

**CAPE-ATLANTIC SOIL  
CONSERVATION DISTRICT**

**Mays Landing, New Jersey**

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**REPORT OF AUDIT**

**FOR THE TWELVE MONTHS ENDED JUNE 30, 2020**

**Report dated August 18, 2020**

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**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**

**ROSTER OF OFFICIALS**

**JUNE 30, 2020**

**DISTRICT GOVERNING BODY**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Term Expires</u></b>
Allen Carter, Jr.	District Chairman	6/30/22
Robert H. Fenton	Vice-Chairman	6/30/20
Joseph L. Lomax	Secretary	6/30/20
Cormac Morrissey	Treasurer	6/30/21
Richard Dovey	District Supervisor	6/30/21

**ADMINISTRATIVE OFFICIALS**

David Reilly	District Manager
Michael Kent	Assistant Manager
Glenn Ward	Site Inspector III
Marie Rogowski	Administrative Assistant II

# NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association*

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## INDEPENDENT AUDITOR'S REPORT

Board of Supervisors  
Cape-Atlantic Soil Conservation District  
6260 Old Harding Highway  
Mays Landing, New Jersey 08330

To the Board of Supervisors:

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Cape-Atlantic Soil Conservation District as of June 30, 2020 and the related statements of activities and changes in net assets and of cash flows for the year then ended, and the related notes to the financial statements which collectively comprise the Cape-Atlantic Soil Conservation District's basic financial statements as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial provisions of the New Jersey Department of Agriculture's Financial Accounting Manual. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements prescribed by the New Jersey Department of Agriculture's Financial Accounting Manual, as required by the New Jersey State Soil Conservation Committee. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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 financial statement presentation.

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



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

As described in Note 1 of the financial statements, the financial statements are prepared by the District in accordance with the financial reporting provisions of the New Jersey Department of Agriculture's Financial Accounting Manual, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the New Jersey State Soil Conservation Committee. The effects on the financial statements of the variances between the statutory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Cape-Atlantic Soil Conservation District as of June 30, 2020, or the changes in its net assets or its cash flows for the year then ended

### **Opinion on Statutory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Cape-Atlantic Soil Conservation District, as of June 30, 2020, and the changes in net assets and its cash flows for the year then ended in accordance with the financial provisions of the New Jersey Department of Agriculture's Financial Accounting Manual are described in Note 1.

### **Report on Summarized Comparative Information**

We have previously audited Cape-Atlantic Soil Conservation District's 2019 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 4, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Matters**

#### *Required Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cape-Atlantic Soil Conservation District's financial statements as a whole. The accompanying supplementary information listed in the foregoing table of contents, is presented for the are presented for the purposes of additional analysis as required by the New Jersey Department of Agriculture's Financial Accounting Manual in accordance with those standards regarding the statement of budget versus actual revenue and expenditures - all funds combined and is not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and the audit requirements as prescribed by the New Jersey Department of Agriculture's Financial Accounting Manual. In our opinion, the statement of budget versus actual revenue and expenditures is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

### *Other Information*

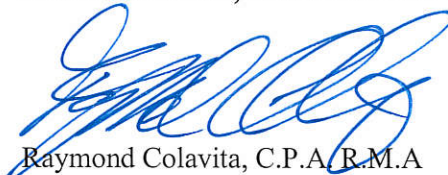
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole that collectively comprise the Cape-Atlantic Soil Conservation District's basic financial statements. The schedules of expenditures of federal awards and the comments and recommendations section are presented for purposes of additional analysis and are not required as part of the basic financial statements prescribed by the New Jersey Department of Agriculture's Financial Accounting Manual. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and the audit requirements as prescribed by the New Jersey Department of Agriculture's Financial Accounting Manual. In our opinion, the schedules of expenditures of federal awards and comments and recommendations section are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with ***Government Auditing Standards***, we have also issued a report dated August 18, 2020 on our consideration of the Cape-Atlantic Soil Conservation District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Cape-Atlantic Soil Conservation District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with ***Government Auditing Standards*** in considering Cape Atlantic Soil Conservation District's internal control over financial reporting and compliance.

Respectfully submitted,

**NIGHTLINGER, COLAVITA & VOLPA, P.A.**



Raymond Colavita, C.P.A., R.M.A.  
Registered Municipal Accountant  
August 18, 2020

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## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

### INDEPENDENT AUDITOR'S REPORT

Board of Supervisors  
Cape-Atlantic Soil Conservation District  
6260 Old Harding Highway  
Mays Landing, New Jersey 08330

To the Board of Supervisors:

We have audited the financial statements of the Cape-Atlantic Soil Conservation District as of and for the twelve months ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Cape-Atlantic Soil Conservation District's basic financial statements and have issued our report thereon dated August 18, 2020. We conducted our audit in accordance with generally accepted auditing standards; the standards accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and audit requirements prescribed by the State Soil Conservation Committee, Department of Agriculture, State of New Jersey.

### Internal Control Over Financial Reporting

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

*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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, significant deficiencies or material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with such provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under ***Government Auditing Standards***.

