

**STEPHENS COUNTY CONSERVATION DISTRICT**

**ANNUAL FINANCIAL STATEMENTS**

**YEAR ENDED JUNE 30, 2017**

STEPHENS COUNTY CONSERVATION DISTRICT  
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YEAR ENDED JUNE 30, 2017

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## Independent Auditor's Report

Board of Directors  
Stephens County Conservation District

### **Report on Financial Statements**

We have audited the accompanying statements of assets, liabilities and net position – modified cash basis of Stephens County Conservation District as of June 30, 2017 and the related statements of revenues and expenses, and changes in net position – modified cash basis and cash flows – modified cash basis for the year then ended and the related notes to the financial statements.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of 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 District'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 District's internal control. Accordingly, we express no such an 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 opinion.

## Opinion

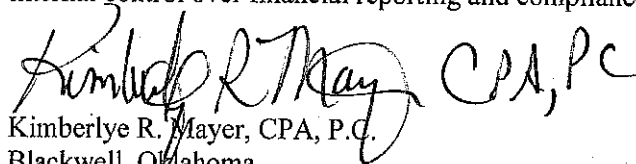
In our opinion, the financial statements referred to above, present fairly, in all material respects, the financial position - modified cash basis of Stephens County Conservation District as of June 30, 2017; the changes in financial position - modified cash basis; and of cash flows thereof, for the year then ended in conformity with the basis of accounting described in Note 1.

## Basis of Accounting

We draw attention to Note 1 of the financial statements that describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 24, 2017 on our consideration of Stephens County Conservation District's internal control over financial reporting and on our tests of its compliance with certain laws, regulations, contracts and grants 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Stephens County Conservation District's internal control over financial reporting and compliance.

  
Kimberlye R. Mayer, CPA, P.C.  
Blackwell, Oklahoma  
October 24, 2017

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

Board of Directors  
Stephens County Conservation District

We have audited the financial statements of Stephens County Conservation District as of and for the year ended June 30, 2017, and have issued our report thereon dated October 24, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements were prepared on the modified cash basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Stephens County Conservation District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Stephens County Conservation District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Stephens County Conservation District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of control deficiencies, in internal control that there is reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control that we consider to be a material weakness.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Stephens County Conservation District's financial statements are free of material misstatement, we performed tests of its compliance with

certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Response to Findings**

Stephens County Conservation District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Stephens County Conservation District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Kimberlye R. Mayer, CPA, P.C.  
Blackwell, Oklahoma  
October 24, 2017

STEPHENS COUNTY CONSERVATION DISTRICT  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2017

**Material Weakness Communicated in a Prior Year:**

**Material Weakness in Internal Control Over Financial Reporting: Inadequate Segregation of Duties:**

Criteria:

The segregation of duties and responsibilities between different individuals and the reconciliation of those asset accounts is an important control activity needed to adequately protect the entity's assets and ensure accurate financial reporting.

Condition:

Presently, the same individual is responsible for service, rental and sales invoices and receiving payments; making and recording deposits; maintaining accounts receivable; and reconciling the monthly bank statements. Only limited oversight is provided over this individual in the conduct of their daily functions.

Cause:

The entity's limited size has made it difficult for management to fully segregate the duties.

Effect or Potential Effect:

Without sufficient segregation of duties, the risk significantly increases that errors and/or fraud related to the billing and collection activities, including misappropriation of assets, could occur and not be detected within a timely basis.

Recommendation:

The board should evaluate the risks associated with the lack of segregation of duties and consider implementing controls that could mitigate these risks.

Board's Response:

The board has concluded that due to the limited number of personnel, an adequate segregation of duties is not achievable and that the cost of correcting the weakness would exceed the benefits that would be derived from it.

FINANCIAL STATEMENTS

AND

NOTES



STEPHENS COUNTY CONSERVATION DISTRICT  
STATEMENT OF ASSETS, LIABILITIES, AND NET POSITION  
MODIFIED CASH BASIS  
JUNE 30, 2017

ASSETS

Current Assets:	
Cash in operating account	\$ 79,798
Building account	<u>36,964</u>
Total Cash and Cash Equivalents	116,762
Certificates of deposit	<u>63,368</u>
Total Current Assets	180,130
Property and equipment (net of accumulated depreciation) (Note 5)	<u>5,955</u>
Total Assets	<u><u>\$ 186,085</u></u>

LIABILITIES AND NET POSITION

Liabilities:	\$
Net Position:	
Net investment in capital assets	5,955
Unrestricted	<u>180,130</u>
Total Net Position	<u>186,085</u>
Total Liabilities and Net Position	<u><u>\$ 186,085</u></u>

The accompanying report and notes are an integral part of these financial statements.

STEPHENS COUNTY CONSERVATION DISTRICT  
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION  
MODIFIED CASH BASIS  
YEAR ENDED JUNE 30, 2017

Operating Revenues:	
OCC reimbursements	\$ 81,623
Watershed reimbursements	1,321
Cost share received	9,790
Sales and service income	52,966
Administration income	4,470
Building rent	66,343
Grant income	8,250
Other income	5,975
Total Operating Revenues	<u>230,738</u>
Expenses:	
Payroll	84,961
Payroll taxes and benefits	9,692
Office supplies and postage	1,467
Repairs and maintenance	2,337
Fuel	618
Seed and trees purchased	24,229
Meetings and travel	2,333
Dues, subscriptions and memberships	1,375
Cost share paid	9,790
Building expenses	2,012
Watershed expenses	1,341
Professional fees	566
Insurance	6,666
Utilities and telephone	10,521
Director fees	1,750
Education and programs	1,110
Depreciation	745
Other expense	1,246
Total Operating Expenses	<u>162,759</u>
Income (Loss) From Operations	67,979
Nonoperating Revenue (Expense):	
Capital lease principle payments	(21,026)
Capital lease interest payments	(6,372)
Interest income	188
Total Nonoperating Revenue	<u>(27,210)</u>
Revenues Over (Under) expenses	40,769
Net position, beginning of year	145,316
Net position, end of year	<u>\$ 186,085</u>

The accompanying report and notes are an integral part of these financial statements.

STEPHENS COUNTY CONSERVATION DISTRICT  
STATEMENT OF CASH FLOWS  
MODIFIED CASH BASIS  
YEAR ENDED JUNE 30, 2017

Cash flows From Operating Activities:	
Cash received from customers	\$ 138,192
Cash received from OCC	92,546
Cash payments to suppliers for goods and services	(77,053)
Cash payments to employees	(84,961)
Net Cash Provided (Used) By Operating Activities	<u>68,724</u>
Cash Flows From Capital and Financing Activities:	
Acquisition and construction of capital assets	
Principle payments of capital lease	(21,026)
Interest payments	(6,372)
Net Cash Provided (Used) by Financing Activities	<u>(27,398)</u>
Cash Flows From Investing Activities:	
Interest income	188
(Increase) decrease in CD's	(188)
Net Cash Provided (Used) by Investing Activities	<u>          </u>
Net increase (decrease) in cash and cash equivalents	41,326
Beginning cash and cash equivalents	<u>75,436</u>
Ending cash and cash equivalents	<u><u>\$ 116,762</u></u>
Reconciliation of income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	\$ 67,979
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	745
Changes in assets and liabilities:	
Net cash provided (used) by operating activities	<u><u>\$ 68,724</u></u>

The accompanying report and notes are an integral part of these financial statements.

STEPHENS COUNTY CONSERVATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization

The Stephens County Conservation District was created under Title 27A, sections 3-1-101 through 3-3-410, as amended, of the laws of the State of Oklahoma. The purpose of the District is to provide for the conservation of the renewable natural resources in the area for which the District is responsible.

Basis of Accounting

The District maintains its records and prepares its financial statements on the basis of modified cash accounting. Under the modified cash basis, revenues are recognized when received, rather than when earned, and expenditures are recognized as expenses when paid, rather than when incurred. Fixed assets are recorded at cost when purchased and annual depreciation is calculated on a straight-line basis over the estimated useful lives of the assets.

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected); certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) and assets acquired under capital leases and the related liabilities are not recorded in these financial statements.

Net Position

Net position presents the difference between assets and liabilities in the statement of assets, liabilities and net position. Net investments in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by District legislation or external restrictions by creditors, grantors, laws or regulations of other governments.

NOTE 2 - CASH AND DEPOSITS:

Bank balances are covered by the Federal Deposit Insurance Corporation. All deposits at June 30, 2017 were fully insured.

NOTE 3 – INVESTMENTS:

The State of Oklahoma allows governmental entities to invest in the following: direct obligations of the United States Government, its agencies or instrumentalities; collateralized or insured certificates of deposit; insured savings accounts or savings certificates; or county, municipal or school district direct debt.

STEPHENS COUNTY CONSERVATION DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 YEAR ENDED JUNE 30, 2017

NOTE 4 – CASH AND CASH EQUIVALENTS:

The District considers all checking accounts and deposits with a maturity of three months or less to be cash equivalents.

NOTE 5 – PROPERTY AND EQUIPMENT:

Depreciable assets are recorded at cost when purchased or constructed. Depreciation is calculated on a straight-line basis over the estimated useful lives of the depreciable assets. Total depreciation for the year ended June 30, 2017 was \$745. The balances of the assets by major category for the year ended June 30, 2017 are as follows:

	<u>6/30/16</u>	<u>Additions</u>	<u>Deletions</u>	<u>6/30/17</u>
Depreciable assets:				
Barn	\$ 21,030	\$	\$	\$ 21,030
Equipment	25,593			25,593
Vehicles	24,000			24,000
Outdoor classroom	8,620			8,620
	<u>79,243</u>	<u>0</u>		<u>79,243</u>
Accumulated depreciation	(72,543)	(745)		(73,288)
Net	<u>\$ 6,700</u>	<u>\$ (745)</u>	<u>\$</u>	<u>\$ 5,955</u>

NOTE 6 – CAPITAL LEASE:

On November 2, 2004, the District entered into a lease-purchase agreement for land and the construction of an office building. The annual lease payments were \$45,706. The District exercised the purchase option with a price of \$400,000. On July 26, 2011 the lease-purchase agreement was amended to refinance the property with a principle balance of \$210,000 for a term of ten years at an interest rate of 5.54%. The monthly payments are \$2,283 commencing on October 1, 2011.

The following is a schedule of these assets:

Land	\$ 23,502
Building	412,523
	<u>\$ 436,025</u>

Due to the District's application of the modified cash basis of accounting, the capital lease assets and the related liability are not reported in the financial statements. The balance of the capital lease liability at June 30, 2017 was \$101,831.

STEPHENS COUNTY CONSERVATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2017

NOTE 7 – OCC REIMBURSEMENTS:

The District is reimbursed by the Oklahoma Conservation Commission for salaries, payroll, taxes, mileage, telephone charges, office supplies and certain other office expenses up to their allocated amount. Such reimbursements are recognized as revenue when received.

NOTE 8 – RETIREMENT PLAN:

Oklahoma public employees who work 1,599 hours or more per year were enrolled in the Oklahoma Public Employees Retirement System. On salaries paid from reimbursable funds from the Oklahoma Conservation Commission, the employer's 16½% share of retirement was paid directly by the Commission. The employee's share of the retirement contribution was 3½% of locally earned wages and 3½% of state reimbursable wages.

NOTE 9 – ESTIMATES:

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

NOTE 10 – RISK MANAGEMENT:

The District is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. The OCC and the District manage this risk through the purchase of commercial insurance policies. Claims are recognized when it is probable that a loss has occurred and the amount of loss can be reasonable estimated. In determining claims, events that might create claims, but for which none have been reported, are considered.

NOTE 11 – CONTINGENCIES:

As of June 30, 2017 the District did not have any pending litigation or potential non-disclosed liabilities that management believes would have a material effect on the financial statements.

STEPHENS COUNTY CONSERVATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2017

NOTE 12 – FAIR VALUES OF FINANCIAL INSTRUMENTS:

The definition of fair value for financial reporting, establishes a framework for measuring fair value, and requires additional disclosure about the use of fair value measurements in an effort to make the measurement of fair value more consistent and comparable.

**Level 1:** Quoted prices in active markets for identical securities.

**Level 2:** Other significant observable inputs (including quoted prices for similar securities, interest rates, prepayment spread and credit risk).

**Level 3:** Significant unobservable inputs (including the District's own assumptions in determining the fair value of investments).

The District's financial instruments include cash and cash equivalents and certificates of deposit. The District's estimate of the fair value of all financial instruments does not differ materially from the aggregate carrying value of its financial instruments recorded in the accompanying statement of net position. The carrying amount of these financial instruments approximates fair value because of the short maturity of these instruments.

NOTE 13 – EVALUATION OF SUBSEQUENT EVENTS:

The District has evaluated subsequent events through October 24, 2017, the date which the financial statements were available to be used.