JEFFERSON COUNTY
FARMLAND PROTECTION BOARD
(A Component Unit of Jefferson County Commission)
Regular Audit
For the Year Ended June 30, 2014

RFP# 12-120

JEFFERSON COUNTY FARMLAND PROTECTION BOARD
(A Component Unit of Jefferson County Commission)

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INDEPENDENT AUDITOR'S REPORT

March 20, 2015

Jefferson County Farmland Protection Board
Jefferson County
P.O. Box 731
Charles Town, WV 25414-0731

To the Board of Education:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of **Jefferson County Farmland Protection Board**, Jefferson County, West Virginia (the Board), a component unit of Jefferson County Commission, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Board's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Board's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

..."bringing more to the table"

Tax - Accounting – Audit – Review – Compilation – Agreed Upon Procedure – Consultation – Bookkeeping – Payroll – Litigation Support
Members: American Institute of Certified Public Accountants • Ohio Society of CPAs • West Virginia Society of CPAs

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of Jefferson County Farmland Protection Board, Jefferson County, West Virginia, as of June 30, 2014, and the respective changes in financial position thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the Management Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing 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 appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2015, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on 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 Board's internal control over financial reporting and compliance.

Perry & Associates CPA's A.C.

Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

JEFFERSON COUNTY FARMLAND PROTECTION BOARD
(A Component Unit of Jefferson County Commission)
STATEMENT OF NET POSITION
JUNE 30, 2014

ASSETS		
Current Assets:		
Cash and Cash Equivalents	$	1,436,481
Transfer Taxes Receivable		49,627
Legal Retainer		3,000
TOTAL ASSETS	$	1,489,108
LIABILITIES		
Current Liabilities:		
Accounts Payable	$	127
Total Liabilities		127
NET POSITION		
Unrestricted		1,488,981
Total Net Position		1,488,981
TOTAL LIABILITIES AND NET POSITION	$	1,489,108

The accompanying notes are an integral part of the basic financial statements.

JEFFERSON COUNTY FARMLAND PROTECTION BOARD
(A Component Unit of Jefferson County Commission)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014

	Expenses	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Governmental Activities
Governmental Activities:			
Conservation Easement Procurement	$ 331,862	$ 122,280	$ (209,582)
Total Governmental Activities	$ 331,862	$ 122,280	(209,582)
General Revenues			
Transfer Taxes			1,222,814
Investment Earnings			6,226
Contributions and Donations			2,930
Total General Revenues			1,231,970
Change in Net Position			1,022,388
Net Position - Beginning of Year			466,593
Net Position - End of Year			$ 1,488,981

The accompanying notes are an integral part of the basic financial statements.

JEFFERSON COUNTY FARMLAND PROTECTION BOARD
(A Component Unit of Jefferson County Commission)
BALANCE SHEET - GENERAL FUND
JUNE 30, 2014

ASSETS	
Current Assets:	
Cash and Cash Equivalents	$ 1,436,481
Transfer Taxes Receivable	49,627
Legal Retainer	3,000
TOTAL ASSETS	$ 1,489,108
LIABILITIES	
Current Liabilities:	
Accounts Payable	$ 127
Total Liabilities	127
FUND BALANCE	
Assigned	504,724
Unassigned	984,257
Total Fund Balance	1,488,981
TOTAL LIABILITIES AND FUND BALANCE	$ 1,489,108

The accompanying notes are an integral part of the basic financial statements.

JEFFERSON COUNTY FARMLAND PROTECTION BOARD
(A Component Unit of Jefferson County Commission)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

Revenues	
Transfer Taxes	$ 1,222,814
Interest Earnings	6,226
NRCS Matching Grants	120,500
Miscellaneous Grants	1,780
Contributions and Donations	2,930
Total Revenues	1,354,250
Expenditures	
Conservation Easement Procurement	241,000
Easement Costs	14,401
Salaries	57,437
Travel	2,844
Professional Fees	10,379
Conferences, Education, and Training	842
Dues and Subscriptions	630
Advertising and Marketing	1,740
Telephone	859
Postage and Delivery	55
Office Supplies	313
Rent Expense	60
Licenses and Permits	50
Miscellaneous	1,252
Total Expenditures	331,862
Net Change in Fund Balance	1,022,388
Fund Balance Beginning of Year	466,593
Fund Balance End of Year	$ 1,488,981

The accompanying notes are an integral part of the basic financial statements.