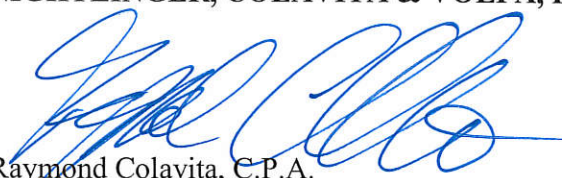
### **Purpose of this Report**

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

This report is intended for the information of the Cape-Atlantic Soil Conservation District, the funding sources of the Cape-Atlantic Soil Conservation District, the New Jersey Department of Agriculture, and Federal and State audit agencies and is not intended to be and should not be used by anyone other than those specified parties. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

**NIGHTLINGER, COLAVITA & VOLPA, P.A.**



Raymond Colavita, C.P.A.  
Registered Municipal Accountant  
August 18, 2020

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED JUNE 30, 2020 AND 2019**

ASSETS	Temporarily Restricted								Totals for the Period ended		
	Unrestricted	Chapter 251	NFWF	NACD Tech. Assist.	Civil Engineering Tech. Assist.	Cape May PMC-BLM	PMC - Seasonal	Fixed Asset Fund	Special Projects	June 30, 2020	June 30, 2019
Current Assets											
Cash - Operating Funds	\$ 177,753	\$ 1,001,512	\$	\$ 27,318	\$	\$		\$ 450,000	\$ 29,725	\$ 1,686,308	\$ 1,692,165
Accounts Receivable:											
State of New Jersey Storm Storm Water Program	3,750									3,750	5,650
General Purpose Appropriations - Counties of Atlantic & Cape May	6,250		19,213				2,719			6,250	6,250
NFWF Grant (Note 17)										19,213	19,213
USDA-NRCS Seasonal Grant (Note 22)										2,719	6,689
Civil Engineering Tech Assistance (Note 21)					12,565					12,565	11,986
Cape May PMC-BLM (Note 19)											12,619
Interfund Receivable	34,497									34,497	50,507
Prepaid Expenses		7,068								7,068	5,931
Total Current Assets	222,250	1,008,580	19,213	27,318	12,565		2,719	450,000	29,725	1,772,370	1,811,010
Property, Plant and Equipment (Note 1)											
Office Furniture and Equipment								26,026		26,026	23,702
Computer System								41,707		41,707	41,707
Automobiles								44,405		44,405	44,405
Less: Accumulated Depreciation								112,138		112,138	109,814
								94,583		94,583	90,204
Total Property, Plant and Equipment								17,555		17,555	19,610
Total Assets	\$ 222,250	\$ 1,008,580	\$ 19,213	\$ 27,318	\$ 12,565	\$	\$ 2,719	\$ 467,555	\$ 29,725	\$ 1,789,925	\$ 1,830,620

The accompanying Notes to Financial Statements are an integral part of this statement.

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT  
STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED JUNE 30, 2020 AND 2019

	Unrestricted		Chapter 251	Temporarily Restricted						Totals for the Period ended		
				NFWF	NACD Tech. Assist.	Civil Engineering Tech. Assist.	Cape May PMC-BLM	PMC - Seasonal	Fixed Asset Fund	Special Projects	June 30, 2020	June 30, 2019
<b>LIABILITIES, NET ASSETS AND RESERVES</b>												
Current Liabilities												
Accounts Payable	\$	2,250	6,200	\$	\$	\$	\$	\$	\$	\$	8,450	5,545
Due State of New Jersey												
Accrued Payroll and Payroll Taxes, Including Withheld Portions			11,310	19,213		12,565		2,719			11,310	15,663
Interfund Payables											34,497	50,507
Amount Due to Cape May Plant										29,725	29,725	26,005
Materials Center					27,318						27,318	38,496
Unearned Revenue (Note 16)												
Total Current Liabilities		2,250	17,510	19,213	27,318	12,565		2,719		29,725	111,300	136,216
<b>NET ASSETS AND RESERVES</b>												
Temporarily Restricted Net Assets and Reserves:												
Reserves:												
Reserve for Future Soil Erosion and Sediment Control Act Expenditures (Note 2)			991,070						400,000		991,070	1,002,128
Reserve for Land and Building Acquisition (Note 1)									48,000		400,000	400,000
Reserve for Vehicle Acquisition (Note 1)									2,000		48,000	48,000
Reserve for Equipment Acquisition (Note 1)											2,000	2,000
Reserve for Health Insurance Benefits (Note 15)		70,000									70,000	70,000
Reserve for Future Legal Costs (Note 3)		150,000									150,000	150,000
Net Assets									17,555		17,555	19,610
Investment in Fixed Assets												2,666
Unrestricted												
Total Net Assets and Reserves		220,000	991,070						467,555		1,678,625	1,694,404
Total Liabilities, Net Assets and Reserves	\$	222,250	\$ 1,008,580	\$ 19,213	\$ 27,318	\$ 12,565	\$	\$ 2,719	\$ 467,555	\$ 29,725	\$ 1,789,925	\$ 1,830,620

The accompanying Notes to Financial Statements are an integral part of this statement.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2020 AND 2019**

	Unrestricted	Chapter 251	Temporarily Restricted Funds					Fixed Asset Fund	Totals for the Period Ended	
			NFWF	NACD Tech. Assist.	Civil Engineering Tech. Assist.	Cape May PMC-BLM	PMC - Seasonal		June 30, 2020	June 30, 2019
Support and Revenue										
Soil Erosion and Sediment Control										
Act Fees	\$	\$ 423,442	\$	\$	\$	\$	\$	\$	423,442	379,766
Interest	26,498								26,498	24,910
Counties of Atlantic and Cape May		25,000							25,000	25,000
Stormwater Discharge Program	10,395								10,395	24,500
Other Income	31,269								31,269	20,136
USDA-NRCS Seasonal Grant (Note 22)							17,375		17,375	19,969
NFWF Grant (Note 17)			70,214						70,214	75,194
NACD Tech Assist. Grant (Note 20)				43,848					43,848	42,594
Civil Engineering Tech Assist (Note 21)					50,615				50,615	46,713
Cape May PMC-BLM (Note 19)						50,005			50,005	48,342
Total Support and Revenue	68,162	448,442	70,214	43,848	50,615	50,005	17,375		748,661	707,124
Expenditures										
Salaries and Wages	\$	\$ 312,621	\$ 38,240	\$ 35,770	\$ 42,321	\$ 39,490	\$ 13,085	\$	481,527	464,721
Fringe Benefits		37,621	31,974	8,078	5,686	5,051	880		89,290	89,129
Professional Development		12,114							12,114	9,681
Postage		1,200							1,200	1,406
Equipment Rental		1,069							1,069	724
Board Meetings & Training		1,108							1,108	767

