

**WADENA SOIL AND WATER  
CONSERVATION DISTRICT**

**FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2022**

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
WADENA, MINNESOTA  
TABLE OF CONTENTS  
DECEMBER 31, 2022**

	<b>Page</b>
<b>INTRODUCTORY SECTION</b>	
Organization	1
<b>FINANCIAL SECTION</b>	
Independent Auditor's Report	2
<b>BASIC FINANCIAL STATEMENTS</b>	
General Fund Balance Sheet and Governmental Activities - Statement of Net Position	5
General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance and Governmental Activities - Statement of Activities	6
Note to the Financial Statements	7
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Budgetary Comparison Schedule - General Fund	14
Notes to the Required Supplementary Information	15
<b>REPORTS RELATED TO <i>GOVERNMENT AUDITING STANDARDS</i></b>	
Independent Auditor's Report on Minnesota Legal Compliance	16
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 <i>Government Auditing Standards</i>	17
Schedule of Findings and Recommendations	19

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
WADENA, MINNESOTA  
ORGANIZATION  
DECEMBER 31, 2022**

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
Chair	Ken Berg	12/31/2022
Vice-Chair	Bruce Juntunen	12/31/2024
Treasurer	Tom Schulz	12/31/2024
Secretary	Nancy Benson	12/31/2022
Board Member	Brett Dailey	12/31/2022

## INDEPENDENT AUDITOR'S REPORT

Board of Supervisors  
Wadena Soil and Water Conservation District  
Wadena, Minnesota

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of the governmental activities and the General Fund of Wadena Soil and Water Conservation District, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Wadena Soil and Water Conservation District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of Wadena Soil and Water Conservation District, as of December 31, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Wadena Soil and Water Conservation District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Financial Statements*

Wadena Soil and Water Conservation District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Wadena Soil and Water Conservation District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Wadena Soil and Water Conservation District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Wadena Soil and Water Conservation District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule on page 14 and the note to the required supplementary information on page 15 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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**

Management is responsible for the other information. The other information comprises the organizations information under the introductory section but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and make sure there is nothing materially misstated.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 2023, on our consideration of Wadena Soil and Water Conservation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of 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 Wadena Soil and Water Conservation District's internal control over financial reporting and compliance.

*Peterson Company Ltd*

Peterson Company Ltd  
Waconia, Minnesota

October 12, 2023

**WADENA SOIL AND WATER CONSERVATION DISTRICT**  
**WADENA, MINNESOTA**  
**GENERAL FUND BALANCE SHEET AND GOVERNMENTAL ACTIVITIES -**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2022**

	General Fund	Adjustments	Governmental Activities
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 902,176	\$ -	\$ 902,176
Accounts Receivables	31,301	-	31,301
Capital Assets:			
Property and Equipment, net	-	64,121	64,121
Total Assets	<u>\$ 933,477</u>	<u>\$ 64,121</u>	<u>\$ 997,598</u>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts Payable	\$ 14,460	\$ -	\$ 14,460
Unearned Revenue	542,136	-	542,136
Lease Liability	-	12,211	12,211
Total Current Liabilities	<u>556,596</u>	<u>12,211</u>	<u>568,807</u>
Long-term Liabilities:			
Lease Liability	-	20,276	20,276
Total Liabilities	<u>\$ 556,596</u>	<u>\$ 32,487</u>	<u>\$ 589,083</u>
<b>FUND BALANCE/NET POSITION</b>			
Fund Balance:			
Unassigned	\$ 376,881	\$ (376,881)	\$ -
Total Fund Balance	<u>\$ 376,881</u>	<u>\$ (376,881)</u>	<u>\$ -</u>
Net Position:			
Investments in Capital Assets		\$ 64,121	\$ 64,121
Unrestricted		344,394	344,394
Total Net Position		<u>\$ 408,515</u>	<u>\$ 408,515</u>

See accompanying Notes to the Financial Statements.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
WADENA, MINNESOTA  
GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE AND GOVERNMENTAL ACTIVITIES - STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2022**

	General Fund	Adjustments	Governmental Activities
<b>REVENUES</b>			
Intergovernmental	\$ 515,511	\$ -	\$ 515,511
Charges for Services	24,486	-	24,486
Interest Earnings	2,286	-	2,286
Miscellaneous	9,872	-	9,872
Total Revenues	<u>552,155</u>	<u>-</u>	<u>552,155</u>
<b>EXPENDITURES/EXPENSES</b>			
Conservation:			
Current	416,908	7,430	424,338
Capital Outlay	36,888	(36,888)	-
Total Expenditures/Expenses	<u>453,796</u>	<u>(29,458)</u>	<u>424,338</u>
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	98,359	29,458	127,817
Other Financing Sources			
Initial Lease Proceeds	36,888	(36,888)	-
Total Other Financing Sources	<u>36,888</u>	<u>(36,888)</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	135,247	(7,430)	127,817
Fund Balance/Net Position - Beginning of Year	<u>241,634</u>	<u>39,064</u>	<u>280,698</u>
<b>FUND BALANCE/NET POSITION - END OF YEAR</b>	<u>\$ 376,881</u>	<u>\$ 31,634</u>	<u>\$ 408,515</u>

See accompanying Notes to the Financial Statements.



**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of Wadena Soil and Water Conservation District (the District) have been prepared in accordance with generally accepted accounting principles (GAAP) for the year ended December 31, 2022. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). The significant accounting policies used by the District are discussed below.

Financial Reporting Entity

The Wadena Soil and Water Conservation District is organized under the provisions of Minnesota Statutes Chapter 103C. The District is governed by a Board of Supervisors, nominated by, and elected to four-year terms by the voters of Wadena 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.

As required by generally accepted accounting principles, consideration has been given to other organizations that should be included in the District's financial statements for which the nature and significance of their relationship with the District are such that exclusion would cause the District's financial statements to be misleading or incomplete. There are no organizations that should be presented with the District.

Basic Financial Statements

Basic financial statements include information on the District's activities as a whole and information on the individual fund of the District. These separate presentations are reported in different columns. Each of the statements starts with a column of information based on activities of the General Fund and reconciles it to a column that reports the "governmental activities" of the District as a whole.

Measurement Focus and Basis of Accounting

The governmental activities are reported using the economic resources measurement focus and the accrual basis of accounting, which recognizes all long-term assets and receivables as well as long-term debt and obligations. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The District's net position is reported as restricted and unrestricted. The statement of activities demonstrates the degree to which the expenses of the District are offset by revenues.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they become both measurable and available. The District considers all revenues to be available if they are collected within 60 days after the end of the current period. Charges for services and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, compensated absences, and claims and judgments, which are recognized as expenditures to the extent that they have matured. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources, when applicable.

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.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Assets, Liabilities, and Net Position or Fund Balance

Cash and Cash Equivalents

Cash is 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.

Accounts Receivables

Receivables are collectible within one year. The financial statements contain no allowance for uncollectible accounts. Uncollectible accounts due for receivables are recognized as bad debts at the time information becomes available that indicates the particular receivable is uncollectible. These amounts are not considered to be material in relation to the financial position or operations of the fund.

Capital Assets

The cost of property and equipment is depreciated over the estimated useful life 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. For the purpose of computing depreciation, the useful life for Vehicles are 10 years. The District uses the threshold of \$5,000 for capitalizing assets purchased.

Leases

The District determines if an arrangement is a lease at inception. Leases are included in right-to-use assets and lease liabilities in the statement of net position.

Right-to-use assets represent the District's control of the right to use an underlying asset for the lease term, as specified in the contract, in an exchange or exchange-like transaction. Right-to-use assets are recognized at the commencement date based on the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs. Right-to-use assets are amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

Lease liabilities represent the District's obligation to make lease payments arising from the lease. Lease liabilities are recognized at the commencement date based on the present value of expected lease payments over the lease term, less any lease incentives. Interest expense is recognized ratably over the contract term.

The lease term may include options to extend or terminate the lease when it is reasonably certain that the District will exercise that option.

The District has recognized payments for short-term leases with a lease term of 12 months or less as expenses as incurred, and these leases are not included as lease liabilities or right-to-use assets on the statement of net position. The District accounts for contracts containing both lease and nonlease components as separate contracts when possible. In cases where the contract does not provide separate price information for lease and nonlease components, and it is impractical to estimate the price of such components, the District treats the components as a single lease unit.

Unearned Revenue

Unearned revenue is recorded for amounts of state, county, and local grants received prior to satisfying all eligibility requirements imposed by the providers.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Assets, Liabilities, and Net Position or Fund Balance (Continued)

Fund Balance

In the fund financial statements, governmental funds report components of fund balance to provide information about fund balance availability for appropriation. Non-spendable fund balance represents amounts that are inherently non-spendable or assets that are legally or contractually required to be maintained intact. Restricted fund balance represents amounts available for appropriation but intended for a specific use and is legally restricted by outside parties (statute, grantors, bond agreements, etc.). Committed fund balance represents constraints on spending that the government imposes upon itself by a high-level formal action prior to the close of the fiscal period. Assigned fund balance represents resources intended for spending for a purpose set by the government body itself or by some person or government body delegated to exercise such authority in accordance with the policy established by the Board. Unassigned fund balance is the residual classification for the District's General Fund and includes all spendable amounts not contained in the other classifications.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, it is the District's policy to use restricted first, then the unrestricted fund balance. When an expenditure is incurred for purposes for which committed, assigned, and unassigned fund balance amounts are available, it is the District's policy to use committed first, then assigned, and finally unassigned fund balance amounts.

Net Position

Net position represents the difference between assets and liabilities in the government-wide statement of net position. Net investments in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the government-wide financial statements when there are limitations imposed on its use through external restrictions imposed by creditors, grantors, laws, or regulations of other governments. Unrestricted net position is the residual classification for the Governmental Activities Fund and includes all spendable amounts not contained in the other classifications.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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. Actual results could differ from those estimates.

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 Note 3 on Capital Assets.

Long-Term Liabilities: In the Statement of Net Position and Governmental Fund Balance Sheet, an adjustment is made to reflect the total Lease Liability the District has as of the report date. See Note 5 on Long-Term Liabilities.

Depreciation and Amortization for the year: In the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance, the adjustment equals the total depreciation and amortization for the year.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Assets, Liabilities, and Net Position or Fund Balance (Continued)

Change in Accounting Principle

For the year ended December 31, 2022, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. This standard requires the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and as inflows of resources or outflows of resources recognized based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financing of the right to use an underlying asset. Under this standard, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

The District adopted the requirement of the guidance effective January 1, 2022, and has applied the provisions of this standard to the beginning of the period of adoption.

**NOTE 2 – 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.

Custodial Credit Risk - Deposits

In the case of 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 and follows Minnesota Statutes for deposits.

Minnesota Statute §118A.03 requires that all District deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledge must equal 110% of the deposits not covered by insurance or corporate surety bonds. Authorized collateral includes: U.S. government treasury bills, notes, or bonds; issues of U.S. government agency; general obligations of a state or local government rated "AA" or better; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and time deposits insured by a federal agency. Minnesota Statutes require 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.

As of December 31, 2022, the District's deposits were not exposed to custodial credit risk.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 3 – CAPITAL ASSETS**

Capital assets activity for the year ended December 31, 2022, was as follows:

	Beginning	Addition	Deletion	Ending
Equipment	\$ 73,963	\$ -	\$ -	\$ 73,963
Right-to-use Leased Asset	-	36,888	-	36,888
Total	73,963	36,888	-	110,851
Less: Accumulated Depreciation	34,899	7,396	-	42,295
Less: Accumulated Amortization	-	4,435	-	4,435
Total Depreciation/Amortization	34,899			46,730
Net Capital Assets	<u>\$ 39,064</u>			<u>\$ 64,121</u>

Current year depreciation is \$7,396 and amortization is \$4,435.

**NOTE 4 – UNEARNED REVENUE**

Unearned revenue represents unearned advances from the Minnesota Board of Water and Soil Resources (BWSR) and from the County 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, 2022, consisted of the following: BWSR Cost Share Program \$26,260; County Wetland Conservation Act \$23,938; Local Capacity \$371,069; Buffer Law \$20,721; County Aquatic Invasive Species \$34,579; County Water Plan \$12,684; Soil Health Cost Share \$14,175; Conservation Delivery \$18,710; County Buffer \$20,000; Total \$542,136.

**NOTE 5 – LONG-TERM LIABILITIES**

**Lease Liability**

The District entered into a lease agreement for office space and office equipment. The office space lease agreement has an effective period of August 1, 2022 and will terminate on July 31, 2025. The office equipment lease agreement has an effective period of January 1, 2023 and will terminate on December 31, 2025. Payments on the agreements are due monthly with an interest rate of 1.00%. This interest rate was based on the historical yield rate for municipal bonds.

The following is a summary of future minimum lease payments for the lease liability:

Year ending December 31,

	Principal	Interest	Total
2023	\$ 12,211	\$ 265	\$ 12,476
2024	12,330	146	12,476
2025	7,946	30	7,976
Total	<u>\$ 32,487</u>	<u>\$ 441</u>	<u>\$ 32,928</u>

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 5 – LONG-TERM LIABILITIES (CONTINUED)**

**Description of Long-Term Debt**

Vacation and Sick Leave Pay

Wadena Soil and Water Conservation District contracts with East Otter Tail Soil and Water Conservation District for all employee services.

