

**CLATSOP COUNTY 4-H AND
EXTENSION SERVICE DISTRICT**

Astoria, Oregon

ANNUAL FINANCIAL REPORT

For the Year Ended June 30, 2013

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CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

OFFICERS AND MEMBERS OF THE GOVERNING BODY

For the Year Ended June 30, 2013

| <u>District No.</u> | <u>Name and Address</u> | <u>Term Expires December 31,</u> |
|----------------------------|---|---|
| 1 | Scott Lee 800 Exchange St., Suite 410 Astoria, OR 97103 | 2014 |
| 2 | Sarah Nebeker 800 Exchange St., Suite 410 Astoria, OR 97103 | 2016 |
| 3 | Peter Huhtala 800 Exchange St., Suite 410 Astoria, OR 97103 | 2014 |
| 4 | Dirk Rohne 800 Exchange St., Suite 410 Astoria, OR 97103 | 2016 |
| 5 | Debra Birkby 800 Exchange St., Suite 410 Astoria, OR 97103 | 2014 |

Registered Agent and Address

Scott Somers, County Manager
800 Exchange St., Suite 410
Astoria, OR 97103

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CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT
Astoria, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of **CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT**, *component unit of Clatsop County, Oregon*, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the 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 accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the **CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT**, as of June 30, 2013, the respective changes in financial position, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT (Continued)

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages i through iv be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated January 27, 2014, on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon
By:

A handwritten signature in blue ink, appearing to read 'B. Bingenheimer', is written over a faint, circular, embossed or stamped seal. The signature is fluid and cursive.

Bradley G. Bingenheimer, Member

MANAGEMENT'S DISCUSSION AND ANALYSIS

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CLATSOP COUNTY 4-H EXTENSION SERVICE DISTRICT
Management's Discussion and Analysis
For the Year Ended June 30, 2013

We offer readers of Clatsop County 4-H Extension Service District's financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2013. We encourage readers to consider this information in conjunction with the financial statements.

Financial Highlights

- Assets exceeded liabilities at the close of the current fiscal year by \$390,689 (net position). Total net position decreased by \$17,396.
- At the close of the current fiscal year, the General Fund reported an ending fund balance of \$331,454; a decrease of \$336 in comparison with the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Clatsop County 4-H Extension Service District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

- The *Statement of Net Position* presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.
- The *Statement of Activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenue and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

The government-wide financial statements distinguish functions of the District that are principally supported by taxes and intergovernmental revenues (*government activities*). The governmental activities of the District include providing Extension educational programs and information to Clatsop County residents.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities of

objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The type of fund utilized by the District is a governmental fund.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The District presents its only fund as a major fund. A budgetary comparison statement has been provided to demonstrate compliance with finance-related legal requirements.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the financial data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of financial position. Assets exceeded liabilities by \$390,689 at the close of the most recent fiscal year.

The largest portion of current assets (70%) reflects cash and investments.

Unrestricted net position, in the amount of \$348,102 may be used to meet the government's ongoing obligations to citizens and creditors.

Net Position

| | Governmental Activities | |
|----------------------------------|-------------------------|-------------------|
| | 2013 | 2012 |
| Assets | | |
| Current and other assets | \$ 387,395 | \$ 389,426 |
| Capital assets | <u>42,587</u> | <u>53,410</u> |
| Total assets | <u>429,982</u> | <u>442,836</u> |
| Current liabilities | <u>39,293</u> | <u>34,751</u> |
| Net position | | |
| Net investment in capital assets | 42,587 | 53,410 |
| Unrestricted | <u>348,102</u> | <u>354,675</u> |
| Total net position | <u>\$ 390,689</u> | <u>\$ 408,085</u> |

Governmental activities. Net position decreased by \$17,396 due to operations.