The accompanying Notes to Financial Statements are an integral part of this statement.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2020 AND 2019**

	Unrestricted	Temporarily Restricted Funds						Totals for the Period ended	
		Chapter 251	NFWF	NACD Tech. Assist.	Civil Engineering Tech. Assist.	Cape May PMC-BLM	PMC - Seasonal	Fixed Asset Fund	June 30, 2019
Expenditures (Continued)									
Supplies	\$	2,638	\$	\$	\$	\$	\$	\$	2,664
Miscellaneous		100						100	402
Professional Fees		8,035			487	444	118	9,084	8,220
Communications		6,194						6,194	4,825
Insurance		136,914			2,121	5,020	3,292	147,347	138,174
Conservation and Education		1,293						1,293	3,181
Dues		2,485						2,485	2,210
Vehicle		2,362						2,362	4,833
Intern Tuition Reimbursement		2,250						2,250	3,000
Depreciation								4,379	1,201
Total Expenditures		528,004	70,214	43,848	50,615	50,005	17,375	4,379	735,138
Excess (Deficiency) of Support and Revenue Over Expenditures	68,162	(79,562)						(4,379)	(28,014)
Net Assets, Beginning of Year	2,666							19,610	334,248
Interfund Transfers	(81,886)	79,562						2,324	
Transfers to Reserves	11,058								(283,958)
Net Assets (Deficit), End of Year to Exhibit A	\$	\$	\$	\$	\$	\$	\$	17,555	22,276

The accompanying Notes to Financial Statements are an integral part of this statement.



**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**STATEMENT OF CASH FLOWS - ALL FUNDS COMBINED**  
**FOR THE YEAR ENDED JUNE 30, 2020 AND 2019**

	Totals for the Period ended	
	12 Months Ended	12 Months Ended
	June	June
	30, 2020	30, 2019
Cash Flows Provided (Used) by Operating Activities		
Excess (Deficiency) of Support and Revenue over Expenditures	\$ (15,779)	\$ (28,014)
Adjustments to Reconcile Excess (Deficiency) of Support and Revenue over Expenditures to Net Cash Provided by Operating Activities:		
Non-Cash Items Included in Income:		
Depreciation	4,379	1,201
Changes in Assets and Liabilities:		
(Increase) Decrease in Accounts Receivable	33,920	(40,023)
(Increase) Decrease in Prepaid Expense	(1,137)	(739)
(Decrease) Increase in Payroll and Payroll Taxes Payable	(4,353)	(1,683)
(Decrease) Increase in Amt. Due Cape May Plant	3,720	3,652
(Decrease) Increase in Accounts Payable	(13,105)	30,081
(Decrease) Increase in Unearned Revenue	(11,178)	29,877
(Gain) Loss on Sale of Vehicle		(1,200)
Net Cash (Used) by Operating Activities	(3,533)	(6,848)
<u>Cash Flows (used) by Investing Activities</u>		
Purchase of Fixed Assets	(2,324)	(18,758)
Net Cash Provided by Investing Activities	(2,324)	(18,758)
Net (Decrease) in Cash	(5,857)	(25,606)
Cash and Cash Equivalents - June 30, 2019	1,692,165	1,717,771
Cash and Cash Equivalents - June 30, 2020	\$ 1,686,308	\$ 1,692,165

The accompanying Notes to Financial Statements are an integral part of this statement.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Description of Financial Reporting Entity**

The Cape-Atlantic Soil Conservation District is one of fifteen Districts in the state of New Jersey under the auspices of the New Jersey Department of Agriculture. Each District is governed by a Board of Supervisors, which sets policies and performance guidelines. The Districts work closely with the U.S. Soil Conservation Service to promote the wise use of soil and water resources. In 1976, the Districts in New Jersey were mandated to administer Chapter 251, The Soil Erosion and Sediment Control Act of 1976, the objective of which was to prevent erosion and sedimentation from development sites, mitigate impacts to soil resources and enhance soil quality.

**Organization**

The District is a governmental subdivision of the State of New Jersey, and a public body corporate and politic, located in the Mays Landing, Township of Hamilton, County of Atlantic. It was organized in 1946 in accordance with the provisions of the Soil Conservation Act, N.J.S.A. 4:24 et seq. with a five member Board of Supervisors appointed by the State Committee as the governing body.

The supervisors serve staggered three-year terms with the nominations made by an open public forum. Districts and their partners conduct and implement conservation programs. District may receive funding from a variety of public and private sources and employ staff to carry out programs as directed by the Board. All funds, regardless of the source are public funds and are subject to the State Committee's fiscal management standards, rules and statutes.

**Financial Statement Presentation**

The District is required to report information regarding its financial Assets and activities according to three classes of assets, which are Unrestricted Net Assets, Temporarily Restricted Net Assets and Permanently Restricted Net Assets. Unrestricted Net Assets can be expended by the District for any aspect of its operations and at any time, as determined by management. Temporarily Restricted Net Assets are either restricted as to a specific program, a specific time period or both, but will eventually be expended by the District. Permanently Restricted Net Assets can never be expended, but benefit the District through investment earnings on such Assets. As of June 30, 2020, the District had only Unrestricted and Temporarily Restricted Net Assets.

The accounting policies of the District conform to practices prescribed by the New Jersey Department of Agriculture's Financial Accounting Manual.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Basis of Accounting**

All the District's funds are accounted for using the accrual basis of accounting. Support and revenues are recognized when they become both measurable and available as net current assets. Expenditures are recognized when the related liability is incurred. Chapter 251 revenue is recognized when received and Chapter 251 expenses are recognized when incurred.

The accounts of the District shall be organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, support, revenue and expenditures. Fixed asset purchases are to be recorded in the fund of acquisition, with an appropriate transfer to the equipment fund. Accumulated depreciation is reported on the statement of financial Assets.

