

**CAMDEN COUNTY SOIL  
CONSERVATION DISTRICT**

**West Berlin, New Jersey**

**REPORT OF AUDIT**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

---

**Report dated August 12, 2013**

## CONTENTS

	<u>Page</u>
Roster of Officials	1
Independent Auditor's Report	2 - 3
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements performed in Accordance with <b><u>Government Auditing Standards</u></b>	4 - 5
<u>Exhibits</u>	
A Combined Balance Sheets	6 - 7
B Comparative Statements of Support, Revenue and Expenditures and Changes in Fund Balance	8 - 9
C Statement of Budget Versus Actual Expenditures	10
D Comparative Statement of Cash Flows	11 - 12
Notes to Financial Statements	13 - 20
<u>Supplemental Schedules</u>	
<u>Exhibit</u>	
A-1 Schedule of Expenditures of Federal Awards	21
A-2 Schedule of Expenditures of State Financial Assistance	22
A-3 Schedule of Findings and Noncompliance	23
A-4 Schedule of Prior Year Findings and Noncompliance	24
Comments and Recommendations	25

**CAMDEN COUNTY SOIL CONSERVATION DISTRICT**

**ROSTER OF OFFICIALS**

**JUNE 30, 2013**

**BOARD OF SUPERVISORS**

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
John Rigolizzo	District Chairman	2013
Dennis Dougherty	District Treasurer	2013
Louis Parzanese	Supervisor	2013
Philip W. Kunkle	Supervisor	2014

**District Staff**

Robert K. Dobbs, Jr.	District Manager
Craig K. McGee	Watershed Projects Manager
Karen Mullen	Natural Resource Conservation Specialist
Chasity Williams	Watershed Management Specialist

# NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association*

*Certified Public Accountants*

991 S. Black Horse Pike  
P.O. Box 799  
Williamstown, NJ 08094

(856) 629-3111  
Fax (856) 728-2245

August 12, 2013

## INDEPENDENT AUDITOR'S REPORT

Board of Supervisors  
Camden County Soil Conservation District  
423 Commerce Lane  
Suite 1  
West Berlin, New Jersey 08091

Gentlemen:

We have audited the accompanying financial statements of the Camden County Soil Conservation District as of and for the fiscal year ended June 30, 2013, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Camden County Soil Conservation District's 2012 financial statements and in our report dated September 21, 2012, we expressed unqualified opinions on the respective financial statements of the balance sheet, support, revenue and expenditures and changes in fund balance and cash flows.

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 Department of Agriculture's Manual, as required by the New Jersey State Soil Conservation Committee. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Camden County Soil Conservation District as of June 30, 2013, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America and requirements prescribed by the State Soil Conservation Committee, Department of Agriculture, State of New Jersey.

In accordance with **Government Auditing Standards**, we have also issued a report dated August 12, 2013 on our consideration of the Camden County 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with **Government Auditing Standards** and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements of the Camden County Soil Conservation District taken as a whole. The accompanying schedules of expenditures of federal and state awards are presented for purposes of additional analysis and are not a required part of the financial statements. The other supplementary schedules as listed in the table of contents are also presented for purposes of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation of the financial statements taken as a whole.

Respectfully submitted,

**NIGHTLINGER, COLAVITA & VOLPA, PA**

Raymond Colavita, C.P.A.  
Registered Municipal Accountant

# NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association*

*Certified Public Accountants*

991 S. Black Horse Pike  
P.O. Box 799  
Williamstown, NJ 08094

(856) 629-3111  
Fax (856) 728-2245

August 12, 2013

## **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**

Board of Supervisors  
Camden County Soil Conservation District  
423 Commerce Lane  
Suite 1  
West Berlin, New Jersey 08091

Gentlemen:

We have audited the financial statements of the Camden County Soil Conservation District as of and for the twelve months ended June 30, 2013, and have issued our report thereon dated August 12, 2013. 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 audit requirements prescribed by the State Soil Conservation Committee, Department of Agriculture, State of New Jersey.