NOTE 1 - REPORTING ENTITY

The Jefferson County Farmland Protection Board (the Board), a component unit of Jefferson County Commission, West Virginia, was created by West Virginia Code § 8-24-72 with the primary purpose to acquire easements from land owners whereby the property is dedicated to preservation for future years.

The Board was created by the county commission and is governed by a seven member board which consists of six members being appointed by the county commission and one representative from the county commission. The Board received the majority of its funding from property transfer taxes from the county commission.

The accompanying financial statements present the government as required by generally accepted accounting principles. In determining whether to include a governmental department, agency, commission, or organization as a component unit, the government must evaluate each entity as to whether they are legally separate and financially accountable based on the criteria set forth by the Governmental Accounting Standards Board (GASB). There are no component units required to be reported as part of the Board's financial statements.

NOTE 2 - SUMMARY OF SIGNIGICANT ACCOUNTING POLICIES

The accounting policies of the Board conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies.

A. Basis of Accounting/Measurement Focus

The accounts of the Board 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, deferred outflows of resources liabilities, deferred inflows of resources, fund balance, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

1. Government-Wide Financial Statements

The Board's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of the governmental activities for the Board.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Board's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. Program revenues include: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions. The Board received no revenues from charges for services or capital grants and/or contributions during the period.

2. Governmental Fund Financial Statements

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds and non-major funds aggregated. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the government-wide financial statements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Basis of Accounting/Measurement Focus (Continued)

2. Governmental Fund Financial Statements (Continued)

The Board has only one fund: the General Fund.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheets. The Statement of Revenues, Expenditures and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the Board, are taxes and intergovernmental revenues. Expenditures are recorded in the accounting period in which the related fund liability is incurred. The following is the Board's major governmental fund:

The *General Fund* is the Board's primary operating fund. It accounts for all financial resources of the general government.

B. Cash and Cash Equivalents

For the Jefferson County Farmland Protection Board, cash and cash equivalents are considered to be cash on hand, demand deposit and short term investments with original maturities of less than three months from the date of acquisition.

Investments are reported at fair value, which is determined using selected bases. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Managed funds related to the retirement systems not listed on an established market are reported at estimated fair value as determined by the respective fund managers based on quoted sales prices of underlying securities. Cash deposits are reported at carrying amount, which reasonably estimates fair value.

State statutes authorize the government to invest in the State Investment Pool or the Municipal Bond Commission or to invest such funds in the following classes of securities: Obligations of the United States or any agency thereof, certificates of deposit (which mature in less than one year), general and direct obligations of the State of West Virginia, obligations of the federal national mortgage association; indebtedness secured by first lien deed of trusts for property situated within this state if the payment is substantially insured or guaranteed by the federal government, pooled mortgage trusts (subject to limitations); indebtedness of any private corporation that is properly graded as in the top two or three highest rating grades; interest earning deposits which are fully insured or collateralized. Funds registered with the S.E.C. which have fund assets over three hundred million dollars.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Cash and Cash Equivalents (Continued)

State statute limitation concerning the aforementioned investments include the following: at no time can investment portfolios consist of more than seventy-five percent of the indebtedness of any private corporation nor can the portfolio have over twenty-five percent of its portfolio consisting of the indebtedness of a private corporation's debt which matures in less than one year; at no time may more than nine percent of the portfolio be invested in securities issued by a single private corporation or association; and at no time can more than sixty percent of the portfolio be invested in equity mutual funds.