**Fixed Asset Fund**

Capital Assets acquired or constructed for Property Plant and Equipment are recorded at cost and reflected as expenditures in the applicable governmental fund. Donated assets are valued at their estimated fair market value on the date received. Capital Assets acquired are transferred into the Property, Plant and Equipment fund. Depreciation is computed using the straight-line method based on the estimated useful lives of the related assets as listed below:

Equipment	5 Years
Furniture	10 Years
Building and Improvements	40 Years

Also included in the Fixed Asset Fund are balances at June 30, 2020 in a Reserve for Land and Building Acquisitions of \$400,000, Reserve for Equipment Acquisitions of \$2,000 and Reserve for Vehicle Acquisitions of \$48,000.

During 2019-20, the District had an increase in fixed assets, resulting from additions of \$2,324.

**Amortization of Financing Costs**

Financing costs, if any, are amortized over the term of the loan using the straight-line method.

**Reclassifications**

Certain amounts previously reported in the prior financial statements may be classified to conform to current year classifications. These reclassifications have no effect on the total net assets of the District.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Use of Estimates**

The preparation of financial statements in conformity with the New Jersey Department of Agriculture's Financial Accounting Manual requires management to make estimates and assumptions that affect certain reported amounts of assets, liabilities and disclosures at the date of the financial statements, as well as the reported amounts of revenue and expenditures during the reporting period. Accordingly, actual results may differ from those estimates.

**Comparative Data**

Comparative total data for the prior year has been presented in selected sections of the accompanying financial statement in order to provide an understanding of the changes in the district's financial assets and operations.

**Support and Expenses**

Contributions and restricted grant revenues are measured at their fair values and are reported as an increase in net assets. The district reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. When a donor or grantor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is satisfied, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Prepaid Expenses**

Prepaid expenses recorded on the District's financial statements represent payments made for insurance that will benefit periods beyond June 30th.

**2. RESERVE FOR FUTURE SOIL EROSION AND SEDIMENT CONTROL EXPENDITURES**

The Reserve for Future Soil Erosion and Sediment Control Act Expenditures is established to identify the funds available for the costs of future expenditures on projects currently received and in progress, for which fees under the act have been previously collected.

All fees collected from applicants are restricted to the Chapter 251 program and used only for implementing that program. The reserve balance includes the unexpended initial review/certification/inspection fees and supplemental fees received. At the option of the District Board and pursuant to formal action by the District Board, interest income from reserve balances may be utilized for the Chapter 251 program or for the District education program. Use of interest income is authorized by N.J.A.C. 2:90-1.12 and pursuant to policy approval by the State Soil Conservation Committee on September 13, 2007.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

2. **RESERVE FOR FUTURE SOIL EROSION AND SEDIMENT CONTROL EXPENDITURES (CONT'D)**

The certification fees collected by the District are derived from an adopted fee schedule that was effective starting November 21, 1994. As a result of rising expenses incurred by the District to maintain their level of services, the Board has revised the fee schedule, effective August 1, 2010 to bring the fees charged in comparability to the expenses incurred. The Reserve for Future Soil Erosion and Sediment Control Act Expenditures at June 30, 2020 was \$991,070, as compared with \$1,002,128 in the prior year.

3. **RESERVE FOR FUTURE LEGAL COSTS**

The Reserve for Future Legal Costs provides the District with funds necessary to pay for estimated future legal costs incurred as a result of current Chapter 251 operations. Management estimates that based on prior experience, the reserve balance for future legal costs should be \$150,000.

4. **CASH AND CASH EQUIVALENTS**

The District is responsible to designate and approve a list of authorized depository institutions based on their evaluation of each financial institution.

Cash may consist of demand deposits and temporary investments in the form of certificates of deposit held at financial institutions. For purposes of the statement of cash flows, the Cape-Atlantic Soil Conservation District considers highly liquid investments with an initial maturity of three months or less to be cash equivalents.

5. **CONCENTRATION OF CUSTODIAL CREDIT RISK**

Custodial credit risk is the risk that, in the event of a bank failure, the District's deposits may not be recovered. Although the District does not have a formal policy regarding custodial credit risk, NJSA 17:9-41 t seq. requires that the governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act (GUDPA). GUDPA is a supplemental insurance program set forth by the New Jersey Legislature to protect the deposits of local government agencies. The program is administered by the Commissioner of the NJ Department of Banking and Insurance. Under the Act, the first \$250,000 of governmental deposits in each insured depository is protected by FDIC. Funds owned by the District in excess of FDIC insured amounts are protected by GUDPA. As of June 30, 2020, the District's bank balance of \$1,695,922 was exposed to custodial credit risk as follows:

Insured by FDIC	\$ 1,476,312
Uninsured and collateralized under GUDPA by pledging financial institutions	219,610
	<u>\$ 1,695,922</u>



**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**6. DEFERRED COMPENSATION SALARY ACCOUNT**

The District offers its employees a Deferred Compensation Plan in accordance with Internal Revenue Code Section 457, which has been approved by the Director of the Division of Local Government Services. The Plan, available to all full time employees at their option, permits employees to defer a portion of their salary to future years. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

**7. PENSION PLANS**

**Public Employees' Retirement System**

**Description of Plan** - The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about PERS, please refer to Division's Comprehensive Annual Financial Report (CAFR), which can be found. This report may be obtained online at <https://www.nj.gov/treasury/pensions/financial-reports.shtml>.

The District does not and is not required to follow generally accepted accounting principles (GAAP) and, as such, does not follow GASB requirements with respect to the recording of pension liabilities and deferred outflows/inflows of resources on its balance sheets. Therefore, the following information is provided for disclosure purposes only and is not reflected in the financial statements of the District.

Service retirement benefits of 1/55th of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1/60th of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65. Early retirement benefits are available to tiers 1 and 2 members before reaching age 60, tiers 3 and 4 with 25 years or more of service credit before age 62, and tier 5 with 30 years or more of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier. The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service. The following represents the membership tiers for PERS:

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**7. PENSION PLANS (Continued)**

**Public Employees' Retirement System (Continued)**

Tier	Definition
1	Members who are enrolled prior to July 1, 2007.
2	Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008.
3	Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010.
4	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011.
5	Members who were eligible to enroll on or after June 28, 2011.

