

**MIDDLE FORK CROW RIVER  
WATERSHED DISTRICT  
ANNUAL FINANCIAL REPORT**

**December 31, 2012**

WESTBERG EISCHENS, PLLP  
Certified Public Accountants  
Willmar, Minnesota 56201

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**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS  
December 31, 2012**

	<u>Position of the Manager</u>	<u>Term Expires</u>
Robert Hodapp	President and Chair	4/26/15
Bruce Wing	Vice-President	4/26/13
Ruth Schaefer	Secretary	4/26/13
Gordon Behm	Treasurer	4/26/14
Joseph Flanders	Co-Treasurer	4/26/15

## INDEPENDENT AUDITOR'S REPORT

Board of Managers  
Middle Fork Crow River  
Watershed District

We have audited the accompanying financial statements of the governmental activities and each major fund of Middle Fork Crow River Watershed District as of and for the year ended December 31, 2012, as listed in the table of contents, and the related notes to the financial statements.

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

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

### ***Auditor's Responsibility***

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

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

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of Middle Fork Crow River Watershed District as of December 31, 2012, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other-Matters***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 10 and page 25 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the 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.

*Westberg Eischens, PLLP*

WESTBERG EISCHENS, PLLP  
Willmar, Minnesota

March 6, 2013

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**INTRODUCTION**

A petition was filed with the Minnesota Board of Water and Soil Resources on November 16, 2004 to establish the Middle Fork Crow River Watershed District (District). The District was established on April 27, 2005 under Minnesota Statute § 103D.205.

The District is a local unit of government that works to solve and prevent water related problems. The District will conduct water quality surveys of lakes and streams within the district, conduct education and volunteer programs, implement best management practices, and manage other projects related to fulfilling the purpose of the district.

This section of Middle Fork Crow River Watershed District's annual financial report presents Management's Discussion and Analysis of the District's financial performance during the year ended December 31, 2012. Please read it in conjunction with the District's financial statements, which immediately follow this section. The Management's Discussion and Analysis (MD&A) is an element of Required Supplementary Information specified in the Governmental Accounting Standard Board's (GASB) Statement No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* issued in June 1999.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial section of the annual report consists of three parts. They are:

- Independent Auditor's Report,
- Required supplementary information which includes the Management's Discussion and Analysis (this section) and general fund budgetary comparison schedule, and
- Basic financial statements.

The basic financial statements include two kinds of statements that present different views of the District:

- The **District-wide financial statements**, including the statement of net position and statement of activities, provide **short-term** and **long-term** information about the District's **overall** financial status.
- The **fund financial statements** focus on individual parts of the District, reporting the District's operation in **more detail** than the District-wide statements. The District maintains a single government fund.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

Figure A-1, summarizes the major features of the District's financial statements, including portions of the District's activities covered and the types of information they contain. The remainder of this overview section of Management's Discussion and Analysis highlights the structure and contents of each of the statements.

<b>Figure A-1 Major Features of the District-wide and Fund Financial Statements</b>		
	<b>District-wide Statements</b>	<b>Governmental Funds</b>
<b>Scope</b>	Entire District	The activities of the District that are not proprietary or fiduciary
<b>Required financial statements</b>	- Statement of net assets - Statement of activities	- Balance sheet - Statement of revenue, expenditures and changes in fund balances
<b>Accounting basis and measurement focus</b>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial focus
<b>Type of asset/liability information</b>	All assets and liabilities, both financial and capital, short-term and long-term	Generally assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term liabilities included
<b>Type of inflow/outflow information</b>	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

**District-wide Statements**

The District-wide statements (statement of net assets and statement of activities) report information about the District as a whole using accounting methods similar to those used by private sector companies. The statement of net position includes all of the District's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two District-wide statements report the District's net assets and how they have changed. Net assets – the difference between the District's assets and liabilities – are one way to measure the District's financial health or position.

- Over time, increases or decreases in the District's net assets are indicators of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District requires consideration of additional non-financial factors such as community support for District Programs and activities.

In the District-wide financial statement the District's activities are shown in one category titled "governmental activities".

- **Governmental activities** – The District's basic services are reported here, including District Programs and administration. Tax levies, state aid, and grants finance most of these activities.

**Fund Financial Statements**

The fund financial statements provide more detailed information about the District's major fund.

The District maintains the following fund:

- **Governmental funds statements** – The District's basic services are included in governmental funds that generally focus on:
  - 1) how cash and other financial assets that can readily be converted to cash flow in and out, and
  - 2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps to determine whether there are more or less financial resources that can be spent in the near future to finance the District's programs.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**FINANCIAL HIGHLIGHTS**

Key financial highlights from the Statement of Net Assets and the Statement of Activities for the 2012 fiscal year include the following:

- Net position totaled \$369,288 in the eighth year of operations.
- Revenues totaled \$552,403 and were \$31,650 less than expenses of \$584,053.
- The District's \$584,053 of expenses were for administrating the District and the revenues were primarily from taxes from the various counties, which are part of the Watershed's District, grants and state aid.