| | Governmental Activities | |
|-------------------------|-------------------------|-------------------|
| | 2013 | 2012 |
| General revenues | | |
| Property taxes | \$ 230,795 | \$ 219,357 |
| Other taxes | 8,657 | 6,446 |
| Timber and land sales | 43,302 | 42,645 |
| Investment earnings | 1,694 | 1,598 |
| Miscellaneous | <u>13,335</u> | <u>34,139</u> |
| Total general revenues | 297,783 | 304,185 |
| Program revenues | | |
| Intergovernmental | <u>171,828</u> | <u>143,905</u> |
| Total revenues | 469,611 | 448,090 |
| Expenses | | |
| Education | <u>487,007</u> | <u>477,001</u> |
| Change in net position | (17,396) | (28,911) |
| Net position, beginning | 408,085 | 408,640 |
| Prior period adjustment | <u>-</u> | <u>28,356</u> |
| Net position, ending | <u>\$ 390,689</u> | <u>\$ 408,085</u> |

Financial analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the General Fund is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the General Fund reported an ending fund balance of \$331,454 a decrease of \$336 in comparison with the prior year.

Capital assets

During the year the District acquired no new capital assets. Existing capital assets were depreciated by \$10,823. Additional information on the District's capital assets can be found in Note 4.

Key Economic Factors and Budget Information for the Future

- Continue to accumulate funds in unallocated fund balance for future purchase of facilities and equipment.
- Unallocated fund balance is intended to reduce future annual operating costs via utilization of accumulated capital, which will reduce dependency on timber revenues for core operations.
- Increased contractual services costs associated with contractual obligations with Oregon State University.

All of these factors were considered in preparing the District's budget for fiscal year 2013-14.

Request for Information

This financial report is designed to provide a general overview of Clatsop County 4-H Extension Service District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be directed to the following address:

Aaron BeMiller
Clatsop County Budget & Finance
800 Exchange St., Suite 310
Astoria, OR 97103

BASIC FINANCIAL STATEMENTS

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CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

STATEMENT OF NET POSITION

June 30, 2013

| | <u>Governmental Activities</u> |
|----------------------------------|---|
| <u>ASSETS</u> | |
| Cash and investments | \$ 265,745 |
| Receivables, net | 114,311 |
| Net pension asset | 7,339 |
| Capital assets, net | <u>42,587</u> |
| TOTAL ASSETS | <u><u>\$ 429,982</u></u> |
| <u>LIABILITIES</u> | |
| Accounts payable | \$ 24,841 |
| Accrued payroll and taxes | 4,547 |
| Compensated absences | <u>9,905</u> |
| TOTAL LIABILITIES | <u>39,293</u> |
| <u>NET POSITION</u> | |
| Net Investment in capital assets | 42,587 |
| Unrestricted | <u>348,102</u> |
| TOTAL NET POSITION | <u><u>\$ 390,689</u></u> |

See accompanying notes

CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2013

| | Governmental Activities |
|-------------------------------|------------------------------------|
| PROGRAM EXPENSES | |
| Education | |
| Personal services | \$ 319,582 |
| Materials and services | 115,402 |
| Other | 41,200 |
| Depreciation | <u>10,823</u> |
| Total program expenses | 487,007 |
| PROGRAM REVENUES | |
| Intergovernmental | <u>171,828</u> |
| Net program revenue (expense) | <u>(315,179)</u> |
| GENERAL REVENUES | |
| Property taxes | 230,795 |
| Timber and land sales | 43,302 |
| Other taxes | 8,657 |
| Investment earnings | 1,694 |
| Miscellaneous | <u>13,335</u> |
| Total general revenues | <u>297,783</u> |
| Change in net position | (17,396) |
| Net position - beginning | <u>408,085</u> |
| Net position - ending | <u><u>\$ 390,689</u></u> |

See accompanying notes

CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

BALANCE SHEET GOVERNMENTAL FUND June 30, 2013

| | <u>General</u> |
|--|--------------------------|
| ASSETS | |
| Cash and cash equivalents | \$ 265,745 |
| Receivable, net | <u>114,311</u> |
| TOTAL ASSETS | <u><u>\$ 380,056</u></u> |
| LIABILITIES | |
| Accounts payable | \$ 24,841 |
| Accrued payroll and taxes | <u>4,547</u> |
| TOTAL LIABILITIES | 29,388 |
| DEFERRED INFLOWS OF RESOURCES | |
| Unavailable revenue | 19,214 |
| FUND BALANCES | |
| Unrestricted | <u>331,454</u> |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BLANCES | <u><u>\$ 380,056</u></u> |

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

| | |
|--|--------------------------|
| Governmental Fund Balance | \$ 331,454 |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds | 42,587 |
| Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds | 19,214 |
| The net pension obligation (asset) is reported in the statement of net position but is not reported in the funds | 7,339 |
| Some liabilities, including compensated absences are not due and payable in the current period and therefore are not reported in the funds | <u>(9,905)</u> |
| NET POSITION OF GOVERNMENTAL ACTIVITIES | <u><u>\$ 390,689</u></u> |

See accompanying notes

CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUND
For the Year Ended June 30, 2013**

| | <u>General</u> |
|--|---------------------------|
| REVENUES | |
| Property taxes | \$ 231,491 |
| Timber and land sales | 43,302 |
| Other taxes | 8,657 |
| Intergovernmental | 171,828 |
| Investment earnings | 1,694 |
| Miscellaneous | <u>13,335</u> |
| TOTAL REVENUES | 470,307 |
| EXPENDITURES | |
| Current | |
| Education | <u>469,971</u> |
| Net change in fund balances | 336 |
| Fund balances at beginning of year | <u>331,118</u> |
| Fund balances at end of year | <u><u>\$ 331,454</u></u> |
| <i>Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Activities:</i> | |
| Net change in fund balance | \$ 336 |
| Governmental funds report outlays for capital assets as expenditures while governmental activities report depreciation expenses to allocate those expenditures over the estimated useful life of the assets. In the current year, this amount is: | |
| Capitalized expenditures | \$ - |
| Depreciation | <u>(10,823)</u> (10,823) |
| In the Statement of Activities, property taxes are reported as revenues when assessed. However in the governmental funds, property taxes are reported when they are measurable and available. This revenue recognition results in differences in amounts reported for property tax revenues | (696) |
| The amortization of net pension assets is reported as additional expenses in the Statement of Activities | (7,341) |
| Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. | |
| Compensated absences | <u>1,128</u> |
| CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES | <u><u>\$ (17,396)</u></u> |

See accompanying notes

CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE (BUDGETARY BASIS) - BUDGET AND ACTUAL
For the Year Ended June 30, 2013**

| | <u>Original and Final Budget</u> | <u>Actual</u> | <u>Variance</u> |
|-----------------------------------|--------------------------------------|-------------------|-------------------|
| REVENUES | | | |
| Property taxes | \$ 215,700 | 231,491 | \$ 15,791 |
| Timber and land sales | 44,300 | 43,302 | (998) |
| Other taxes | 6,500 | 8,657 | 2,157 |
| Intergovernmental | 166,000 | 171,828 | 5,828 |
| Investment earnings | 2,000 | 1,694 | (306) |
| Miscellaneous | 38,700 | 13,335 | (25,365) |
| TOTAL REVENUES | <u>473,200</u> | <u>470,307</u> | <u>(2,893)</u> |
| EXPENDITURES | | | |
| Personal services | 349,000 | 313,369 | 35,631 |
| Materials and services | 134,200 | 115,402 | 18,798 |
| Other charges | 41,400 | 41,200 | 200 |
| Contingency | 222,300 | - | 222,300 |
| TOTAL EXPENDITURES | <u>746,900</u> | <u>469,971</u> | <u>276,929</u> |
| Net change in fund balance | (273,700) | 336 | 274,036 |
| Fund balance at beginning of year | <u>273,700</u> | <u>331,118</u> | <u>57,418</u> |
| Fund balance at end of year | <u>\$ -</u> | <u>\$ 331,454</u> | <u>\$ 331,454</u> |

See accompanying notes

CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2013

1. Summary of significant accounting policies

A. *The District*

The **CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT** was formed under the provisions of ORS Chapter 451 to provide Oregon State University Extension education programs, training, and information to residents of Clatsop County.