**Basis of Presentation** - The employer and nonemployer allocations and the schedule of pension amounts by employer and nonemployer (collectively, the Schedules) present amounts that are considered elements of the financial statements of PERS, its participating employers or the State as a nonemployer contributing entity. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of PERS or the participating employers. The following disclosures were prepared in accordance with U.S. generally accepted accounting principles. Such preparation requires management of PERS to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature of these estimates, actual results could differ from those estimates.

**Contributions** - The contribution policy is set by N.J.S.A. 43:15A and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. The PERS member total contribution rate as of July 1, 2019 was 7.5% of base salary. The District employee's contributions for the year ended June 30, 2019 were \$37,230. Employers in PERS are required to contribute at an actuarially determined rate which includes funding for cost-of-living adjustments, noncontributory death benefits, and post-retirement medical premiums. The PERS employer rate due in 2019 is 12.27% of covered payroll. The District is billed annually for its normal contribution plus any accrued liability. These contributions were paid by the District and equal to the required contributions for 2019. The District's contributions to PERS for the years ended June 30, 2020, and 2019 were \$52,981 and \$53,630 respectively.

**Components of Net Pension Liability** - At June 30, 2020, the District's proportionate share of the PERS net pension liability was \$939,486. The net pension liability was measured as of June 30, 2019. The District's proportion of the net pension liability was based on the District's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2019. The District's proportion measured as of June 30, 2019 was 0.005214% which was an increase of 0.00005% from its proportion measured as of June 30, 2018.

**Pension Expense and Deferred Outflows/Inflows of Resources** - At June 30, 2020, the District's proportionate share of PERS pension expense, calculated by the plan as of the June 30, 2019 measurement date was \$40,862. The District's deferred outflows of resources and deferred inflows of resources were from the following sources:

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**7. PENSION PLANS (Continued)**

**Public Employees' Retirement System (Continued)**

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 16,863	\$ 4,150
Changes of assumptions	93,811	326,093
Net difference between projected and actual earnings on pension plan investments		14,830
Changes in proportion	118,069	19,364
Contributions subsequent to the measurement date	52,981	
Total	\$ 281,724	\$ 364,437

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year</u>	<u>PERS</u>
2020	\$ (23,027)
2021	(68,034)
2022	(42,523)
2023	1,079
2024	(3,189)
Thereafter	-
Total	\$ (135,694)

**Actuarial Assumptions** - The total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

	<b><u>PERS</u></b>
Inflation rate:	
Price	2.75%
Wage	3.25%
Salary Scale (based on years of service):	
Through 2026	2.00% - 6.00%
Thereafter	3.00% - 7.00%
Investment rate of return	7.00%



**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
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**7. PENSION PLANS (Continued)**  
**Public Employees' Retirement System (Continued)**

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

**Actuarial Assumptions (Continued)** - The actuarial assumptions used in the July 1, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2018.

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2019) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2019 are summarized in the following table:

PERS		
Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Risk Mitigation Strategies	3.00%	4.67%
Cash Equivalents	5.00%	2.00%
U.S. Treasuries	5.00%	2.68%
Investment Grade Credit	10.00%	4.25%
High Yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Asset	2.50%	9.31%
Real Estate	7.50%	8.33%
U.S. Equity	28.00%	8.26%
Non-U.S. Developed Markets Equity	12.50%	9.00%
Emerging Markets Equity	6.50%	11.37%
Private Equity	12.00%	10.85%
Total	100.00%	

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**7. PENSION PLANS (Continued)**

**Public Employees' Retirement System (Continued)**

**Discount Rate** - The discount rate used to measure the total pension liability was 6.28% as of June 30, 2019. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.50% as of June 30, 2019 based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be based on 70% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2057. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2057 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

**Sensitivity of the Collective Net Pension Liability to Changes in the Discount Rate** - The following presents the collective net pension liability of the participating employers as of June 30, 2019, calculated using the discount rate as disclosed above, as well as what the collective net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	1% Decrease (5.28%)	Current Discount (6.28%)	1% Increase (7.28%)
District's Proportionate Share of the Net Pension Liability	\$ 1,194,979	\$ 939,486	\$ 736,240

**Pension Plan Fiduciary Net Assets** - Detailed information about each pension plan's fiduciary net Assets is available in the separately issued New Jersey Division of Pension and Benefits financial report. Information on where to obtain the report is indicated at the beginning of this note.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

**General Information about the OPEB Plan** - The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost-sharing multiple-employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. The plan meets the definition of an equivalent arrangement as defined in paragraph 4 of GASB Statement No. 75, Accounting and Financial Reporting for the Postemployment Benefits Other Than Pensions (GASB Statement No. 75); therefore, assets are accumulated to pay associated benefits. For additional information about the Plan, please refer to the State of New Jersey (the State), Division of Pensions and Benefits' (the Division) Comprehensive Annual Financial Report (CAFR), which can be found at <https://www.state.nj.us/treasury/pensions/financial-reports.shtml>.

The Plan provides medical and prescription drug to retirees and their covered dependents of the employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees. Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiations agreement.

**Special Funding Situation** - The District is considered to be in a special funding situation as defined by GASB Statement No 75 and the State is treated as a nonemployer contributing entity. Since the District does not contribute under this legislation directly to the plan, there is no net OPEB liability, deferred outflows of resources or deferred inflows of resources to report in the financial statements of the District related to this legislation. However, the notes to the financial statements of the District must disclose the portion of the nonemployer contributing entities' total proportionate share of the collective net OPEB liability that is associated with the District.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (Continued)**

**Basis of Presentation** - The employer and nonemployer allocations and the schedule of OPEB amounts by employer and nonemployer (collectively, the Schedules) present amounts that are considered elements of the financial statements of its participating employers or the State as a nonemployer contributing entity. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of the participating employers or the State. The following disclosures were prepared in accordance with U.S. generally accepted accounting principles. Such preparation requires management of the Plan to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature of these estimates, actual results could differ from those estimates.