The following Table I reflects the District's condensed summary of the Statements of Net Position as of December 31, 2012 and 2011:

**Table I  
Summary of Statements of Net Position  
As of December 31,**

<u>Description</u>	<u>2012</u>	<u>2011</u>	<u>Change</u>
Current assets	\$ 1,144,814	\$ 539,705	\$ 605,109
Capital assets, net of accumulated depreciation	91,463	23,368	68,095
Other assets	<u>55,768</u>	<u>61,064</u>	<u>(5,296)</u>
Total assets	<u>\$ 1,292,045</u>	<u>\$ 624,137</u>	<u>\$ 667,908</u>
Current liabilities	\$ 280,987	\$ 73,660	\$ 207,327
Long term liabilities	<u>641,770</u>	<u>149,538</u>	<u>492,232</u>
Total liabilities	<u>922,757</u>	<u>223,198</u>	<u>699,559</u>
Net position:			
Net investment in capital assets	91,463	23,368	68,095
Unrestricted	<u>277,825</u>	<u>377,571</u>	<u>(99,746)</u>
Total net position	<u>369,288</u>	<u>400,939</u>	<u>(31,651)</u>
Total liabilities and net position	<u>\$ 1,292,045</u>	<u>\$ 624,137</u>	<u>\$ 667,908</u>

Total assets increased by \$667,908 in 2012 due to receiving bond proceeds for a building project that has not incurred any expenses against it as of December 31, 2012. Total liabilities increased by \$699,559 mainly due to adding a \$495,000 Limited Tax Bond.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**Statement of Operations**

The results of the District's operations are reported in the statement of activities. Table II presents a condensed summary of data from the District's statements of operations.

**Table II  
Summary of Changes in Net Position  
For the Year Ended December 31,**

<u>Description</u>	<u>2012</u>	<u>2011</u>	<u>Change</u>
<b>REVENUES</b>			
Grants	\$ 223,115	\$ 347,526	\$ (124,411)
Tax levy	251,466	247,810	3,656
Special assessments	47,530	-	47,530
State aid	2,110	15,098	(12,988)
Interest income	8,419	7,438	981
Local contributions and miscellaneous	19,763	1,401	18,362
Total revenues	<u>552,403</u>	<u>619,273</u>	<u>(66,870)</u>
<b>EXPENDITURES</b>			
Meetings/seminars	17,222	13,473	3,749
Contract labor	201,468	85,129	116,339
Administrative	12,465	13,210	(745)
BMP implementation expense	86,639	259,594	(172,955)
Professional expenses	22,493	24,046	(1,553)
Employee benefits	17,461	25,670	(8,209)
Dues	3,808	3,805	3
Insurance	4,142	4,084	58
Payroll expenses	144,322	132,556	11,766
Payroll tax expense	11,299	10,868	431
Utilities	1,817	1,687	130
Monitoring	14,747	24,803	(10,056)
Public education	5,161	4,931	230
Rent	8,450	7,800	650
Office expense	702	1,112	(410)
Miscellaneous	5,447	1,900	3,547
Capital outlay	1,847	-	1,847
Depreciation	7,563	7,317	246
Total expenses	<u>567,053</u>	<u>621,985</u>	<u>(54,932)</u>
<b>OTHER FINANCING USES</b>			
Bond issuance costs	<u>(17,000)</u>	<u>-</u>	<u>(17,000)</u>
Change in net position	(31,650)	(2,712)	(28,938)
Net Position - January 1	<u>400,938</u>	<u>403,650</u>	<u>(2,712)</u>
Net Position - December 31	<u>\$ 369,288</u>	<u>\$ 400,938</u>	<u>\$ (31,650)</u>

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**Capital Assets and Debt Administration**

As of December 31, 2012, the District had \$91,463 invested in net capital assets. (See Table III.) This amount represents a net increase (including additions and deductions) of \$68,095, from last year.

**Table III  
Capital Assets at Year-End**

	<u>2012</u>	<u>2011</u>
Land	\$ 48,663	\$ -
Machinery and equipment	49,095	49,095
Construction in progress	26,995	-
Less: accumulated depreciation	<u>(33,290)</u>	<u>(25,727)</u>
 Net Capital Assets	 <u>\$ 91,463</u>	 <u>\$ 23,368</u>

The District's long-term debt as of December 31, 2012, consists of debt used to finance various watershed projects. A breakdown of the debt obligations is shown in Table IV.

**Table IV  
Change in Debt Obligations**

Description	Beginning Balance	Additions	Reductions	Ending Balance	Due within one year
MN Clean Water Partnership Project	\$161,564	\$ 9,500	\$ 12,026	\$ 159,038	\$ 12,268
Limited Tax Bonds, Series 2012A	-	495,000	-	495,000	-
 Total Debt Obligations	 <u>\$161,564</u>	 <u>\$504,500</u>	 <u>\$ 12,026</u>	 <u>\$654,038</u>	 <u>\$ 12,268</u>

**General Fund**

The General Fund includes the primary operations of the District in providing services to citizens and some capital outlay projects.

