

**ATTESTATION REPORT  
OF THE  
NEBRASKA WHEAT DEVELOPMENT,  
UTILIZATION, AND MARKETING BOARD**

**JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

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**Issued on July 8, 2014**

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NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

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# NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

## BACKGROUND

The Nebraska Wheat Development, Utilization, and Marketing Board (Board) was created to protect and foster the economic health of the State's wheat-producing areas and wheat economy, stated as public policy under the Nebraska Wheat Resources Act. This public policy guides the Board in establishing its overall policy, annual marketing plan, goals and objectives, and program priorities. The Board also evaluates wheat market developments worldwide to meet these goals.

The Board takes actions to strengthen the position of Nebraska wheat growers and the Nebraska wheat industry by working in research, international marketing, domestic marketing, education, promotion, and Federal policy. Foreign wheat markets are developed and export sales promoted through U.S. Wheat Associates, a partnership of the Board and 18 other State wheat commissions, which has 17 U.S. wheat promotion offices throughout the world, and through Plains Grains, Inc., an organization of hard red winter wheat-growing plains states. The Board works with organizations, such as the Wheat Foods Council, the Grain Foods Foundation, the Wheat Quality Council, and the Nebraska Wheat Growers Association, to educate consumers about the nutritional value of whole wheat to a healthy diet. By working with the National Association of Wheat Growers, the Board is able to address various wheat quality and trade issues as well as the development of transgenic traits in wheat production, particularly as they relate to federal policy.

The Board contracts with the University of Nebraska's Institute of Agriculture and Natural Resources wheat-breeding team for research on wheat variety improvement in both the hard red and hard white winter wheat varieties. Additional research to combat diseases that affect wheat crop yields and to examine the benefits of biotechnology also is funded. Improving the quality of Nebraska's wheat crop enhances the crop's appeal in foreign markets and increases export opportunities.

The Board's programs are financed solely by the state's check-off of 0.4 percent of the net market value of the wheat, assessed on all wheat marketed in the State at the point of first sale.

The Board consists of seven wheat growers, including an at-large member and representatives of Nebraska's six districts, who are appointed by the governor to five-year terms. The members of the Board must be Nebraska residents, be at least 21 years old, have been growing wheat in the state for at least five years, and derive a substantial portion of their income from growing wheat. The Board's non-voting members are the director of the Nebraska Department of Agriculture and the vice chancellor of the Institute of Agriculture and Natural Resources. The Board meets at least once every three months. Members are entitled to expenses while attending Board meetings or while performing official responsibilities, as determined by the Board.

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

**EXIT CONFERENCE**

An exit conference was held June 19, 2014, with the Nebraska Wheat Development, Utilization, and Marketing Board (Board) to discuss the results of our examination. Those in attendance for the Board were:

<b>NAME</b>	<b>TITLE</b>
Royce Schaneman	Executive Director
Robert Storant	Nebraska Department of Agriculture Administrator of Finance and Personnel

**SUMMARY OF COMMENTS**

During our examination of the Nebraska Wheat Development, Utilization, and Marketing Board (Board), we noted certain deficiencies and other operational matters that are presented here.

These comments and recommendations are intended to improve the internal control over financial reporting or result in operational efficiencies in the following areas:

1. **Revenue Issues:** Deficiencies in internal controls over revenues were noted. Two individuals did not open the mail, and an initial listing of monies received was not prepared. Also, all checks received were not immediately deposited with the State Treasurer.
2. **Compliance Review Policies and Procedures:** The Board did not have written policies or procedures covering compliance reviews of first purchasers. Also, the process for selecting the entities to review was not adequate.

More detailed information on the above items is provided hereafter. It should be noted that this report is critical in nature, containing only our comments and recommendations on the areas noted for improvement and does not include our observations on any accounting strengths of the Board.

Draft copies of this report were furnished to the Board to provide its management with an opportunity to review and to respond to the comments and recommendations contained herein. All formal responses received have been incorporated into this report. Responses that indicate corrective action has been taken were not verified at this time, but they will be verified in the next examination.

**COMMENTS AND RECOMMENDATIONS**

**1. Revenue Issues**

A good internal control plan requires all mail be opened by two individuals and a log of monies received be completed to ensure all receipts are deposited. A good internal control plan also requires all monies be deposited with the State Treasurer upon receipt.

The Nebraska Department of Agriculture (Department) processes revenues for the Board.

Various individuals opened the mail; however, there was no initial log of monies received. The mail was opened in a central receiving area by one individual and endorsed for deposit only. The person opening the mail determined what type of receipt it was (i.e., corn, wheat, sorghum, dry bean, etc.) and then put it into the appropriate mailbox. Another employee entered all receipts received into the AS400 computer system, which generated a deposit listing for the day. Without an initial log of all receipts, there was no way to verify all receipts were deposited and accounted for.

It was also noted all checks were not deposited with the State Treasurer upon receipt. Checks received with no check-off fee form attached were put in the safe and not deposited. The entity submitting the check was contacted to obtain a check-off fee form. If no form was obtained within three days, the check was returned to the sender. Without the check being deposited with the State Treasurer and then a determination of the correct disposition of the check being completed, there was no way to verify all checks were appropriately accounted for.

When an initial listing of monies received is not prepared, there is an increased risk misplaced or lost receipts would go undetected. When checks are not deposited with the State Treasurer, there is an increased risk a check could be lost or misplaced, and there is also an increased risk that a check could be returned to an entity, that owed the State.

We recommend the Board work with the Department to implement policies and procedures to ensure all mail is opened by two individuals, and receipts are logged daily. Both individuals opening the mail should sign off on the log. The log should be reconciled to the amounts entered into the AS400 computer system by a separate individual to ensure all monies received are entered into the system and subsequently deposited. We further recommend all checks received be deposited with the State Treasurer.

*Board's Response: The Department of Agriculture is committed to having good internal controls over receipting of funds due the Wheat Board and other commodities that services are provided for. Discussions will be had with the board over the current process and review alternative controls. Currently, using a joint fee form, payments can represent multiple funds for multiple agencies and it is difficult to identify how the funds are to be deposited without supporting*

**COMMENTS AND RECOMMENDATIONS**

(Continued)

**1. Revenue Issues (Concluded)**

*information. The department currently requires all firms to go online to receive their fee form and encourage them to complete the form online and make payment electronically. This will result in less funds being handled by department staff. Also, the department is in the process of developing accounts receivable software to create a uniform process for receipting payments that will result in the funds being deposited timely and then allocated once the backup is received.*

**2. Compliance Review Policies and Procedures**

Sound accounting practice requires a documented process be in place for the selection of the entities subject to a compliance review, that gives all entities an equal chance of selection. A good internal control plan requires the Board to have written policies and procedures for conducting compliance reviews.

The Nebraska Department of Agriculture (Department) conducted compliance reviews under contract with the Board. The Board did not have written policies and procedures to be adhered to by the Department for the selection of entities subject to compliance reviews and for conducting such reviews. Additionally, the current selection process did not give all entities an equal chance of selection.

The Department conducted periodic compliance reviews of first purchasers of commodities to verify the quarterly information submitted by the first purchaser (entity) agreed to records on file at the entity (e.g., Quickbooks, checkstubs, etc.). However, the specific procedures for conducting the review are not documented in a written policy or procedure.

The Department indicated it selected a sample each year from a listing of entities. The current listing included 501 entities, which included first purchasers of corn, wheat, and grain sorghum. The Department's goal was 45 reviews for the fiscal year ended June 30, 2013, and 42 reviews for fiscal year ended June 30, 2014. However, their sampling process was not documented in a written policy or procedure and, additionally, some entities were not included in the sampling population.

When policies and procedures are not in place regarding compliance reviews, there is an increased risk compliance reviews will not be conducted timely and consistently. There is also an increased risk that, if the current compliance auditor leaves the position, knowledge related to the completion of compliance reviews will be lost. When the selection process does not give all entities an equal chance of selection, there is an increased risk some entities will never be selected for review.

**COMMENTS AND RECOMMENDATIONS**

(Concluded)

**2. Compliance Review Policies and Procedures (Concluded)**

We recommend the Board develop, in conjunction with the Department, written policies and procedures for the selection of entities subject to compliance reviews and for conducting such reviews. Additionally, we recommend the Board utilize a selection process that gives all entities an equal chance of selection.

*Board's Response: The current enforcement procedure with the Wheat Board will be reviewed and changes incorporated to document the compliance review process used by the department. The department has identified a new software product that will change how entities are selected.*



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### NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

#### INDEPENDENT ACCOUNTANT'S REPORT

Nebraska Wheat Development, Utilization, and Marketing Board  
Lincoln, Nebraska

We have examined the accompanying Schedule of Revenues, Expenditures, and Changes in Fund Balance of the Nebraska Wheat Development, Utilization, and Marketing Board (Board) for the period January 1, 2013, through December 31, 2013. The Board's management is responsible for the Schedule of Revenues, Expenditures, and Changes in Fund Balance. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Revenues, Expenditures, and Changes in Fund Balance and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

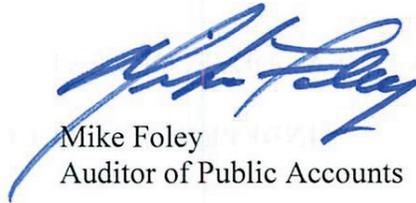
In our opinion, the schedule referred to above presents, in all material respects, the Revenues, Expenditures, and Changes in Fund Balance of the Nebraska Wheat Development, Utilization, and Marketing Board for the period January 1, 2013, through December 31, 2013, based on the accounting system and procedures prescribed by the State of Nebraska Director of Administrative Services, as described in Note 1.

In accordance with *Government Auditing Standards*, we are required to report findings of deficiencies in internal control, violations of provisions of contracts or grant agreements, and abuse that are material to the Schedule of Revenues, Expenditures, and Changes in Fund Balance and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those

matters. We performed our examination to express an opinion on whether the Schedule of Revenues, Expenditures, and Changes in Fund Balance is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Schedule of Revenues, Expenditures, and Changes in Fund Balance or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed no findings that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board, others within the Board, and the appropriate Federal and regulatory agencies, and it is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

June 20, 2014



Mike Foley  
Auditor of Public Accounts

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD  
**SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**  
For the Period January 1, 2013, through December 31, 2013

	Wheat Development Utilization & Marketing Fund 29500
<b>REVENUES:</b>	
Taxes	\$ 1,198,892
Miscellaneous	10,796
<b>TOTAL REVENUES</b>	<b>1,209,688</b>
 <b>EXPENDITURES:</b>	
Personal Services	189,938
Operating	821,516
Travel	75,902
<b>TOTAL EXPENDITURES</b>	<b>1,087,356</b>
Net Change in Fund Balance	122,332
FUND BALANCE, January 1, 2013	607,837
FUND BALANCE, December 31, 2013	\$ 730,169
 <b>FUND BALANCE CONSISTS OF:</b>	
General Cash	\$ 727,567
Deposits with Vendors	2,614
Due From Other Government	164
Due to Vendors	(176)
<b>TOTAL FUND BALANCE</b>	<b>\$ 730,169</b>

The accompanying notes are an integral part of the schedule.

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

NOTES TO THE SCHEDULE

For the period January 1, 2013, through December 31, 2013

1. Criteria

The accounting policies of the Nebraska Wheat Development, Utilization, and Marketing Board (Board) are on the basis of accounting as prescribed by the State of Nebraska Director of Administrative Services (DAS). Per Neb. Rev. Stat. § 81-1107(2) (Reissue 2008), the duties of the State of Nebraska's Director of DAS include:

*The keeping of general accounts and the adoption and promulgation of appropriate rules, regulations, and administrative orders designed to assure a uniform and effective system of accounts and accounting, the approval of all vouchers, and the preparation and issuance of warrants for all purposes[.]*

In accordance with Neb. Rev. Stat. § 81-1111(1) (Reissue 2008), the State Accounting Administrator has prescribed the system of accounts and accounting to be maintained by the State and its departments and agencies and has developed necessary accounting policies and procedures. The prescribed accounting system currently utilizes EnterpriseOne, an accounting resource software, to maintain the general ledger and all detailed accounting records. Policies and procedures are detailed in the Nebraska State Accounting Manual published by DAS State Accounting Division (State Accounting) and are available to the public.

The financial information used to prepare the Schedule of Revenues, Expenditures, and Changes in Fund Balance was obtained directly from the general ledger and fund balance information maintained on EnterpriseOne. EnterpriseOne is not an accrual accounting system; instead, accounts are maintained on a modified cash basis. As revenue transactions occur, the agencies record the accounts receivable and related revenues in the general ledger. As such, certain revenues are recorded when earned regardless of the timing of related cash flows.

State Accounting does not require the Board to record all accounts receivable and related revenues in EnterpriseOne. As such, the Board's schedule does not include all accounts receivable and related revenues. In a like manner, expenditures and related accounts payable are recorded in the general ledger as transactions occur. As such, the schedule includes those expenditures and related accounts payables posted in the general ledger as of December 31, 2013, and not yet paid as of that date. The amount recorded as expenditures on the schedule, as of December 31, 2013, **does not** include amounts for goods and services received before December 31, 2013, which had not been posted to the general ledger as of December 31, 2013.

The Board had no accounts receivable at December 31, 2013. Liabilities for accrued payroll and compensated absences are not recorded in the general ledger.

**NOTES TO THE SCHEDULE**  
(Continued)

**1. Criteria** (Concluded)

The fund types established by the State that are used by the Board are:

**20000 – Cash Funds** – account for revenues generated by specific activities from sources outside of State government and the expenditures directly related to the generation of the revenues. Cash funds are established by State statutes and must be used in accordance with those statutes.

The major revenue account classifications established by State Accounting and used by the Board are:

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes recorded as revenue for the Board consist of an excise tax of 0.4 percent of the net market value of wheat.

**Miscellaneous** – Revenue from sources not covered by other major categories, such as investment income.

The major expenditure account classifications established by State Accounting and used by the Board are:

**Personal Services** – Salaries, wages, and related employee benefits provided for all persons employed by the Board.

**Operating** – Expenditures directly related to a program's primary service activities.

**Travel** – All travel expenses for any State officer, employee, or member of any commission, council, committee, or board of the State.

Other significant accounting classifications and procedures established by State Accounting and used by the Board include:

**Assets** – Resources owned or held by a government that have monetary value. Assets include cash accounts, deposits with vendors, and due from other governments. Accounts receivable are recorded as an increase to revenues, resulting in an increase to the fund balance on the schedule. Cash accounts and deposits with vendors are also included in the fund balance and are reported as recorded in the general ledger.

**Liabilities** – Legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. Accounts payable transactions are recorded as expenditures, resulting in a decrease to fund balance.

**NOTES TO THE SCHEDULE**

(Continued)

**2. Reporting Entity**

The Nebraska Wheat Development, Utilization, and Marketing Board (Board) is a State agency established under and governed by the laws of the State of Nebraska. As such, the Board is exempt from State and Federal income taxes. The schedule includes all funds of the Board included in the general ledger.

The Board is part of the primary government for the State of Nebraska.

**3. General Cash**

General cash accounts are under the control of the State Treasurer or other administrative bodies, as determined by law. All cash deposited with the State Treasurer is initially maintained in a pooled cash account. On a daily basis, the State Treasurer invests cash not needed for current operations with the State's Investment Council, which maintains an operating investment pool for such investments. Interest earned on those investments is allocated to funds based on their percentage of the investment pool.

**4. Capital Assets**

Capital assets include land, buildings, equipment, improvements to buildings, construction in progress, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items). Under State Accounting policies, expenditures for such capital assets are not capitalized as an asset in the funds used to acquire or construct them. Rather, costs of obtaining the capital assets are reflected as expenditures in the general ledger and are reported as such on the Schedule.

However, State Accounting does adjust such expenditures and reports the capital assets as assets for the State of Nebraska in the Comprehensive Annual Financial Report (CAFR). In addition, the Board takes an annual inventory, recording in the State Accounting System all equipment that has a cost of \$1,500 or more at the date of acquisition.

For the CAFR, the State requires the Board to value all capital assets at cost where historical records are available and at estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received. Generally, equipment that has a cost of \$5,000 or more at the date of acquisition and has an expected useful life of more than one year is capitalized. Depreciation expenses are reported in the CAFR in the funds used to acquire or construct them for the State of Nebraska. The cost of normal maintenance and repairs that does not add to the value of the asset or extend the asset's life is not capitalized.

Equipment is depreciated in the CAFR using the straight-line method with estimated useful lives of three to ten years.

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

**NOTES TO THE SCHEDULE**  
(Concluded)

**4. Capital Assets** (Concluded)

Capital asset activity of the Board recorded in the State Accounting System for the period January 1, 2013, through December 31, 2013, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets				
Equipment	\$ 6,309	\$ -	\$ -	\$ 6,309
Less accumulated depreciation for:				
Equipment				<u>5,435</u>
Total capital assets, net of depreciation				<u>\$ 874</u>

*Note: The accumulated depreciation noted in the table above was calculated in the accounting system through September 30, 2013. Depreciation for October through December 2013 was not run in the accounting system until after the end of the calendar year 2013.*

**5. Royalties**

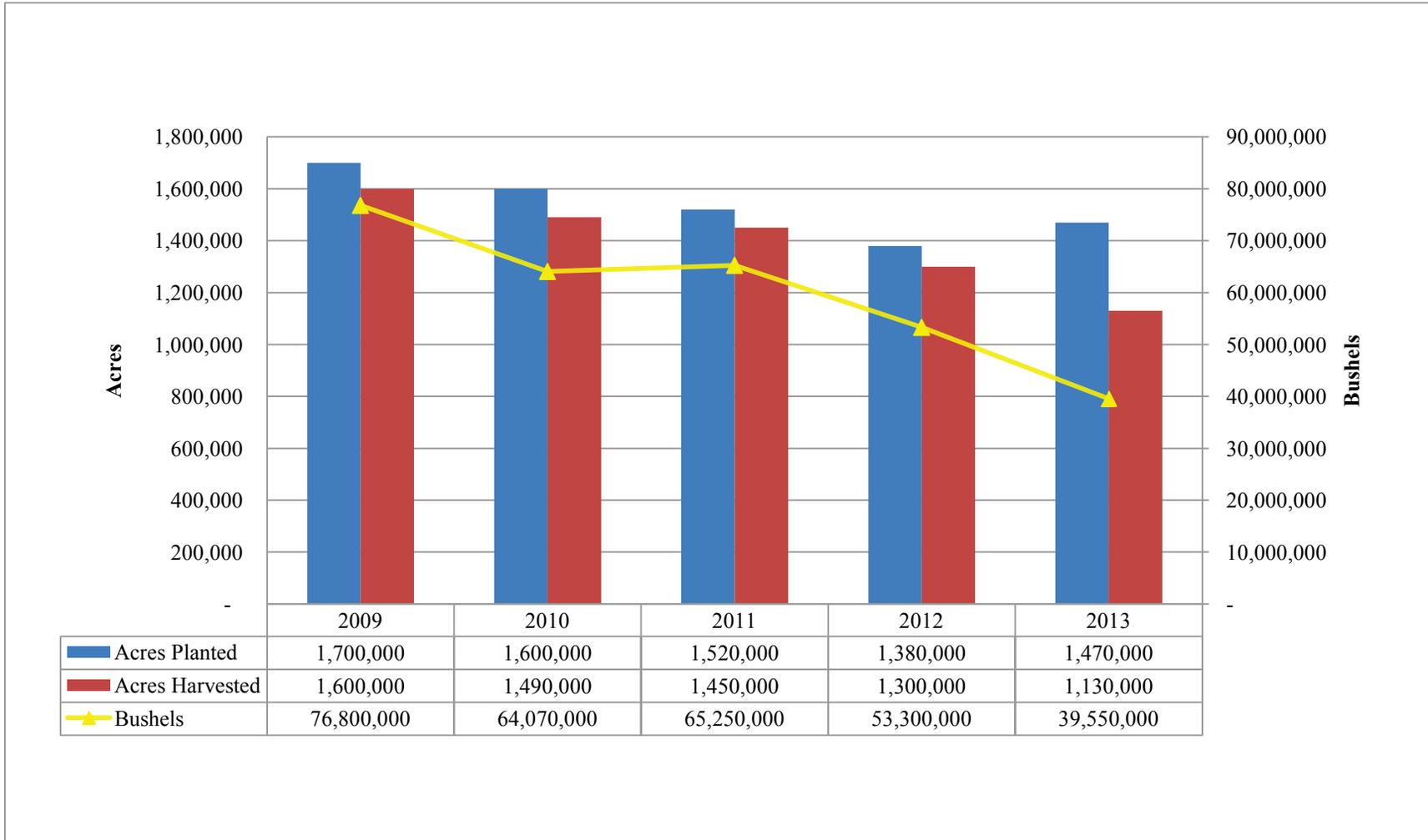
The Nebraska Wheat Development, Utilization, and Marketing Board (Board) provides funding to the University of Nebraska-Lincoln (UNL) for wheat research, including development of new wheat varieties. This research results in the development of patents. The sale of these patents or licensing agreements related to the patents generates royalties or other fee income collected by UNL. In July 2012, a change in Neb. Rev. Stat. § 2-2317 (Reissue 2012) allowed the Board to collect royalties. The Board negotiated with UNL to receive 50% of these royalties. In March of 2014, the Board billed the UNL Agriculture Research Division for royalties in the amount of \$123,046. To ensure it is receiving all the royalties it should, the Board requires UNL to submit a complete and accurate accounting of all license fees, research and development fees, royalties, and other proceeds made to the University from all projects financially supported by the Board. This accounting must be submitted to the Board within 90 days prior to the end of the fiscal year.

**SUPPLEMENTARY INFORMATION**

Our examination was conducted for the purpose of forming an opinion on the Schedule of Revenues, Expenditures, and Changes in Fund Balance. Supplementary information is presented for purposes of additional analysis. Such information has not been subjected to the procedures applied in the examination of the Schedule of Revenues, Expenditures, and Changes in Fund Balance, and, accordingly, we express no opinion on it.

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

**NEBRASKA WHEAT PRODUCTION**  
Harvest Years 2009 through 2013



Source: U.S. Department of Agriculture, National Agricultural Statistics Service website.

Note: The year represents when the wheat was harvested.

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

**CHECK-OFF RECEIVED**  
Calendar Years 2009 through 2013

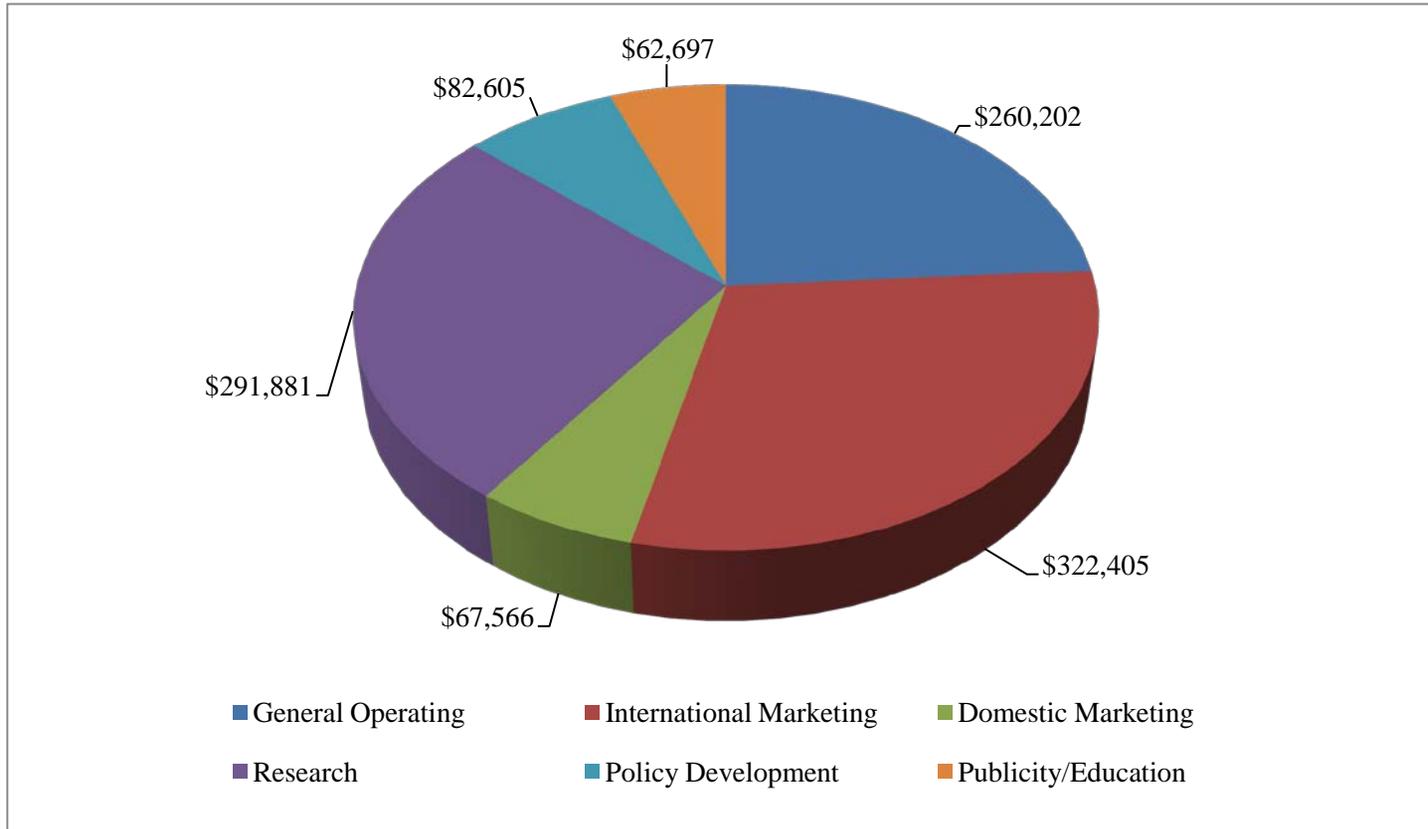


Note: The wheat check-off rate changed from one and a quarter-cent per bushel to four-tenths percent of the net market value of wheat sold, beginning October 1, 2012.

NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

**DISBURSEMENTS BY CATEGORY**

Calendar Year 2013



NEBRASKA WHEAT DEVELOPMENT, UTILIZATION, AND MARKETING BOARD

**SCHEDULE OF CONTRACT PAYMENTS**

Calendar Year 2013

The Board used approximately 70% of its disbursements for contractual services. The largest payments were made to the following entities:

Department of Agriculture	\$	12,001
National Association of Wheat Growers		67,500
Nebraska Wheat Growers Association		38,234
University of Nebraska-Lincoln		291,737
US Wheat Associates Inc		195,950
USDA Agricultural Research		13,889
Wheat Foods Council		28,513
Wheat Marketing Center		81,873
Other		32,393
Total	\$	<u>762,090</u>