**Allocation Methodology** - GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective deferred inflows of resources, and collective OPEB expense. The special funding situation's and nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are based on separately calculated total OPEB liabilities. For the special funding situation and the nonspecial funding situation, the total OPEB liabilities for the year ended June 30, 2019 were \$5,637,151,775 and \$8,182,092,807, respectively. The nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are further allocated to employers based on the ratio of the plan members of an individual employer to the total members of the Plan's nonspecial funding situation during the measurement period July 1, 2018 through June 30, 2019. Employer and nonemployer allocation percentages have been rounded for presentation purposes; therefore, amounts presented in the schedule of OPEB amounts by employer and nonemployer may result in immaterial differences.

**Net OPEB Liability** - The State of New Jersey's net OPEB liability, as of June 30, 2019 was \$13,546,071,100. Of this amount, the net OPEB liability attributable to the District was \$847,849. The State of New Jersey's proportionate share of the net OPEB liability is 100%, including the proportion attributable to the District of 0.006259%. The total OPEB liability for the District measured as of June 30, 2019 is \$0 as a result of the Special Funding Situation with the State of New Jersey.

The total OPEB liability as of June 30, 2019 was determined by an actuarial valuation as of June 30, 2018, which was rolled forward to June 30, 2019. The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

	<b>Plan</b>
Inflation Rate	2.50%
Salary Increases:	Based on Age
Through 2026	2.00% - 6.00%
Thereafter	3.00% - 7.00%

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) ) (Continued)**

**Sensitivity of Total Nonemployer OPEB Liability to changes in the discount rate -**

The following presents the collective net OPEB liability of the participating employers as of June 30, 2019, respectively, calculated using the discount rate as disclosed above as well as what the total nonemployer OPEB liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<b>June 30, 2019</b>		
	<b>At 1.00% Decrease 2.50%</b>	<b>At Discount Rate 3.50%</b>	<b>At 1.00% Increase 4.50%</b>
\$	15,662,704,137	13,546,071,100	11,826,026,995

**Sensitivity of Total Nonemployer OPEB Liability to changes in the healthcare trend rate -**

The following presents the collective net OPEB liability as of June 30, 2018, calculated using the healthcare trend rate as disclosed above as well as what the net OPEB liability would be if it was calculated using a healthcare trend rate that is 1- percentage point lower or 1- percentage point higher than the current rate:

	<b>June 30, 2019</b>		
	<b>1.00% Decrease</b>	<b>Healthcare Cost Trend Rate</b>	<b>1.00% Increase</b>
\$	11,431,214,644	13,546,071,100	16,243,926,531

**OPEB Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB -** The District's proportionate OPEB expense, as of June 30, 2019 was \$20,846. The District had proportionate deferred outflows of resources and deferred inflows of resources from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$	\$ 247,944
Changes of assumptions		300,459
Net difference between projected and actual earnings on OPEB plan investments	698	
Changes in proportion	296,511	68,206
Total	\$ 297,209	\$ 616,609



**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) ) (Continued)**

**Additional Information** – The following is a summary of the collective balances of the local group at June 30, 2019:

	6/30/2020	6/30/2019
Collective Deferred Outflows of Resources	\$ 2,780,762,969	\$ 2,115,007,508
Collective Deferred Inflows of Resources	11,531,430,224	9,261,653,464
Collective Net OPEB Liability	13,546,071,100	15,666,618,141
 District's Portion	 0.006259%	 0.006759%

The collective amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year	OPEB
2020	\$ (1,425,201,517)
2021	(1,425,201,517)
2022	(1,426,076,187)
2023	(1,427,489,995)
2024	(1,428,781,861)
Thereafter	(1,617,916,178)
Total	\$ (8,750,667,255)

**9. CONTINGENT LIABILITIES**

Per confirmation by the Cape-Atlantic Soil Conservation District's legal counsel, there are no pending litigations, claims, assessments, unasserted claims, or contingent liabilities against the District, which are considered material.

**10. ACCRUED SICK AND VACATION BENEFITS**

In February 2012, the Board approved the District to pay all unused sick and vacation time earned by eligible employees and subsequently revised the Board policy to no longer allow sick and vacation benefits to vest thereon.

**11. SURETY BONDS**

A crime policy blanket bond in the amount of \$100,000 was maintained covering all district personnel handling cash with a \$10,000 deductible.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**12. RISK MANAGEMENT**

The Soil Conservation District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets, errors and omissions; injuries to employees; and natural disasters.

**Property and Liability Insurance**

The District maintains commercial insurance coverage for property, liability, and employee dishonesty. Adequacy of insurance coverage is the responsibility of the District.

**13. NEW JERSEY UNEMPLOYMENT COMPENSATION INSURANCE**

The District covers its employees under the New Jersey Unemployment Trust Fund by the "contributions" method. Under this method, a contribution rate is established annually for the District share of unemployment tax. This rate is based on cost experience for all government employers.

**14. REQUEST FOR AUTHORIZATION**

All storm water discharge associated with construction activity within the state of New Jersey incurs a fee payable to "Treasurer – State of New Jersey ". A portion of the fee is due to the New Jersey department of Environmental Protection, the remaining is split 70% and 30% to the district and State Soil Conservation committee, respectively.

**15. RESERVE FOR HEALTH INSURANCE BENEFITS**

The District has established a Health Insurance Benefit Reserve with a balance of \$70,000 as of June 30, 2020.

**16. UNEARNED REVENUE**

Unearned Revenue represents restricted revenue that has been received but not yet earned. District Management reviews the status of Unearned Revenue on an ongoing basis. As of June 30, 2020, the District had a balance of \$27,318 for the NACD Technical Assistance grant.

