

**CAPE-ATLANTIC SOIL
CONSERVATION DISTRICT**

Mays Landing, New Jersey

REPORT OF AUDIT

FOR THE TWELVE MONTHS ENDED JUNE 30, 2022

Report dated December 8, 2022

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CAPE-ATLANTIC SOIL CONSERVATION DISTRICT

ROSTER OF OFFICIALS

JUNE 30, 2022

DISTRICT GOVERNING BODY

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Allen Carter, Jr.	District Chairman	6/30/25
Robert H. Fenton	Vice-Chairman	6/30/23
Joseph L. Lomax	Secretary	6/30/23
Cormac Morrissey	Treasurer	6/30/24
Richard Dovey	District Supervisor	6/30/24

ADMINISTRATIVE OFFICIALS

Michael Kent	District Manager
Glenn Ward	Assistant Manager
Marie Rogowski	Administrative Assistant II
Chelsea Steffes	Site Inspector I

NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association
Certified Public Accountants*

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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, 2022, 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 the 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, the financial statements are prepared by the District on the basis of 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, 2022, or the results of its operations and changes in net assets, or cash flows thereof for the years then ended.

Unmodified 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, 2022, 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.

Report on Summarized Comparative Information

We have previously audited Cape-Atlantic Soil Conservation District's 2021 financial statements, and our report dated December 20, 2021, expressed an unmodified opinion on those financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, 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 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 - all funds combined 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 opinions on the financial statements 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. Such information has been subjected to the auditing procedures applied in the audit of the basic 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 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 December 8, 2022, on our consideration of the Cape-Atlantic Soil Conservation District's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is 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
December 8, 2022

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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, in accordance with auditing standards generally accepted in the United States of America, 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. The financial statements of the Cape-Atlantic Soil Conservation District as of and for the year ended June 30, 2022, 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 December 8, 2022.

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 (internal control) 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. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, 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 those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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.

A handwritten signature in black ink, appearing to read 'Raymond Colavita', is written over a horizontal line.

Raymond Colavita, C.P.A.
Registered Municipal Accountant
December 8, 2022

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED JUNE 30, 2022
(With Summarized Information as of June 30, 2021)

	Unrestricted	Chapter 251	Temporarily Restricted		Fixed Asset Fund	Fixed Asset Fund	Totals for the Period ended	
			NACD Tech. Assist.	Civil Engineering Tech. Assist.			June 30, 2022	June 30, 2021
<u>ASSETS</u>								
Current Assets								
Cash - Operating Funds	\$ 197,694	\$ 1,091,027	\$ 18,635	\$	\$ 450,000	\$ 24,097	\$ 1,781,453	\$ 1,670,658
Accounts Receivable:								
State of New Jersey Storm								
Storm Water Program	7,695						7,695	2,500
General Purpose Appropriations -								
Counties of Atlantic & Cape May	6,250						6,250	22,250
NFWF Grant (Note 17)								4,362
USDA-NRCS Seasonal Grant (Note 22)								12,712
Civil Engineering Tech Assistance (Note 21)	13,379			13,379			13,379	17,074
Interfund Receivable	2,430	13,628					16,058	10,336
Prepaid Expenses								
Total Current Assets	227,448	1,104,655	18,635	13,379	450,000	24,097	1,838,214	1,739,892
Property, Plant and Equipment (Note 1)								
Office Furniture and Equipment					21,985	21,985		21,985
Computer System					5,382	5,382		5,382
Automobiles					99,269	99,269		44,406
Less: Accumulated Depreciation					126,636	126,636		71,773
					66,305	66,305		53,402
Total Property, Plant and Equipment					60,331	60,331		18,371
Total Assets	\$ 227,448	\$ 1,104,655	\$ 18,635	\$ 13,379	\$ 510,331	\$ 24,097	\$ 1,898,545	\$ 1,758,263

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, 2022
(With Summarized Information as of June 30, 2021)