### **Internal Control Over Financial Reporting**

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

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a 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.

**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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, 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**.

This report is intended solely for the information of the Camden County Soil Conservation District, the funding sources of the Camden County Soil Conservation District, the New Jersey Department of Agriculture, and Federal and State audit agencies. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

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

Raymond Colavita, C.P.A.  
Registered Municipal Accountant

**EXHIBIT A  
(1)**

**CAMDEN COUNTY SOIL CONSERVATION DISTRICT  
COMBINED BALANCE SHEET  
AS OF JUNE 30, 2013  
WITH COMPARATIVE FIGURES FOR 2012**

	Unrestricted Funds	Temporarily Restricted Funds		Permanently Restricted Funds		Totals for the Fiscal Year Ended June 30, 2013	Totals for the Fiscal Year Ended June 30, 2012
		Chapter 251	Equipment Fund	DeCou Run Stream	Cooper River Implementation		
<b>ASSETS</b>							
<b>Current Assets</b>							
Cash							
Operating Funds	\$ 24,504	\$ 83,040	\$	\$ 136,567	\$ 68,040	\$ 312,151	\$ 145,300
Savings and Investments	510,875	48,248				559,123	659,229
Accounts Receivable							
State of New Jersey Storm Water Program	3,250					3,250	12,401
Federal Stormwater Grants							1,639
Interfund Receivable		58,785				58,785	
Security Deposit		2,214				2,214	2,214
<b>Total Current Assets</b>	<b>\$ 538,629</b>	<b>\$ 192,287</b>	<b>\$</b>	<b>\$ 136,567</b>	<b>\$ 68,040</b>	<b>\$ 935,523</b>	<b>\$ 820,783</b>
<b>Property, Plant and Equipment (Note 1)</b>							
Office Furniture and Equipment	\$	\$	\$ 47,629	\$	\$	\$ 47,629	\$ 47,629
Leasehold Improvements			14,188			14,188	14,188
Transportation Equipment			15,708			15,708	15,708
Equipment			3,736			3,736	3,736
Less: Accumulated Depreciation			(79,318)			(79,318)	(77,323)
<b>Total Property, Plant and Equipment - Net of Accumulated Depreciation</b>			<b>1,943</b>			<b>1,943</b>	<b>3,938</b>
<b>Total Assets</b>	<b>\$ 538,629</b>	<b>\$ 192,287</b>	<b>\$ 1,943</b>	<b>\$ 136,567</b>	<b>\$ 68,040</b>	<b>\$ 937,466</b>	<b>\$ 824,721</b>



**CAMDEN COUNTY SOIL CONSERVATION DISTRICT**  
**COMBINED BALANCE SHEET**  
**AS OF JUNE 30, 2013**  
**WITH COMPARATIVE FIGURES FOR 2012**