**17. NATIONAL FISH AND WILDLIFE FOUNDATION (NFWF)**

On February 8, 2016, the District entered into an agreement with the National Fish and Wildlife Foundation (NFWF) to provide assistance with the implementation of the five year Regional Conservation Partnership Program in the Delaware River Watershed. The District shall be reimbursed for allowable costs incurred as a result of this project for an amount not to exceed \$335,000. As of June 30, 2020, the District had a balance of \$19,213 due from the NFWF.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**18. OPERATING LEASE AGREEMENT**

During the 2014-15 year, the District initiated an operating lease agreement for a postage meter. Future minimum lease payments are as follows:

Year ending June 30,	Amount
2021	\$ 324
2022	54
Total future minimum lease payments	\$ <u>378</u>

**19. CAPE MAY PLANT MATERIAL CENTER-BUREAU OF LAND MANAGEMENT**

On March 25, 2019, the District entered into an agreement with the Bureau of Land Management to provide assistance with the daily operations of the Cape May Plant Material Center. The District shall be reimbursed for allowable costs incurred, as a result of the services provided for an amount not to exceed \$154,745. As of June 30, 2020, the grant was completed and the District did not have a balance due from the BLM.

**20. NACD-TECHNICAL ASSISTANCE**

On March 28, 2018, the District entered into an agreement with the National Association of Conservation Districts (NACD) increasing the technical assistance to the community for improving the conditions of natural resources. In addition on May 9, 2019, the District entered into a second agreement with NACD to continue the above services. During the 2019-2020 fiscal year, the District received \$32,670 to fund the expenses incurred by the District. The District shall be reimbursed for allowable costs incurred, as a result of the services provided for an amount not to exceed \$71,136 for grant #1 and \$65,340 for grant #2. As of June 30, 2020, the District had no balance due from the NACD.

**21. USDA-NRCS CIVIL ENGINEERING TECHNICAL ASSISTANCE**

On November 2, 2018, the District entered into an agreement with the National Resources Conservation Service to provide civil engineering technical assistance for the southern field offices. The District shall be reimbursed for allowable costs incurred as a result of the services provided for an amount not to exceed \$234,178. As of June 30, 2020, the District had a balance of \$12,565 due from the NRCS.

**22. USDA-NRCS PLANT MATERIAL CENTER (SEASONAL)**

On August 29, 2016, the District entered into an agreement with the National Resources Conservation Service, to assist the NRCS Plant Material Center by hiring two biological aids. The District shall be reimbursed for allowable costs incurred as a result of the services provided for an amount not to exceed \$75,453. As of June 30, 2020, the District had a balance of \$2,719 due from the NRCS.



**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2020 AND 2019**

**23. RELATED PARTY TRANSACTIONS**

On occasion, certain activities related to the land development industry may be provided by Board Supervisors as a professional service to a developer. In such cases, the applicable Board Supervisor recuses him, or herself, from any decisions concerning these applications. The New Jersey State Soil Conservation Committee approves the appointments of all Board Supervisors.

**24. SUBSEQUENT EVENTS**

There were no material events between June 30, 2020 and August 18, 2020 affecting the financial status of the Cape-Atlantic Soil Conservation District.

**End of Notes to Financial Statements**

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT

STATEMENT OF BUDGET VERSUS ACTUAL REVENUE & EXPENDITURES -

ALL FUNDS COMBINED

FOR THE YEAR ENDED JUNE 30, 2020

	Budget	Modified Budget	Actual	Under (Over) Budget
<u>Revenues</u>				
County	\$ 25,000	\$ 25,000	\$ 25,000	\$
Interest	23,000	23,000	26,498	(3,498)
Product Sales	200	200		200
Professional Service	19,400	19,400	31,125	(11,725)
Soil Erosion Fees	374,000	374,000	423,442	(49,442)
State	23,760	23,760	10,395	13,365
Miscellaneous	5,600	5,600	144	5,456
Employee Health Contribution	33,113	33,113		33,113
NRCS Control Agreement Seasonal	33,777	33,777	17,375	16,402
NFWF/RCPP Agreement	57,570	57,570	70,214	(12,644)
NACD TA Grant	65,340	65,340	43,848	21,492
NRCS CET Agreement	49,280	49,280	50,615	(1,335)
CMPMC BLM Agreement	49,863	49,863	50,005	(142)
Reserves	77,800	77,800		77,800
Total Revenue	\$ 837,703	\$ 837,703	\$ 748,661	\$ 89,042

Reconciliation to the Statement of Activities  
and Changes in Net Assets:

Total Revenue - to Exhibit B \$ 748,661

Expenditures

Capital Acquisitions	\$ 2,000	\$ 2,000	\$ 2,324	\$ (324)
Conservation and Education	6,800	6,800	1,293	5,507
Dues	2,210	2,210	2,485	(275)
Equipment Rentals	1,310	1,310	1,069	241
Insurance	161,730	161,730	147,347	14,383
Office Supplies	4,000	4,000	2,638	1,362
Postage	2,000	2,000	1,200	800
Communications	5,400	5,400	6,194	(794)
Professional Development	14,065	14,065	12,114	1,951
Board Meetings & Training	1,500	1,500	1,108	392
Professional Fees	10,100	10,100	9,084	1,016
Vehicle	6,500	6,500	2,362	4,138
Salaries and Wages	475,697	475,697	481,527	(5,830)
Payroll Taxes/Benefits	36,391	36,391	36,309	82
PERS - Annual contribution (Note 8)	55,200	55,200	52,981	2,219
Reimbursable SSCC	23,700	23,700	15,575	8,125
Miscellaneous	1,000	1,000	100	900
Products for Sale	100	100		100
Tuition Reimbursement Interns	3,000	3,000	2,250	750
Refund SE&SC Fees	25,000	25,000		25,000
	\$ 837,703	\$ 837,703	777,960	\$ 59,743

Reconciliation to the Statement of Activities  
and Changes in Net Assets:

Reimbursable SSCC (15,575)  
Depreciation 4,379  
Fixed Asset Addition (2,324)

Total Expenditures - to Exhibit B \$ 764,440

The accompanying Notes to Financial Statements are an integral part of this statement.

