



County Controller

Richard J. Szulborski

Audit Manager

Paul L. Albert, CIA

Solicitor

Michael P. Shay, Esq.

County Executive

Lamont G. McClure, Jr.

County Council

Kenneth M. Kraft, President
Ron R. Heckman, Vice-President
John Cusick
Matthew H. Dietz
Margaret Ferraro
Lori Vargo Heffner
William B. McGee
Robert F. Werner
Tara M. Zrinski

Independent Auditor's Report
**STATEMENT OF REVENUES AND
EXPENDITURES OF THE
CONSERVATION DISTRICT**

Year Ended December 31, 2017

**Office of the Controller
County of Northampton
Pennsylvania**

COUNTY OF NORTHAMPTON, PENNSYLVANIA
Conservation District
For the Year Ended December 31, 2017

Table of Contents

	<u>Page(s)</u>
Independent Auditor's Report	1 - 2
Statement of Revenues and Expenditures For the Year Ended December 31, 2017	3
Notes to Financial Statement	4 - 5
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters	6 - 7
Roster of Officials	8



RICHARD J. SZULBORSKI

CONTROLLER OF NORTHAMPTON COUNTY

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Solicitor

Independent Auditor's Report

Members of the Northampton County Council
Lamont G. McClure, Jr., County Executive
Members of the Northampton County Conservation District
Board of Directors
County of Northampton, Pennsylvania

Report on the Financial Statements

We have audited the accompanying Statement of Revenues and Expenditures of the Conservation District of the County of Northampton, Pennsylvania (the District), for the year ended December 31, 2017 and the related notes to the 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 an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is 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 judgement, 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 opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the Statement of Revenues and Expenditures of the District for the year then ended December 31, 2017 in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the accompanying financial statement is intended to present the results of operations of only that portion of the County of Northampton General and Special Revenue Funds assigned the cost centers entitled "Conservation District" of the County of Northampton, Pennsylvania. They do not purport to, and do not, present fairly the financial position and results of operations of the County of Northampton, Pennsylvania, as of December 31, 2017, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Restriction on Use

This report is intended solely for the information and use of the management of the County of Northampton, Pennsylvania, and the Commonwealth of Pennsylvania, State Conservation Commission, and is not intended to be and should not be used by anyone other than these specified parties.

Other Reporting Required by Government Auditing Standards

As described in Note 1, the accompanying financial statement was prepared for the purpose of complying with the Commonwealth of Pennsylvania, State Conservation Commission reporting requirements.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 13, 2018 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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* in considering the District's internal control over financial reporting and compliance.

Very truly yours,



Richard J. Szulborski
County of Northampton Controller
Easton, Pennsylvania



Kathleen A. Kuzma, MBA, CPA, CGMA
Lead Auditor

August 13, 2018

COUNTY OF NORTHAMPTON, PENNSYLVANIA
 Conservation District
 Statement of Revenues and Expenditures
 For the Year Ended December 31, 2017

REVENUES

Dirt and Gravel Road Programs (Note 2)	\$ 142,674
Low Volume Road Maintenance Program (Note 2)	106,687
Administrative Assistance Program	25,554
Conservation District Fund Allocation Program	43,947
Watershed Specialist Funding	32,606
Agricultural Conservation Technicians/Engineers (ACT) Project	11,510
Act 13 UGWF Block Grant (Note 4)	57,901
Miscellaneous Grants (Note 5)	3,212
Clean Water Fees (Note 3)	72,500
Subdivision Plan Review Fees	383,806
Enforcement Cost Recovery (Note 6)	5,087
Miscellaneous Revenue (Note 7)	<u>11,341</u>
TOTAL REVENUES	\$ 896,825

EXPENDITURES

Salaries	401,599
Fringe Benefits	151,144
Communications	5,422
Administrative Supplies and Equipment	8,430
Services and Other Operating Supplies	6,439
Transportation	5,112
Purchased Services	148,802
Program Operating Costs	3,198
Capital Outlay	<u>18,415</u>
TOTAL EXPENDITURES	<u>748,561</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 148,264</u>

The accompanying notes are an integral part of the financial statement.

COUNTY OF NORTHAMPTON, PENNSYLVANIA
Conservation District
Notes to Financial Statement
For the Year Ended December 31, 2017

NOTE 1: Summary of Significant Accounting Policies

Basis of Accounting

The County of Northampton, Pennsylvania, uses the modified accrual basis of accounting for its General Fund. Under a modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liabilities are incurred.

Basis of Presentation-Fund Accounting

The accounts of the County of Northampton, Pennsylvania, are organized on the basis of funds, 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, fund equity, revenues, and expenditures/expenses. The General Fund is the general operating fund of the County. It is used to account for all financial resources, except those required to be accounted for in another fund.

Financial Reporting Entity

The District represents one of many divisions accounted for by the County of Northampton, Pennsylvania, in its General Fund. Its revenues and expenditures are accounted for within the fund through the use of a specifically assigned cost center.

