

**LINCOLN SOIL AND WATER  
CONSERVATION DISTRICT**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED  
DECEMBER 31, 2008**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**FINANCIAL STATEMENTS**

**NOTES TO THE FINANCIAL STATEMENT**

# LINCOLN SOIL AND WATER CONSERVATION DISTRICT

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**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**

**SCHEDULE OF BOARD MEMBERS AND OFFICIALS**

**DECEMBER 31, 2008**

		<u>Term Expires</u>
Daniel Christianson	Chairman	12-31-2010
Glen Sorenson	Vice Chairman	12-31-2010
Joseph Weber	Treasurer	12-31-2012
Conrad Schardin	Secretary	12-31-2010
John Boulton	Public Relations	12-31-2012
Pauline VanOverbeke	District Manager	Indefinite

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2008**

This section of the annual financial report of the Lincoln Soil and Water Conservation District presents the Management Discussion and Analysis. The discussion and analysis provides an overview of the District's financial activities for the fiscal year ended December 31, 2008. Since this information is designed to focus on the current year's activities, resulting changes, and currently known facts, it should be read in conjunction with the District's basic financial statements following this section.

**FINANCIAL HIGHLIGHTS**

- The District's net assets on the Statement of Activities and Governmental Revenues, Expenditures and Changes in Fund Balance increased due to the increase in Working Lands Initiative (pass-through) funds and the Shaokatan Sportsmen Club Cost-Share (pass-through) funds.
- The Statement of Net Assets and Governmental Fund Balance Sheet reflect Designated Fund Balances for specific designated items deemed by the District.

**USING THIS ANNUAL REPORT**

This annual report consists of four main topics: 1) Management's Discussion and Analysis (MDA); 2) Financial Statements; 3) Reconciliation Statements; 4) Notes to the Financial Statement; 5) Required Supplementary Information; and 6) Capital Asset Information. These topics are further explained as follows:

- Management's Discussion and Analysis (MDA-this section). This section relates mostly to the changes in the District's finances and explains the Governmental Wide-Financial Statements in detail. The MDA is on pages 4-9;
- Financial Statements – pages 10 and 12:
  - The Governmental Wide-Financial Statements include a series of financial statements that provide information about the activities of the District as a whole and present a longer-term view of the District's finances. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending; and
  - The Fund Financial Statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. Fund financial statements also report the District's operations.
- Reconciliation Statements – pages 11 and 13:
  - Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Assets explains the differences in these two statements. The Statement of Net Assets under the "Adjustments" column shows the differences in the two statements.
  - Reconciliation of the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances explains the differences in the two statements. The Statement of Activities under the "Adjustments" column shows the differences in the two statements.
- The Notes to the Financial Statement provides information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. These notes provide information such as: 1) Summary of significant accounting policies; 2) Stewardship, compliance and accountability; 3) Deposits and Investments; 4) Changes in General Fixed Assets; 5) Deferred Revenue; 6) Compensated Absences Payable; 7) Risk Management; 8) Pension Plan; and 9) Operating Leases. The Notes to the Financial Statement are on pages 14 – 21.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
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- Required Supplementary Information – 22 – 25:
  - Includes the following: Budgetary Comparison Statement; Notes to Required Supplementary Information; Breakdown of County Revenue and Deferred Revenue Breakdown.
- Capital Asset are explained on page 9 of the MDA. Statements of Capital Assets – pages 26 – 30.

Since District's are single-purpose special purpose governments, they are generally able to combine the government-wide and fund financial statements into single presentations. The District has elected to present in this format.

**Statement of Net Assets and Statement of Activities**

Our analysis of the Lincoln Soil and Water Conservation District begins with the Statement of Net Assets and the Statement of Activities of which can be found on pages 10 and 12 of this report. One of the most important questions asked about the District's finances is, "Is the District as a whole better or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the District as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using accrual basis of accounting, which is similar to the accounting used by the most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net assets and changes in them. You can think of the District's net assets - the difference between assets and liabilities - as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors to assess the overall health of the District.

In the Statement of Net Assets and the Statement of Activities, the District presents Governmental activities. All of the District's basic services are reported here. Appropriations from the county and state also finance activities.

**FUND FINANCIAL STATEMENTS**

The Lincoln Soil and Water Conservation District presents only a general fund, which is a governmental fund. All of the District's basic services are reported in the general fund, which focuses on how money flows into and out of those funds and the balances left at year-end that are available for spending. The fund reported using an accounting method called modified accrual accounting. This method measures cash and all other financial assets that can be readily converted to cash. The general fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Activities and the Statement of Net Assets) and governmental funds through the Reconciliation's of these statements, which are on pages 11 and 13 (after the Fund Financial Statements). The basic governmental financial reports can be found on pages 10 and 12 of this report.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2008**

**Statement of Net Assets**

The Lincoln Soil and Water Conservation District's net assets increased from one year ago. Our analysis below focuses on the net assets (Table 1) of the District's governmental activities.