Nature of activities - The District provides numerous services to the residents of the County including advice for farmers, foresters and orchard operators, answers for home gardeners and professional horticulturalists, and youth and family programs, including 4-H and food safety support. Services are provided by Oregon State University (OSU) faculty based on an agreement between OSU and the District. Essentially all expenditures of the District are related to the OSU contract which covers office expenses, clerical salaries, program assistants, student internships, rent, utilities, and equipment.

The District is a component unit of Clatsop County. The following criteria from Governmental Accounting Standards Board Statement No. 61, "The Financial Reporting Entity" regarding manifestation of oversight were considered by the County in its evaluation of the District's organization and activities:

- Financial interdependency – Clatsop County receives financial support or provides financial benefit to the organization.
- Authoritative appointment of governing authority – The Commissioners of Clatsop County are the organization's governing authority.

Clatsop County is financially accountable for the operations of the District. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government. The management of Clatsop County has determined that the District should be included as a blended component unit, in the Annual Financial Report of Clatsop County for the year ended June 30, 2013.

B. *Financial statement presentation*

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the District.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

B. *Financial statement presentation (continued)*

Governmental activities are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

C. *Measurement focus and basis of accounting*

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Significant revenues, which are susceptible to accrual under the modified accrual basis of accounting, include property taxes and federal and state grants. Other revenue items are considered to be measurable and available when received by the District. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The basis of accounting described above is in accordance with accounting principles generally accepted in the United States of America.

The District reports the following major governmental fund:

General - accounts for all financial resources of the District.

D. *Budgets*

Generally, Oregon Local Budget Law requires annual budgets be adopted for all funds of the District. The District uses the cash basis of accounting for all budgets. All annual appropriations lapse at fiscal year end.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

D. *Budgets (continued)*

The District begins its budgeting process by appointing lay members to the Budget Committee. Budget recommendations are developed by management through early spring, with the Budget Committee meeting and approving the budget document in late spring. Public notices of the budget hearing are generally published in May or June and the hearing is held in June. The governing body adopts the budget, makes appropriations, and declares the tax levy no later than June 30. Expenditure appropriations may not be legally over-expended, except in the case of grant receipts and bond sale proceeds which could not be reasonably estimated at the time the budget was adopted.

The resolution authorizing appropriations for each fund sets the level at which expenditures cannot legally exceed appropriations. The District established the levels of budgetary control at the personal services, materials and services, capital outlay, operating contingencies, debt service, and all other requirement levels for all funds.

E. *Property taxes receivable*

Uncollected property taxes are reported on the balance sheet as receivables; the portion which is available to finance expenditures of the current period is recorded as revenue and the remaining balance is recorded as deferred revenue. All property taxes receivable are due from property owners within Clatsop County.

Under state law, county governments are responsible for extending authorized property tax levies, computing tax rates, billing and collecting all property taxes, and making periodic remittances of collections to entities levying taxes. Real and personal property taxes are assessed and become a lien against the property as of July 1 of each year and are payable in three installments which are due on November 15, February 15, and May 15 following the lien date.

F. *Capital assets*

Capital assets are defined by the District as assets with an initial cost of more than \$5,000 and an estimated useful life of at least one year. Capital assets are stated at cost. Maintenance and repairs are expensed as incurred. Replacements which improve or extend the lives of property are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the related assets. Upon disposal of such assets, the accounts are relieved of the related costs and accumulated depreciation, and resulting gains or losses are reflected in income.

The estimated useful lives of plant and equipment are as follows:

| | |
|-------------------------|---------|
| Machinery and equipment | 5 years |
|-------------------------|---------|

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

G. Equity

Government-wide statements

On the Statement of Net Position equity is classified as net position and displayed in three components:

Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets, net of related debt.”