Commonwealth of Pennsylvania, State Conservation Commission Reporting Requirements

Revised conservation district audit standards were adopted by the State Conservation Commission on November 9, 1999. These audit standards are based on duties and powers conferred upon the Commission under the provisions of the Conservation District Law (Act 217 of 1945). As a recipient of funds, "the board of directors ... shall provide for an annual audit of the accounts of receipts and disbursements (Section 8 (2))". For calendar year 1999 and beyond, county conservation district audits must include all funds received, maintained and expended by the district. Since the assets and liabilities of the District are accounted for in the General Fund and not separately, a Balance Sheet is not presented.

NOTE 2: Dirt, Gravel, and Low Volume Road Maintenance Programs

Funding from the Dirt, Gravel, and Low Volume Road Maintenance Programs is being accounted for in two separate Special Revenue Funds. As of December 31, 2017, the funding for Dirt and Gravel Program and Low Volume Road Program deferred for future expenditures amounted to \$220,669 and \$177,812, respectively.

COUNTY OF NORTHAMPTON, PENNSYLVANIA
Conservation District
Notes to Financial Statement
For the Year Ended December 31, 2017

NOTE 3: Clean Water Fees

Funding from the Clean Water Fund fees is being accounted for in a Special Revenue Fund. As of December 31, 2017, the Clean Water fees deferred for future expenditures amounted to \$466,828.

NOTE 4: Act 13 Unconventional Gas Well Funds (UGWF) Block Grant

Funding for the PUC UGWF Block Grant is being accounted for in a Special Revenue Fund. As of December 31, 2017, the funding deferred for future expenditures amounted to \$173,061.

NOTE 5: Miscellaneous Grants

In 2017, the District applied for and received various miscellaneous grant revenues. The following grants are included in the Miscellaneous Grants line item:

- The Pennsylvania Association of Conservation Districts awarded an educational mini-grant in the amount of \$1,880 for a workshop for educators entitled “Schoolyard & Backyard Conservation: What Can You Do?” held October 2016. During the year ended December 31, 2017, total costs of \$1,762 were reimbursed to the District for this workshop.
- The Martins-Jacoby Watershed Association awarded an educational mini-grant in the amount of \$750 for a workshop for educators entitled “Lehigh Valley Geology” held October 2017.
- An Environmental Education grant in the amount of \$700 was awarded and received during 2017 from Pennsylvania Envirothon, Inc. to assist the District with costs associated with the annual County Envirothon.

NOTE 6: Enforcement Cost Recovery

During 2017, the District received enforcement cost recovery funds in the amount of \$5,087 which is deferred for future watershed mitigation, restoration and education projects to be determined by the District Board of Directors per the District’s Enforcement Policy. The total funding deferred for future projects amounted to \$6,735.

NOTE 7: Miscellaneous Revenue

The funds reported in the Miscellaneous Revenue line item are comprised of interest income (\$3,301), annual Envirothon program sponsorships (\$6,200, of which \$2,634 is deferred for future programs), and registration fees and expense reimbursements for various Conservation District programs and functions (\$1,840).



RICHARD J. SZULBORSKI

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MICHAEL P. SHAY, ESQ.
Solicitor

**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

Members of the Northampton County Council
Lamont G. McClure, Jr., County Executive
Members of the Northampton County Conservation District
Board of Directors
County of Northampton, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Statement of Revenue and Expenditures of the Conservation District of the County of Northampton, Pennsylvania (the District), as of and for the year ended December 31, 2017, and the related notes to the financial statements, and have issued our report thereon dated August 13, 2018.

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) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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 determination of financial statement 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. 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.

Very truly yours,



Richard J. Szulborski
County of Northampton Controller
Easton, Pennsylvania



Kathleen A. Kuzma, MBA, CPA, CGMA
Lead Auditor

August 13, 2018

COUNTY OF NORTHAMPTON, PENNSYLVANIA
 Conservation District
 Roster of Officials
 For the Year Ended December 31, 2017

DISTRICT GOVERNING BODY

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Donald Mack	Board Chairperson	2018
Joel Geiger	Board Vice Chairperson	2018
Brian Fulmer	Board Farmer Director	2020
Jeffrey Keifer	Board Farmer Director	2017
Lynn Stauffer	Board Public Director	2020
Ted Veresink	Board Public Director	2019
Margaret Ferraro	Board Director, County Council	2017
Sharon Pletchan	Board Treasurer	
Wendy McRoberts	Board Secretary	

ADMINISTRATIVE OFFICIALS

Sharon Pletchan	District Manager
Wendy McRoberts	Clerical Specialist
James Lawrence	Conservation Specialist
Kristina Heaney	Conservation Specialist
Jonathan Fox	Conservation Specialist
Nicholas DiPaolo	Conservation Specialist
Nathan Pritchard	Watershed Specialist / Agricultural Technician
Daniel Ahn	District Engineer