

KANSAS STATE RESEARCH AND
EXTENSION COUNCIL
– HARVEY COUNTY

NEWTON, KANSAS

FINANCIAL STATEMENT

For the Year Ended December 31, 2017

Kansas State Research and Extension Council
– Harvey County

For the Year Ended December 31, 2017

CONTENTS

	<u>Page</u>
Independent Auditor’s Report	1-2
 <u>Financial Section</u>	
Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis	Statement 1 3
Notes to Financial Statement	4-8
 <u>Regulatory – Required Supplementary Information</u>	
Summary of Expenditures – Actual and Budget – Regulatory Basis	Schedule 1 9
Schedule of Receipts and Expenditures – Actual and Budget – Regulatory Basis General Fund	Schedule 2 10

INDEPENDENT AUDITOR'S REPORT

Executive Board
Kansas State Research and Extension Council
– Harvey County
Newton, Kansas 67114

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of the Kansas State Research and Extension Council – Harvey County, Kansas (Council), as of and for the year ended December 31, 2017, and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is 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 *Kansas Municipal Audit and Accounting Guide*. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the financial statement 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 Council'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 statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statement, the financial statement is prepared by the Council on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Council as of December 31, 2017, or changes in financial position and cash flows thereof for the year then ended.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the Council as of December 31, 2017, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the 2017 fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget and individual fund schedule of regulatory basis receipts and expenditures-actual and budget (Schedules 1 and 2 as listed in the table of contents) are presented for analysis and are not a required part of the 2017 basic financial statement, but are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2017 basic financial statement. The 2017 information has been subjected to the auditing procedures applied in the audit of the 2017 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2017 basic financial statement or to the 2017 basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the 2017 basic financial statement as a whole, on the basis of accounting described in Note 1.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statement of the Council as of and for the year ended December 31, 2016 (not presented herein), and have issued our report thereon dated November 17, 2017, which contained an unmodified opinion on the basic financial statement. The 2016 basic financial statement and our accompanying report are not presented herein, but are available in electronic form from the web site of the Kansas Department of Administration at the following link <http://admin.ks.gov/offices/chief-financial-officer/municipal-services>. The 2016 actual column (2016 comparative information) presented in the individual fund schedule of regulatory basis receipts and expenditures-actual and budget for the year ended December 31, 2017 (Schedule 2 as listed in the table of contents) is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such 2016 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2016 basic financial statement. The 2016 comparative information was subjected to the auditing procedures applied in the audit of the 2016 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2016 basic financial statement or to the 2016 basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2016 comparative information is fairly stated in all material respects in relation to the basic financial statement as a whole for the year ended December 31, 2016, on the basis of accounting described in Note 1.

Krudsen, Monroe & Company, LLC

Certified Public Accountants
Newton, Kansas
October 19, 2018

Kansas State Research and Extension Council – Harvey County

SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES, AND UNENCUMBERED CASH
REGULATORY BASIS

For the Year Ended December 31, 2017

<u>Fund</u>	<u>Beginning Unencumbered Cash Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Ending Unencumbered Cash Balance</u>	<u>Add Encumbrances and Accounts Payable</u>	<u>Ending Cash Balance</u>
General Fund	\$ 275,805	414,694	366,848	323,651	281	323,932

Composition of Cash:

First Bank of Newton, Checking	\$ 67,258
First Bank of Newton, Money Market	204,710
Legacy Bank, Certificate of Deposit	<u>51,964</u>

Total Reporting Entity\$ 323,932

Kansas State Research and Extension Council – Harvey County

NOTES TO FINANCIAL STATEMENT

December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Municipal Financial Reporting Entity

The Kansas State Research and Extension Council - Harvey County (Council) is associated with Kansas State University Cooperative Extension Service, Manhattan, Kansas. This regulatory financial statement includes only the activity of the Council for the year ended December 31, 2017.

Regulatory Basis Fund Type

General Fund - used to account for all resources except those required to be accounted for in another fund.

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America

The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities, or deferred inflows or outflows, other than those mentioned above.

The Council has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the Council to use the regulatory basis of accounting.

Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund. Although directory rather than mandatory the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

On or before July 15th file with the county commission, in the office of the county clerk.

1. List of the current council and board members.
2. Certification of election of officers.
3. Certification by the Director of K-State Research and Extension that the Council is properly functioning and entitled to receive the appropriations provided by law.
4. A proposed budget prepared in cooperation with the authorized representative of the Director of K-State Research and Extension.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. A budget comparison schedule is presented for the general fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

Kansas State Research and Extension Council – Harvey County

NOTES TO FINANCIAL STATEMENT

December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The legal annual operating budget is prepared using the regulatory basis of accounting, in which, regulatory receipts are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the Council for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

2. DEPOSITS AND INVESTMENTS

K.S.A. 9-1401 establishes the depositories which may be used by the Council. The statute requires banks eligible to hold the Council's funds have a main or branch bank in the county in which the Council is located or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The Council has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the Council's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The Council has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

State statutes place no limit on the amount the Council may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Council's deposits may not be returned to it. State statutes require the Council's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka.

At December 31, 2017, the Council's carrying amount of deposits was \$323,932, and the bank balance was \$355,252. The bank balance was held by two banks resulting in a concentration of credit risk. Of the bank balance \$301,964 was covered by federal depository insurance, and \$53,288 was uncollateralized.

3. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Compliance with Kansas Statutes

Per K.S.A. 9-1402, the Council's financial institutions are required to pledge securities for deposits in excess of FDIC coverage. One of the Council's financial institutions did not provide pledged securities during the year, which resulted in the Council's deposits being inadequately secured at numerous times during the year ended December 31, 2017.