The following schedule presents a summary of General Fund revenues:

**Table V  
General Fund Revenues**

Function	Year Ended December 31,		Change	
	2012	2011	Increase (Decrease)	Percent (%)
Tax levy	\$ 251,466	\$ 247,810	\$ 3,656	1.45%
Special assessments	77,708	9,686	68,022	87.54%
Grants	223,115	429,076	(205,961)	-92.31%
State aid	2,110	15,098	(12,988)	-615.55%
Interest income	8,419	7,438	981	11.65%
Local contributions and miscellaneous	<u>19,763</u>	<u>1,401</u>	<u>18,362</u>	<u>92.91%</u>
 Total General Fund Revenues	 <u>\$ 582,581</u>	 <u>\$ 710,509</u>	 <u>\$ (127,928)</u>	 <u>-21.96%</u>

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2012**

**General Fund (continued)**

Total General Fund revenue decreased by \$127,928 from the previous year. The mix of property tax, state-aid and grants can change significantly from year to year. The driving factor relating to decreased revenues was specific to reduction in grant revenues received for 2012 BMP projects compared to the previous year.

The following schedule presents a summary of General Fund expenditures:

**Table VI  
General Fund Expenditures**

Function	Year Ended December 31,		Change	
	2012	2011	Increase (Decrease)	Percent (%)
Conservation of natural resources	\$ 561,116	\$ 688,203	\$ (127,087)	-22.65%
Total General Fund Expenditures	<u>\$ 561,116</u>	<u>\$ 688,203</u>	<u>\$ (127,087)</u>	-22.65%

Total General Fund expenditures decreased by \$127,087, or 22.65%, from the previous year. The expenditures decreased in conjunction with revenue on the projects opened and/or completed during 2012.

**Special Revenue Fund**

The District's Special Revenue Fund was established to manage the Nest Lake Aquatic Plant Management Project which receives payments from special assessments from Nest Lake land owners.

**General Fund Budgetary Highlights**

- Actual revenues were \$104,956 more than expected.
- Actual expenditures were \$82,286 over the budgeted amount.
- No revisions were made to the original adopted budget.

**Factors Bearing On The Future And Next Year's Budgets And Rates**

The District relies on property tax levies, authorized by underlying state statutes, for a significant portion of its revenue. Continuing surges in land development projects will likely cause the District's activities and expenditures to increase during the next two to five years.

**Contacting District Management**

This financial report is designed to provide the citizens of Kandiyohi, Meeker, Pope, and Stearns County taxpayers, customers, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to the Executive Director, Middle Fork Crow River Watershed District, PO Box 8, Spicer, MN 56288.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
BALANCE SHEET - GOVERNMENTAL FUNDS AND  
GOVERNMENTAL ACTIVITIES - STATEMENT OF NET POSITION  
WITH ADJUSTMENTS TO CONVERT MODIFIED TO FULL ACCRUAL  
December 31, 2012**

	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Debt Service Fund</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 518,292	\$ -	\$ 43,500
Receivables			
Grants	26,448	-	-
Property taxes	4,550	-	-
Assessments	-	8,493	-
Advance to	52,306	-	-
Capital assets			
Non-depreciable	-	-	-
Depreciable - net	-	-	-
	<u>\$ 601,596</u>	<u>\$ 8,493</u>	<u>\$ 43,500</u>
<b>LIABILITIES AND FUND BALANCES/NET POSITION</b>			
<b>Liabilities</b>			
Accounts payable	\$ 20,420	\$ -	\$ -
Accrued vacation	3,889	-	-
Payroll liabilities	6,190	-	-
Deferred revenue	177,421	8,493	-
Advance from	-	52,306	-
Noncurrent liabilities			
Due within one year	-	-	-
Due in more than one year	-	-	-
	<u>207,920</u>	<u>60,799</u>	<u>-</u>
<b>Fund Balances</b>			
Fund balance			
Nonspendable	52,306	-	-
Restricted	-	-	43,500
Assigned	-	-	-
Unassigned	341,370	(52,306)	-
	<u>393,676</u>	<u>(52,306)</u>	<u>43,500</u>
Total Liabilities and Fund Balances	<u>\$ 601,596</u>	<u>\$ 8,493</u>	<u>\$ 43,500</u>

**Net Position**

Net investment in capital assets  
Unrestricted

Total Net Position

Total Liabilities and Net Position

The notes to the financial statements are an integral part of this statement.

<u>Capital Projects Fund</u>	<u>Adjustments</u>	<u>Governmental Activities</u>
\$ 478,000	\$ -	\$ 1,039,792
-	-	26,448
-	-	4,550
-	68,993	77,486
-	-	52,306
-	48,663	48,663
-	42,800	42,800
<u>\$ 478,000</u>	<u>\$ 160,456</u>	<u>\$ 1,292,045</u>
\$ -	\$ -	\$ 20,420
-	-	3,889
-	-	6,190
-	-	185,914
-	-	52,306
-	12,268	12,268
-	641,770	641,770
<u>-</u>	<u>654,038</u>	<u>922,757</u>
-	(52,306)	
478,000	(521,500)	
-	-	
-	(289,064)	
<u>478,000</u>	<u>(862,870)</u>	
<u>\$ 478,000</u>		
	91,463	91,463
	277,825	277,825
	<u>369,288</u>	<u>369,288</u>
	<u>\$ 160,456</u>	<u>\$ 1,292,045</u>

The notes to the financial statements are an integral part of this statement.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
December 31, 2012**

