



OHIO AUDITOR OF STATE
KEITH FABER



HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY

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INDEPENDENT AUDITOR'S REPORT

Hancock County Soil and Water Conservation District
Hancock County
7868 County Road 140, Suite E
Findlay, Ohio 45840

To the Board of Supervisors:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements for each fund and related notes of the Hancock County Soil and Water Conservation District, Hancock County, Ohio (the District) as of and for the years ended December 31, 2018 and 2017.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions the Ohio Department of Agriculture permits; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider 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 to the extent needed to opine on the effectiveness of the District's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the District prepared these financial statements using the accounting basis permitted by the financial reporting provisions of the Ohio Department of Agriculture, which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the District does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis the Ohio Department of Agriculture permits. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the District as of December 31, 2018 and 2017, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements for each fund of the Hancock County Soil and Water Conservation District, Hancock County as of and for the years ended December 31, 2018 and 2017 in accordance with the financial reporting provisions the Ohio Department of Agriculture permits, described in Note 2.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 27, 2019, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on 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 the District's internal control over financial reporting and compliance.



Keith Faber
Auditor of State

Columbus, Ohio

November 27, 2019

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS
AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
FOR THE YEAR ENDED DECEMBER 31, 2018**

| | District Fund | Special Fund | Other Funds | Totals (Memorandum Only) |
|---|------------------|-----------------|-----------------|--------------------------------|
| Cash Receipts | | | | |
| Grants | | | | |
| Local Government | | \$113,605 | | \$113,605 |
| State Government | \$5,404 | 116,204 | | 121,608 |
| Gifts and Contributions | 1,740 | | | 1,740 |
| Sale of Products/Materials | 7,155 | | | 7,155 |
| All Other Revenue | 9,231 | 2,111 | \$120 | 11,462 |
| <i>Total Cash Receipts</i> | <u>23,530</u> | <u>231,920</u> | <u>120</u> | <u>255,570</u> |
| Cash Disbursements | | | | |
| Salaries | | 187,867 | | 187,867 |
| Supplies | 1,278 | 1,354 | | 2,632 |
| Equipment | | 830 | 632 | 1,462 |
| Contract Repairs | 170 | 830 | 8,180 | 9,180 |
| Contract Services/Cost Share Payment | 16,145 | 10,399 | 1,022 | 27,566 |
| Rentals | | 30,379 | | 30,379 |
| Service Fees | 100 | 1,157 | | 1,257 |
| Information and Education | 1,330 | | | 1,330 |
| Travel and Expenses | 1,605 | 4,807 | | 6,412 |
| Advertising and Printing | 6,140 | | | 6,140 |
| OPERS | | 21,306 | | 21,306 |
| Worker's Compensation | | 1,594 | | 1,594 |
| Hospitalization | | 18,600 | | 18,600 |
| Medicare | | 732 | | 732 |
| Product/Materials for Resale | 5,198 | | | 5,198 |
| Vehicle Rental/Liability Insurance | 1,320 | | | 1,320 |
| Annual Meeting/Banquet | 2,876 | | | 2,876 |
| Other | 9,798 | | 2,028 | 11,826 |
| <i>Total Cash Disbursements</i> | <u>45,960</u> | <u>279,855</u> | <u>11,862</u> | <u>337,677</u> |
| <i>Excess of Disbursements Over Receipts</i> | <u>(22,430)</u> | <u>(47,935)</u> | <u>(11,742)</u> | <u>(82,107)</u> |
| Other Financing Receipts (Disbursements) | | | | |
| Transfers In | | 35,682 | | 35,682 |
| Transfers Out | | | (35,682) | (35,682) |
| <i>Total Other Financing Receipts (Disbursements)</i> | | <u>35,682</u> | <u>(35,682)</u> | |
| <i>Net Change in Fund Cash Balances</i> | <u>(22,430)</u> | <u>(12,253)</u> | <u>(47,424)</u> | <u>(82,107)</u> |
| <i>Fund Cash Balances, January 1</i> | <u>53,005</u> | <u>62,757</u> | <u>140,818</u> | <u>256,580</u> |
| Fund Cash Balances, December 31 | | | | |
| Committed | | | 73,878 | 73,878 |
| Assigned | | 2,550 | 19,516 | 22,066 |
| Unassigned | 30,575 | 47,954 | | 78,529 |
| <i>Fund Cash Balances, December 31</i> | <u>\$30,575</u> | <u>\$50,504</u> | <u>\$93,394</u> | <u>\$174,473</u> |

See accompanying notes to the basic financial statements

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 1 – Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Hancock County Soil and Water Conservation District, Hancock County, Ohio (the District) as a body corporate and politic. A publicly elected five-member District Board of Supervisors directs the District. The District provides local leadership in the conservation of natural resources and stewardship of agricultural lands.

The District's management believes these financial statements present all activities for which the District is financially accountable.

Note 2 – Summary of Significant Accounting Policies

Basis of Presentation

The District's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (cash basis) for all funds.

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the District are presented below:

Special Fund The special fund is the primary fund used for day to day operations and expenditures including payroll and benefits. The District records all amounts received from the State, local, or federal governments in this fund. The County Auditor also maintains an accounting of this fund.

District Fund The district fund accounts for and reports revenues from district sales and equipment rentals, grants and donations.

Other Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes. The District had the following significant Other Funds:

District Technical Fund The district technical fund accounts for and reports amounts assigned by the Board of Supervisors for the renewals of technical contract services and occasional technology purchases.

District Contingent Liability Fund The district contingent liability fund accounts for and reports amounts committed by the Board of Supervisors for future employee severance obligations.

Basis of Accounting

These financial statements follow the accounting basis permitted by the Ohio Department of Agriculture. This basis is similar to the cash receipts and disbursements accounting basis. The District recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters the Ohio Department of Agriculture requires.

Budgetary Process

The Ohio Revised Code requires the Special Fund be budgeted annually.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Appropriations Budgetary expenditures may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Supervisors must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year-end.

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

A summary of 2018 budgetary activity appears in Note 3.

Deposits and Investments

The Hancock County Treasurer is the custodian for the District's Special Fund's cash and investments. The County's cash and investment holds the District's Special Fund's cash and investments, which are reported at the County Treasurer's carrying amount. Deposits and investments disclosures for the County as a whole may be obtained from the Hancock County Auditor, Charity Rauschenberg, CPA, at 300 South Main Street, Findlay, Ohio, by phone at (419) 424-7015, or by email at hanuada@co.hancock.oh.us.

The District's accounting basis for all other funds includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

Capital Assets

The District records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the District must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable The District classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed Supervisors can *commit* amounts via formal action (resolution). The District must adhere to these commitments unless the Supervisors amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Funds other than the special and district funds report all fund balances as *assigned* unless they are restricted or committed. In the special and district funds, *assigned* amounts represent intended uses established by District Supervisors or a District official delegated that authority by resolution, or by State Statute.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Unassigned Unassigned fund balance is the residual classification for the special and district funds and includes amounts not included in the other classifications. In other funds, the unassigned classification is used only to report a deficit balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 – Special Fund Budgetary Activity

Budgetary activity for the year ending December 31, 2018 follows:

| 2018 Budgeted vs. Actual Receipts | | | |
|--|------------------------------|----------------------------|-----------------|
| Fund | Budgeted Receipts | Actual Receipts | Variance |
| Special | \$267,603 | \$267,602 | (\$1) |

| 2018 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|------------------------------------|-----------------------------------|-----------------|
| Fund | Appropriation Authority | Budgetary Expenditures | Variance |
| Special | \$325,631 | \$282,355 | \$43,276 |

Note 4 – Deposits

The District maintains a deposit pool all funds use, except the Special Fund which is maintained by the Hancock County Treasurer. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits at December 31 was as follows:

| | |
|---------------------------|-------------------|
| Demand deposits | 2018 \$117,173 |
| Certificates of deposit | 6,796 |
| County Treasurer Deposits | 50,504 |
| Total deposits | \$174,473 |

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 5 – Risk Management

Workers' Compensation coverage is provided by the State of Ohio. The District pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs, if material.

Commercial Insurance

The District has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.

Note 6 – Defined Benefit Pension Plans

Ohio Public Employees Retirement System

All employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries and the District contributed an amount equaling 14 percent of participants' gross salaries. The District has paid all contributions required through December 31, 2018.

Note 7 – Postemployment Benefits

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2018. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2018.

Note 8 – Contingent Liabilities

Amounts grantor agencies pay to the District are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

Note 9 – All Other Revenue

The District Fund received revenue from pond construction agreements, newsletter ads, refunds, reimbursements, and interest during 2018.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS
AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
FOR THE YEAR ENDED DECEMBER 31, 2017**