	Unrestricted	Chapter 251	Temporarily Restricted				Totals for the Period ended	
			NACD Tech. Assist.	Civil Engineering Tech. Assist.	Fixed Asset Fund	Special Projects	June 30, 2022	June 30, 2021
<u>LIABILITIES, NET ASSETS AND RESERVES</u>								
Current Liabilities								
Accounts Payable	\$	\$ 1,099	\$	\$	\$	\$	\$ 1,099	\$ 6,000
Due State of New Jersey		7,700					7,700	
Accrued Payroll and Payroll Taxes, Including Withheld Portions		7,322		13,379			7,322	9,225
Interfund Payables							13,379	17,074
Amount Due to Cape May Plant Materials Center			18,635			24,097	24,097	12,548
Unearned Revenue (Note 16)			18,635				18,635	3,334
Total Current Liabilities		16,121		13,379		24,097	72,232	48,181
<u>NET ASSETS AND RESERVES</u>								
Temporarily Restricted Net Assets and Reserves:								
Reserves:								
Reserve for Future Soil Erosion and Sediment Control Act Expenditures (Note 2)		1,088,534					1,088,534	1,001,070
Reserve for Land and Building Acquisition (Note 1)					400,000		400,000	400,000
Reserve for Vehicle Acquisition (Note 1)					48,000		48,000	48,000
Reserve for Equipment Acquisition (Note 1)					2,000		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								
Investment in Fixed Assets					60,331		60,331	18,371
Unrestricted	7,448						7,448	20,641
Total Net Assets and Reserves	227,448	1,088,534			510,331		1,826,313	1,710,082
Total Liabilities, Net Assets and Reserves	\$ 227,448	\$ 1,104,655	\$ 18,635	\$ 13,379	\$ 510,331	\$ 24,097	\$ 1,898,545	\$ 1,758,263

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, 2022
(With Summarized Information as of June 30, 2021)

	Unrestricted	Temporarily Restricted Funds					Totals for the Period Ended	
		Chapter 251	NACD Tech. Assist.	Civil Engineering Tech. Assist.	PMC - Seasonal	Fixed Asset Fund	June 30, 2022	June 30, 2021
Support and Revenue								
Soil Erosion and Sediment Control								
Act Fees	\$	\$ 654,536	\$	\$	\$	\$	\$ 654,536	\$ 433,455
Interest	4,921						4,921	9,567
Counties of Atlantic and Cape May		25,000					25,000	25,000
Stormwater Discharge Program	15,920						15,920	11,585
Other Income	20,829						20,829	45,350
USDA-NRCS Seasonal Grant (Note 22)					4,473		4,473	22,561
NFWF Grant (Note 17)								39,950
NACD Tech Assist. Grant (Note 20)			56,630	53,795			56,630	40,319
Civil Engineering Tech Assist (Note 21)							53,795	51,790
Total Support and Revenue	41,670	679,536	56,630	53,795	4,473		836,104	679,577
Expenditures								
Salaries and Wages	\$	\$ 317,189	\$ 37,014	\$ 42,610	\$ 4,473	\$	\$ 401,286	\$ 362,247
Fringe Benefits		102,000	19,046	11,185			132,231	98,172
Professional Development		17,512	570				18,082	715
Postage		2,000					2,000	1,800
Equipment Rental		1,206					1,206	828
Board Meetings & Training		679					679	261

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, 2022
(With Summarized Information as of June 30, 2021)

	Unrestricted	Temporarily Restricted Funds					Totals for the Period ended	
		Chapter 251	NACD Tech. Assist.	Civil Engineering Tech. Assist.	PMC - Seasonal	Fixed Asset Fund	June 30, 2022	June 30, 2021
Expenditures (Continued)								
Supplies	\$	\$ 3,245	\$	\$	\$	\$	\$ 3,245	\$ 11,481
Miscellaneous		1,781					1,781	850
Professional Fees		8,423					8,423	8,098
Communications		3,769					3,769	6,003
Insurance		117,101					117,101	143,277
Conservation and Education		5,165					5,165	550
Dues		2,815					2,815	2,515
Equipment		1,681					1,681	
Vehicle		6,006					6,006	4,645
Intern Tuition Reimbursement		1,500					1,500	1,500
Depreciation						12,903	12,903	5,178
Total Expenditures		592,072	56,630	53,795	4,473	12,903	719,873	648,120
Excess (Deficiency) of Support and Revenue Over Expenditures	41,670	87,464				(12,903)	116,231	31,457
Net Assets, Beginning of Year	20,641					18,371	39,012	17,555
Interfund Transfers	(54,863)					54,863		
Transfers to Reserves		(87,464)					(87,464)	(10,000)
Net Assets (Deficit), End of Year to Exhibit A	\$ 7,448	\$	\$	\$	\$	\$ 60,331	\$ 67,779	\$ 39,012