**Table 1**

Statement of Net Assets	Governmental Activities	
	<u>Dec 31, 2008</u>	<u>Dec. 31, 2007</u>
Current Assets	\$713,185.35	\$638,961.33
Capital Assets Net of Depreciation	<u>90,849.52</u>	<u>100,713.64</u>
Total Assets	<b><u>\$804,034.87</u></b>	<b><u>\$739,674.97</u></b>
Current and Other Liabilities	\$119,332.27	\$ 74,124.95
Net Assets:		
Invested in Capital Assets	90,849.52	100,713.64
Unrestricted/Undesignated	<u>606,244.59</u>	<u>564,836.38</u>
Total Net Assets	<b><u>\$684,702.60</u></b>	<b><u>665,440.02</u></b>
Total liabilities and Net Assets	<b><u>\$804,034.87</u></b>	<b><u>\$739,674.97</u></b>

The total net assets of the District's governmental activities increased by \$19,262.58 (2.8%) from one year ago, (from 2007 to 2008). The current assets of the District's governmental activities increased \$45,207.32 (60%) from one year ago, while the Capital Assets, Net of Depreciation, decreased by \$9,950.86 (the depreciation expense). The District had more revenue than expenditures in 2008. Under the Net Assets, the Restricted/Designated funds are designated for certain programs specified by the State and/or District. Unrestricted/Undesignated net assets, are the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements. The Unrestricted/Undesignated Net Assets increased by \$41,408.21 (7.3%) in 2008.

**GOVERNMENTAL ACTIVITIES**

**Statement of Activities and Governmental Fund Revenues, Expenditures and Fund Balance**

Table 2 reflects changes in Governmental activities of the District. It also reflects some of the actual District's Charges for Services - District program changes from 2007 to 2008. Table 2 is on the next page.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2008**

**Table 2**  
Changes in Net Assets

	Governmental Activities	
	<u>Dec 31, 2008</u>	<u>Dec. 31, 2007</u>
Revenues		
County	\$112,352.30	\$114,578.43
State	86,275.93	92,759.32
Federal	-0-	32,429.87
Interest Earnings	16,927.98	25,957.57
Pheasants Forever	1,000.00	1,000.00
USFWS	1,194.94	-0-
Working Lands Initiative	\$317,974.30	68,998.55
Shaokatan Sportsmen Club	\$ 29,036.16	-0-
Other	3,519.15	3,745.21
Women's Day Program	1,818.00	1,818.00
Charges for Services		
Trees	89,259.32	95,815.52
Tree Planter	8,945.43	11,141.45
Tubex/Gopher Getter/Netting/Flags/NTD, etc.	275.00	40.00
Tree Mats	466.73	19,987.94
Tree Repellent	961.00	764.00
Seed Sales	-0-	2,301.40
Finance Charges	<u>(15.58)</u>	<u>343.95</u>
Total Revenues	<b><u>\$691,569.01</u></b>	<b><u>\$471,681.21</u></b>
Expenses		
Conservation-All Other	\$263,898.06	\$342,624.51
Working Lands Initiative	318,194.30	68,998.55
Depreciation	10,902.34	12,046.88
USFWS	1,194.94	-0-
Charges for Services:		
Trees	68,880.27	63,960.09
Tree Planter	3,647.97	3,860.18
Tubex/Gopher Getter/Netting/Flags/NTD, etc	310.30	-0-
Tree Repellent	479.08	239.67
Seed Expense	-0-	2,024.98
Tree Mats	<u>4,909.17</u>	<u>600.00</u>
Total Expenses	<b><u>\$672,416.43</u></b>	<b><u>\$425,356.31</u></b>

The Changes in Net Assets for are as follows: 2008-County Funds-the local allotment increased \$2,000 while the Local Water Management Program reflected more dollars in 2008 compared to 2007 and the Wetland Conservation Act (WCA) Program reflected less dollars in 2008 compared to 2007 as we did not receive the \$10,000.00 (FY08) dollars until March, 2008. The State funds reflect a decrease. There were no Federal Funds received in 2008 as reflected in 2007 which was for work done by the district from the Environmental Quality Incentive Program-Technical Service Provider. The Shaokatan Sportsmen Club dollars are new in 2008, which are for specific projects installed in

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2008**

the Lake Shaokatan Area. The Working Lands Initiative dollars increased significantly in 2008 mostly because of the program startup in 2007 and more dollars available in 2008. The District's revenues, Charges for Services (programs administered through the District) decreased from \$384,052.59 in 2007 to \$119,311.25 in 2008. The District trees sales and tree mat sales both decreased in 2008 compared to 2007. The District did not have any seed sales in 2008. The District tree mats sales show a drastic decrease in 2008. In 2008, an Inventory for Tree Mats was established. Total expenses for 2008 are higher by 247,060.12 (58%) compared to 2007. The expenses in the Working Lands Initiative had a drastic increase in 2008 compared to 2007. The Working Lands Initiative dollars come in and go out within a short time frame. The District tree mats reflect an increase in expenses in 2008 compared to 2007 because of the Inventory for tree mats established in 2008.