<b>Reconciliation of Governmental Fund Balance to Net Position</b>	
<b>Fund Balance - Governmental Fund</b>	\$ 862,870
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets are reported in the statement of net position but not in the fund balance sheet.	
Governmental Capital Assets	124,753
Less: Accumulated Depreciation	(33,290)
Long-term liabilities are reported on the statement of net position but not in the fund balance sheet.	
Note Payable	(159,038)
Bond payable	(495,000)
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the fund balance sheet.	
Assessments Receivable	<u>68,993</u>
<b>Net Position - Governmental Activities</b>	<b><u>\$ 369,288</u></b>

The notes to the financial statements are an integral part of this statement.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
FUND STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
AND GOVERNMENTAL ACTIVITIES - STATEMENT OF ACTIVITIES  
WITH ADJUSTMENTS TO CONVERT MODIFIED TO FULL ACCRUAL  
For the Year Ended December 31, 2012**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service Fund</u>
<b>REVENUES</b>			
General property tax	\$ 251,466	\$ -	\$ -
Special assessments	77,708	47,530	-
Grants	223,115	-	-
State aid	2,110	-	-
Interest income	8,419	-	-
Local contributions and miscellaneous	<u>19,763</u>	<u>-</u>	<u>-</u>
<b>TOTAL REVENUES</b>	<u>582,581</u>	<u>47,530</u>	<u>-</u>
<b>EXPENDITURES</b>			
Meetings/Seminars	17,222	-	-
Contract labor	117,018	84,450	-
Administrative	12,465	-	-
BMP implementation expense	98,665	-	-
Professional expenses	20,885	1,608	-
Employee benefits	17,461	-	-
Dues	3,808	-	-
Insurance	4,142	-	-
Payroll expenses	144,322	-	-
Payroll tax expense	11,299	-	-
Utilities	1,817	-	-
Monitoring	14,747	-	-
Public education	5,161	-	-
Rent	8,450	-	-
Office expense	702	-	-
Miscellaneous	5,447	-	-
Capital Outlay	77,505	-	-
Depreciation	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u>561,116</u>	<u>86,058</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	21,465	(38,528)	-
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer from other funds	13,778	-	43,500
Transfer to other funds	(43,500)	(13,778)	-
Limited tax bond issuance	-	-	-
Bond issuance costs	<u>-</u>	<u>-</u>	<u>-</u>
	<u>(29,722)</u>	<u>(13,778)</u>	<u>43,500</u>
<b>NET CHANGE IN FUND BALANCE/NET POSITION</b>	(8,257)	(52,306)	43,500
<b>FUND BALANCE/NET POSITION, Beginning of year</b>	<u>401,933</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE/NET POSITION, End of year</b>	<u>\$ 393,676</u>	<u>\$ (52,306)</u>	<u>\$ 43,500</u>

The notes to the financial statements are an integral part of this statement.

<b>Capital Projects Fund</b>	<b>Adjustments</b>	<b>Governmental Activities</b>
\$ -	\$ -	\$ 251,466
-	(77,708)	47,530
-	-	223,115
-	-	2,110
-	-	8,419
-	-	19,763
-	(77,708)	552,403
-	-	17,222
-	-	201,468
-	-	12,465
-	(12,026)	86,639
-	-	22,493
-	-	17,461
-	-	3,808
-	-	4,142
-	-	144,322
-	-	11,299
-	-	1,817
-	-	14,747
-	-	5,161
-	-	8,450
-	-	702
-	-	5,447
-	(75,658)	1,847
-	7,563	7,563
-	(80,121)	567,053
-	2,413	(14,650)
-	-	57,278
-	-	(57,278)
495,000	(495,000)	-
(17,000)	-	(17,000)
<u>478,000</u>	<u>(495,000)</u>	<u>(17,000)</u>
478,000	(492,587)	(31,650)
-	(995)	400,938
<u>\$ 478,000</u>	<u>\$ (493,582)</u>	<u>\$ 369,288</u>

The notes to the financial statements are an integral part of this statement.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL FUND REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2012**

**Change in Fund Balance - General Fund** \$ 460,937

Amounts reported for governmental activities in the statement of activities are different because:

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 expense.

Cost of capital assets purchased	75,658
Depreciation expense	(7,563)

Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principle is an expenditure in the governmental fund, but the repayment reduced long-term liabilities in the statement of net position.

Principle repayments	12,026
Debt issued or incurred	(495,000)

Certain revenues are recognized as soon as it is earned. Under the modified accrual basis of accounting certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.

Special assessments	<u>(77,708)</u>
---------------------	-----------------

**Change in Net Position - Governmental Activities** \$ (31,650)

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2012**

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Introduction**

The Watershed District was established on April 27, 2005, because the establishment would benefit the public welfare and public interest, and would advance the purpose of Minnesota Statutes Chapter 103D. The Middle Fork Crow River Watershed District includes approximately 271 square miles in Kandiyohi, Meeker, Pope, and Stearns County.

The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the Authority's more significant accounting policies:

**A. Financial Reporting Entity**

The District was established in 2005 pursuant to applicable Minnesota laws and statutes. The District consists of five managers with three managers from Kandiyohi County, one manager from Meeker County and one manager from Stearns County. Elections are held annually on the second regular meeting of the fiscal year

**B. Basic Financial Statements**

The financial statements combine fund level (General, Special Revenue, Debt Service and Capital Projects) financial statements and government-wide financial statements (the government activities column). These statements include the financial activities of the overall District.

The Special Revenue Fund is used to account for the proceeds of the specific revenue sources that are restricted to expenditures for specified purposes or designated to finance particular projects or activities of the District. In 2011, the District agreed to manage the Nest Lake Aquatic Plant Management Project.

The Debt Service Fund accounts for the accumulation of financial resources for the payment of principal and interest on the District's general obligation debt and capital leases. The District annually levies as valorem taxes restricted for the retirement of general obligation bonds.

The Capital Projects Fund accounts for the resources for the capital outlay related to the construction of a building.

The governmental activities columns are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Board's net positions are reported in three parts: (1) net investment in capital assets; (2) restricted net position; and (3) unrestricted net position. The Board first utilizes restricted resources to finance qualifying activities.

**C. Measurement Focus and Basis of Accounting**

The governmental activities columns are reported using the economic resources measurement focus and the accrual basis of accounting. 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.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2012**

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. Measurement Focus and Basis of Accounting (continued)**

Governmental fund columns (General, Special Revenue, Debt Service and Capital Projects) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. The Board considers all revenues to be available if collected with 60 days after the end of the current period. Charges for services, grants 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 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, if any, are reported as other financing sources. When both restricted and unrestricted resources are available for use, it is the Board's policy to use restricted resources first, and then unrestricted resources as needed.

**D. Cash and Cash Equivalents**

The District considers all investment instruments purchased with maturity of three months or less to be cash equivalents. At December 31, 2012, there were no cash equivalents.

**E. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**F. Budgets**

The Board has adopted grant budgets for the various grant periods. These budgets may be amended or modified as additional grants are received.

**G. Compensated Absences**

Under the District's policies, employees are granted paid time off (combined vacation and sick leave) based on their length of services. Unused accumulated vacation time is paid to employees upon termination. Compensated absences are accrued when incurred in the governmental activities column of the financial statements. A liability for this amount is reported in the General Fund.

**H. Deferred Revenue**

All District funds and the governmental activities defer revenue for resources that have been received, but not yet earned. Governmental funds also report deferred revenue in connection with receivables for revenues not considered to be available to liquidate liabilities of the current period.

**I. Fund Balance**

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of resources reported in governmental funds. These classifications are as follows:

*Non-spendable* – consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact, such as, inventories and prepaid items.

*Restricted* – consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**F. Fund Balance (continued)**

*Committed* – consists of amounts that are constrained for specific purposes that are internally imposed by formal action of the Board of Directors. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. These constraints are established by Resolution of the Board of Directors.

*Assigned* – consists of amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In the General Fund, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority. Pursuant to District Policy, the Director of Directors is authorized to establish assignments of fund balance.

*Unassigned* – is the residual classification for the General Fund.

The District uses restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balances when expenditures are made.

The Board of Directors has formally adopted a fund balance policy for the General Fund.

**NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Disbursements in Excess of Appropriations**

The general fund disbursements exceeded the amounts budgeted for the year ended December 31, 2012.

	Disbursements	Appropriations	Excess
General Fund	\$ 561,116	\$ 478,830	\$ 82,286

**NOTE 3 DETAILED NOTES ON ALL FUNDS**

**A. Deposits**

In accordance with Minnesota statutes, the District is authorized to designate a depository for public funds and to invest in certificates of deposit. The Minnesota statutes require that all District deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes, and bond; issues of U.S. government agencies; general obligations rated "A" or better and revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that 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.

**B. Custodial Credit Risk**

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 3      DETAILED NOTES ON ALL FUNDS (continued)**

**B. Custodial Credit Risk (continued)**

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. It is the District's policy that collateral or bonds will be required for all uninsured amounts on deposit and the additional insurance will be documented to show compliance with state law and a perfected security interest under federal law. At December 31, 2012, the District deposits were entirely covered by federal depository insurance or collateral held by the District or its agent in the District's name.

**C. Interfund Transfers**

Transfer to	Transfer From		Total
	General Fund	Special Revenue Fund	
General Fund	\$ -	\$ 13,778	\$ 13,778
Debt Service Fund	43,500	-	43,500

The Special Revenue Fund transferred \$13,778 to cover the previous year's net loss.

The General Fund transferred \$43,500 towards the Reserve Fund in the Debt Service Fund according to the bond agreement.