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, 2022 AND 2021

	Totals for the Period ended	
	June	June
	30, 2022	30, 2021
Cash Flows Provided (Used) by Operating Activities		
Excess (Deficiency) of Support and Revenue over Expenditures	\$ 116,231	\$ 31,457
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	12,903	5,178
Changes in Assets and Liabilities:		
(Increase) Decrease in Accounts Receivable	14,500	20,096
(Increase) Decrease in Prepaid Expense	(5,722)	(3,268)
(Decrease) Increase in Payroll and Payroll Taxes Payable	(1,903)	(2,085)
(Decrease) Increase in Amt. Due Cape May Plant	11,549	(17,177)
(Decrease) Increase in Accounts Payable	2,799	(19,873)
(Decrease) Increase in Unearned Revenue	15,301	(23,984)
Net Cash (Used) by Operating Activities	165,658	(9,656)
<u>Cash Flows (used) by Investing Activities</u>		
Purchase of Fixed Assets	(54,863)	(5,994)
Net Cash Provided by Investing Activities	(54,863)	(5,994)
Net (Decrease) in Cash	110,795	(15,650)
Cash and Cash Equivalents - June 30, 2021	1,670,658	1,686,308
Cash and Cash Equivalents - June 30, 2022	\$ 1,781,453	\$ 1,670,658

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, 2022 AND 2021

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, 2022, 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, 2022 AND 2021

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, 2022, 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 2021-22, the District had an increase in fixed assets of \$41,960, resulting from additions of \$54,863 less current year depreciation expense of \$12,903.

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, 2022 AND 2021

Comparative Data

The financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the New Jersey Department of Agriculture's Financial Accounting Manual. Accordingly, such information should be read in conjunction with the financial statements for the year ended June 30, 2022, from which the summarized information was derived.

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.

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, 2022 AND 2021

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, 2022 was \$1,088,534 as compared with \$1,001,070 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, 2022, the District's bank balance of \$1,320,707 was exposed to custodial credit risk as follows:

Insured by FDIC	\$ 1,229,118
Uninsured and collateralized under GUDPA by pledging financial institutions	91,589
	<u>\$ 1,320,707</u>

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

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, 2022 AND 2021

7. PENSION PLANS (Continued)

Public Employees' Retirement System (Continued)

<u>Tier</u>	<u>Definition</u>
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, 2021 was 7.5% of base salary. The District employee's contributions for the year ended June 30, 2022, were \$22,814. 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 2021 is 14.59% 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 2021. The District's contributions to PERS for the years ended June 30, 2022, and 2021 were \$82,489 and \$70,740 respectively.

Components of Net Pension Liability - At June 30, 2022, the District's proportionate share of the PERS net pension liability was \$811,764. The net pension liability was measured as of June 30, 2021. 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, 2021. The District's proportion measured as of June 30, 2021 was 0.006852% which was an increase of 0.00059% from its proportion measured as of June 30, 2020.

Pension Expense and Deferred Outflows/Inflows of Resources - At June 30, 2022, the District's proportionate share of PERS pension expense, calculated by the plan as of the June 30, 2021 measurement date was (\$6,098). 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, 2022 AND 2021

7. PENSION PLANS (Continued)

Public Employees' Retirement System (Continued)

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 12,803	\$ 5,811
Changes of assumptions	4,228	288,993
Net difference between projected and actual earnings on pension plan investments		213,840
Changes in proportion	292,109	
Contributions subsequent to the measurement date	82,489	
Total	<u>\$ 391,629</u>	<u>\$ 508,644</u>

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>
2022	\$ (68,232)
2023	(24,631)
2024	(28,899)
2025	(48,356)
2026	(29,386)
Thereafter	-
Total	<u>\$ (199,504)</u>

Actuarial Assumptions - The total pension liability for the June 30, 2021 measurement date was determined by an actuarial valuation as of July 1, 2020. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

	<u>PERS</u>
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
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

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-2021.

Actuarial Assumptions (Continued) - The actuarial assumptions used in the July 1, 2020 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, 2021) 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, 2021 are summarized in the following table:

PERS		
Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Equity	27.00%	8.09%
Non-U.S. Developed Markets Equity	13.50%	8.71%
Emerging Markets Equity	5.50%	10.96%
Private Equity	13.00%	11.30%
Real Estate	8.00%	9.15%
Real Assets	3.00%	7.40%
High Yield	2.00%	3.75%
Private Credit	8.00%	7.60%
Investment Grade Credit	8.00%	1.68%
Cash Equivalents	4.00%	0.50%
U.S. Treasuries	5.00%	0.95%
Risk Mitigation Strategies	3.00%	3.35%
Total	100.00%	

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

7. **PENSION PLANS (Continued)**

Public Employees' Retirement System (Continued)

Discount Rate - The discount rate used to measure the total pension liability was 7.00% as of June 30, 2021. 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 and the nonemployer contributing entity will be based on 100% 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 all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments 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, 2021, 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 (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
District's Proportionate Share of the Net Pension Liability	\$ <u>1,117,242</u>	\$ <u>811,764</u>	\$ <u>568,519</u>

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, 2022 AND 2021

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, 2022 AND 2021

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

Basis of Presentation – The schedule of 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 accompanying Schedules 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 (benefit). The special funding situation's and nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense (benefit) 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, 2020 were \$5,512,481,278 and \$12,598,993,950, respectively. The nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense (benefit) 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, 2019 through June 30, 2020. 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, 2020 was \$17,946,612,946. Of this amount, the net OPEB liability attributable to the District was \$1,377,941. The State of New Jersey's proportionate share of the net OPEB liability is 100%, including the proportion attributable to the District of 0.007678%. The total OPEB liability for the District measured as of June 30, 2020 is \$0 as a result of the Special Funding Situation with the State of New Jersey.

The total OPEB liability as of June 30, 2020 was determined by an actuarial valuation as of June 30, 2019, which was rolled forward to June 30, 2020. 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:

	Plan
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, 2022 AND 2021

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, 2020, 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:

June 30, 2020		
At 1.00% Decrease	At Discount Rate	At 1.00% Increase
1.21%	2.21%	3.21%
\$ 21,216,688,254	17,946,612,946	15,358,051,000

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, 2020, 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:

June 30, 2020		
1.00% Decrease	Healthcare Cost Trend Rate	1.00% Increase
\$ 14,850,840,718	17,946,612,946	22,000,569,109

OPEB Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB - The District's proportionate OPEB expense, as of June 30, 2020 was \$79,852. The District had proportionate deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 36,294	\$ 256,598
Changes of assumptions	206,097	306,433
Net difference between projected and actual earnings on OPEB plan investments	875	
Changes in proportion	530,418	54,673
Total	\$ 773,684	\$ 617,704

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

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, 2020:

	6/30/2020	6/30/2019
Collective Deferred Outflows of Resources	\$ 3,168,345,589	\$ 11,158,226
Collective Deferred Inflows of Resources	7,333,043,620	8,761,825,481
Collective Net OPEB Liability	17,946,612,946	13,546,071,100
District's Portion	0.007678%	0.006259%

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
2021	\$ (964,720,007)
2022	(965,594,678)
2023	(967,008,484)
2024	(968,300,349)
2025	(660,258,014)
Thereafter	361,183,501
Total	\$ (4,164,698,031)

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, 2022 AND 2021

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, 2022.

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, 2022, the District had unearned revenue of \$18,635 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, 2021, the grant was completed and the District did not have an amount due from the NFWF.

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

18. NACD-TECHNICAL ASSISTANCE

On March 28, 2019, the District entered into an agreement with the National Association of Conservation Districts (NACD) to increase the technical assistance for the purpose of improving community conditions of natural resources. Funds are to be received by the District in quarterly installments and expended thereafter. As of June 30, 2022, and 2021, the District had unexpended NACD grant proceeds of \$18,635 and 3,334, respectively.

19. USDA-NRCS CIVIL ENGINEERING TECHNICAL ASSISTANCE

On November 2, 2019, 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, 2022, the District had a balance of \$13,379 due from the NRCS.

20. 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, 2022, the District had no balance due from the NRCS.

21. 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 NJ State Soil Conservation Committee approves appointments of all Board Supervisors.

22. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The District has \$1,784,680 of financial assets available within one year of the statement of financial position date to meet cash needs for general operating expenditures, consisting of cash of \$1,757,356 and accounts receivable of \$27,324.

23. SUBSEQUENT EVENTS

There were no material events between June 30, 2022, and December 8, 2022, 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, 2022
(With Summarized Information as of June 30, 2021)

	Budget	Modified Budget	Actual	Under (Over) Budget
<u>Revenues</u>				
County	\$ 25,000	\$ 25,000	\$ 25,000	\$
Interest	5,500	5,500	4,921	579
Product Sales	200	200		200
Professional Service	35,000	35,000	16,388	18,612
Soil Erosion Fees	420,000	420,000	670,661	(250,661)
State	20,000	20,000	26,600	(6,600)
Miscellaneous	500	500	4,441	(3,941)
Employee Health Contribution	25,765	25,765		25,765
NRCS Control Agreement Seasonal	5,600	5,600	4,473	1,127
NACD TA Grant	58,495	58,495	56,630	1,865
NRCS CET Agreement	64,345	64,345	53,795	10,550
Reserves	205,560	205,560		205,560
Total Revenue	\$ 865,965	\$ 865,965	\$ 862,909	\$ 3,056

	Budget	Modified Budget	Actual	Under (Over) Budget
<u>Expenditures</u>				
Capital Acquisitions	\$ 56,000	\$ 56,000	\$ 56,544	\$ (544)
Conservation and Education	6,000	6,000	5,165	835
Dues	2,815	2,815	2,815	
Equipment Rentals	1,310	1,310	1,206	104
Insurance	179,895	179,895	117,101	62,794
Office Supplies	5,000	5,000	3,245	1,755
Postage	2,000	2,000	2,000	
Communications	6,300	6,300	3,769	2,531
Professional Development	17,600	17,600	18,082	(482)
Board Meetings & Training	1,500	1,500	679	821
Professional Fees	10,100	10,100	8,423	1,677
Vehicle	6,500	6,500	6,006	494
Salaries and Wages	414,165	414,165	401,286	12,879
Payroll Taxes/Benefits	31,680	31,680	49,742	(18,062)
PERS - Annual contribution (Note 8)	72,300	72,300	82,489	(10,189)
Reimbursable SSCC	23,700	23,700	26,805	(3,105)
Miscellaneous	1,000	1,000	941	59
Products for Sale	100	100		100
Tuition Reimbursement Interns	3,000	3,000	1,500	1,500
Refund SE&SC Fees	25,000	25,000	840	24,160
	\$ 865,965	\$ 865,965	788,638	\$ 77,327

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

Reimbursable SSCC	(26,805)
Depreciation	12,903
Fixed Asset Addition	(54,863)

Total Expenditures - to Exhibit B

\$ 719,873

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2022

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, 2021		Cash Receipts	Amount of Expenditures	Balance June 30, 2022	
				From	To	Local Match	Federal	(Accounts Receivable)	Unearned Revenue			(Accounts Receivable)	Unearned Revenue
National Resource Conservation Services:													
Passed-Through the National Association of Conservation Districts	NACD Technical Assist. - Grant II	N/A	TA2019	4/1/19	12/31/20	\$ 16,380	\$ 65,340	\$	\$ 3,334	\$	(3,334)	\$	18,635
	NACD Technical Assist. - Grant III	N/A	TA2020	4/1/20	completion	18,000	71,931			71,931	(53,296)		
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	(12,712)		53,128	(53,795)	(13,379)	
Passed-Through the USDA	Cape May PMC-Seasonal	10.902, 10.905	68-2B29-16-1040	8/29/16	8/28/21		100,773	(4,362)		8,835	(4,473)		
								\$ (17,074)	\$ 3,334	\$ 133,894	\$ (114,898)	\$ (13,379)	\$ 18,635

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

SCHEDULES

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
SCHEDULE OF FINDINGS AND NONCOMPLIANCE
FOR THE YEAR ENDED JUNE 30, 2022

None

CAPE-ATLANTIC SOIL CONSERVATION DISTRICT
SCHEDULE OF PRIOR YEAR FINDINGS AND NONCOMPLIANCE
FOR THE YEAR ENDED JUNE 30, 2022

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, 2022

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 2021-22 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, 2022

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.