**THE DISTRICT'S FUNDS**

As the District completed the year, under the general fund column as presented in the Statement of Net Assets on page 10, reported a combined fund balance of \$606,244.59 (includes Designated and Undesignated Fund Balances). This amount plus the net of accumulated depreciation (\$90,849.52) and minus the Compensated Absences (\$12,391.51) gives a total of \$684,702.60 under the "Adjustments" column for the Statement of Net Assets. This amount was above last year's total of \$665,550.02. The reasons for the increase are due to the total assets being more in 2008 compared to 2007. The primary reasons for the General Fund's surplus mirror the Statement of Net Assets under the Fund Financial Statements section as highlighted on page 6 of this report.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Over the course of the year, the District revised its budget in October 2008. The budget changes reflected on the Budgetary Comparison Schedule found on page 22. The changes made to the revised budget for the revenues reflect an overall increase of the final budget, with actual dollars being more than the original and final budgeted. This is partially due to an increase in total intergovernmental revenues, mainly the Work Lands Initiative Fund. The actual expenditures reflect a decrease, with the actual dollars spent being lower than the final budget, but higher by \$150,098 than the original budget. This increase is mainly due to the Working Lands Initiative expenditures.

With these adjustments, the actual changes to appropriations (expenditures) were \$13,256.31 below/less than the final budget amounts. The most significant positive variance occurred in the Working Lands Initiative in which these are pass-through dollars.

On the other hand, resources available for appropriation (revenues) were \$19,757.01 above the final budgeted amount. The most significant positive variance occurred in the Working Lands Initiative and the Shaokatan Sportsmen Club dollars in which both these are pass-through dollars.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2008**

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

The following schedules were developed to help with the changes in capital assets:

- Guide to Capital Assets, found on page 26.
- Schedule of General Capital Assets for January 1, 2008, found on page 27.
- Schedule of General Capital Assets and Changes in 2008, found on pages 28 – 29.
- Summary of Changes in General Capital Assets, found on page 30.

The Schedules of General Capital Assets and the Summary of Changes in General Capital Assets consists of capital assets over the District threshold of \$1,000.00. At the end of 2008, the District had \$182,301.01 invested in a broad range of capital assets, including Land/Land Improvement, Building Materials (Construction-in-Progress), Vehicles, Equipment and Machinery (see Table 3 on the next page). This amount represents a net decrease of total capital assets (including additions and deductions) of \$3,264.00 or 1.5% less than last year.

**Table 3**

Capital Assets at Year-end  
(Net of Depreciation)

<u>Capital Assets</u>	<u>Governmental Activities</u>	
	<u>Dec 31, 2008</u>	<u>Dec. 31, 2007</u>
Land/Land Improvements/Infrastructure	\$ 16,141.94	\$ 16,141.94
Buildings/Construction	67,052.92	67,052.92
Vehicles	43,843.37	43,843.37
Equipment/Machinery	<u>54,672.00</u>	<u>55,265.78</u>
Total Capital Assets	<u>\$181,710.23</u>	<u>\$182,304.01</u>
(Net of Depreciation)	<u>\$ 90,849.52</u>	<u>\$100,713.64</u>

This year's changes consist of a deletion, a computer for \$1,632 and an addition of a computer for \$1,038.22.

**Long-Term Liabilities**

Long-term liability obligations include accrued vacation pay for which employees are paid upon termination from the District by retirement, illness or death. Detailed information about the District's long-term liabilities is presented in the Notes to the Financial Statement under Section I. Summary of Significant Accounting Policies- H(2)(b). Vacation and Sick Leave on page 17; and under II(C) Compensated Absences Payable on page 18.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The District's elected officials considered many factors when setting the fiscal-year 2008 budget. Some of the economic factors taken into account for the 2008 budget include: sales of trees, State funding, Working Lands Initiative funding, Shaokatan Sportsmen Club funding, Federal funding and the County allocation. Expense factors will be employee salary increases and tree expenses.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Lincoln Soil and Water Conservation District, P.O. Box 32, Ivanhoe, MN 56142 or call 507-694-1630, Ext. 3.



**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO  
THE STATEMENT OF NET ASSETS  
DECEMBER 31, 2008**

<b>Total Fund Balance – Total Governmental Funds</b>	<b>\$606,244.59</b>
Capital assets used in governmental activities are not current financial resources and therefore, are not reported in the governmental funds balance sheet.	\$ 90,849.52
Compensated absences are not due and payable in the current period and are not reported in the general funds.	(\$ 10,916.89)
<b>Net Assets of Governmental Funds</b>	<b>\$684,702.60</b>

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,**  
**EXPENDITURES AND CHANGED IN FUND BALANCE**  
**DECEMBER 31, 2008**