| | District Fund | Special Fund | Other Funds | Totals (Memorandum Only) |
|---|------------------|-----------------|------------------|--------------------------------|
| Cash Receipts | | | | |
| Grants | | | | |
| Local Government | | \$131,896 | | \$131,896 |
| State Government | \$2,997 | 86,594 | | 89,591 |
| Gifts and Contributions | 1,922 | | | 1,922 |
| Sale of Products/Materials | 6,842 | | | 6,842 |
| All Other Revenue | 3,626 | 1,331 | \$126 | 5,083 |
| <i>Total Cash Receipts</i> | <u>15,387</u> | <u>219,821</u> | <u>126</u> | <u>235,334</u> |
| Cash Disbursements | | | | |
| Salaries | | 155,042 | | 155,042 |
| Supplies | 1,712 | 784 | | 2,496 |
| Equipment | | 774 | 3,682 | 4,456 |
| Contract Repairs | 445 | 722 | | 1,167 |
| Contract Services/Cost Share Payment | 10,630 | 10,100 | 1,013 | 21,743 |
| Rentals | | 30,167 | | 30,167 |
| Service Fees | 1,494 | | | 1,494 |
| Information and Education | 810 | | | 810 |
| Travel and Expenses | 552 | 4,849 | | 5,401 |
| Advertising and Printing | 5,587 | | | 5,587 |
| OPERS | | 21,706 | | 21,706 |
| Worker's Compensation | | 1,947 | | 1,947 |
| Hospitalization | | 23,841 | | 23,841 |
| Medicare | | 805 | | 805 |
| Product/Materials for Resale | 5,398 | | | 5,398 |
| Vehicle Rental/Liability Insurance | 1,317 | | | 1,317 |
| Annual Meeting/Banquet | 3,832 | | | 3,832 |
| Other | 3,486 | 1,832 | 183 | 5,501 |
| <i>Total Cash Disbursements</i> | <u>35,263</u> | <u>252,569</u> | <u>4,878</u> | <u>292,710</u> |
| <i>Net Change in Fund Cash Balances</i> | (19,876) | (32,748) | (4,752) | (57,376) |
| <i>Fund Cash Balances, January 1</i> | <u>72,881</u> | <u>95,505</u> | <u>145,570</u> | <u>313,956</u> |
| Fund Cash Balances, December 31 | | | | |
| Committed | | | 111,481 | 111,481 |
| Assigned | 90 | | 29,337 | 29,427 |
| Unassigned | 52,915 | 62,757 | | 115,672 |
| <i>Fund Cash Balances, December 31</i> | <u>\$53,005</u> | <u>\$62,757</u> | <u>\$140,818</u> | <u>\$256,580</u> |

See accompanying notes to the basic financial statements

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

Note 1 – Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Hancock County Soil and Water Conservation District, Hancock County, Ohio (the District) as a body corporate and politic. A publicly elected five-member District Board of Supervisors directs the District. The District provides local leadership in the conservation of natural resources and stewardship of agricultural lands.

The District's management believes these financial statements present all activities for which the District is financially accountable.

Note 2 – Summary of Significant Accounting Policies

Basis of Presentation

The District's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (cash basis) for all funds.

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the District are presented below:

Special Fund The special fund is the primary fund used for day to day operations and expenditures including payroll and benefits. The District records all amounts received from the State, local, or federal governments in this fund. The County Auditor also maintains an accounting of this fund.

District Fund The district fund accounts for and reports revenues from district sales and equipment rentals, grants and donations.

Other Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes. The District had the following significant Other Funds:

District Technical Fund The district technical fund accounts for and reports amounts assigned by the Board of Supervisors for the renewals of technical contract services and occasional technology purchases.

District Contingent Liability Fund The district contingent liability fund accounts for and reports amounts committed by the Board of Supervisors for future employee severance obligations.

Basis of Accounting

These financial statements follow the accounting basis permitted by the Ohio Department of Agriculture. This basis is similar to the cash receipts and disbursements accounting basis. The District recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters the Ohio Department of Agriculture requires.

Budgetary Process

The Ohio Revised Code requires the Special Fund be budgeted annually.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

Appropriations Budgetary expenditures may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Supervisors must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year-end.

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

A summary of 2017 budgetary activity appears in Note 3.

Deposits and Investments

The Hancock County Treasurer is the custodian for the District's Special Fund's cash and investments. The County's cash and investment holds the District's Special Fund's cash and investments, which are reported at the County Treasurer's carrying amount. Deposits and investments disclosures for the County as a whole may be obtained from the Hancock County Auditor, Charity Rauschenberg, CPA, at 300 South Main Street, Findlay, Ohio, by phone at (419) 424-7015, or by email at hanuada@co.hancock.oh.us.

The District's accounting basis for all other funds includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

Capital Assets

The District records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the District must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable The District classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed Supervisors can *commit* amounts via formal action (resolution). The District must adhere to these commitments unless the Supervisors amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Funds other than the special and district funds report all fund balances as *assigned* unless they are restricted or committed. In the special and district funds, *assigned* amounts represent intended uses established by District Supervisors or a District official delegated that authority by resolution, or by State Statute.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

Unassigned Unassigned fund balance is the residual classification for the special and district funds and includes amounts not included in the other classifications. In other funds, the unassigned classification is used only to report a deficit balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 – Special Fund Budgetary Activity