In the government-wide financial statements, when both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, then unrestricted resources as they are needed.

Governmental Fund Type Fund Balance Reporting

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different fund balance categories that a governmental entity must use for financial reporting purposes in its governmental fund types.

GASB 54 requires governmental type fund balance amounts to be properly reported within one of the fund balance categories list below:

Non-spendable — Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed — Amounts that can be used only for specific purposes determined by a formal action of the Board of Commissioners. The Board of Commissioners is the highest level of decision making authority for the County. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board of Commissioners.

Assigned — Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The County Treasurer has the authority to assign fund balance amounts.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

1. Summary of significant accounting policies (continued)

G. *Equity (continued)*

Unassigned — The residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Additionally, other funds may report negative unassigned fund balance in certain circumstances.

In the governmental fund financial statements, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the County considers restricted funds to have been spent first.

H. *Use of estimates*

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

I. *Risk management*

The District is exposed to various risks of loss related to errors and omissions; automobile; damage to and destruction of assets; bodily injury; and worker's compensation for which the District carries commercial insurance. There has been no significant reduction in insurance coverage from the prior year and settled claims have not reached the level of commercial coverage in any of the past three fiscal years.

2. Deposits and investments

The District's deposits and investments are held by the County in a pool of cash and investments that are available for use by the District all funds of the County. The District's fund's portion of this pool is displayed on the financial statements as cash and investments. Interest earned on pooled cash and investments is allocated to participating funds based upon their combined cash and investment balances.

Investments, including amounts held in pooled cash and investments, are stated at fair value. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments with a remaining maturity of more than one year, at the time of purchase are stated at fair value. Fair value is determined at the quoted market price, if available, otherwise the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than in a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

The Oregon State Treasury administers the LGIP. The LGIP is an unrated, open-ended, no-load, diversified portfolio offered to any agency, political subdivision or public corporation of the state who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

2. Deposits and investments (continued)

Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the County's position in the LGIP is the same as the value of the pool shares.

Credit Risk. The County's policy on the credit risk of investments is based on Oregon statutes which authorize the County to invest in obligations of the U. S. Treasury and U. S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool. The pension trust is authorized to invest in a variety of debt and equity securities.

As of June 30, 2013, the County had the following investments:

| | <u>Maturities</u> | <u>Rating</u> | <u>Fair Value</u> |
|-----------------------------------|-------------------|---------------|-------------------|
| State Treasurer's Investment Pool | N/A | Not Rated | \$ 24,593,804 |

Interest Rate Risk. The County's formal policy limits investment maturities to 18 months as a means of managing its exposure to fair-value losses arising from increases in interest rates.

Concentration of Credit Risk. The County's formal policy places a limit on the amount that may be invested in any one issuer as follows:

| | |
|--|------|
| State of Oregon Local Government Pool | 100% |
| Certificates of Deposit | 25% |
| United States Treasury Bills, Bonds, Notes | 25% |
| Banker's Acceptance (BA's) OR Issue | 25% |
| Repurchase Agreements (All to be fully Collateralized by US Government & US Obligation Marked to Market) | 25% |

Custodial Credit Risk – Investments. This is the risk that, in the event of the failure of a counterparty, the County will not be able to recover the value of its investments that are in the possession of an outside party. The County does not have a policy which limits the amount of investments that can be held by counterparties.

Custodial Credit Risk – Deposits. This is the risk that in the event of a bank failure, the District's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the County's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest bearing accounts and the aggregate of all interest bearing accounts at each institution. Deposits in excess of FDIC coverage with institutions participating in the Oregon Public Funds Collateralization Program are collateralized with securities held by the Federal Home Loan Bank of Seattle in the name of the institution. As of June 30, 2013, \$715,153 of the County's bank balances were exposed to custodial credit risk as they were collateralized with securities held by the pledging financial institution's agent but not in the County's name.

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

2. Deposits and investments (continued)

The County's deposits and investments and the amount allocable to the District at June 30, 2013 are as follows:

| | <u>Clatsop County</u> | <u>Allocable to 4-H and Extension Service District</u> |
|--------------------------------------|---------------------------|--|
| Total investments | \$ 24,593,804 | \$ 265,745 |
| Cash on hand | 3,019 | - |
| Deposits with financial institutions | <u>366,014</u> | <u>-</u> |
| Total deposits and investments | <u>\$ 24,962,837</u> | <u>\$ 265,745</u> |

3. Receivables

A. The District's receivables at June 30, 2013 are as follows:

| | <u>General</u> |
|----------------|-------------------|
| Property taxes | \$ 23,900 |
| Accounts | <u>90,411</u> |
| | <u>\$ 114,311</u> |

B. Property tax transactions

| Levy year | Balances July 1, 2012 | Current Levy | Adjustments | Interest (Discounts) | Collections | Balances June 30, 2013 |
|--|--------------------------|-------------------|-------------------|-------------------------|-------------------|---------------------------|
| Current | | | | | | |
| 2012-2013 | \$ - | \$ 229,397 | \$ (514) | \$ (4,693) | \$ 213,042 | \$ 11,148 |
| Prior | | | | | | |
| 2011-2012 | \$ 11,418 | - | (1,187) | 372 | 4,664 | 5,939 |
| 2010-2011 | 6,115 | - | (33) | 405 | 2,685 | 3,802 |
| 2009-2010 | 3,501 | - | (23) | 443 | 2,040 | 1,881 |
| 2008-2009 | 1,325 | - | (16) | 220 | 908 | 621 |
| 2007-2008 | 189 | - | (15) | 20 | 65 | 129 |
| All other | 502 | - | (78) | 43 | 87 | 380 |
| | <u>\$ 23,050</u> | <u>\$ 229,397</u> | <u>\$ (1,866)</u> | <u>\$ (3,190)</u> | 223,491 | <u>\$ 23,900</u> |
| July and August tax turnovers-prior year | | | | | (3,139) | |
| July and August tax turnovers-current year | | | | | 4,686 | |
| GP reserve-unsegregated taxes released | | | | | <u>6,453</u> | |
| Total property taxes | | | | | <u>\$ 231,491</u> | |

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

3. Receivables (continued)

C. Ensuing year's property tax levy

The permanent tax rate is \$.0534 per \$1,000 assessed value as limited by the Constitution of the State of Oregon.

The tax rate limit of \$10 per thousand of assessed value imposed by the Oregon Constitution is not expected to affect this levy.

D. Property tax assessment appeal

The District established a tax reserve with Clatsop County Tax Department for a petition of property tax assessment refund filed by Georgia Pacific Corporation. During the year, the County settled the appeal by refunding Georgia Pacific \$2,500,000. The District's portion of the refund was \$8,674. In accordance with ORS 311.814, an excess amount of \$6,453 in the reserve was turned over to the District as unsegregated taxes. See related footnote regarding the Reserve Account.

4. Capital assets

| | Balances July 01, 2012 | Increases | Deletions | Balances June 30, 2013 |
|---|---------------------------|--------------------|-------------|---------------------------|
| Capital assets being depreciated | | | | |
| Buildings and improvements | \$ 28,460 | \$ - | \$ - | \$ 28,460 |
| Equipment and vehicles | 69,840 | - | - | 69,840 |
| Furniture and fixtures | 5,467 | - | - | 5,467 |
| Computer equipment | 28,555 | - | - | 28,555 |
| Total capital assets being depreciated | 132,322 | - | - | 132,322 |
| Less accumulated depreciation for: | | | | |
| Buildings and improvements | (9,961) | (712) | - | (10,673) |
| Equipment and vehicles | (52,240) | (4,400) | - | (56,640) |
| Furniture and fixtures | (5,467) | - | - | (5,467) |
| Computer equipment | (11,244) | (5,711) | - | (16,955) |
| Total accumulated depreciation | (78,912) | (10,823) | - | (89,735) |
| Total capital assets being depreciated, net | <u>\$ 53,410</u> | <u>\$ (10,823)</u> | <u>\$ -</u> | <u>\$ 42,587</u> |