<b>Revenues</b>	General Fund	Adjustments See Reconciliation	Statement of Activities
<b>Intergovernmental</b>			
County	\$112,352.30		\$112,352.30
State	\$86,275.93		\$86,275.93
Shaokatan Sportsmen Club C-S	\$29,036.16		\$29,036.16
USFWS	\$1,194.94		\$1,194.94
Working Lands Initiative-DNR	\$317,974.30		\$317,974.30
Pheasants Forever	\$1,000.00		\$1,000.00
<b>Total Intergovernmental Revenues</b>	<u>\$547,833.63</u>	<u>\$0.00</u>	<u>\$547,833.63</u>
<b>Charges for services</b>			
Trees	\$89,259.32		\$89,259.32
Tree Planter	\$8,945.43		\$8,945.43
Tubex-Gopher Getter-Netting-Flags	\$275.00		\$275.00
No-Till Drill	\$466.73		\$466.73
Tree Mats	\$19,419.35		\$19,419.35
Seed Sales	\$0.00		\$0.00
Tree Repellent	\$961.00		\$961.00
Finance Charges	(\$15.58)		(\$15.58)
<b>Total Charges for Services</b>	<u>\$119,311.25</u>	<u>\$0.00</u>	<u>\$119,311.25</u>
<b>Miscellaneous Revenue</b>			
Interest Earnings	\$16,927.98		\$16,927.98
Other	\$3,519.15		\$3,519.15
Redwood 319 T&A \$'s	\$2,471.00		\$2,471.00
Women's Day Program	\$1,506.00		\$1,506.00
Gain-Sale of Assets	\$0.00		\$0.00
<b>Total Charges for Services</b>	<u>\$24,424.13</u>	<u>\$0.00</u>	<u>\$24,424.13</u>
<b>Total Revenues</b>	<u><b>\$691,569.01</b></u>	<u><b>\$0.00</b></u>	<u><b>\$691,569.01</b></u>
<b>Expenditures/Expenses</b>			
Trees & All Tree Expenses	\$68,880.27		\$68,880.27
Tree Planter	\$3,647.97		\$3,647.97
Tubex-Gopher Getter-Netting-Flags	\$204.48		\$204.48
No-Till Drill	\$105.82		\$105.82
Tree Repellent	\$479.08		\$479.08
Tree Mats	\$4,909.17		\$4,909.17
Seed Expense	\$0.00		\$0.00
USFWS	\$1,194.94		\$1,194.94
Working Lands Initiative-DNR	\$318,194.30		\$318,194.30
Conservation-All Other - Current	\$262,423.44	\$1,474.62	\$263,898.06
Depreciation		\$10,902.34	\$10,902.34
Capital outlay	\$1,038.22	(\$1,038.22)	\$0.00
<b>Total Expenditures/Expenses</b>	<u><b>\$661,077.69</b></u>	<u><b>\$11,338.74</b></u>	<u><b>\$672,416.43</b></u>
<b>Excess of Revenues Over (Under)</b>			
<b>Expenditures</b>	<u><b>\$30,491.32</b></u>	<u><b>(\$11,338.74)</b></u>	<u><b>\$19,152.58</b></u>
<b>Fund Balance/Net Assets January 1</b>	<u><b>\$ 575,753.27</b></u>	<u><b>\$89,796.75</b></u>	<u><b>\$ 665,550.02</b></u>
<b>Fund Balance/Net Assets December 31</b>	<u><u><b>\$606,244.59</b></u></u>	<u><u><b>\$78,458.01</b></u></u>	<u><u><b>\$684,702.60</b></u></u>

Notes are an integral part of the basic financial statements

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
RECONCILIATION OF THE STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND  
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
DECEMBER 31, 2008**

**Net Change in Fund Balance – Total Governmental Funds** **\$ 30,491.32**

Depreciation expense on capital assets is reported in the government-wide statement of activities, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in the governmental funds. (\$10,902.34)

Compensated Absences are also reflected in the government-wide statement of activities. In 2008, the compensated absences increased by \$1,474.62 from 2007. (\$ 1,474.62)

**Changes in Fund Balance of Governmental Activities** **\$ 19,588.98**

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Lincoln Soil and Water Conservation District was organized under provisions of Minnesota Stat. Ch. 103C. The District is governed by a Board of Supervisors composed of five members nominated by voters of the District and elected to four-year terms by the voters of the County.

The purpose of the District is to assist land occupiers in applying practices for the conservation of soil and water resources. These practices are intended to control wind and water erosion, pollution of lakes and streams, and damage to wetlands and wildlife habitats.

The Lincoln Soil and Water Conservation District, in cooperation with the U.S. Department of Agriculture's Natural Resources Conservation Service and other agencies, provides technical and financial assistance to individuals, groups, organizations, and governments in reducing costly waste of soil and water resulting from soil erosion, sedimentation, pollution and improper land use.

Each fiscal year the District develops a work plan, which is used as a guide in using resources effectively to provide maximum conservation of all lands within its boundaries. The work plan includes guidelines for employees and technicians to follow in order to achieve the District's objectives.

The financial reporting policies of the District conform to generally accepted accounting principles.

**A. Financial Reporting Entity**

In conformance with standards established by the Governmental Accounting Standards Board, the District includes all funds and account groups that are controlled by or dependent on the District Board. Control by and dependence on the District were determined on the basis of budget adoption, taxing authority, obligation of the District to finance any deficits that may occur, and any significant subsidy provided by the District.

The District is not considered a part of Lincoln County because, even though the county provides a significant amount of the District's revenue in the form of an appropriation, it does not retain any control over the operations of the District.

**B. Basis of Accounting**

**Government-Wide Financial Statements**

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all governmental activities, which normally are supported by taxes and intergovernmental revenues.

The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in the preparation of the proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements included reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

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The government-wide Statement of Activities presents a comparison between expenses, both direct and indirect, and program revenues. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Indirect expenses for centralized services and administrative overhead are allocated among the programs using a full cost allocation approach and are presented separately to enhance comparability of direct expenses between governments that allocate direct expenses and those that do not. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues not classify as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program is self-financing or draws from the general revenues of the corporation.

Net assets should be reported as restricted when constraints placed on net asset use are either externally imposed by grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

**Fund Financial Statements**

The fund financial statements of the District include only one fund, the General Fund. The General Fund is accounted for by a set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues and expenditures.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

C. 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 at 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.

D. Budget

The District adopts an estimated revenue and expense budget for the General Fund. Comparisons of estimated revenues and budgeted expenses to actual are presented in the financial statements in accordance with generally accepted accounting principles.

E. Cash Equivalents

Lincoln Soil and Water Conservation District recognizes as cash currency on hand and demand deposits with banks or other financial institutions. It also includes other accounts that have the general characteristics of demand deposits in that the customer may deposit or withdraw funds at any time without prior notice or penalty such as certificates of deposit, which do not have penalties or terms with them that effectively restrict withdrawal of funds, money market accounts and repurchase agreements.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
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Lincoln Soil and Water Conservation District recognizes as cash equivalents short-term, highly liquid investments that (a) are readily convertible to known amounts of cash and (b) are so near to their maturity that they present an insignificant risk of changes in value because of changes in interest rates.

**G. Assets, Liabilities, and Equity Accounts**

**1. Assets**

Investments are stated at fair value, except for non-negotiable certificates of deposit, which are on a cost basis, and short-term money market investments, which are stated at amortized cost.

Due from Other Governments includes amounts for shared projects and grants.

Beginning with this statement year, fixed assets (capital assets) are no longer reported on a gross basis. They are now reported on a net (depreciated) basis. General fixed assets are still valued at historical or estimated historical cost.

Depreciation of all exhaustible fixed assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| • Machinery/Equipment 5–10<br>years | • Buildings/Improvements 15-30 years |
| • Furniture/Fixtures 7–10<br>years  | • Vehicles 5 years                   |

The Lincoln Soil and Water Conservation District has set the capitalization threshold at \$1,000.

**2. Liabilities**

Current liabilities include Accounts Payable, Accrued Payroll and Related Taxes, Sales Tax Payable, Deposits on Sale, Compensated Absences, and Deferred Revenue.

**3. Equity**

**Government-wide Statements**

Equity is classified as net assets and displayed in three components:

- a. Invested in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation.
- b. Restricted net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets.”
- d. Invested in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation.
- e. Restricted net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as grantors, contributors, or law or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- f. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets.”

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

H. Revenues and Expenses

1. Revenues

a. Intergovernmental

Intergovernmental revenues are reported in conformity with the legal and contractual requirements of the individual programs. Generally, grant revenue is recognized when the corresponding expenditures are incurred. The District also receives an annual appropriation from the county, which is recognized as revenue when received, unless it is received prior to the period to which it applies. In that case, revenue recognition is then deferred until the appropriate period. The District does not directly levy taxes of any type and thus has no revenues from non-exchange transactions that required to be reported under GASB Statement No. 33.

b. Other Revenue

Investment income (reported as Miscellaneous Revenue) and revenue from the sale of trees (reported as Charges for Services) are recognized when earned, since they are measurable and available. Other revenues generally are recognized when they are received in cash because they usually are not measurable until then.

2. Expenses

a. Project Expenses

Project expenses represent costs that are funded from Federal, State, or district revenues. State project expenses consist of grants to participants for the Cost-Share Program other state-authorized projects. District project expenses are costs of materials and supplies in the sale of trees, tree planting, and other District projects.

b. Vacation and Sick Leave

Under the District's personnel policies, employees are granted vacation leave in varying amounts based on their length of service. Vacation leave accrual varies from 8 to 16 hours per month. Sick leave accrual is 12 days per year. The limit on the accumulation of annual leave is 200 hours and unlimited sick leave. Upon termination from the District, employees are paid accrued vacation leave.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**II. DETAILED NOTES ON ALL FUNDS**

A. Capital Assets

Changes in Capital Assets:

	Balance 1/1/2008	Additions	Deletions	Balance 12/31/2008
Land	\$ 16,141.94	\$ -		\$ 16,141.94
Buildings	\$ 67,052.92	\$ -		\$ 67,052.92
Vehicles	43,843.37			43,843.37
Machinery & Equipment	55,265.78	1,038.22	(1,632.00)	54,672.00
Total	182,304.01	1,038.22	(1,632.00)	181,710.23
Accumulated Depreciation	(81,590.37)	(10,902.34)	1,632.00	(90,860.71)
Governmental Capital Assets, Net	<u>\$ 100,713.64</u>	<u>\$ (9,864.12)</u>	<u>\$ -</u>	<u>\$ 90,849.52</u>

B. Deferred Revenue

Deferred revenue represents advances from the Minnesota Board of Water and Soil Resources (BWSR) and Lincoln County for various programs. Revenues will be recognized when the related program expenditures are recorded. Deferred revenue for the year ended December 31, 2008, consists of the following:

Regular/Special State Cost-Share	\$ 52,619.00
BWSR-Farm Bill Assistant	22,842.84
Wetland Conservation Act (WCA)	3,188.75
Working Lands Initiative	<u>720.00</u>
Total	<u>\$ 79,370.59</u>

C. Compensated Absences

Changes in long-term debt for the period ended December 31, 2008, are:

Balance - January 1, 2008	\$ 10,916.89
Net change in compensated absences	<u>1,474.62</u>
Balance - December 31, 2008	<u>\$ 12,391.51</u>

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**D. Deposits**

Minnesota Stat. 118A.02 and 118A.04 authorize the District to designate a depository for public funds and to invest in certificates of deposit. At December 31, 2008, District's deposits totaled \$700,725.03 of which \$679,432.44 was cash deposits and \$21,262.59 was invested in certificates of deposit. Minnesota Statute 118A.03 requires that all District deposits be covered by insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institutions banking day, not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better, revenue obligations rated "AA" or better, irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department at a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

Following is a summary of the deposits covered by insurance or collateral at December 31, 2008.

<u>Covered Deposits</u>	<u>Book Balance</u>	<u>Bank Balance</u>
Insured or collateralized with securities held by the District or its agents in the District's name	<u>\$ 700,725.03</u>	<u>\$ 702,953.98</u>

**E. Investments**

The District may also invest idle funds as authorized by Minnesota Statutes as follow: direct obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that received the highest credit rating, are in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better, general obligations of the Minnesota Housing Agency rated "A" or better; bankers' acceptance of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, and maturing in 270 days or less; Guaranteed Investment Contract guaranteed by corporations or their Canadian subsidiaries, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers. The District does not have any investments policies that would further limit investment choices.

The District does not carry any investments on its financial statements as of December 31, 2008.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**III. PENSION PLANS**

Plan Description

All full-time and certain part-time employees of the Lincoln Soil and Water Conservation District are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the Public Employees Retirement Fund (PERF, which is a cost sharing, multiple-employer retirement plan. This plan is established and administered in accordance with Minnesota Statutes, Chapters 353 and 356.

PERF members belong to either the Coordinated Plan or the Basis Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan.

PERA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by State Statute, and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for PERF's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first 10 years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first 10 years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate 2.7 percent of average salary for Basis Plan members and 1.7 percent for Coordinated Plan members for each year of service. For PERF members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Normal retirement age is 65 for Basic and Coordinated members hired prior to July 1, 1989. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree – no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for PERF. That report may be obtained on the Internet at [www.mnpera.org](http://www.mnpera.org), by writing to PERA at 60 Empire Drive #200, St. Paul, Minnesota 55103-2088 or by calling (651) 296-7460 or 1-800-652-9026.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

Funding Policy

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The District makes annual contributions to the pension plan equal to the amount required by state statutes. PERF Basic Plan members and Coordinated Plan members are required to contribute 9.1% and 6.0%, respectively, of their annual covered salary in 2008. The Lincoln Soil and Water Conservation District is required to contribute the following percentages of annual covered payroll: 11.78% for Basic Plan PERF members 6.5% for Coordinated Plan PERF members. The employer contribution rate for the Coordinated Plan will increase to 6.75% effective January 1, 2009. The District's contributions to the Public Employees Retirement Fund for the years ending December 31, 2008, 2007, and 2006, were \$10,979.81, \$10,253.71, and \$9,592.07 respectively. The District's contributions were equal to the contractually required contributions for each year as set by state statute.

**IV. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, employee health, and natural disasters. To cover these risks, the District has purchased commercial insurance. Property and casualty liabilities, errors and omissions and workers' compensation are insured through Minnesota Counties Insurance Trust. The District retains risk for the deductible portions of the insurance. The amounts of these deductibles are considered immaterial to the general-purpose financial statements.

The Minnesota Counties Insurance Trust is a public entity risk pool currently operated as a common risk management and insurance program for its members. There were no significant increases or reductions in insurance from the previous year or settlements in excess of insurance for any of the past three years.

**V. OPERATING LEASE**

The District leases office space on a yearly basis. Under the current agreement, total costs for 2008 were \$7,008.00. The terms of the lease state that either party can terminate the agreement with written notice. The lease payment would be pro-rated based on the number of days the space was used. Therefore, no minimum lease requirement can be determined.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**BUDGETARY COMPARISON SCHEDULE – BUDGET AND ACTUAL GENERAL FUND**  
**DECEMBER 31, 2008**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance with Final Budget Positive (Neg)
<b>Revenues</b>				
<b>Intergovernmental</b>				
Local	\$0.00	\$0.00	\$0.00	\$0.00
County	\$112,300.00	\$113,300.00	\$112,352.30	(\$947.70)
State	\$87,562.00	\$100,062.00	\$86,275.93	(\$13,786.07)
USFWS	\$0.00	\$0.00	\$1,194.94	\$1,194.94
Federal	\$0.00	\$0.00	\$0.00	\$0.00
Pheasants Forever	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
Shaokatan Sp. Club C-S \$'s	\$0.00	\$25,000.00	\$29,036.16	\$4,036.16
Working Lands Initiative- DNR	\$115,610.00	\$291,210.00	\$317,974.30	\$26,764.30
<b>Total intergovernmental</b>	<b><u>\$316,472.00</u></b>	<b><u>\$530,572.00</u></b>	<b><u>\$547,833.63</u></b>	<b><u>\$17,261.63</u></b>
<b>Charges for services</b>	<b><u>\$120,040.00</u></b>	<b><u>\$118,965.00</u></b>	<b><u>\$119,311.25</u></b>	<b><u>\$346.25</u></b>
<b>Miscellaneous</b>				
Interest earnings	\$25,400.00	\$17,150.00	\$16,927.98	(\$222.02)
Other	\$3,200.00	\$1,200.00	\$3,519.15	\$2,319.15
Women's Day Program	\$1,800.00	\$1,350.00	\$1,506.00	\$156.00
Redwood 319 T&A \$'s	\$2,475.00	\$2,475.00	\$2,471.00	(\$4.00)
Gain-Sale of Assets	\$0.00	\$100.00	\$0.00	(\$100.00)
<b>Total miscellaneous</b>	<b><u>\$32,875.00</u></b>	<b><u>\$22,275.00</u></b>	<b><u>\$24,424.13</u></b>	<b><u>\$2,149.13</u></b>
<b>Total Revenues</b>	<b><u>\$469,387.00</u></b>	<b><u>\$671,812.00</u></b>	<b><u>\$691,569.01</u></b>	<b><u>\$19,757.01</u></b>
<b>Expenditures</b>				
<b>District operations</b>				
Personal services	\$229,102.00	\$229,102.00	\$225,562.06	\$3,539.94
Other				
services/charges/Supplies	\$36,360.00	\$37,040.00	\$38,742.65	(\$1,702.65)
Capital outlay/Improvements	\$32,000.00	\$2,100.00	\$1,038.22	\$1,061.78
<b>Total district operations</b>	<b><u>\$297,462.00</u></b>	<b><u>\$268,242.00</u></b>	<b><u>\$265,342.93</u></b>	<b><u>\$2,899.07</u></b>
<b>Project expenditures</b>				
District	\$67,750.00	\$61,625.00	\$59,360.52	\$2,264.48
State	\$27,062.00	\$27,062.00	\$16,973.00	\$10,089.00
District C-S	\$0.00	\$0.00	\$0.00	\$0.00
USFWS	\$1,195.00	\$1,195.00	\$1,194.94	\$0.06
Federal	\$0.00	\$0.00	\$0.00	\$0.00
Shaokatan Sp. Club	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Working Lands Initiative- DNR	\$115,610.00	\$291,210.00	\$318,194.30	(\$26,984.30)
Women's Day Program	\$1,900.00	\$0.00	\$12.00	(\$12.00)
<b>Total project expenditures</b>	<b><u>\$213,517.00</u></b>	<b><u>\$406,092.00</u></b>	<b><u>\$395,734.76</u></b>	<b><u>\$10,357.24</u></b>
<b>Total Expenditures</b>	<b><u>\$510,979.00</u></b>	<b><u>\$674,334.00</u></b>	<b><u>\$661,077.69</u></b>	<b><u>\$13,256.31</u></b>
<b>Excess of Revenues Over (Under)</b>				
<b>Expenditures</b>	<b><u>(\$41,592.00)</u></b>	<b><u>(\$2,522.00)</u></b>	<b><u>\$30,491.32</u></b>	<b><u>\$33,013.32</u></b>
<b>Fund Balance - January 1</b>	<b><u>\$ 575,753.27</u></b>	<b><u>\$575,753.27</u></b>	<b><u>\$575,753.27</u></b>	<b><u>\$0.00</u></b>
<b>Fund Balance - December 31</b>	<b><u>\$534,161.27</u></b>	<b><u>\$573,231.27</u></b>	<b><u>\$606,244.59</u></b>	<b><u>\$33,013.32</u></b>

Notes are an integral part of the basic financial statements

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**DECEMBER 31, 2008**

Basis of Presentation

The budgetary comparison schedule has been prepared on the accrual basis of accounting.

