

YELLOW MEDICINE
SOIL AND WATER CONSERVATION DISTRICT
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED DECEMBER 31, 2008

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2008**

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**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2008**

This section of the annual financial report of the Yellow Medicine Soil and Water Conservation District (SWCD) presents the Management Discussion and Analysis. The discussion and analysis provides an overview of the SWCD's financial activities for the fiscal year ended December 31, 2008. Since this information is designed to focus on the current year's activities, resulting changes, and currently known facts, it should be read in conjunction with the SWCD's basic financial statements following this section.

FINANCIAL HIGHLIGHTS

- The SWCD's net assets on the Statement of Activities and Governmental Revenues, Expenditures and Changes in Fund Balance increased due to the expenditures exceeding the revenues.

- The Statement of Net Assets and Governmental Fund Balance Sheet reflect the Designated Fund Balances for specific designated items deemed by the SWCD.

USING THIS ANNUAL REPORT

This annual report consists of four main topics: 1) The Management Discussion and Analysis (MDA); 2) Financial Statements; 3) Reconciliation Statements; and 4) Notes to the Financial Statement. These topics are further explained as follows:

- Management's Discussion and Analysis (MDA-this section). This section relates mostly to the changes in the SWCD's finances and explains the Governmental Wide-Financial Statements in detail. The MDA is on pages 2-7;
- Financial Statements – pages 8-12:
 - The Governmental Wide-Financial Statements include a series of financial statements that provide information about the activities of the SWCD as a whole and present a longer-term view of the SWCD's finances. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending; and
 - The Fund Financial Statements report the Breakdown of County Revenue and the Deferred Revenue Breakdown of the SWCD.
- Reconciliation Statements – page 13:
 - Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities explains the differences in the two statements. The Statement of Activities under the "Adjustments" column shows the differences in the two statements; and
 - Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Assets explains the differences in these two statements. The Statement of Activities under the "Adjustments" column shows the differences in the two statements.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2008**

- The Notes to the Financial Statement provides information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. These notes provide information such as: 1) Summary of significant accounting policies; 2) Stewardship, compliance and accountability; 3) Deposits and Investments; 4) Changes in General Fixed Assets; 5) Deferred Revenue; 6) Compensated Absences Payable; 7) Adjustments to Financial Statements; 8) Risk Management; 9) Pension Plan; and 10) Operating Leases. The Notes to the Financial Statement are on pages 14-20.

STATEMENT OF NET ASSETS AND STATEMENT OF ACTIVITIES

Our analysis of the Yellow Medicine Soil and Water Conservation District as a whole begins with page 8. One of the most important questions asked about the SWCD's finances is, "Is the SWCD as a whole better or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the SWCD as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using accrual basis of accounting, which is similar to the accounting used by the most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the SWCD's net assets and changes in them. You can think of the SWCD's net assets - the difference between assets and liabilities - as one way to measure the SWCD's financial health, or financial position. Over time, increases or decreases in the SWCD's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors to assess the overall health of the SWCD.

In the Statement of Net Assets and the Statement of Activities, the SWCD presents Governmental activities. All of the SWCD's basic services are reported here. Appropriations from the county and the state help to finance the SWCD's activities.

REPORTING THE SWCD'S GENERAL FUND:

Fund Financial Statements

The Yellow Medicine Soil and Water Conservation District presents only a general fund, which is a governmental fund. All of the SWCD's basic services are reported in the general fund, which focuses on how money flows into and out of those funds and the balances left at year-end that are available for spending. The fund is reported using an accounting method called modified accrual accounting. This method measures cash and all other financial assets that can be readily converted to cash. The general fund statements provide a detailed short-term view of the SWCD's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the SWCD's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Activities and the Statement of Net Assets) and governmental funds through the reconciliation of these statements, which are on page 13 (after the Fund Financial Statements). The financial reports can be found on pages 8 through 12 of this report.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2008**

THE SWCD AS A WHOLE – GOVERNMENTAL ACTIVITIES

Statement of Net Assets and Governmental Fund Balance

The Yellow Medicine Soil and Water Conservation District's net assets increased from one year ago. 2007 figures were adjusted from last year's MDA due to our audit. Our analysis below focuses on the net assets (Table 1) of the SWCD's governmental activities.

Table 1

Statement of Fund Balance	Governmental Activities	
	<u>Dec 31, 2008</u>	<u>Dec 31, 2007</u>
Current Assets	\$330,851.43	\$320,386.39
Capital Assets Net of Depreciation	<u>\$ 50,493.25</u>	<u>\$ 56,763.28</u>
Total Assets	<u>\$381,344.68</u>	<u>\$377,149.67</u>
Current and Other Liabilities	\$120,582.06	\$ 84,123.39
 Fund Balance:		
Invested in Capital Assets	\$ 50,493.25	\$ 56,763.28
Minus compensated Absences	(\$ 36,226.15)	(\$ 31,634.68)
Unrestricted/Designated	\$220,171.79	\$201,280.34
Unrestricted/Undesignated	<u>\$ 26,323.73</u>	<u>\$ 66,617.34</u>
Total Fund Balance	<u>\$260,762.62</u>	<u>\$293,026.28</u>
 Total Liabilities and Fund Balance	<u>\$381,344.68</u>	<u>\$377,149.67</u>

The total assets for the SWCD's governmental activities increased by approximately one percent from \$377,149.67 compared to \$381,344.68 in 2008. The Unrestricted/Designated funds are designated for certain programs specified by the State and/or SWCD. Unrestricted/Undesignated net assets are the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements. The Unrestricted/Undesignated Net Assets changed from \$66,617.34 in 2007 to \$26,323.73 in 2008, a decrease of \$40,293.61 or approximately 60 percent.