## SCHEDULES

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2020

Federal Funding Department/ Pass-through Grantor	Federal Program	Federal CFDA Number	State Account No./ Pass Through Number	Grant Period		Grant Award Amount		Balance July 1, 2019		Cash Receipts	Amount of Expenditures	Balance June 30, 2020	
				From	To	Local Match	Federal	(Accounts Receivable)	Unearned Revenue			(Accounts Receivable)	Unearned Revenue
National Resource Conservation Services:													
Passed-Through National Fish and Wildlife Foundation	Delaware Watershed Regional Conservation Partnership Program Implementation	10.932	68-2D37-15-762	9/1/15	3/25/21	\$	\$ 335,000	\$	(19,213)	\$	70,214	\$	(19,213)
Passed-Through the Bureau of Land Management and Plant Material Center	Cape May PMC-BLM	10.905	NR182B29XXXXC001	3/7/18	6/05/20		154,745	(12,619)		62,624	(50,005)		
Passed-Through the National Association of Conservation Districts	NACD Technical Assist.	N/A	TA2018	3/28/18	9/30/20		33,570	71,136	22,161		(22,161)		27,318
	NACD Technical Assist. - Grant II	N/A	TA2019	4/1/19	12/31/20		16,380	65,340	16,335	32,670	(21,687)		
Passed-Through the USDA	Civil Engineering Technical Assist.	10.902, 10.912, 10.072	68-2B29-18-004	3/13/18	06/30/21		234,178	(11,986)		50,036	(50,615)	(12,565)	
Passed-Through the USDA	Cape May PMC-Seasonal	10.902, 10.905	68-2B29-16-1040	8/29/16	8/28/21		75,453	(6,689)		21,345	(17,375)	(2,719)	
							\$	(50,507)	\$ 38,496	\$ 236,889	(232,057)	(34,497)	\$ 27,318

The Cape-Atlantic Soil Conservation District expended less than \$750,000 in federal and state assistance, it is not subject to federal audit requirements.

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT  
SCHEDULE OF FINDINGS AND NONCOMPLIANCE  
FOR THE YEAR ENDED JUNE 30, 2020

None

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**  
**SCHEDULE OF PRIOR YEAR FINDINGS AND NONCOMPLIANCE**  
**FOR THE YEAR ENDED JUNE 30, 2020**

Status of Prior Year Recommendations

In accordance with governmental auditing standards, our procedures include a review of the prior year's recommendations and resulted in this conclusion:

There were no prior year findings.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**

**COMMENTS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED JUNE 30, 2020**

**COMMENTS**

**Administrative Practices and Procedures**

Purchases shall be in conformance with the State Public Contracts Law for securing formal bids on purchases in excess of \$17,500 and on Quotations are required to be sought for purchases over \$2,625, where it is possible to solicit more than one quotation. If there is a reason why quotations are not solicited, a brief explanation regarding this should be documented and included in the District minutes. For purchases, which are unusual or not routine in nature, a policy should be adopted addressing such purchases. Any suggested policy should be reviewed with the solicitor. In addition, when making purchases utilizing the state contract system, the award of such a contract shall be authorized by a resolution of the Board of Supervisors as required by **N.J.A.C. 5:34-1.2**. No exceptions were noted.

Chapter 251 fees collected appear to be in accordance with the adopted fee schedule.

Revenues and receipts were properly recorded within the District's accounting records.

The District made deposits within the required 5 business days.

According to the **Financial Accounting Manual for New Jersey Soil Conservation Districts**, all checks of \$1,000 or more must have two signatures, at least one of which shall be the District chairman. No exceptions were noted with regard to the required signatures.

The Internal Revenue Service regulations require that Form 1099-M be filed for each unincorporated person to whom at least \$600 for services was paid. No exceptions were noted.

Purchases were made with the proper authorizations.

**Financial Planning, Accounting and Reporting**

In August 2015, a revised **Financial Accounting Manual for New Jersey Soil Conservation Districts** was adopted by the NJ State Soil Committee, which contained a new uniform budget format. The 2019-20 District budget was presented in an acceptable format, as prescribed by the revised financial accounting manual.

**CAPE-ATLANTIC SOIL CONSERVATION DISTRICT**

**COMMENTS AND RECOMMENDATIONS**

**FOR THE YEAR JUNE 30, 2020**

In accordance with the **Financial Accounting Manual for New Jersey Soil Conservation Districts**, the accounting period used by all Soil Conservation Districts is to be the same as that of the State of New Jersey. Accordingly, the Cape-Atlantic Soil Conservation District maintains its records on a June 30 fiscal year basis.

The Chapter 251 Reserve Fund Balance shall be evaluated annually by the District Board to determine its adequacy based on the Chapter 251 workload obligations remaining to be completed. Districts have the ability to assess additional fees beyond the initial fees received following the exhaustion of the original fees received. Once the district is able to determine the amount of money on hand for each individual file a total will be calculated at the end of each fiscal year during the audit. This total amount of all funds for each 251 project will determine the reserve needed by each district. The district should have as a target at the end of each fiscal year of having close to 100% of the restricted reserves for 251 projects to complete those projects still active. Anything less than 110% for this purpose serves as a warning that reserves may not be sufficient to complete projects as additional fees for projects may not be collected or additional inspections are needed requiring additional funds. The District has met the reserve requirement between 100 and 110%.

**RECOMMENDATIONS**

NONE

**APPRECIATION**

We wish to express our appreciation for the assistance and courtesies rendered to us by the officials during the course of the audit.

Should any questions arise as to our comments, please do not hesitate to call us.