
Beginning fund balance	1,721,080	1,811,103	90,023
Impact of change in accounting principle	-	(81,690)	(81,690)
	<hr/>	<hr/>	<hr/>
Ending fund balance	<u>\$ 1,057,553</u>	<u>\$ 1,541,923</u>	<u>\$ 484,370</u>

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Schedule of Revenues, Expenditures and Changes in Fund  
Balance – Budget and Actual – Conservation Fund**

**For the Year Ended June 30, 2013**

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance to Final Budget Positive (Negative)</u>
<b>REVENUES:</b>			
Grant income	\$ 138,817	\$ 124,472	\$ (14,345)
Proceeds from conservation loan	70,000	45,000	(25,000)
Repayments on loans receivable	-	10,452	10,452
Interest income	-	88	88
Other income	-	16,649	16,649
<b>Total revenues</b>	<b>208,817</b>	<b>196,661</b>	<b>(12,156)</b>
<b>EXPENDITURES:</b>			
Materials and services	603,817	601,838	1,979
Distributions of loans	70,000	59,158	10,842
<b>Total expenditures</b>	<b>673,817</b>	<b>660,996</b>	<b>12,821</b>
Excess of revenues over (under) expenditures	(465,000)	(464,335)	665
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	528,570	528,570	-
<b>Total other financing sources (uses)</b>	<b>528,570</b>	<b>528,570</b>	<b>-</b>
Change in fund balance	63,570	64,235	665
Beginning fund balance	-	(5,387)	(5,387)
Impact of change in accounting principle	-	(12,149)	(12,149)
<b>Ending fund balance</b>	<b>\$ 63,570</b>	<b>\$ 46,699</b>	<b>\$ (16,871)</b>

**OTHER SUPPLEMENTARY INFORMATION**

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Schedule of Revenues, Expenditures and Changes in Fund  
Balance – Budget and Actual – Building Reserve Fund**

For the Year Ended June 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance to Final Budget Positive (Negative)</u>
<b>REVENUES:</b>				
Interest income	\$ 1,800	\$ 1,800	\$ 1,852	\$ 52
<b>EXPENDITURES:</b>				
Capital outlay	-	655,584	112,681	542,903
Excess of revenues over (under) expenditures	1,800	(653,784)	(110,829)	542,903
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	275,337	275,337	150,000	(125,337)
Change in fund balance	277,137	(378,447)	39,171	417,618
Beginning fund balance	378,447	378,447	379,143	696
Ending fund balance	<u>\$ 655,584</u>	<u>\$ -</u>	<u>\$ 418,314</u>	<u>\$ 418,314</u>



**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Schedule of Revenues, Expenditures and Changes in Fund  
Balance – Budget and Actual – Equipment Reserve Fund**

For the Year Ended June 30, 2013

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance to Final Budget Positive (Negative)</u>
<b>REVENUES:</b>			
Interest income	\$ -	\$ -	\$ -
<b>EXPENDITURES:</b>			
Capital outlay	-	-	-
Excess of revenues over (under) expenditures	-	-	-
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers out	(40,050)	-	(40,050)
Change in fund balance	(40,050)	-	40,050
Beginning fund balance	40,050	-	(40,050)
Ending fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CLACKAMAS COUNTY SOIL AND WATER CONSERVATION DISTRICT**

Schedule of Property Tax Transactions

For the Year Ended June 30, 2013

<u>Transactions by Year</u>	<u>Property Taxes Uncollected, Beginning</u>	<u>Levy as Extended by Assessor</u>	<u>Interest</u>	<u>Discounts</u>	<u>Collections</u>	<u>Adjustments</u>	<u>Property Taxes Uncollected, Ending</u>
2012-2013	\$ -	\$ 1,821,087	\$ 832	\$ (45,499)	\$ (1,717,074)	\$ (5,525)	\$ 53,821
2011-2012	53,958	-	1,962	47	(26,114)	(2,070)	27,783
2010-2011	19,596	-	1,321	19	(7,268)	(1,026)	12,642
2009-2010	20,895	-	2,743	2	(11,823)	(251)	11,566
2008-2009	6,348	-	1,349	2	(5,523)	(122)	2,054
2007-2008	1,760	-	246	1	(701)	(133)	1,173
	<u>\$ 102,557</u>	<u>\$ 1,821,087</u>	<u>\$ 8,453</u>	<u>\$ (45,428)</u>	<u>\$ (1,768,503)</u>	<u>\$ (9,127)</u>	<u>\$ 109,039</u>

**INDEPENDENT AUDITOR'S REPORT REQUIRED  
BY OREGON STATE REGULATIONS**

**Independent Auditor's Report Required  
by Oregon State Regulations**

To the Board of Directors  
Clackamas County Soil and Water Conservation District  
Clackamas County, Oregon

I have audited the basic financial statements of Clackamas County Soil and Water Conservation District (the District) as of and for the year ended June 30, 2013 and have issued my report thereon dated September 16, 2013. I conducted my audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether Clackamas County Soil and Water Conservation District's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and, accordingly, I do not express such an opinion.

I performed procedures to the extent I considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of Public Funds with Financial Institutions (ORS Chapter 295)
- Indebtedness limitations, restrictions and repayment
- Insurance and Fidelity Bond Coverage
- Budgets legally required (ORS Chapter 294)
- Public Contracting and Purchasing
- Programs Funded From Outside Sources
- Authorized investment of surplus funds (ORS Chapter 294)

**Richard Winkel, CPA**

PO Box 91637  
Portland, OR 97291

tel: (503) 332-6750  
fax: (888) 739-8185  
email: [rwinkel@winkelcpa.com](mailto:rwinkel@winkelcpa.com)

In connection with my testing nothing came to my attention that caused me to believe Clackamas County Soil and Water Conservation District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### **OAR 162-10-0230 Internal Control**

In planning and performing my audit, I considered the District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of Clackamas County Soil and Water Conservation District's internal control over financial reporting.

My consideration of the internal control structure was for the limited purpose and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, I have identified a deficiency in internal control that I consider to be a material weakness that is disclosed in a separate letter.

This report is intended for the information of the board of directors and management of Clackamas County Soil and Water Conservation District and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

*Richard Winkel, CPA*

September 16, 2013