Statement of Activities and Governmental Fund Revenues, Expenditures and Fund Balance

Table 2 (shown on the next page) reflects changes in Governmental activities of the SWCD. It also reflects some of the actual SWCD's Charges for Services changes from 2007 to 2008.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2008**

Table 2

Condensed Statement of Activities

	<u>Dec 31, 2008</u>	<u>Dec 31, 2007</u>
Revenue		
Program Revenues		
Charges for Services	\$ 49,704.64	\$ 37,995.97
Operating Grants and Contributions	\$217,570.41	\$250,692.73
General Revenues:		
Miscellaneous Interest	\$ 8,001.63	\$ 12,076.92
Other Miscellaneous Revenue	<u>\$ 3,523.22</u>	<u>\$ 2,273.39</u>
Total Revenues	\$278,799.90	\$303,039.01
 Expenditures		
Conservation	<u>\$311,063.56</u>	<u>\$304,950.69</u>
Total Expenditures	\$311,063.56	\$304,950.69
 Change in Net Assets	 (\$32,263.66)	 (\$1,911.58)

Changes in Revenues/Expenditures from previous year:

- County funds increased by approximately ten percent due to adoption of county pay scale.
- State funds decreased mostly due to State Cost Share Projects from previous years being completed, therefore reducing the deferred revenue – see page 12.
- Federal funds decreased due to no funds given through a Contribution Agreement.
- SWCD revenues for Charges for Services increased due to an increase in sales from the SWCD's tree program. However, revenues showed a decreased in native grass drill rental and tree mat sales.
- Expenditures increased due to an increase in wages. The SWCD adopted the County's wage scale and needed to increase employees' wages to correspond with the number of years of service. These increases will be made throughout the next few years, as the budget allows.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2008**

THE SWCD'S FUNDS

As the SWCD completed the year, its general fund column, as presented in the Statement of Net Assets and Governmental Fund Balance Sheet on page 8, reported a total fund balance of \$246,495.52 (included Designated and Undesignated Fund Balances) is below last year's total of \$267,897.68.

GENERAL FUND BUDGETARY HIGHLIGHTS

The SWCD did not make any revisions to their budget in 2008. The Budgetary Comparison Schedule is found on page 10. The decrease in revenues over our anticipated budget was due basically from grants received from the State. However, the charges for services were more than expected due to an increase in sales of trees. The SWCD decided to phase out their grass seed program in 2008.

Expenditures for 2008 show a decrease, mostly due to the fact that no funds were distributed for the Native Buffer Cost Share Program. These funds are listed as a deferred revenue and expense for 2009.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

In 2008 the Yellow Medicine Soil and Water Conservation District used the following schedules:

- Guide to Capital Assets (Attachment A – page 21)
- Schedule of General Capital Assets and Changes for 2008 (Attachment B – page 22-23)
- Summary of Changes in Capital Assets (Attachment C – page 24)

The Schedules of General Capital Assets and the Summary of Changes in General Capital Assets consists of capital assets over the SWCD's threshold of \$1,000.00. At the end of 2008, the SWCD had \$160,865.80 invested in a broad range of capital assets, including Buildings, Land, Vehicles, Equipment and Machinery. This amount represents a net increase of total capital assets which included an addition of \$1,550.17 for purchase of a laptop computer. (See Table 3 on next page).

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2008**

CAPITAL ASSETS AND DEBT ADMINISTRATION (Continued)

Table 3

Capital Assets at Year-end
(Net of Depreciation)

Assets	Governmental Activities	
	<u>Dec 31, 2008</u>	<u>Dec 31, 2007</u>
Land	\$ 4,689.45	\$ 4,689.45
Building	\$ 51,626.50	\$ 51,626.50
Vehicles	\$ 44,945.00	\$ 44,945.00
Equipment/Machinery	\$ 59,604.85	\$ 58,054.68
Total Assets	<u>\$160,865.80</u>	<u>\$159,315.63</u>
(Net of Depreciation)	\$ 50,493.25	\$ 56,763.28

This year's addition was to the equipment/machinery category. A laptop computer was purchased for \$1,550.17.

LONG-TERM LIABILITIES

Long-term liability obligations include accrued vacation and sick leave for which employees are paid upon termination from the SWCD. Detailed information about the SWCD's long-term liabilities is presented in the Notes to the Financial Statement under Section I. Summary of Significant Accounting Policies - G. Vacation and Sick Leave on page 18 and on page 19 under VI. Compensated Absences Payable.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The SWCD's elected officials considered many factors when setting the fiscal-year 2009 budget. Some of the economic factors taken into account for the 2009 budget include: sales of trees and tree matting, State funding, Federal funding and the County allocation. Expense factors included expenses and employee salary increases. The SWCD decided to phase out the SWCD's native grass drill program in 2009 due to the fact that landowners can now rental drills through other vendors. The SWCD is hoping to obtain some of the 3/8 percent sales tax revenue that was passed by Minnesota voters through the sales tax amendment process. If the SWCD receives any of these funds, 2009's budget will need to be revised.