**NOTE 4      CAPITAL ASSETS**

Capital assets are reported in the governmental activities column of the financial statements. Capital assets are defined by the entity as purchases made for items with an individual cost of \$2,500 or more. Such assets are recorded at historical cost or estimated cost if constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property, plant, and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

Capital Asset Category	Useful Life
Computer equipment	5 years
Furniture	7 years
Monitoring equipment	10 years
Educational tools (exhibits)	15 years

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 4 CAPITAL ASSETS (continued)**

Capital asset activity for the year ended December 31, 2012, was as follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assests, non-depreciated				
Land	\$ -	\$ 48,663	\$ -	\$ 48,663
Capital assets depreciated				
Machinery, furniture, and equipment	49,095	-	-	49,095
Construction in progress	-	26,995	-	26,995
Less: accumulated depreciation for				
Machinery, furniture, and equipment	<u>(25,727)</u>	<u>(7,563)</u>	<u>-</u>	<u>(33,290)</u>
Governmental Activities Capital Assets, Net	<u>\$ 23,368</u>	<u>\$ 68,095</u>	<u>\$ -</u>	<u>\$ 91,463</u>

**NOTE 5 LONG-TERM DEBT**

Note Payable to the State of Minnesota through its Minnesota Pollution Control Agency (MPCA) dated June 19, 2008 for the maximum amount of \$200,000. The MPCA will disburse funds to the District on an incurred cost reimbursement basis, after the MPCA has approved the specific Project Work Plans. The interest rate of 2% will begin to accrue on each disbursement on the day the MPCA delivers the funds to the District. The loan is secured by a general obligation promissory note and the date to begin repaying the note is deferred until the note has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired, whichever comes first. The note is due in semiannual installments of \$7,228 beginning December 2011 through June 2021, interest at 2%.

Following is the Final Repayment Schedule outlined in the agreement:

<u>Calendar Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 12,268	\$ 2,189	\$ 14,457
2014	12,514	1,943	14,457
2015	12,766	1,691	14,457
2016	13,022	1,435	14,457
2017	13,284	1,173	14,457
2018-2021	48,634	1,965	50,599
Total	<u>\$ 112,488</u>	<u>\$ 10,396</u>	<u>\$ 122,884</u>

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 5 LONG-TERM DEBT (continued)**

Note Payable to the State of Minnesota through its Minnesota Pollution Control Agency (MPCA) dated June 30, 2011 for the maximum amount of \$150,000. The MPCA will disburse funds to the District on an incurred cost reimbursement basis, after the MPCA has approved the specific Project Work Plans. The interest rate of 2% will begin to accrue on each disbursement on the day the MPCA delivers the funds to the District. The loan is secured by a general obligation promissory note and the date to begin repaying the note is deferred until the note has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired, whichever comes first. At that time the repayment of the note is as stated in the Estimated Repayment Schedule in the agreement.

Following is the Estimated Repayment Schedule outlined in the agreement:

Calendar Year	Principal	Interest	Total
2014	\$ 14,240	\$ 3,050	\$ 17,290
2015	14,527	2,763	17,290
2016	14,819	2,471	17,290
2017	15,117	2,173	17,290
2018-2022	80,263	6,187	86,450
2023	17,034	256	17,290
Total	<u>\$ 156,000</u>	<u>\$ 16,900</u>	<u>\$ 172,900</u>

The Limited Tax Bond in the principal amount of \$495,000 will be used to finance construction of a building to be used as the District's offices. The District will have a levy of ad valorem taxes on all taxable property within the District. The Bond will mature on February 1, 2028 and requires semi-annually payments bearing an interest rate of 3.5%.

Following is the Final Repayment Schedule outlined in the agreement:

Calendar Year	Principal	Interest	Total
2013	\$ -	\$ 14,438	\$ 14,438
2014	20,000	16,976	36,976
2015	25,000	16,188	41,188
2016	30,000	15,225	45,225
2017	30,000	14,175	44,175
2018-2022	160,000	54,776	214,776
2023-2027	190,000	24,151	214,151
2028	40,000	700	40,700
Total	<u>\$ 495,000</u>	<u>\$ 156,629</u>	<u>\$ 651,629</u>

Long-term liability activity for the year ended December 31, 2012, was as follows:

Description	Beginning Balance	Additions	Reductions	Ending Balance	Due within one year
MN Clean Water Partnership Project	\$124,514	\$ -	\$ 12,026	\$ 112,488	\$ 12,268
MN Clean Water Partnership Project	37,050	9,500	-	46,550	-
Limited Tax Bonds	-	495,000	-	495,000	-
	<u>\$161,564</u>	<u>\$504,500</u>	<u>\$ 12,026</u>	<u>\$654,038</u>	<u>\$ 12,268</u>

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 6 PROPERTY TAXES AND SPECIAL ASSESSMENTS**

An ad valorem property tax may be levied against all properties in the District with levy limits prescribed by state statute. Property tax levies must be approved by the District Board and certified by the Kandiyohi, Meeker, Pope and Stearns County Auditors in October of each year for collection in the following year. Taxes are payable to the Counties in two installments by May 15 and October 15.

Special assessment levies may be approved by the District Board for maintenance and construction purposes in accordance with state statutes. These assessments are charged against those properties benefiting from the maintenance and construction. Special assessments must be certified to the County Auditors in a manner similar to property taxes.

Property taxes and special assessments receivable consist of amounts certified to Kandiyohi, Meeker, Pope and Stearns County but not yet collected. Special assessments receivable are recorded when the full levy amount is submitted to the County, though actual assessment against property owners may occur over several years.

**NOTE 7 DEFINED BENEFIT PENSION PLANS – STATEWIDE**

**A. Plan Description**

All employees of the District are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The PERA administers the Public Employees Retirement Fund (PERF), which is a cost sharing, multiple-employer retirement plan. These plans are established and administered in accordance with Minn. Statutes, Chapters 353 and 356.

PERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan.

PERA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by State Statute, and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first ten years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first ten years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For all Public Employees Retirement Fund members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement.

There are different types of annuities available to members upon retirement. A normal annuity is a lifetime annuity that ceases upon death of the retiree--no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will reduce the monthly normal annuity amount, because the annuity is payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2012**

**NOTE 7      DEFINED BENEFIT PENSION PLANS – STATEWIDE (continued)**

**A. Plan Description (continued)**

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for PERF. That report may be obtained by writing to PERA, 60 Empire Drive, Suite 200, St. Paul, Minnesota, 55103-2088 or by calling (651) 296-7460 or 1-800-652-9026.

**B. Funding Policy**

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The District makes annual contributions to the pension plans equal to the amount required by state statutes. GERS Basic Plan members and Coordinated Plan members are required to contribute 9.10% and 6.25%, respectively, of their annual covered salary in 2012. The District is required to contribute the following percentages of annual covered payroll: 11.78% for Basic Plan members and 7.25% for Coordinated Plan members. The District's contributions to the Public Employees Retirement Fund for the year ending December 31, 2012, 2011, and 2010 were \$9,608, \$9,030, and \$8,540, respectively. The District's contributions were equal to the contractually required contributions for each year as set by state statute.

**NOTE 8      LEASE AGREEMENTS**

The District is currently renting office space on a month to month basis. The District is required to make monthly lease payments in the amount of \$650. Total lease expense for the year ended December 31, 2012 was \$7,800.

**NOTE 9      OTHER POST EMPLOYMENT BENEFITS**

The District does not accrue a liability for other post-employment benefits because they do not have an employer sponsored health plan.

**NOTE 10     SUBSEQUENT EVENTS**

Management has evaluated subsequent events through March 6, 2013, the date the financial statements were available to be issued.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND - BUDGET AND ACTUAL**  
**For the Year Ended December 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Over (Under) Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Tax levy	\$ 252,500	\$ 252,500	\$ 251,466	\$ (1,034)
Special assessments	-	-	77,708	77,708
State aid	-	-	2,110	2,110
Grants	219,950	219,950	223,115	3,165
Interest income	4,500	4,500	8,419	3,919
Local contributions and miscellaneous	<u>675</u>	<u>675</u>	<u>19,763</u>	<u>19,088</u>
 Total Revenues	 <u>477,625</u>	 <u>477,625</u>	 <u>582,581</u>	 <u>104,956</u>
<b>EXPENDITURES</b>				
Meetings/seminars	18,300	18,300	17,222	1,078
Contract labor	33,000	33,000	117,018	(84,018)
Administrative	26,100	26,100	12,465	13,635
BMP implementation expense	183,500	183,500	98,665	84,835
Professional expenses	24,000	24,000	20,885	3,115
Employee benefits	-	-	17,461	(17,461)
Dues	5,000	5,000	3,808	1,192
Insurance	5,000	5,000	4,142	858
Payroll expenses	173,430	173,430	144,322	29,108
Payroll tax expense	-	-	11,299	(11,299)
Utilities	-	-	1,817	(1,817)
Monitoring	-	-	14,747	(14,747)
Office expense	-	-	6,149	(6,149)
Public education	6,500	6,500	5,161	1,339
Rent	-	-	8,450	(8,450)
Capital outlay	<u>4,000</u>	<u>4,000</u>	<u>77,505</u>	<u>(73,505)</u>
 Total Expenditures	 <u>478,830</u>	 <u>478,830</u>	 <u>561,116</u>	 <u>(82,286)</u>
 Net Change in Fund Balance	 (1,205)	 (1,205)	 21,465	 <u>\$ 22,670</u>
 <b>Fund Balance, Beginning</b>	 <u>401,933</u>	 <u>401,933</u>	 <u>401,933</u>	
 Transfers	 <u>-</u>	 <u>-</u>	 <u>(29,722)</u>	
 <b>Fund Balance, Ending</b>	 <u>\$ 400,728</u>	 <u>\$ 400,728</u>	 <u>\$ 393,676</u>	

The notes to the required supplementary information are an integral part of this statement.

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**December 31, 2012**

**NOTE 1 BUDGETARY INFORMATION**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end unless specifically carried over to the next budget year by Board action.

On or before mid-June of each year, the District Manager prepares a draft budget for the upcoming fiscal year. Before August 31, the proposed budget is presented to the District Board for review. The Board holds public hearings and a final budget must be prepared and adopted no later than September 30.

The appropriated budget is prepared by fund and function. The legal level of budgetary control (the level at which expenditures may not legally exceed appropriations) is the function level.

**NOTE 2 EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The general fund disbursements exceeded the amounts budgeted for the year ended December 31, 2012.

	<u>Disbursements</u>	<u>Appropriations</u>	<u>Excess</u>
General Fund	\$ 561,116	\$ 478,830	\$ 82,286

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
Year Ended December 31, 2012**

**I. FINDINGS RELATED TO FINANCIAL STATEMENTS**

**PREVIOUSLY REPORTED ITEMS NOT RESOLVED**

**Finding 2007-1**

**Criteria:**

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

**Condition:**

Due to the limited size of the District's business staff, the District has limited segregation of duties.

**Questioned Costs:**

None

**Context:**

The District has informed us that the small size of its business office staff precludes proper separation of duties at this time.

**Effect:**

The District is unable to maintain separation of incompatible duties.

**Cause:**

Limited number of staff in the business office

**Recommendation:**

We recommend that the District continue to separate incompatible duties as best it can within the limits of what the District considers to be cost beneficial.

**CORRECTIVE ACTION PLAN (CAP)**

**Finding 2007-1**

**Explanation of Disagreement with Audit Finding:**

There is no disagreement with the audit finding.

**Actions Planned in Response to Finding:**

The District reviews and makes improvements to its internal controls on an ongoing basis, and attempts to maximize the segregation of duties in all areas within the limits of the staff available.

**Officer Responsible for Ensuring CAP:**

Not Applicable

**Planned Completion Date:**

Not Applicable

**Plan to Monitor Completion of CAP:**

Not Applicable

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (Continued)  
Year Ended December 31, 2012**

**Finding 2007-2**

**Criteria:**

Generally, a system of internal control includes the ability to understand and prepare the District's financial statements and related disclosures in accordance with accounting principles generally accepted in the United States of America (GAAP).

**Condition:**

Due to the limited size of the District's business staff and related resources available, the District has relied upon the auditor to prepare the financial statements and related disclosures in accordance with accounting principles generally accepted in the United States of America.

**Questioned Costs:**

None

**Context:**

The District has informed us that the small size and qualifications of its business office staff precludes the District from preparing its own financial statements.

**Effect:**

The District is unable to prepare GAAP based financial statements.

**Cause:**

Limited number and qualifications of staff in the business office

**Recommendation:**

We recommend that the District continue to review the auditor-prepared financial statements with the intention of understanding and acceptance of responsibility for reporting under generally accepted accounting principles.

**CORRECTIVE ACTION PLAN (CAP)**

**Finding 2007-2**

**Explanation of Disagreement with Audit Finding:**

There is no disagreement with the audit finding.

**Actions Planned in Response to Finding:**

The District reviews draft financial statements with the auditor in an effort to increase management's understanding and to provide input into the required disclosures.

**Officer Responsible for Ensuring CAP:**

Not Applicable

**Planned Completion Date:**

Not Applicable

**Plan to Monitor Completion of CAP:**

Not Applicable

**MIDDLE FORK CROW RIVER WATERSHED DISTRICT  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (Continued)  
Year Ended December 31, 2012**

**Finding 2008-1**

**Criteria:**

A control deficiency 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 misstatements of the financial statements on a timely basis. A control deficiency that typically is considered significant is the identification by the auditor of a material misstatement in the financial statements that was not initially identified by the entity's internal control.

**Condition:**

During our audit, we proposed numerous adjustments that resulted in significant changes to the District's financial statements.

**Questioned Costs:**

None

**Context:**

The District's limited size, training and qualifications of business office personnel have precluded the District from the ability to properly identify and correct financial misstatements.

**Effect:**

The District's inability to detect material misstatements in the financial statements increases the likelihood that the financial statements may not be fairly presented.

**Cause:**

Inadequate internal controls and monitoring of internal controls by qualified District personnel.

**Recommendation:**

We recommend that the District review internal controls currently in place, then design and implement procedures to improve internal controls over financial reporting to detect misstatements in the financial statements.

**CORRECTIVE ACTION PLAN (CAP)**

**Finding 2008-1**

**Explanation of Disagreement with Audit Finding:**

There is no disagreement with the audit finding.

**Actions Planned in Response to Finding:**

The District will continue to review internal controls and work to design modifications that will increase internal control and the ability to detect material misstatements.

**Officer Responsible for Ensuring CAP:**

Not Applicable

**Planned Completion Date:**

Not Applicable

**Plan to Monitor Completion of CAP:**

Not Applicable

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND MINNESOTA LEGAL COMPLIANCE**

Board of Directors  
Middle Fork Crow River Watershed District

We have audited in accordance with auditing standards generally accepted in the United States of America the financial statements of the Middle Fork Crow River Watershed District as of and for the year ended December 31, 2012, and the related notes to the financial statements, and have issued our report thereon dated March 6, 2013.

**Internal Control Over Financial Reporting**

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or combination of deficiencies in internal control, 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. We consider the deficiencies described in the accompanying Schedule of Findings and Recommendations as items 2007-2 and 2008-1 to be material weaknesses.

A *significant deficiency* is a deficiency, or 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. We consider the deficiency described in the accompanying Schedule of Findings and Recommendations as item 2007-1 to be a significant deficiency in internal control over financial reporting.

**Minnesota Legal Compliance**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* contains six categories of compliance to be tested: contract and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions. Our study included all categories.

The results of our tests indicate that, for the items tested, the Middle Fork Crow River Watershed District complied with the material terms and conditions of applicable legal provisions.

### **Purpose of this Report**

This report is intended solely for the information and use of the Board of Directors, management, and others within the Middle Fork Crow River Watershed District and is not intended to be, and should not be, used by anyone other than those specified parties.

*Westberg Eischens, PLLP*

WESTBERG EISCHENS, PLLP  
Willmar, Minnesota

March 6, 2013