5. Deferred inflows of resources

Resources owned by the District, which are measurable but not available and are unavailable revenue in the governmental funds, consist of the following:

Property taxes \$ 19,214

NOTES TO BASIC FINANCIAL STATEMENTS (Continued)

6. Retirement plan

The District's employees are employees of Clatsop County. Employees of the County participate in the Oregon Public Employees Retirement Fund (OPERF) administered by the Oregon Public Employees Retirement System (PERS) and the County's other post employment benefits (OPEB). Detailed information concerning PERS and the OPEB can be found in the County's 2013 Annual Financial Report and notes to the Basic Financial Statements.

7. Risk management

The District is exposed to various risks of loss related to errors and omissions; automobile; damage to and destruction of assets; bodily injury; and worker's compensation for which the County carries commercial insurance. There has been no significant reduction in insurance coverage from the prior year and settled claims have not reached the level of commercial coverage in any of the past three fiscal years.

8. Reserve account

In May 2012, the County, the Oregon Department of Revenue, and the Oregon Department of Justice reached an agreement with Georgia Pacific Inc., the County's largest property taxpayer, in connection with a property tax appeal. Under this agreement, the County refunded property taxes in the amount of \$2,500,000 to Georgia Pacific Inc. In August 2012, to facilitate this refund, the County issued long-term obligations in the amount of \$2,550,800 bearing interest at 2.18 percent and maturing over ten years. The County has executed an intergovernmental agreement with taxing districts affected by this refund with each taxing district contributing to the annual debt service payment based on its respective property tax distribution percentage established by Assessment and Taxation Department. The District's initial share of the long-term obligation amounted to \$8,674. As of June 30, 2013, the Districts commitment toward the long-term obligation is \$7,790. The District has an established reserve account in accordance with ORS 311.814 with the Clatsop County Assessment and Taxation Department in the amount of \$7,790 which will be used to pay down the District's share of the long-term obligation. Any amount of the reserve account not used for the satisfaction of this obligation will be returned to the District as unsegregated taxes. As of June 30, 2013, the total debt outstanding on the long-term obligation was \$2,292,947.

**INDEPENDENT AUDITOR'S REPORT REQUIRED BY THE MINIMUM
STANDARDS FOR AUDITS OF OREGON MUNICIPAL CORPORATIONS**

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**INDEPENDENT AUDITOR'S REPORT REQUIRED BY THE
MINIMUM STANDARDS FOR AUDITS OF OREGON MUNICIPAL CORPORATIONS**

Board of Commissioners
CLATSOP COUNTY 4H AND EXTENSION SERVICE DISTRICT
Astoria, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the **CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT** as of and for the year ended June 30, 2013, and have issued our report thereon dated January 27, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the **CLATSOP COUNTY 4-H AND EXTENSION SERVICE DISTRICT** financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. 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.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

Board of Commissioners
CLATSOP COUNTY 4H AND EXTENSION SERVICE DISTRICT
Astoria, Oregon

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except as follows:

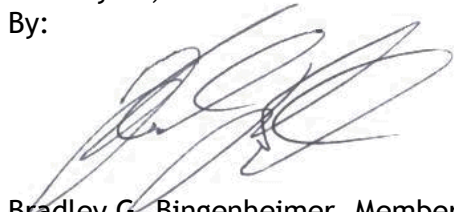
1. The ensuing year's appropriations resolution did not appropriate expenditures by organizational unit or program in accordance with ORS 294.456.

Internal Control OAR 162-10-0230

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting to determine the auditing 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. Deficiencies, if any, were communicated separately.

This report is intended solely for the information and use of the board of commissioners and management of **CLATSOP COUNTY 4H AND EXTENSION SERVICE DISTRICT** and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon
January 27, 2014
By:

A handwritten signature in blue ink, appearing to read 'B. Bingenheimer', is written over a horizontal line.

Bradley G. Bingenheimer, Member