**Changes in Long-Term Debt**

The following is a summary of changes in the District's long-term liabilities for the year ended December 31, 2022:

	January 1, 2022	Increases	Decreases	December 31, 2022
Lease Liability	\$ -	\$ 36,888	\$ 16,612	\$ 20,276
Total	\$ -	\$ 36,888	\$ 16,612	\$ 20,276

The current portion of the lease liability as of December 31, 2022, was \$12,211.

**NOTE 6 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors or omissions; injuries to employees; workers' compensation claims; or natural disasters. The District has entered into an agreement with the Minnesota Counties Intergovernmental Trust (MCIT) to cover its liabilities for workers compensation and property and casualty. For other risks, the District carries commercial insurance. There were no significant reductions of insurance coverage from the prior year. There have been no settlements in excess of the District's insurance coverage for any of the past three years.

**NOTE 7 – DEFINED BENEFIT PENSION PLAN**

The District does not employ staff, per the service agreement between the District and East Otter Tail Soil and Water Conservation District. The District employees became employees of East Otter Tail Soil and Water Conservation District on January 1, 2016. East Otter Tail Soil and Water Conservation District is responsible for the pension plans for the District's contracted staff.

**NOTE 8 – COMMITMENTS AND CONTINGENT LIABILITIES**

The District is not aware of any existing or pending lawsuits, claims or other actions in which the District is a defendant.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**NOTE 9 – RECONCILIATION OF FUND BALANCE TO NET POSITION**

Governmental Fund Balance, January 1	\$	241,634
Plus: Excess of Revenues Over Expenditures		135,247
Governmental Fund Balance, December 31	\$	<u>376,881</u>
Adjustments from Fund Balance to Net Position:		
Plus: Capital Assets	\$	64,121
Less: Current Liabilities		(12,211)
Less: Long-Term Liabilities		<u>(20,276)</u>
Net Position	\$	<u>408,515</u>

**NOTE 10 – RECONCILIATION OF CHANGE IN FUND BALANCE TO CHANGE IN NET POSITION**

Change in Fund Balance	\$	135,247
Principal Payments on Lease Liability		4,401
Right-of-Use Asset Amortization		(4,435)
The cost of capital assets are allocated over the capital assets' useful life at the government-wide level.		<u>(7,396)</u>
Change in Net Position	\$	<u>127,817</u>

**NOTE 11 – SUBSEQUENT EVENTS**

The District has evaluated events and transactions for potential recognition or disclosure through October 12, 2023, the date the financial statements were available to be issued.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
WADENA, MINNESOTA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED DECEMBER 31, 2022**

	Original/ Final Budget	Actual	Variance With Final Budget
<b>REVENUES</b>			
Intergovernmental:			
County	\$ 158,000	\$ 168,500	\$ 10,500
Local	45,299	42,984	(2,315)
State Grants	240,944	304,027	63,083
Total Intergovernmental	<u>444,243</u>	<u>515,511</u>	<u>71,268</u>
Charges for Services	19,000	24,486	5,486
Interest Earnings	1,000	2,286	1,286
Miscellaneous	<u>1,000</u>	<u>9,872</u>	<u>8,872</u>
Total Revenues	<u>465,243</u>	<u>552,155</u>	<u>86,912</u>
<b>EXPENDITURES</b>			
District Operations:			
Personnel Services	22,150	13,629	8,521
Contracted Services	265,000	265,000	-
Other Services and Charges	58,200	63,700	(5,500)
Supplies	2,000	3,354	(1,354)
Capital Outlay	38,893	36,888	2,005
Total District Operations	<u>386,243</u>	<u>382,571</u>	<u>3,672</u>
Project Expenditures:			
District	2,000	423	1,577
State	77,000	70,802	6,198
Total Project Expenditures	<u>79,000</u>	<u>71,225</u>	<u>7,775</u>
Total Expenditures	<u>465,243</u>	<u>453,796</u>	<u>11,447</u>
<b>EXCESS OF REVENUES OVER/UNDER EXPENDITURES</b>	-	98,359	98,359
Other Financing Sources			
Initial Lease Proceeds	-	36,888	36,888
Total Other Financing Sources	<u>-</u>	<u>36,888</u>	<u>36,888</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	135,247	135,247
Fund Balance - Beginning of Year	<u>241,634</u>	<u>241,634</u>	-
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 241,634</u>	<u>\$ 376,881</u>	<u>\$ 135,247</u>

See accompanying Note to the Required Supplementary Information.



**WADENA SOIL AND WATER CONSERVATION DISTRICT  
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2022**

**NOTE 1 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Each fall, the Board of Supervisors adopts an annual budget for the following year for the General Fund. Any modifications in the adopted budget can be made upon request of and approval by the Board of Supervisors. All annual appropriations lapse at fiscal year-end. Legal budgetary control is at the fund level.

## INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

To the Board of Supervisors  
Wadena Soil and Water Conservation District  
Wadena, Minnesota

We have audited, 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 of the governmental activities and the General Fund of Wadena Soil and Water Conservation District as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Wadena Soil and Water Conservation District's basic financial statements, and have issued our report thereon dated October 12, 2023.

In connection with our audit, nothing came to our attention that caused us to believe that the Wadena Soil and Water Conservation District failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes §6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures; other matters may have come to our attention regarding the Wadena Soil and Water Conservation District's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

*Peterson Company Ltd*

Peterson Company Ltd  
Waconia, Minnesota

October 12, 2023

**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**

To the Board of Supervisors  
Wadena Soil and Water Conservation District  
Wadena, Minnesota

We have audited, 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 of the governmental activities and the General Fund of Wadena Soil and Water Conservation District as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Wadena Soil and Water Conservation District's basic financial statements, and have issued our report thereon dated October 12, 2023.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Wadena Soil and Water Conservation District's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Wadena Soil and Water Conservation District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Wadena Soil and Water Conservation District's internal control over financial reporting.

A deficiency in internal control over financial reporting 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 deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying Schedule of Findings and Recommendations as items 2022-001 and 2022-002, that we consider to be material weaknesses.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Wadena Soil and Water Conservation District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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*.

## **Wadena Soil and Water Conservation District's Responses to Findings**

Government Auditing Standards requires the auditor to perform limited procedures on the District's responses to the internal control findings identified in our audit and described in the accompanying Schedule of Findings and Responses. The Wadena Soil and Water Conservation District's responses were not subjected to the other auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on the responses.

## **Purpose of This Report**

The purpose of this report is solely 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 effectiveness of the entity's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Peterson Company Ltd*

Peterson Company Ltd  
Waconia, Minnesota

October 12, 2023

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
DECEMBER 31, 2022**

**2022-001: Segregation of Duties**

**Criteria:** Generally, a system of internal control contemplates separation of duties such that no individual has responsibility to execute a transaction, has physical access to the related assets, and has responsibility or authority to record the transaction.

**Condition and Context:** Substantially all accounting procedures are performed by one person.

**Prior Year Finding:** Yes, 2021-001.

**Cause:** This condition is common to organizations of this size due to the limited number of staff.

**Effect:** The lack of an ideal segregation of duties subjects the District to a higher risk that errors or fraud could occur and not be detected in a timely manner.

**Recommendation:** Any modification of internal controls in this area must be viewed from a cost/benefit perspective.

**Management Response:** The District has adequate policies and procedures in place to compensate for the lack of segregation of duties, including having all disbursements approved by the Board of Supervisors.

**WADENA SOIL AND WATER CONSERVATION DISTRICT  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
DECEMBER 31, 2022**

**2022-002: Financial Statement Presentation**

**Criteria:** The District's management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation of the financial statements in accordance with generally accepted accounting principles.

**Condition and Context:** As part of the audit, management requested us to prepare a draft of the financial statements, including the related notes to the financial statements. Management has accepted responsibility for the financial statements and reviewed them.

**Prior Year Finding:** Yes, 2021-002.

**Cause:** The District has a limited number of personnel with financial reporting experience.

**Effect:** The design of the controls over the financial reporting process would affect the ability of the District to report its financial data consistently with the assertions of the management in the financial statements.

**Recommendation:** We recommend that the District be aware of the requirements for fair presentation of the financial statements in accordance with the generally accepted accounting principles. Should the District elect, based upon an analysis of costs and benefits, to establish the full oversight of the financial statement preparation of an appropriate level, we suggest management establish effective review policies and procedures including but not limited to the following: reconciling general ledger amounts to the draft financial statements; review of all supporting documentation and explanations for journal entries proposed by us; complete the disclosure checklist; review and approval of schedules and calculations supporting the amounts included in the notes to the financial statements; apply analytic procedures to the draft financial statements; and perform other procedures considered necessary by management.

**Management Response:** The District understands that this is required communications for the preparation of the financial statements.