CONTACTING THE SWCD'S FINANCIAL MANAGEMENT

This financial report designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the SWCD's finances and to show the SWCD's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Yellow Medicine Soil and Water Conservation District, P.O. Box 545, 1000 10th Avenue, Clarkfield, Minnesota 56223 or call 320-669-4442 Ext. 3.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
CLARKFIELD, MINNESOTA**

**STATEMENT OF NET ASSETS AND
GOVERNMENTAL FUND BALANCE SHEET
FOR THE YEAR ENDED DECEMBER 31, 2008**

	General Fund	Adjustments See Notes	Statement of Net Assets
<u>Assets</u>			
Cash and investments	\$328,228.84		\$328,228.84
Accounts receivable	\$195.00		\$195.00
Interest Receivable	\$2,427.59		\$2,427.59
Due from other governments	\$0.00		\$0.00
Prepaid items	\$0.00		\$0.00
Capital Assets:			\$0.00
Non-depreciable	\$0.00	\$4,689.45	\$4,689.45
Depreciable, net	\$0.00	\$45,803.80	\$45,803.80
Total Assets	<u>\$330,851.43</u>	<u>\$50,493.25</u>	<u>\$381,344.68</u>
<u>Liabilities</u>			
Current liabilities:			
Accounts payable	\$173.23		\$173.23
Salaries payable	\$0.00		\$0.00
Deferred revenue	\$84,182.68		\$84,182.68
Long-term liabilities:			
Due within one year		\$36,226.15	\$36,226.15
Total Liabilities	<u>\$84,355.91</u>	<u>\$36,226.15</u>	<u>\$120,582.06</u>
<u>Fund Balance/Net Assets</u>			
Fund Balance/Net Assets			
Reserved for prepaid items	\$0.00	\$0.00	\$0.00
Unreserved			
Designated for future projects	\$220,171.79	-\$220,171.79	\$0.00
Undesignated	\$26,323.73	-\$26,323.73	\$0.00
Total Fund Balance	<u>\$246,495.52</u>	<u>-\$246,495.52</u>	<u>\$0.00</u>
Net Assets			
Invested in capital assets		\$50,493.25	\$50,493.25
Unrestricted		\$210,269.37	\$210,269.37
Total Net Assets		<u>\$260,762.62</u>	<u>\$260,762.62</u>

Notes are an integral part of the basic financial statements.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
CLARKFIELD, MINNESOTA**

**STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2008**

	General Fund	Adjustments See Notes	Statement of Activities
Revenues			
Intergovernmental	\$217,570.41		\$217,570.41
Charges for services	\$49,704.64		\$49,704.64
Investment earnings	\$8,001.63		\$8,001.63
Miscellaneous	\$3,523.22		\$3,523.22
Total Revenues	<u>\$278,799.90</u>		<u>\$278,799.90</u>
Expenditures/Expenses			
Conservation			
Current	\$298,651.89	\$12,411.67	\$311,063.56
Capital outlay	\$1,550.17	(\$1,550.17)	\$.00
Total Expenditures/Expenses	<u>\$300,202.06</u>	<u>\$10,861.50</u>	<u>\$311,063.56</u>
Excess of Revenues Over (Under)			
Expenditures/Expenses	(\$21,402.16)	(\$10,861.50)	(\$32,263.66)
Fund Balance/Net Assets January 1	<u>\$267,897.68</u>	<u>\$25,128.60</u>	<u>\$293,026.28</u>
Fund Balance/Net Assets December 31	<u><u>\$246,495.52</u></u>	<u><u>\$14,267.10</u></u>	<u><u>\$260,762.62</u></u>

Notes are an integral part of the basic financial statements.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
CLARKFIELD, MINNESOTA**

**BUDGETARY COMPARISON STATEMENT
BUDGET AND ACTUAL
GENERAL FUND**

YEAR ENDED DECEMBER 31, 2008

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Neg)</u>
Revenues				
Intergovernmental				
County	\$106,268.00	\$106,268.00	\$106,493.14	\$225.14
Local	\$17,525.00	\$17,525.00	\$17,261.30	(\$263.70)
Federal	\$.00	\$.00	\$.00	\$.00
State grant	\$109,676.00	\$109,676.00	\$93,815.97	(\$15,860.03)
Total intergovernmental	\$233,469.00	\$233,469.00	\$217,570.41	(\$15,898.59)
Charges for services	\$47,612.00	\$47,612.00	\$49,704.64	\$2,092.64
Miscellaneous				
Interest earnings	\$6,500.00	\$6,500.00	\$8,001.63	\$1,501.63
Other	\$529.00	\$529.00	\$3,523.22	\$2,994.22
Total miscellaneous	\$7,029.00	\$7,029.00	\$11,524.85	\$4,495.85
Total Revenues	\$288,110.00	\$288,110.00	\$278,799.90	(\$9,310.10)
Expenditures				
District operations				
Personnel services	\$211,096.00	\$211,096.00	\$213,739.82	(\$2,643.82)
Other services and charges	\$32,774.00	\$32,774.00	\$30,760.13	\$2,013.87
Supplies	\$3,990.00	\$3,990.00	\$3,104.73	\$885.27
Capital outlay	\$750.00	\$750.00	\$1,550.17	(\$800.17)
Total district operations	\$248,610.00	\$248,610.00	\$249,154.85	(\$544.85)
Project expenditures				
District	\$27,076.00	\$27,076.00	\$23,559.21	\$3,516.79
State	\$53,926.00	\$53,926.00	\$27,488.00	\$26,438.00
Total project expenditures	\$81,002.00	\$81,002.00	\$51,047.21	\$29,954.79
Total Expenditures	\$329,612.00	\$329,612.00	\$300,202.06	\$29,409.94
Excess of Revenues Over (Under)				
Expenditures			(\$21,402.16)	\$20,099.84
Fund Balance - January 1	\$267,897.68	\$267,897.68	\$267,897.68	\$0.00
Fund Balance - December 31	\$267,897.68	\$267,897.68	\$246,495.52	\$20,099.84