Budgetary activity for the year ending December 31, 2017 follows:

| 2017 Budgeted vs. Actual Receipts | | | |
|--|--------------------------|------------------------|-----------------|
| Fund | Budgeted Receipts | Actual Receipts | Variance |
| Special | \$241,217 | \$219,821 | (\$21,396) |

| 2017 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|--------------------------------|-------------------------------|-----------------|
| Fund | Appropriation Authority | Budgetary Expenditures | Variance |
| Special | \$308,113 | \$256,222 | \$51,891 |

Note 4 – Deposits

The District maintains a deposit pool all funds use, except the Special Fund which is maintained by the Hancock County Treasurer. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits at December 31 was as follows:

| | |
|---------------------------|-------------------|
| Demand deposits | 2017 \$187,037 |
| Certificates of deposit | 6,786 |
| County Treasurer Deposits | 62,757 |
| Total deposits | \$256,580 |

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation.

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

Note 5 – Risk Management

Workers' Compensation coverage is provided by the State of Ohio. The District pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs, if material.

Commercial Insurance

The District has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.

Note 6 – Defined Benefit Pension Plans

Ohio Public Employees Retirement System

All employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries and the District contributed an amount equaling 14 percent of participants' gross salaries. The District has paid all contributions required through December 31, 2017.

Note 7 – Postemployment Benefits

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes multiple health care plans including medical coverage, prescription drug coverage, and deposits to Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for members in the traditional pension plan and combined plan was 1.0 percent during calendar year 2017.

Note 8 – Contingent Liabilities

Amounts grantor agencies pay to the District are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

Note 9 – All Other Revenue

The District Fund received revenue from pond construction agreements, newsletter ads, refunds, and interest during 2017.



One Government Center, Suite 1420
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NorthwestRegion@ohioauditor.gov

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Hancock County Soil and Water Conservation District
Hancock County
7868 County Road 140, Suite E
Findlay, Ohio 45840

To the Board of Supervisors:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States’ *Government Auditing Standards*, the financial statements of the cash balances, receipts and disbursements for each fund of the Hancock County Soil and Water Conservation District, Hancock County, Ohio (the District) as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements and have issued our report thereon dated November 27, 2019 wherein we noted the District followed financial reporting provisions the Ohio Department of Agriculture prescribes or permits.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the District’s internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the District’s internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the District’s financial statements. 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 first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings that we consider a material weakness. We consider finding 2018-001 to be a material weakness.

Compliance and Other Matters

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this report is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

November 27, 2019

**HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT
HANCOCK COUNTY
SCHEDULE OF FINDINGS
DECEMBER 31, 2018 AND 2017**

| |
|--|
| FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS |
|--|

FINDING NUMBER 2018-001

Material Weakness – Financial Reporting

In our audit engagement letter, as required by AU-C Section 210, *Terms of Engagement*, paragraph .06, management acknowledged its responsibility for the preparation and fair presentation of their financial statements; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error as discussed in AU-C Section 210 paragraphs .A14 & .A16. In addition, Governmental Accounting Standards Board (GASB) Statement No. 54 (codified as GASB Cod 1800.165-.179) requires fund balance be divided into one of five classifications based on the extent to which constraints are imposed upon the resources. The following errors were noted in the accompanying financial statements:

- In 2017, receipt amounts were improperly posted from the accounting system to the financial statements resulting in multiple reclassifications ranging from \$13 to \$5,554 in the District Fund.
- In 2017, Special Fund beginning balance was overstated by \$46,950 from the prior year ending balance.
- In 2017, fund balance was improperly classified as unassigned instead of assigned and committed in the combined Other Funds in the amounts of \$29,337 and \$111,481, respectively.
- In 2018, all other revenue amounts were improperly classified as grants: federal in the District Fund in the amount of \$4,757.
- In 2018, receipt amounts were improperly posted from the accounting system to the financial statements resulting in multiple reclassifications ranging from \$6,373 to \$50,055 in the Special Fund.
- In 2018, transfers out were improperly classified as other disbursements in the combined Other Funds in the amount of \$35,682.

These errors were the result of inadequate policies and procedures in reviewing the financial statements. Failure to complete accurate financial statements could lead to the Board making misinformed decisions. Additional audit adjustments were made in smaller relative amounts for additional reasons. The accompanying financial statements, notes to the financial statements, and accounting records have been adjusted to correct these errors.

To help ensure the District's financial statements and notes to the statements are complete and accurate, the District should adopt policies and procedures, including a final review of the statements and notes by the Fiscal Officer and Board of Supervisors, to identify and correct errors and omissions. The District Program Administrator should also review Audit Bulletin 2011-004 for information on GASB Statement No. 54.

Officials Response:

We did not receive a response from Officials to the finding reported above.

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OHIO AUDITOR OF STATE KEITH FABER



HANCOCK COUNTY SOIL AND WATER CONSERVATION DISTRICT

HANCOCK COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

CERTIFIED
DECEMBER 19, 2019