	Unrestricted Funds	Temporarily Restricted Funds		Permanently Restricted Funds		Totals for the Fiscal Year Ended June 30, 2013	Totals for the Fiscal Year Ended June 30, 2012
		Chapter 251	Equipment Fund	DeCou Run Stream	Cooper River Implementation		
<b>LIABILITIES, NET ASSETS AND RESERVES</b>							
<b>Current Liabilities</b>							
Accounts Payable	\$	\$ 376	\$	\$	\$	\$ 376	\$ 917
Accrued Payroll and Payroll Taxes		1,397				1,397	2,500
State Administration Fee Payable	975	900				1,875	
Interfund Payable	58,785					58,785	
Retained Percentage				676	11,023	11,699	10,525
Deferred Revenue				135,891	57,017	192,908	45,464
<b>Total Current Liabilities</b>	<b>\$ 59,760</b>	<b>\$ 2,673</b>	<b>\$</b>	<b>\$ 136,567</b>	<b>\$ 68,040</b>	<b>\$ 267,040</b>	<b>\$ 59,406</b>
<b>Net Assets and Reserves</b>							
<b>Reserved Fund Balances</b>							
Reserve for Future Soil Erosion and Sediment Control Act Expenditures (Note 2)	\$	\$ 146,964	\$	\$	\$	\$ 146,964	\$ 126,189
Reserve for Accumulated Absences (Note 15)		22,758				22,758	22,292
Reserve for Future Legal Costs (Note 4)		19,892				19,892	16,666
Investment in Fixed Assets			1,943			1,943	3,938
<b>Unrestricted Net Assets</b>	<b>478,869</b>					<b>478,869</b>	<b>596,230</b>
<b>Total Net Assets and Reserves</b>	<b>478,869</b>	<b>189,614</b>	<b>1,943</b>			<b>670,426</b>	<b>765,315</b>
<b>Total Current Liabilities, Net Assets and Reserves</b>	<b>\$ 538,629</b>	<b>\$ 192,287</b>	<b>\$ 1,943</b>	<b>\$ 136,567</b>	<b>\$ 68,040</b>	<b>\$ 937,466</b>	<b>\$ 824,721</b>

**EXHIBIT B**  
**(1)**

**CAMDEN COUNTY SOIL CONSERVATION DISTRICT**  
**COMPARATIVE STATEMENTS OF SUPPORT REVENUE AND EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2013**  
**WITH COMPARATIVE FIGURES FOR 2012**

	Unrestricted Funds	Temporarily Restricted Funds		Permanently Restricted Funds			Totals for the Fiscal Year Ended June 30, 2013	Totals for the Fiscal Year Ended June 30, 2012	
		Chapter 251	Equipment Fund	Upper Mantua Ck Implementation	Cooper River Education	DeCou Run Stream			Cooper River Implementation
Support and Revenue									
Soil Erosion and Sediment Control Act Fees	\$	\$ 225,381	\$	\$	\$	\$	\$ 225,381	\$ 197,009	
Tree Map and Conservation Material Sales Net of Purchase		41	\$				41	358	
Interest	1,871	2,830					4,701	7,276	
Non-cash In-kind; Included as Expenditures Below (Note 3)		132,020					132,020	125,615	
NJ Assoc. of Conservation Districts Watershed Project Grant				58,429	11,740	2,153	93,506	165,828	
Watershed Project Reimbursement		61,349					61,349	86,664	
Stormwater Discharge Program (RFA)	13,975						13,975	18,171	
Miscellaneous	185						185		
<b>Total Support and Revenue</b>	<b>\$ 16,031</b>	<b>\$ 421,621</b>	<b>\$</b>	<b>\$ 58,429</b>	<b>\$ 11,740</b>	<b>\$ 2,153</b>	<b>\$ 93,506</b>	<b>\$ 603,480</b>	<b>\$ 730,023</b>
Expenditures									
Salaries and Wages	\$	\$ 262,177	\$	\$ 10,747	\$	\$ 1,360	\$ 60,052	\$ 334,336	\$ 336,794
Payroll Taxes + Fringe Benefits		21,026					21,026	22,147	
Health Insurance		26,007					26,007	23,497	
Pension Expense (Note 10)		28,724					28,724	25,580	
Consultant and Contract Services		15,361		45,661	11,721	793	17,323	90,859	
Advertising		59					59	77	
Meeting/Travel Expenses		2,387					2,387	897	
Rent		23,250					23,250	22,650	
Training/Seminars		250		36			286	200	
Equipment							6,457	6,457	
Equipment Rental		472					459	931	
Office Supplies and Expense		6,583		1,985	19		9,184	17,771	
Telephone and Other Utilities		7,383					7,383	6,673	
Insurance		13,500					13,500	10,656	
Dues		1,575					1,575	3,495	
Transportation Costs		4,011					31	4,042	

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