Notes are an integral part of the basic financial statements.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
BREAKDOWN OF COUNTY REVENUE
2008**

COUNTY REVENUES (breakdown):

ANNUAL ALLOCATION	\$ <u>96,269.00</u>
WATER PLAN MONEY	\$ _____
WETLAND MONEY	\$ <u>10,224.14**</u>
FEEDLOT MONEY	\$ _____
ABANDONED WELL	\$ _____
DNR SHORELAND	\$ _____
OTHER (specify)	\$ _____
TOTAL	\$ <u>106,493.14</u>

**Breakdown of Wetland Money is as follows:

2008 WCA Due from other governments – county	\$ 3,265.39
2009 WCA Grant	\$10,000.00
2008 Deferred Revenue	<u>(\$3,041.25)</u>
	\$10,224.14

NOTE: The total should agree with amount reported as **County Revenue** in the "Budgetary Comparison Schedule."

List other “non-cash” county support (i.e. rent, health insurance, etc.) that does not show up anywhere on your annual report.

Yellow Medicine County owes the building that the Yellow Medicine SWCD is located in. Therefore, the SWCD does not pay any rent.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
DEFERRED REVENUE BREAKDOWN
2008**

Balance of BWSR Service Grants: \$ 9,739.63

Balance of unencumbered BWSR Cost-Share Grants: Current fiscal year \$ 1,979.75
Previous fiscal year \$.00*

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

FY	Contract No.	Contract Amount	T & A Encumbered
09	09-02	\$1,424.00	\$356.00
09	09-03	\$713.00	\$178.25
09	09-04	\$2,876.00	\$719.00
09	09-05	\$288.00	\$72.00
09	09-06	\$5,381.00	\$1,345.25
09	09-07	\$1,269.00	\$317.25
09	09-08	\$1,207.00	\$301.75
09	09-09	\$468.00	\$117.00
09	09-10	\$1,247.00	\$311.75
09	09-11	\$1,270.00	\$317.50
09	09-12	\$852.00	\$213.00
09	09-13	\$652.00	\$163.00
09	09-14	\$1,228.00	\$307.00
09	09-15	\$756.00	\$189.00
Total of all Cost-Share Encumbrances			<u>\$24,538.75</u>

Balance of County WCA Funds: \$ 3,041.25

Balance of County Water Plan Funds: \$.00

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

<u>Farm Bill Assistant Grant</u>	<u>\$15,750.00</u>
<u>Native Buffer Grant</u>	<u>\$25,000.00</u>
<u>CREP Grant</u>	<u>\$ 4,133.30</u>

Subtotal of other funds: \$ 44,883.30

TOTAL OF ALL DEFERRED REVENUE: \$84,182.68

* FY08 Cost Share Program is still open and not all contracts are completed, however the only funds remaining are funds put in by the SWCD. Therefore no contracts pending for 08 are listed.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
RECONCILIATIONS FOR THE STATEMENT OF ACTIVITIES AND
STATEMENT OF NET ASSETS
DECEMBER 31, 2008**

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balance of Governmental Funds to the Statement of Activities**

Net Change in Fund Balance – Total Governmental Funds (\$21,402.16)

Amounts reported for governmental activities in the Statement of Activities are different. Under the “Adjustments” column, are the following: for the Conservation Current expenses: 2008 Depreciation of \$7,820.20 plus the difference of \$4,591.47 in compensated absences from 2007 of \$31,634.68 to 2008 of \$36,226.15 Also purchased equipment in the amount of \$1,550.17.

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expenses. Take additions to capital outlay of \$1,550.17 and subtracted 2008 Depreciation Expenses of \$7,820.20 (\$ 6,270.03)

Compensated Absences are also reflected in Statement of Activities. In 2008 the compensated absences increased by \$4,591.47 from 2007. (\$ 4,591.47)

Changes in Net Assets of Governmental Activities (\$32,263.66)

**Reconciliation of the Balance Sheet of Governmental Funds to the
Statement of Net Assets**

Total Fund Balance – Total Governmental Funds \$246,495.52

Amounts reported for governmental activities in the Statement of Net Assets are different because, as shown under the “Adjustments” column, the Capital Assets are added to the Net Assets, while the Compensated Absences are a liability and are therefore subtracted from the Net Assets for the Total Net Assets.

Net of accumulated depreciation are not financial resources and, therefore, are not reported in the general funds. \$ 50,493.25

Compensated absences are not due and payable in the current period and are not reported in the general funds. (\$ 36,226.15)

Net Assets of Governmental Funds \$260,762.62

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008**

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial reporting policies of the Yellow Medicine Soil and Water Conservation District (SWCD) conform to generally accepted accounting principals. These statements are prepared in accordance with Government Accounting Standards Board Rule 34, which changes the way both the statement of condition and the statement of revenues and expenses are reported.

A. Financial Reporting Entity

The SWCD is organized under the provisions of MN Statutes Chapter 103C and is governed by a Board of Supervisors composed of five members nominated by voters of the SWCD and elected to four-year terms by the voters of the County.

The purpose of the SWCD 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 habitat.

The Yellow Medicine Soil and Water Conservation District, in cooperation with the U.S. Department of Agriculture's Natural Resources Conservation Service and other agencies, provides technical and financial assistance to individuals, groups, organizations, and governments in reducing costly waste of soil and water resulting from soil erosion, sedimentation, pollution, and improper land use.

Each fiscal year the SWCD develops a work plan, which is used as a guide in using resources effectively to provide maximum conservation of all lands within its boundaries. The work plan includes guidelines for employees and technicians to follow in order to achieve the SWCD's objectives.

The SWCD is not considered a part of Yellow Medicine County because, even though the county provides a significant amount of the SWCD's revenue in the form of an appropriation, it does not retain any control over the operations of the SWCD.

Generally accepted accounting principals require that the financial reporting entity include the primary government and component units for which the primary government is financially accountable. Under these principals the SWCD does not have any component units.

B. Basis of Presentation – Fund Accounting

The accounts of the Yellow Medicine Soil and Water Conservation District are organized on the basis of a fund and two account groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008**

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation – Fund Accounting (Continued)

1. Governmental Funds: General Fund

The General Fund is used to account for all revenues and expenditures incurred in operating the SWCD.

2. General Fixed Asset Account Group

This account group is used to record the SWCD's general fixed assets, which include building, furniture and equipment.

3. General Long-Term Debt Account Group

This account group records earned, but unpaid, vacation and sick leave that has vested or is expected to vest.

C. Government-Wide Financial Statements

The government-wide financial statements (i.e. The Statement of Net Assets and the Statement of Activities) report information on all the nonfiduciary activities of the SWCD. The State of Activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The government-wide financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of cash flows. Grants and similar items are recognized as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements

The government reports the general fund as its only major governmental fund. The general fund accounts for all financial resources of the government.

The SWCD's financial statements (general fund) are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become susceptible to accrual, that is, both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenue sources susceptible to accrual include intergovernmental revenues, charges, and interest. Expenditures are recorded when the corresponding liabilities are incurred.

YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Fund Financial Statements (continued)

Intergovernmental revenues are reported in conformity with the legal and contractual requirements of the individual programs. Generally, grant revenues are recognized when the corresponding expenditures are incurred. If the SWCD also receives an annual appropriation from the County, it is recognized as revenue when received, unless it is received prior to the period to which it applies. In that case, revenue recognition is then deferred until the appropriate period.

Investment earnings and revenues from the sale of trees are recognized when earned. Agricultural conservation fees and other revenue are recognized when they are received in cash because they usually are not measurable until then.

Project expenditures represent costs that are funded from federal, state, or district revenues. State project expenditures consist of grants to participants of the cost-Share Program and other state programs. SWCD project expenditures are costs of materials and supplies in SWCD projects.

In accordance with Governmental Accounting Standards Board Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions, revenues for non-exchange transactions are recognized based on the principal characteristics of the revenue. Exchange transactions are recognized as revenue when the exchange occurs.

D. Budget Information

The SWCD adopts an estimated revenue and expenditure budget for the General Fund. Comparisons of estimated revenues and budgeted expenditures to actual are presented in the financial statements in accordance with generally accepted accounting principles. Amendments to the original budget require board approval. Appropriations lapse at year-end. The SWCD does not use encumbrance accounting.

E. Assets, Liabilities, and Equity Accounts

1. Assets

Investments are stated at fair value, except for non-negotiable certificates of deposit, which are on a cost basis, and short-term money market investments, which are stated at amortized cost.

Capital assets are reported on a net (depreciated) basis. General fixed assets are still valued at historical or estimated historical cost.

YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Assets, Liabilities, and Equity Accounts (Continued)

2. Liabilities

Long-term liabilities, such as compensated absences, are accounted for in the General Long Term Debt Account Group.

3. Equity

Investment in general fixed assets represents the SWCD's equity in general fixed assets.

Reserved fund balance indicates the portion of fund equity that has been legally segregated for specific purposes or is not appropriable for spending.

Unreserved, designated account indicates the portion of fund equity that the SWCD has set aside for planned future expenditures.

Unreserved, undesignated fund balance account indicates the portion of fund balance that is available for budgeting and spending in future periods.