Budgetary Legal Requirements

Budgets are adopted on a basis consistent with generally accepted accounting principles. The budget is used during the fiscal year as a tool to monitor actual income and expenditures.

The budget is adopted through the passage of a resolution by the board of supervisors. Any revision that alters the total expenditures of any fund must be approved by the board of supervisors. Appropriations lapse at the end of each year.

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
 BREAKDOWN OF COUNTY REVENUE  
 DECEMBER 31, 2008**

COUNTY REVENUES (breakdown):	
ANNUAL ALLOCATION	<u>\$ 94,000.00</u>
WATER PLAN MONEY	<u>\$ 9,233.20</u>
WCA-FY07 \$'s	<u>\$ 9,119.10</u>
FEEDLOT MONEY	<u>\$ -</u>
ABANDONED WELL	<u>\$ -</u>
DNR SHORELAND	<u>\$ -</u>
TOTAL	<u><u>\$ 112,352.30</u></u>

**NOTE:** The total should agree with amount reported as County Revenue on "Statement of Revenues, Expenditures, and Changes in Fund Balance."

List other "non'cash" county support (I.e. rent, health insurance, etc.) that does not show up anywhere on your annual report.

N/A

N/A

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
BREAKDOWN OF COUNTY REVENUE  
DECEMBER 31, 2008**

Balance of BWSR Services Grants: \$ -

Balance of **unencumbered** BWSR Cost-Share Grants: Current year-FY2009 \$ 10,042.00  
-Includes T&A Amount  
FY2008-Native  
Buffer Program \$ 5,941.00  
-Includes T&A Amount

Balance of **encumbered** BWSR Cost-Share Grant (list each contract separately):

FY	Contract No.	Amount
FY2008	FY08-06	\$ 9,298.00
FY2008	FY08-07	\$ 4,500.00
FY2008	FY08-08	\$ 1,458.00
FY2008	FY08-09	\$ 2,324.00
FY2008	District C-S	\$ (1,800.00)
FY2008	Over-Encumbered By:	\$ (223.00)
FY2008-Native Buffer	FY08-01NB	\$ 4,059.00
FY2009	FY09-01	\$ 8,125.00
FY2009	FY09-02	\$ 6,875.00
FY2009	FY09-03	\$ 2,020.00

Total of all Cost-Share Contracts (encumbered) \$ 36,636.00

Balance of Count WCA Funds: \$ 3,188.75

Balance of County Water Plan Funds: \$ -

Balance of other funds being deferred (list if any):

BWSR-Farm Bill Assistant \$ 22,842.84

Working Lands Initiative \$ 720.00

Subtotal of other funds: \$ 23,562.84

**TOTAL OF ALL DEFERRED REVENUE:** \$ 79,370.59

**LINCOLN SOIL AND WATER CONSERVATION DISTRICT  
GUIDE TO CAPITAL ASSETS  
DECEMBER 31, 2008**

**Threshold Levels for Recording Capital Assets**

The Lincoln SWCD has set the capitalization threshold at \$1,000.00.

Tracking and Inventory thresholds are listed below in the Capitalization Thresholds Table.

**Depreciation Method:**

The Lincoln Soil and Water Conservation District will use the straight-line method to calculate the depreciation of the cost of a capital asset over its estimated useful life.

**Estimated Useful Life:**

The SWCD's capital assets will be depreciated over their estimated useful lives: See table below.

The District does not necessarily own all of the listed capital assets as listed below, but is the threshold the District will use if/when the items are purchased – See attached Fixed Assets List!

<b>CAPITALIZATION THRESHOLDS</b>			
<b>Capital Asset Types</b>	<b>Examples</b>	<b>Tracking and Inventory MCIT Ins. Purposes</b>	<b>Capitalize and Depreciate for Financial Reporting</b>
Buildings/Construction - In-Progress	Buildings: Tree Storage, Storage	\$1.00	30
Building Improvements	Tree Storage, Storage	\$1.00	20
Camera	All Camera's	\$100.00	7
Computer Hardware	Monitors, CPU, Printers, Laptops, Projectors	\$100.00	5
Field Equipment	Tree Planter, Tree Mat/Weed Barrier, Drill, Level, Tripod, Enclosed Trailer	\$100.00	7
Furniture, office	Professional Made Office Equipment		10
	All other-Desks, Tables, Chairs, File Cabinets	\$100.00	7
Cooling Systems	Compressor & Humidi Coil, etc.	\$100.00	7
Land		\$1.00	Not depreciable
Land Improvement/ Infrastructure	Betterment of land, other than building	\$1.00	15
Motor Vehicles	Van, Car, Truck, etc.	\$100.00	5
Office Machines	Copier		7
	Fax Machine, Calculators, Typewriters, Laminator, etc.	\$100.00	5
Telephone Equipment		\$100.00	10
Television/VCR		\$100.00	7
Educational Displays	Education Trunks, Enviroscope, Envir. Display	\$100.00	7
Threshold		\$1,000.00	