

Soil and Water Conservation District
Instructions for Preparing the Regulatory Cash Basis Annual Financial Report

Foreword

These instructions are provided for the regulatory cash basis annual financial report for your District's financial activity. The regulatory basis of reporting for Soil and Water Conservation Districts is established by the Ohio Department of Agriculture. The regulatory cash basis of accounting is defined in Auditor of State Bulletin 2015-007. These shells have not been modified to conform to the display requirements of generally accepted accounting principles (GAAP). Excel files are available on the Auditor of State's website at:

<https://ohioauditor.gov/references/shells/regulatory.html>

Please refer to Auditor of State (AOS) Bulletin 2015-007 for guidance related to required annual financial statement filings by public offices and other entities:

<http://www.ohioauditor.gov/publications/bulletins/2015/AOS%20Bulletin%202015-007%20Updated%20Feb%202017%20-2.pdf>

Section 117.38, Revised Code provides that the annual financial report shall be filed with the Auditor of State within sixty days after the close of the fiscal year. Per AOS Bulletin 2015-007, Soil and Water Conservation Districts are to file utilizing the Auditor of State's Hinkle Annual Financial Data Reporting System (Hinkle System). Section 117.38 also provides that the chief fiscal officer shall publish a notice of the completion of the report and the fact that the report is available at the office of the fiscal officer in a newspaper in the political subdivision or taxing district and, if there is no such newspaper, then in a newspaper of general circulation in the political subdivision or taxing district. There is specific filing information available in the Frequently Asked Questions in the Quick Guide available on the AOS website at:

<http://www.ohioauditor.gov/financialreporting/default.html>

Once the financial report is submitted through the Hinkle Annual Financial Data Reporting System, it is the report that will be audited per AOS bulletin 2015-007.

The bulletin also establishes that any public institution or taxing district whose financial report is not filed at the time required by this section shall pay to the Auditor of State twenty-five dollars for each day the report remains unfiled after the filing date, provided the penalty payments shall not exceed the sum of seven hundred fifty dollars. The Auditor of State may waive all or any part of the penalty assessed under the section upon the filing of the past due financial reports.

The following set of statements/schedules represents the Regulatory Cash Basis Annual Financial Report of the district referred to as the regulatory basis financial statements. The financial report contains the financial statements for the required categories and types of funds as established by the regulatory agency, The Ohio Department of Agriculture.

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General Instructions

Introduction The regulatory cash basis annual financial report for soil and water conservation districts has been revised to provide a vehicle for a more concise and professional presentation of your financial information.

Financial Statements The report is composed of the following types of financial statements:

Combining Financial Statements
Combined Financial Statements

Combining Statements A Combining Statement is required to be prepared for all other funds outside of the District Fund (maintained by the District) and Special Fund (maintained by the County). These may include grant and other funds.

Once the information has been completed and summarized on the combining statements, the summarized information will be transferred to the combined statements.

Note: Since the District Fund (maintained by the District) and the Special Fund (maintained by the County) are the only funds required to be presented separately, no combining statement is required for these funds.

Combined Statements The combined statement will include separate columns for the District Fund (maintained by the District), Special Fund (maintained by the County), and the total of All Other Funds and is required to conform to the regulatory basis reporting requirements.

Classifying Your Funds

To assist you in determining the appropriate worksheets and statement for each fund, you should review your chart of accounts, which identifies the individual fund groups.

How to Proceed

Review the funds which have been established in your district. Identify the number of funds which exist within each fund group.

Assemble a sufficient supply of the combining statements.

Transfer the financial information from your accounting records to the appropriate combining statement. Once all detail has been transferred, determine where the subtotals and totals have been requested and provide this information. Review the completed combining statement for accuracy.

The Combined Statement for will be used to summarize the information for the District Fund, Special Fund, and the Combining Statements for the other funds.

Once all the necessary information has been transferred, provide the necessary totals and review for accuracy.

Complete the cash reconciliation statement. A portion of this information will be extracted from your combining and combined statements. The remainder of the information should be extracted from your monthly bank reconciliation. An alternate form providing the same information is acceptable.

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Once the Regulatory Cash Basis Annual Financial Report has been completed, the statements/schedules will fall into one of two categories:

1. ***To be Submitted.*** Soil and Water Conservation Districts are to file their annual financial report utilizing the Auditor of State's Hinkle System. The statements/schedules which may include information to be entered into the Hinkle System are captioned "To be submitted." Once the information has been filed via the Hinkle System, these statements/schedules are to be retained by the fiscal officer.
2. ***Completed and Retained.*** These statements/schedules are to be completed and retained by the fiscal officer for audit purposes. They do not typically contain information to be submitted via the Hinkle System.

Fund Balance (GASB 54) Classification Worksheet

At the bottom of the Combining and Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Regulatory Cash Basis), there is a Fund Balance Classification Worksheet. See AOS Bulletin 2011-004 for assistance in identifying the fund balance categories. The Fund Balance Classification Worksheet is designed to assist in accumulating the necessary fund balance information for funds of your District, and the aggregated amounts for each fund balance classification.

Reminders

The financial report should be rounded to the nearest whole dollar. No decimal or cents should be included.

Negative amounts should be shown in parenthesis (\$x,xxx).

Other Financing Disbursements and Non-Operating Disbursements should be shown in parenthesis.

At the time the report is filed with the Auditor of State, the fiscal officer must publish in the newspaper notice of the completion of the report and indicate the report is available at the office of the fiscal officer. See AOS Bulletin 2015-007 for further instructions.

Questions concerning the preparation of this report may be directed to the Local Government Services Division of the Auditor of State's Office at 1-800-345-2519.

Instructions for Excel and Word Files

Excel files and word files are available on the Auditor of State's website at:

<https://ohioauditor.gov/references/shells/regulatory.html>

The excel file is organized into a notebook. The "financial statement" link will open the notebook. Within the notebook are various tabs, all of which are to be completed. The Combined Statement tab will need to be included in the PDF document required to be uploaded into the Hinkle System.

The notes to the financial statements are required to be completed and combined with the "to be submitted" financial statement into a single PDF document that is required to be uploaded into the Hinkle System.

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The excel files are set up to print to acrobat; however, slight adjustments to scaling may be needed for printing. If columns or rows are added or deleted or other formatting changes are made, including changes to row height, the ability to print the document may be affected. Printing and creating the PDF of the financial statements and notes to be filed is the responsibility of the fiscal officer.

PDF File for Submission

Create a PDF file from the shells that are located on the links provided above. The PDF file will be uploaded into the Hinkle System and should include:

1. The Combined Statement page from the excel workbook labeled “To be Submitted” (once completed)
2. Notes to the basic financial statements (once completed)

A quick guide related to the creation and merging of electronic files may be viewed at:

<http://www.ohioauditor.gov/financialreporting/Quickguide%20for%20Document%20PDF%20and%20Merge.pdf>