F. Explanation of Adjustments Column in Statements

1. **Capital Assets**: In the Statement of Net Assets 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 report in Note IV.
2. **Long-Term liabilities**: In the Statement of Net Assets and Government Fund Balance Sheet, an adjustment is made to reflect the total of Compensated Absence liability the district has as of the report date. See Note 1-G on the next page.
3. **Depreciation and Change in Compensated Absences for the year**: In the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance, the adjustment equals the total depreciation for the year reported, plus or minus the change in Compensated Absences between the reporting year and the previous year. This number is supported by figures in Note IV and in Note VI.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008**

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Vacation and Sick Leave

All employees upon leaving employment on or prior or subsequent to the normal retirement date or whose employment is terminated shall be entitled to severance pay. Severance pay shall include the payment of accumulated vacation leave, accumulated sick leave or a combination thereof at the current rate of wage at separation not to exceed an amount as follows:

Less than 1 year	= Not eligible
Completion of 1 year	= 80 hours
Completion of 2 years	= 160 hours
Completion of 3 years	= 320 hours
Completion of 4 years	= 480 hours
Completion of 5 years	= 640 hours
Completion of 6+ years	= 800 hours

Severance pay shall be paid in a manner mutually agreeable to the employee and employer over a period not to exceed five years from retirement or termination of employment. In the event that a retired or terminated employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lacking same, to the deceased estate.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. General Fund Deficit

At December 31, 2008, the SWCD's General Fund did not have a deficit fund balance.

B. Excess of Expenditures over Budget

During 2008 actual expenditures did not exceed budgeted expenditures.

C. Uncollateralized deposits

During 2008, the District's deposits with financial institutions did not exceed insurance, surety bond, or collateral.

III. DEPOSITS AND INVESTMENTS

Minnesota Statutes 118A.02 and 118A.04 authorize the SWCD to deposit its cash and to invest in certificates of deposit in financial institutions designated by the Board of Supervisors. At December 31, 2008, the SWCD's deposits totaled \$328,228.84 of which \$9,366.98 was cash deposits and \$265,738.55 was invested in certificates of deposit and \$53,123.31 in savings. Minnesota statutes require that all SWCD deposits be covered by insurance, surety bond or collateral. At December 31, 2008, all the SWCD's deposits were covered by insurance or collateralized with securities held by the SWCD or its agent in the SWCD's name; or collateralized by the pledging financial institution's trust department or agent in the SWCD's name.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008**

IV. CHANGES IN CAPITAL ASSETS

Assets – Beginning January 1, 2008	\$ 56,763.28
Additions	\$ 1,550.17
Deletions	\$.00
2008 Depreciation	<u>(\$ 7,820.20)</u>
Balance on December 31, 2008	\$ 50,493.25

Note: Beginning and Ending Balance are Net of Accumulated Depreciation, which totaled \$50,493.25 as of December 31, 2008.

The SWCD uses a threshold of \$1,000.00 for capitalizing assets purchased. Those physical assets under \$1,000.00 are expenses directly and not capitalized.

V. DEFERRED REVENUE

Deferred Revenue represents the unearned advances from the Minnesota Board of Water and Soil Resources and Yellow Medicine County for various programs. Revenues will be recognized when the related program expenditures are recorded.

Total Deferred Revenue as itemized on “Deferred Revenue Breakdown” is \$84,182.68. See more detailed list of Deferred Revenues on page 12.

VI. A. COMPENSATED ABSENCES PAYABLE

Changes in long-term debt for the year ended December 31, 2008 are:

Balance January 1, 2008	\$31,634.68
Net changes in compensated absences	<u>\$ 4,591.47</u>
Balance December 31, 2008	\$36,226.15

B. ADJUSTMENTS TO FINANCIAL STATEMENTS

See Note 1-F.

VII. RISK MANAGEMENT

The SWCD is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; employee health; and natural disasters. To cover these risks, the SWCD has purchased commercial insurance. Property and casualty liabilities and workers’ compensation are insured through Minnesota Counties Insurance Trust. The SWCD is covered for errors and omissions through Minnesota Counties Insurance Trust. The Minnesota Counties Insurance Trust is a public entity risk pool currently operated as a common risk management and insurance program for its members. There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008**

VIII. PENSION PLAN

A. Plan Description

The SWCD contributes to a cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). The PERA provides retirement benefits as well as disability to members, and benefits to survivors upon death of eligible members. The plan and its benefits are established and administered in accordance with Minnesota Statute chapters 353 and 356. PERA issues a publicly available financial report that includes financial statements and requires supplementary information. That report may be obtained by writing to the Public Employees Retirement Association, 60 Empire Drive, Suite 200, St. Paul, MN 55103-1855.

B. Funding Policy

Plan members are required to contribute 6.0% of their covered salary and the SWCD is required to contribute 6.5%. The contribution requirements of plan members and the SWCD are established by State Statute. The SWCD's employer share of contributions to PERA for the years ending December 31, 2008, 2007, and 2006 were \$9,233.19, \$7,876.84, and \$6,543.60, respectively, equal to the contractually required contributions for each year as set by state statute.

Defined Contribution Plan: One of the five SWCD Supervisors is covered by the Public Employees Defined Contribution Plan, (DCP), a multiple-employer deferred compensation plan administered by the Public Employees Retirement Association of Minnesota (PERA). The DCP is a tax-qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. Minnesota Statutes, Chapter 353D.03, specifies the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes 5 percent of salary, which is matched by the elected official's employer.

Total contributions made by the district during fiscal year 2008 were:

Amount		Percentage of Covered Payroll		Required
Employees	Employer	Employees	Employer	Rates
\$98.50	\$98.50	5.00%	5.00%	5.00%

III. OPERATING LEASES

The district has a rental lease agreement for our tree storage building. The lease was written June 30, 1992 and runs for 20 years. The rental fee is \$200.00 per year.