Kansas State Research and Extension Council – Harvey County

NOTES TO FINANCIAL STATEMENT

December 31, 2017

4. DEFINED BENEFIT PENSION PLAN

Plan Description

The Council participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, *et. seq.* Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 S. Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

Contributions

K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2, or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that employer contribution rates for KPERS 1, KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate with a 0% moratorium for the period January 1, 2017 through September 30, 2017 for the Death and Disability Program) and the statutory contribution rate was 8.46% for the fiscal year ended December 31, 2017. Contributions to the pension plan from the Council were \$7,322 for the year ended December 31, 2017.

Net Pension Liability

At December 31, 2017, the Council's proportionate share of the collective net pension liability reported by KPERS was \$72,321. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2016, which was rolled forward to June 30, 2017. The Council's proportion of the net pension liability was based on the ratio of the Council's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in this financial statement.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

Kansas State Research and Extension Council – Harvey County

NOTES TO FINANCIAL STATEMENT

December 31, 2017

5. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS

Vacation

The Council’s personnel policies grant compensated absences in the form of vacation and sick days each year. All personnel earn vacation time per the following schedule:

Years of Service	Per Year	
	Full-Time	Part-Time
Staff:		
Completion of one through 5 years	12 days	6.0 days
After five years	15 days	7.5 days
After ten years	18 days	9.0 days
After fifteen years	22 days	11.0 days
Extension Agents:		
Every year of employment	22 days	

Unused vacation leave may be accrued from year to year, except that the maximum accrual shall not exceed 38 days. Unused vacation time is paid to employees upon termination. Unused vacation time has not been recorded as a liability in the accompanying financial statement.

Sick Leave

All full time employees accrue sick leave at the rate of twelve days per year of service. Unused sick leave may be accrued from year to year, except that the maximum accrual shall not exceed 150 days.

Unused sick leave is paid to employees upon termination on a prorated basis. Unused sick leave has not been recorded as a liability in the accompanying financial statements.

6. RELATED PARTIES

The Council is affiliated with the Kansas State University Research and Extension Department (K-State). As part of this affiliation, the Council’s extension agents are employed directly by K-State and receive the associated employee benefits. The Council reimburses K-State for a portion of the agents’ salaries. K-State funding of agent salaries and benefits for the year ending December 31, 2017 was \$59,768 and has been reflected as a reimbursement and expense in the financial statement.

The Council entered into an agreement with Harvey County that defines their respective rights, responsibilities, and obligations with regard to the operation and administration of the extension office. This agreement primarily identifies that Harvey County will provide office space for the Council Office at the County courthouse, rent free.

7. RISK MANAGEMENT

The Council is exposed to various risks of loss related to property loss; torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Council has purchased commercial insurance for these potential risks. There have been no significant reductions in insurance coverage from 2016 to 2017 and there were no settlements that exceeded insurance coverage in the past three years.

Kansas State Research and Extension Council – Harvey County

NOTES TO FINANCIAL STATEMENT

December 31, 2017

8. DATE OF MANAGEMENT'S REVIEW

Management has performed an analysis of the activities and transactions subsequent to December 31, 2017, to determine the need for any adjustments to and/or disclosures within the audited financial statement. Management has performed their analysis through October 19, 2018, which is the date at which the financial statement was available to be issued.

KANSAS STATE RESEARCH AND EXTENSION COUNCIL
– HARVEY COUNTY

REGULATORY – REQUIRED
SUPPLEMENTARY INFORMATION

FOR THE YEAR ENDED DECEMBER 31, 2017

Kansas State Research and Extension Council – Harvey County
 SUMMARY OF EXPENDITURES – ACTUAL AND BUDGET
 REGULATORY BASIS

For the Year Ended December 31, 2017

Fund	Certified Budget	Adjustment for Qualifying Budget Credits	Total Budget for Comparison	Expenditures Chargeable to Current Year	Variance Over (Under)
General Fund	\$ 434,219	-	434,219	366,848	(67,371)

Kansas State Research and Extension Council – Harvey County

General FundSCHEDULE OF RECEIPTS AND EXPENDITURES – ACTUAL AND BUDGET
REGULATORY BASIS

For the Year Ended December 31, 2017

(With Comparative Actual Totals for the Prior Year Ended December 31, 2016)

	Prior Year Actual	Current Year		Variance Over Under (Under)
		Actual	Budget	
Receipts				
County appropriations	\$ 338,111	340,611	340,611	-
Kansas State University	53,736	59,768	58,608	1,160
Educational services reimbursements	13,754	13,255	20,000	(6,745)
Interest and other income	843	916	-	916
Equipment replacement reserve	150	144	15,000	(14,856)
Reimbursements	1,417	-	-	-
Total Receipts	408,011	414,694	434,219	(19,525)
Expenditures				
Salaries	228,314	267,649	272,969	(5,320)
Employee benefits	48,752	59,330	85,000	(25,670)
Office supplies	4,556	6,203	6,000	203
Travel	6,345	4,689	8,500	(3,811)
Educational services	7,878	6,037	20,000	(13,963)
Subsistence	1,791	2,928	4,000	(1,072)
Capital outlay	11,114	4,636	25,000	(20,364)
Telephone	1,020	1,019	1,050	(31)
Audit	4,692	4,618	5,700	(1,082)
Other	8,277	9,739	6,000	3,739
Total Expenditures	322,739	366,848	434,219	(67,371)
Receipts over (under) expenditures	85,272	47,846		
Unencumbered cash, beginning	190,533	275,805		
Unencumbered cash, ending	\$ 275,805	323,651		