KIOWA COUNTY CONSERVATION DISTRICT

Report on Applying Agreed-upon Procedures

For the Year Ended December 31, 2024

ADAMS BROWN
Strategic Allies and CPAs
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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Supervisors
Kiowa County Conservation District
Greensburg, Kansas

We have performed the procedures enumerated below on the accounting records of **Kiowa County Conservation District** for the year ended December 31, 2024. **Kiowa County Conservation District's** management is responsible for the accounting records.

Kiowa County Conservation District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose as required in accordance with K.S.A. 75-1122. Additionally, the Kansas Department of Agriculture, Division of Conservation has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Procedure 1 – Cash Receipts
For two separate months, we traced non-mail cash receipts from the receipt book to the bookkeeping records to determine if the receipts were properly recorded. Also, for the same two months, we traced bookkeeping entries for cash receipts to the bank statement to determine if receipts were deposited intact and on a timely basis. No exceptions were found.

Procedure 2 – Cash Disbursements
For approximately ten percent of the non-payroll cash disbursements, we traced disbursements from the bookkeeping records to the related invoice, bank statement, and canceled check. Also, we determined the propriety of the disbursements from the operations fund considering the following: (1) the district supervisor shall receive no compensation for services other than payroll but may receive travel expenses, (2) travel and expenses are permitted only for supervisors and district employees, (3) disbursements are not permitted for prizes or as incentives for achievements or attendance at meetings and (4) disbursements are not permitted for meals at the annual meeting. No exceptions were found.

Procedure 3 – Credit Cards
For two months, we reviewed credit card transactions to determine if the credit card procedures and internal controls are being followed, and if the District's credit cards are only in the name of the District. The District does not maintain a credit card. No exceptions were found.

Procedure 4 – Encumbrances and Accounts Payable
We examined evidence of encumbrances and accounts payable to determine if they were properly stated in the financial statement as of the end of the year. The following exceptions were found:

- Check #6578 for $45.20 was not properly recorded as accounts payable.
- Check #6579 for $100.25 was not properly recorded as accounts payable.
- Check #6580 for $2,060 was not properly recorded as accounts payable.
- Check #6575 for $327.81 was not properly recorded as accounts payable.
- An electronic funds transfer for $39.58 was not properly recorded as accounts payable.

Procedure 5 – Year End Cash
We tied the District's total cash per books at year end to source documents. Also, we reviewed the bank reconciliation for the last month of the year. No exceptions were found.

Procedure 6 – Payroll
We reviewed payroll for one month to determine that proper deductions and employer contributions were made. The following exceptions were found:

- Per review of the August paychecks, both employees had an incorrect state withholding amount calculated. The Kansas tax tables changed in July 2024 and were not utilized in the paycheck calculations. This error resulted in each employee withholding being less than requested amount.

Procedure 7 – Comparison with Prior Year
We compared total cash receipts, total cash disbursements, encumbrances and accounts payable, and ending unencumbered cash balance for the current year with the same financial statement items for the prior year and examined any changes greater than 25%. The following variances were found:

- Receipts in the Operation Fund increased 85% ($82,447) due to receiving additional grant funding to cover portions of payroll and match in the current year.
- Disbursements in the Operation Fund increased 99% ($89,152) due to the Nature Resource Specialist position being covered for the full year and for the return of unused grant funds from the prior year.

Procedure 8 – Other Procedures
We performed other procedures as listed in the schedule of agreed-upon procedures. No exceptions were found.

We were engaged by **Kiowa County Conservation District** to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to, and did not, conduct an audit or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of **Kiowa County Conservation District** and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of **Kiowa County Conservation District** and the Kansas Department of Agriculture, Division of Conservation and is not intended to be, and should not be, used by anyone other than those specified parties.

AdamsBrown, LLC

ADAMSBROWN, LLC
Certified Public Accountants
Great Bend, Kansas

January 31, 2025

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ACCOUNTANTS' COMPILATION REPORT

To the Board of Supervisors
Kiowa County Conservation District
Greensburg, Kansas

Management is responsible for the accompanying financial statement of **Kiowa County Conservation District**, which comprises the combined statement of cash receipts, cash disbursements, and cash balance – regulatory basis for the year ended December 31, 2024, in accordance with the regulatory basis of accounting, and for determining that the regulatory basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on this financial statement.

The financial statement is prepared in accordance with the regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the regulatory basis of accounting. If the omitted disclosures were included in the financial statement, they might influence the user's conclusions about the District's receipts, disbursements, and cash balance. Accordingly, the financial statement is not designed for those who are not informed about such matters.

AdamsBrown, LLC

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Certified Public Accountants
Great Bend, Kansas

January 31, 2025

KIOWA COUNTY CONSERVATION DISTRICT

Combined Statement of Cash Receipts, Cash Disbursements, and Cash Balance - Regulatory Basis

For the Year Ended December 31, 2024

	Operations Fund	Business Fund	Total
Beginning Cash Balance, January 1	$ 16,120	269,280	**285,400**
Cash Receipts			
State of Kansas	34,213	-	**34,213**
Kiowa County	25,000	-	**25,000**
NACD Grant	51,225	-	**51,225**
Alliance Ag NRS Grant	24,667	-	**24,667**
Retail Sales and Services	-	21,474	**21,474**
Building Rent	-	74,667	**74,667**
Equipment Rent	-	767	**767**
Interest	-	4,783	**4,783**
Transfer In	44,396	-	**44,396**
Miscellaneous	-	203	**203**
Total Cash Receipts	179,501	101,894	**281,395**
Total Available Cash	195,621	371,174	**566,795**
Cash Disbursements			
Salaries and Payroll Taxes	131,100	-	**131,100**
Fixed Asset Purchases and Maintenance	-	27,246	**27,246**
Operations	2,342	11,220	**13,562**
Goods for Resale	-	15,403	**15,403**
Farmer to Farmer Meeting	-	1,362	**1,362**
Annual Meeting	-	1,096	**1,096**
Information and Education	-	11,259	**11,259**
Supervisor	1,481	5,797	**7,278**
Dues and Fees	-	83	**83**
Return of Grant Funds	44,396	-	**44,396**
Transfers Out	-	44,396	**44,396**
Total Cash Disbursements	179,319	117,862	**297,181**
Ending Unencumbered Cash, December 31	16,302	253,312	**269,614**
Outstanding Encumbrances and Accounts Payable, December 31	40	2,533	**2,573**
Ending Cash Balance, December 31	$ 16,342	255,845	**272,187**
Composition of Cash			
Checking Account	$ 16,342	134,389	**150,731**
Certificate of Deposit	-	121,406	**121,406**
Petty Cash	-	50	**50**
Total Cash	$ 16,342	255,845	**272,187**

See accountants' compilation report.