ATTACHMENT A - GUIDE TO CAPITAL ASSET

**YELLOW MEDICINE SOIL AND WATER CONSERVATION DISTRICT
GUIDE TO CAPITAL ASSETS**

March 22, 2007

Threshold Levels for Recording Capital Assets

The Yellow Medicine SWCD has set the capitalization threshold at \$1,000.00. Tracking and Inventory thresholds are listed below in the Capitalization Thresholds Table

Depreciation Method:

The Yellow Medicine Soil and Water Conservation District will use the straight-line method to calculate the depreciation of the cost of a capital asset over its estimated useful life.

Estimated Useful Life:

The SWCD's capital assets will be depreciated over their estimated useful lives: See table below.

CAPITALIZATION THRESHOLDS			
Capital Asset Type	Examples	Tracking and Inventory	Capitalize and Depreciate for Financial Reporting
Buildings	Tree Storage, Storage, etc	\$1.00	30
Buildings Improvement	Tree Storage, Storage	\$1.00	20
Camera		\$100.00	7
Computer Hardware	Monitors, CPU, Printers, Laptops, Projectors	\$100.00	3
Field Equipment	Tree Planter, Tree Mat/Weed Barrier, Drill, Level & Tripod	\$100.00	7
Furniture, office	Desks, Tables, Chairs, File Cabinets, etc.	\$100.00	7
Cooling Systems	Compressor & Humidi Coil, etc.	\$100.00	7
Land		\$1.00	Not depreciable
Land Improvement	Betterment of land, other than building	\$1.00	15
Motor Vehicles	Van, Car, Truck, etc.	\$100.00	5
Office Machines	Fax, Copier, Calculators, Typewriters, Laminator, etc.	\$100.00	5-7
Telephone Equipment		\$100.00	10
Television/VCR		\$100.00	7
Educational Display	Educational Trunks, Enviroscape, Environmental Display	\$100.00	7

ATTACHMENT B - SCHEDULE OF GENERAL CAPITAL ASSETS - 2008

Yellow Medicine Soil and Water Conservation District

Schedule of General Fixed Assets and Changes ~ January 1 - December 31, 2008

Fixed Asset Description	Current Year	Year Acquired	Years in Use	Original Cost on F.A. 1/1/2008	Additions	Deletions	Original Cost on Fixed Assets 12/30/2008	Yearly Depreciation	Useful Life (yrs)	1/01/2008 Acc. Deprec.	2008 Depreciation Expense	12/31/2008 Accum. Deprec.
Land:												
Land Purchase	2008	2002	7	4,689.45			4,689.45		NA	-	-	-
Total Land				4,689.45			4,689.45				-	-
Buildings:												
Tree Storage Building	2008	1975	34	2,895.00			2,895.00	96.50	30	2,895.00	-	2,895.00
Storage Facility	2008	2002	7	48,731.50			48,731.50	1,624.38	30	9,746.29	1,624.38	11,370.67
Total Buildings				51,626.50			51,626.50	1,720.88		12,641.29	1,624.38	14,265.67
Machinery & Equipment:												
Level & Tripod	2008	1975	34	1,260.00			1,260.00	180.00	7	1,260.00	-	1,260.00
Tree Planter	2008	1976	33	2,590.00			2,590.00	370.00	7	2,590.00	-	2,590.00
Environmental Display	2008	1991	18	1,166.00			1,166.00	166.57	7	1,166.00	-	1,166.00
Enviroscape Model	2008	1995	14	1,229.60			1,229.60	175.66	7	1,229.60	-	1,229.60
Drylam Laminator	2008	1996	13	1,297.17			1,297.17	185.31	7	1,297.17	-	1,297.17
Tree Mat/Weed Barrier	2008	1997	12	2,545.00			2,545.00	363.57	7	2,545.00	-	2,545.00
Compressor & Humidi Coil	2008	1997	12	2,343.00			2,343.00	334.71	7	2,343.00	-	2,343.00
Dura Tech All Purpose Drill	2008	1998	11	13,249.50			13,249.50	1,892.79	7	13,249.50	-	13,249.50
Wooden Workstation/Desk	2008	1998	11	1,254.57			1,254.57	179.22	7	1,254.57	-	1,254.57
Desk, Layout Table, Corner	2008	1998	11	1,758.55			1,758.55	251.22	7	1,758.55	-	1,758.55
Sony Digital Camera & Case	2008	2000	9	1,096.83			1,096.83	156.69	7	1,096.83	-	1,096.83
Projector	2008	2000	9	4,148.15			4,148.15	829.63	5	4,148.15	-	4,148.15
Tree Planter	2008	2002	7	8,284.63			8,284.63	1,183.52	7	7,101.12	1,183.52	8,284.64
Wildlife Educational Trunk	2008	2002	7	1,000.00			1,000.00	142.86	7	857.15	142.86	1,000.01
Digital Copier	2008	2003	6	6,581.70			6,581.70	1,316.34	5	6,581.70	.00	6,581.70
Gateway Laptop, Monitor, Keyboard	2008	2003	6	1,615.00			1,615.00	323.00	5	1,615.00	.00	1,615.00
HPDC770 Computer/Samsung 19" LCD	2008	2007	2	1,039.58			1,039.58	346.53	3	346.53	346.53	693.06
HPDC770 Computer/Samsung 21" LCD	2008	2007	2	1,228.50			1,228.50	409.50	3	409.50	409.50	819.00
HON Desk/Return Shell/Storage Shelf	2008	2007	2	1,721.42			1,721.42	172.14	10	172.14	172.14	344.28
HON Double Pedestal Desk/Shelves	2008	2007	2	1,522.90			1,522.90	152.29	10	152.29	152.29	304.58
HON Credenza Shell/Shelves	2008	2007	2	1,122.58			1,122.58	112.26	10	112.26	112.26	224.52
HP Laptop & Monitor	2008	2008	1		\$1,550.17		1550.17	516.72	3	.00	516.72	516.72
Total Machinery & Equipment				\$58,054.68	\$1,550.17	\$0.00	\$59,604.85	\$9,760.53		\$51,286.06	\$3,035.82	\$54,321.88

Attachment B – Schedule of General Fixed Assets and Changes - Continued

Yellow Medicine Soil and Water Conservation District
Schedule of General Fixed Assets and Changes - January 1 - December 31, 2008

Fixed Asset Description	Current Year	Year Acquired	Years in Use	Original Cost on F.A. 1/1/2008	Additions	Deletions	Original Cost on Fixed Assets 12/30/2008	Yearly Depreciation	Useful Life (yrs)	1/01/2008 Acc. Deprec.	2008 Depreciation Expense	12/31/2008 Accum. Deprec.
Vehicles:							-					
1997 Chevy Pickup	2008	1999	10	17,500.00			17,500.00	3,500.00	5	17,500.00	-	17,500.00
Van	2008	2001	8	11,645.00			11,645.00	2,329.00	5	11,645.00	-	11,645.00
2006 Chevy Impala	2008	2005	4	15,800.00	-		15,800.00	3,160.00	5	9,480.00	3,160.00	12,640.00
Total Vehicles				\$ 44,945.00	\$ -	\$ -	\$44,945.00	\$8,989.00		\$38,625.00	\$3,160.00	\$41,785.00
Totals				\$159,315.63	\$1,550.17	\$0.00	\$160,865.80	\$20,470.41		\$102,552.35	\$ 7,820.20	\$110,372.55

	01/01/08	12/31/2008
Original Cost of Fixed Assets as of 1/01/2008	\$159,315.63	\$159,315.63
Additions to Fixed Assets from 1/1/2008 thru 12/31/08		\$1,550.17
Deletions to Fixed Assets from 1/1/2008 thru 12/31/08		.00
Accumulated Depreciation	<u>\$102,552.35</u>	<u>\$110,372.55</u>
Fixed Assets Net of Accumulated Depreciation	<u>\$ 56,763.28</u>	<u>\$50,493.25</u>
2008 Depreciation Expense		
Conservation of resources		<u><u>\$7,820.20</u></u>

ATTACHMENT C - SUMMARY OF CHANGES IN CAPITAL ASSETS

Yellow Medicine Soil and Water Conservation District
Summary of Changes in Capital Assets ~ January 1 - December 31, 2008
 Threshold level of \$1,000.00

Reflects the additions/deletions as indicated on the 2008 Accumulated Depreciation & Depreciation Expense

	1/1/2008 As Previously Reported	2008 Additions in Capitalization Threshold	2008 Deletions in Capitalization Threshold	Beginning 1/1/2008 As Restated	Net Total Changes	12/31/2008 Capital Assets
General Capital Assets						
Land-Not Depreciable	\$4,689.45	\$0.00	\$0.00	\$4,689.45	\$0.00	\$4,689.45
Land Improvements-inexhaustible (Fill)-Not Depreciable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Improvements-exhaustible (Depreciable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Infrastructure & Infr. Improvements (Not-Depreciable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicles	\$44,945.00	\$0.00	\$0.00	\$44,945.00	\$0.00	\$44,945.00
Equipment/Machinery	\$58,054.68	\$1,550.17	\$0.00	\$58,054.68	\$1,550.17	\$59,604.85
Construction-in-Progress-Bldg#1-Not Depreciable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction-in-Progress-Bldg#2-Not Depreciable		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Buildings	\$51,626.50	\$0.00	\$0.00	\$51,626.50	\$0.00	\$51,626.50
TOTAL GENERAL CAPITAL ASSETS	\$ 159,315.63	\$1,550.17	\$0.00	\$159,315.63	\$1,550.17	\$160,865.80
Accumulated Depreciation						
Land-Not Depreciable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Improvements-inexhaustible (Fill)-Not Depreciable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Improvements-exhaustible-Depreciable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Infrastructure-Not Depreciable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Buildings	\$12,641.29	\$1,624.38	\$0.00	\$12,641.29	\$1,624.38	\$14,265.67
Vehicles	\$38,625.00	\$3,160.00	\$0.00	\$38,625.00	\$3,160.00	\$41,785.00
Equipment/Machinery	\$51,286.06	\$3,035.82	\$0.00	\$51,286.06	\$3,035.82	\$54,321.88
Construction-in-Progress-Not Depreciable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GENERAL CAPITAL ASSETS	\$102,552.35	\$7,820.20	\$0.00	\$102,552.35	\$7,820.20	\$110,372.55
NET BOOK VALUE GENERAL CAPITAL ASSETS	\$56,763.28	(\$6,270.03)	\$0.00	\$56,763.28	(\$6,270.03)	\$50,493.25