As of June 30, 2014 the Board had no investments.

C. Transfer Taxes Receivables

Transfer taxes receivables are made up of amounts owed to the Board from the Jefferson County Commission for the collection of transfer taxes.

D. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the Statement of Net Position may report deferred outflows/inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The Board reported no deferred outflows or inflows of resources for 2014.

E. Net Position and Fund Balance

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Board is bound to observe constraints imposed upon the use of the resources in the governmental fund. The classifications are as follows:

Nonspendable - Fund balances include amounts that cannot be spent because they are in a non-spendable form, such as inventory, or prepaid expense amounts, or they are legally or contractually required to be maintained intact, such as the corpus of a permanent fund.

Restricted - Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Board to assess, levy, charge, or otherwise mandates payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the Board can be compelled by an external party-such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Net Position and Fund Balance (Continued)

Fund Balance (Continued)

Committed - The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action of the Board. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, the committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the Board, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints is not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned - Amounts in the assigned fund balance classification are intended to be used by the Board for specific purposes but do not meet the criteria to be classified as restricted or committed. In the general fund, assigned amounts represent intended uses established by the Board.

Unassigned - Unassigned fund balance is the residual classification for the general fund and includes amounts not contained in the other classifications.

The Board applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net Position

Net position represents the difference between all other elements on the Statement of Net Position. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through constitutional provisions or enabling legislation adopted by the Board or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. An example of net position restricted for other purposes includes activities for various federal grants and programs. Net position is reported as unrestricted when the net position does not meet the definition of “net investment in capital assets” or “restricted net position”. The Board’s policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

G. Estimates

In preparing financial statements in conformity with generally accepted accounting principles, management must make estimates based on future events that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities as of the date of the financial statements, and revenues and expenses during the reporting period. Actual results could differ from these estimates.

NOTE 3 - DEPOSITS

Custodial credit risk for deposits is the risk that in the event of bank failure, the Board will not be able to recover deposits or collateral securities that are in the possession of an outside party. As of June 30, 2014, the Board's deposits of $1,494,536 were covered by federal depository insurance.

NOTE 4 - BUDGET

The Board is not legally required to prepare an annual budget but elects to do so for internal control and monitoring purposes, therefore, the budget is not required to be included in these financial statements.

NOTE 5 - CONSERVATION EASEMENTS

Conservation easements purchased by the Board are expensed at the time of closing, since they are of no value to the Board after the easement has been placed on the property. Easements or the portion of easements that are donated to the board by the land owner are not accounted for in the financial statements of the Board.

The easements represent a future obligation to the Board in terms of monitoring the easements for adherence to the terms of the easement and the potential need to enforce these terms through legal action.

NOTE 6 - COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from grant agencies are subject to financial and compliance audits by the grantors of their representatives. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The Board believes such disallowances, if any, would be immaterial.

The Board had no pending litigation as of June 30, 2014.

NOTE 7 – FUND BALANCE

Fund balance is classified as assigned, and/or unassigned based primarily on the extent to which the Board is bound to observe constraints imposed upon the use of the resources in governmental funds. The constraints placed on the fund balance for the major governmental fund are presented below:

Fund Balance	General
Assigned for:	
Special Projects	$ 504,724
Unassigned	984,257
Total Fund Balance	$ 1,488,981

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Certified Public Accountants, A.C.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

March 20, 2015

Jefferson County Farmland Protection Board
Jefferson County
P.O. Box 731
Charles Town, WV 25414-0731

To the Board of Directors:

We have audited in accordance with auditing standards generally accepted in the United State and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the governmental activities and major fund of Jefferson County Farmland Protection Board**,** Jefferson County, West Virginia, (the Board), a component unit of Jefferson County Commission, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements and have issued our report thereon dated March 20, 2015.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Board's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Board's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Board's financial statements. 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 internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

As part of reasonably assuring whether the Board's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Perry & Associates CPA's A.C.

Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio