

Report No. 2008-30

October 1, 2008



Charles A. Hibner, Director, Audits Division

Bill Bradbury, Secretary of State

# Secretary of State Audit Report

State of Oregon

**Oregon Beef Council**

For the Year Ended June 30, 2008

Contract Auditor: Merina & Company, LLP

**Office of the Secretary of State**

Bill Bradbury  
Secretary of State

Jean Straight  
Deputy Secretary of State



**Audits Division**

Charles A. Hibner, CPA  
Director

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The Honorable Theodore R. Kulongoski  
Governor of Oregon  
254 State Capitol  
Salem, Oregon 97301

Oregon Beef Council  
1827 NE 44<sup>th</sup> Avenue, Suite 315  
Portland, Oregon 97213

This report contains audited financial statements of the Oregon Beef Council as of and for the year ended June 30, 2008, and a report on its internal control over financial reporting and on compliance with applicable laws, regulations, contracts, and grants. The audit was performed by Merina & Company, LLP for the Secretary of State Audits Division.

The annual audits of the Oregon Beef Council also are provided to the Beef Promotion and Research Board as assurance of the reported Beef Checkoff revenues, which are shared with that agency. In addition, the Oregon Department of Agriculture receives the audit report as part of its oversight role for the council and other commodity commissions.

**OREGON AUDITS DIVISION**

A handwritten signature in blue ink, appearing to read "C.A. Hibner", is written over a horizontal line.

Charles A. Hibner, CPA  
Director

STATE OF OREGON  
**OREGON BEEF COUNCIL**  
FINANCIAL STATEMENTS  
WITH  
INDEPENDENT AUDITOR'S REPORTS  
FOR THE YEAR ENDED  
JUNE 30, 2008

**MERINA**  
& COMPANY, LLP

**CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS**

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**STATE OF OREGON  
OREGON BEEF COUNCIL  
COUNCIL MEMBERS  
June 30, 2008**

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**COUNCIL MEMBERS**

	<u>Term Expires</u>
Terry Cowart, Chairman Lebanon, OR	June 30, 2009
Jerome Rosa, Vice-Chairman Gervais, OR	June 30, 2011
Mark Lynn, Secretary/Treasurer Portland, OR	June 30, 2009
Sharon Livingston Long Creek, OR	June 30, 2011
Warren Chamberlain Vale, OR	June 30, 2009
Jim Wilson Ontario, OR	June 30, 2010
Mark Malott Powell Butte, OR	June 30, 2010
Fred Otley Diamond, OR	June 30, 2009

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**INDEPENDENT AUDITOR'S REPORT**

Charles Hibner  
Director  
Oregon Audits Division  
255 Capitol Street NE, Suite 500  
Salem, Oregon 97310

Council Members  
Oregon Beef Council  
1827 NE 44th Ave. Suite 315  
Portland, OR 97213

We have audited the accompanying basic financial statements of the governmental activities and the Special Revenue Fund of Oregon Beef Council, a commission of the State of Oregon, as of and for the year ended June 30, 2008, which collectively comprise the Council's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Oregon Beef Council's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note 1, the financial statements of Oregon Beef Council are intended to present the financial position and changes in financial position of only that portion of the governmental activities and the Special Revenue Fund of the State of Oregon that is attributable to the transactions of Oregon Beef Council. They do not purport to, and do not present fairly the financial position and changes in financial position and cash flows of the State of Oregon in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the Special Revenue Fund of Oregon Beef Council, as of June 30, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 11, 2008, on our consideration of Oregon Beef Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

The management's discussion and analysis and required supplementary information as listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Oregon Beef Council's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

*Merina & Company*

Merina & Company, LLP  
West Linn, Oregon  
September 11, 2008

## **Management's Discussion and Analysis**

As management of the Oregon Beef Council, we offer readers of the Oregon Beef Council's financial statements this narrative overview and analysis of the financial activities of the Oregon Beef Council for the fiscal year ended June 30, 2008.

### **Financial Highlights**

- Annual assessment fees increased by \$70,842 (9%) from 2007 to 2008. The annual assessment fee increase is due to the new Oregon 50 cent assessment being in its second fiscal year and collections in fiscal year 2007-2008 reflected 100% compliance with the new law.
- Promotional and educational expenses increased \$322,348 (57%) from 2007 to 2008. The increase in promotional and education expenses is due to the Council's fiscal conservativeness in fiscal year 2006-2007. The Council was not sure how much of the new assessment would be collected in fiscal year 2006-2007. In fiscal year 2007-2008 the Council participated in more programs expending the new assessment.
- The Council's total net assets increased by \$6,165 (2%) from 2007 to 2008. The assets of the Oregon Beef Council exceeded its liabilities at the close of the most recent fiscal year by \$298,297 (net assets). Of this amount, \$296,847 (unrestricted net assets) may be used to meet the Council's ongoing obligations.
- Oregon Beef Council's governmental fund ending balance increased \$6,869 from 2007 to 2008. As of the close of the current fiscal year, the Oregon Beef Council's governmental fund reported an ending fund balance of \$297,261. Over ninety-five percent of this total amount, \$283,330, is available for use within the Council's designations and policies. This was due to the full implementation of the new Oregon 50 cent increase that occurred in 2006-2007.

### **Overview of the Financial Statements**

The discussion and analysis are intended to serve as an introduction to the Oregon Beef Council's basic financial statements. The Oregon Beef Council's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Oregon Beef Council's finances in a manner similar to a private-sector business.

The statement of activities presents information showing how the Council's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the

underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

The government-wide financial statements can be found on pages 8-9 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Oregon Beef Council, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related, legal requirements. The Oregon Beef Council has one governmental fund that accounts for all the activities of the Council.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financial requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financial decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and change in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Oregon Beef Council adopts an annual budget for its governmental funds. A budgetary comparison statement has been provided to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 10-12 of this report.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 13-19 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a Government's financial position. In the case of the Oregon Beef Council, assets exceeded liabilities by \$298,297 at the close of the most recent fiscal year. This is due to the new 50 cent assessment implemented in fiscal year 2006-2007. The largest percent of the funding stems from the production and rangeland research area.

With the fourth year implementation of Governmental Accounting Standards Board Statement 34, the Council is presenting comparable columns in the various comparisons and analyses for the previous year.

Governmental Activities

	<u>6/30/08</u>	<u>6/30/07</u>	<u>Increase (Decrease)</u>
Current and other assets	\$ 311,276	\$ 293,525	\$ 17,751
Capital assets	1,450	1,740	(290)
Total assets	<u>312,726</u>	<u>295,265</u>	<u>17,461</u>
Long-term outstanding liabilities	-	-	-
Other liabilities	14,015	3,133	10,882
Total liabilities	<u>14,015</u>	<u>3,133</u>	<u>10,882</u>
Net assets:			
Invested in capital assets, net of related debt	1,450	1,740	(290)
Unrestricted	296,847	290,392	6,455
Total net assets	<u>\$ 298,297</u>	<u>\$ 292,132</u>	<u>\$ 6,165</u>

The second largest portion of the Oregon Beef Council's net assets (1% percent) reflects its investment in capital assets (e.g. furniture and equipment) less any related debt used to acquire those assets that is still outstanding. The Oregon Beef Council uses these capital assets for beef promotion; consequently, these assets are not available for future spending. The Oregon Beef Council has no debt related to its capital assets.

The remaining balance of unrestricted net assets (\$296,847) may be used to meet the Council's ongoing obligations. At the end of the current fiscal year, the Oregon Beef Council is able to report positive balances in both categories of net assets.

**Governmental Activities.** Governmental activities increased the Oregon Beef Council's net assets by \$6,165. Key elements of this increase are as follows:

Governmental Activities

	<u>6/30/08</u>	<u>6/30/07</u>	<u>Increase (Decrease)</u>
Revenues:			
General revenues:			
Assessment fees	\$ 873,640	\$ 802,798	\$ 70,842
Miscellaneous	20,000	20	19,980
Interest & Investment earnings	2,092	2,206	(114)
Loss on disposal of capital asset	-	-	-
Total revenues	<u>895,732</u>	<u>805,024</u>	<u>90,708</u>
Expenses:			
Promotion and education	889,567	567,219	322,348
Total expenses	<u>889,567</u>	<u>567,219</u>	<u>322,348</u>
Change in net assets	<u>\$ 6,165</u>	<u>\$ 237,805</u>	<u>\$ (231,640)</u>

## **Financial Analysis of the Council's Fund**

**Governmental Fund.** The focus of the Oregon Beef Council's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Oregon Beef Council's financing requirements. In particular, unreserved fund balance may serve as useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Oregon Beef Council's governmental fund reported combined ending fund balances of \$297,261. Approximately 95% of this total amount (\$283,330) constitutes unreserved fund balance. The remainder of the fund balance is reserved to indicate that it is not available for new spending because it has already been committed for inventory, rent security deposit and petty cash.

The general fund increased by \$6,869 in 2008, which was due to a net increase in general revenues over expenses.

## **Budgetary Highlights**

As this was the second year the 50-cent increase in the Oregon Checkoff was included in the Oregon Beef Council's budget, there were no changes for the Council's budget for the 2006-2007 fiscal year. The OBC's primary budgetary increase was in 2006-2007 when the new Oregon 50 cent increase was implemented on July 3, 2006. For fiscal year 2007-2008, the overall budget between the federal dollar and the Oregon 50 cent assessment \$1.2 million and the OBC spent \$900,000 of that figure. The remaining \$300,000 funds are primarily held in the production and rangeland research program areas.

## **Capital Asset and Debt Administration**

**Capital Assets.** The Oregon Beef Council's investment in capital assets for its governmental activities as of June 30, 2008, amounts to \$1,450 (net of accumulated depreciation). This investment in capital assets includes furniture and equipment.

**Long-term debt.** At the end of the current fiscal year, the Oregon Beef Council had no long-term debt.

## **Economic Factors and Next Year's Budgets**

During fiscal year 2007, the United States exported 737,644 metric tons, or more than 1.6 billion pounds of beef worth nearly \$2.5 billion. Since most trade was halted in December 2003 after BSE was discovered in the US, the checkoff has invested in marketing efforts aimed at increasing exports worldwide. Cattle-Fax estimates that, as a result of these efforts, beef exports contributed more than \$100 per head to the value of fed cattle marketed in the United States in fiscal year 2007.

One of the primary goals of the Beef Industry Long Range Plan is to increase demand for beef by 10% between 2006 and 2010. The Beef Demand Index (based on retail beef data) shows that since 1998, when beef demand hit the bottom of a 20-year slide, demand rose 25%, and today is about 12% above the 1998 level. Why is beef demand decreasing? There are many factors that come into play trying to answer that question. For starters, there has been a 5.5% increase in beef supplies during the year, and supply increases in all other competitive protein supplies. The retail price spread between beef and chicken has doubled in the last 10 years. This dramatic change may have led to some price resistance on the part of consumers in their decision about purchasing one protein over another. Looking back to the beginning of the year when fuel prices were in the \$3.00 range, we identify another factor that may have had a negative effect on beef purchases when compared to competing proteins.

Locally, the 2007-2008 Fiscal Year was the second year of the 50-cent increase in the Oregon Checkoff. The additional Checkoff amount started collection on July 3, 2006. The Oregon Cattlemen's Association, Oregon Beef Council, and Oregon Department of Agriculture worked together to implement the new legislation.

New program areas funded by the 50-cent increase:

- Rangeland research projects – 10 cents
- Cattle production research projects – 10 cents
- Positive producer image promotion for both beef and dairy industries – 10 cents
- Study state and federal legislation and represent and protect the interests of the industry – 10 cents
- Administration of the above new programs – 10 cents

**Requests for Information.** This financial report is designed to provide a general overview of the Oregon Beef Council's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Oregon Beef Council, 1827 NE 44<sup>th</sup> Ave., Ste. 315, Portland, OR 97213.

**STATE OF OREGON**  
**OREGON BEEF COUNCIL**  
**STATEMENT OF NET ASSETS**  
**June 30, 2008**

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**ASSETS:**

Cash:		
Petty cash	\$	148
Insured checking, interest bearing		268,053
Due from Department of Agriculture		29,292
Inventory - supplies		12,359
Security deposit		1,424
Capital assets - net of accumulated depreciation:		
Furniture and equipment		1,450
		<hr/>
Total assets	\$	<u><u>312,726</u></u>

**LIABILITIES:**

Current liabilities:		
Accounts payable and other accrued liabilities	\$	958
Unearned revenue		10,000
Compensated absences		3,057
		<hr/>
Total current liabilities		14,015

**NET ASSETS:**

Invested in capital assets		1,450
Unrestricted		296,847
		<hr/>
Total net assets		<u>298,297</u>
		<hr/>
Total liabilities and net assets	\$	<u><u>312,726</u></u>

*The accompanying notes are an integral part of these financial statements*

**STATE OF OREGON  
OREGON BEEF COUNCIL  
STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended June 30, 2008**

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**EXPENSES:**

Beef promotion and education \$ 889,567

Total program expenses 889,567

**GENERAL REVENUES:**

Assessment fees 873,640

Miscellaneous 20,000

Interest and investment earnings 2,092

Total general revenues 895,732

Changes in net assets 6,165

**NET ASSETS, BEGINNING** 292,132

**NET ASSETS, ENDING** \$ 298,297

*The accompanying notes are an integral part of these financial statements*

**STATE OF OREGON**  
**OREGON BEEF COUNCIL**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**June 30, 2008**

	<u>Special Revenue</u>
<b>ASSETS:</b>	
Cash:	
Petty cash	\$ 148
Insured checking, interest bearing	268,053
Due from Department of Agriculture	29,292
Inventory - supplies	12,359
Security deposit	<u>1,424</u>
 Total assets	 <u>\$ 311,276</u>
<b>LIABILITIES AND FUND BALANCES:</b>	
Liabilities:	
Accounts payable and other accrued liabilities	\$ 958
Unearned revenue	10,000
Short-term compensated absences	<u>3,057</u>
 Total liabilities	 <u>14,015</u>
 Fund balances:	
Reserved for petty cash	148
Reserved for supplies inventory	12,359
Reserved for security deposit	1,424
Unreserved - undesignated	<u>283,330</u>
 Total fund equity	 <u>297,261</u>
 Total liabilities and fund balances	 <u>\$ 311,276</u>

Amounts reported for governmental activities in the statement of net assets are different because:

Total fund equity	\$ 297,261
 Capital assets used in governmental activities are not financial resources and therefore are not reported in funds	 1,450
 Long-term liabilities are not due and payable in the current period and therefore are not reported in funds	 <u>(414)</u>
 Net assets of governmental activities	 <u>\$ 298,297</u>

*The accompanying notes are an integral part of these financial statements*

**STATE OF OREGON  
OREGON BEEF COUNCIL  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS  
For the Fiscal Year Ended June 30, 2008**

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	<u>Special Revenue</u>
<b>REVENUES:</b>	
Assessment fees	\$ 873,640
Interest and investment earnings	2,092
Other revenue	<u>20,000</u>
Total revenues	<u>895,732</u>
 <b>EXPENDITURES:</b>	
Current:	
Beef promotion and education:	
Personal services	156,003
Material and supplies	<u>732,860</u>
Total expenditures	<u>888,863</u>
Changes in Fund Balances	6,869
 <b>FUND BALANCE, BEGINNING</b>	<u>290,392</u>
 <b>FUND BALANCE, ENDING</b>	<u><u>\$ 297,261</u></u>

*The accompanying notes are an integral part of these financial statements*

**STATE OF OREGON  
OREGON BEEF COUNCIL  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
For the Fiscal Year Ended June 30, 2008**

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Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balance - total government funds	\$ 6,869
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Governmental funds report capital outlays greater than \$5,000 as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Current year depreciation	(290)
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated absences	(414)
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Changes in net assets	<u>\$ 6,165</u>
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*The accompanying notes are an integral part of these financial statements*

**STATE OF OREGON  
OREGON BEEF COUNCIL  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2008**

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**1. Summary of Significant Accounting Policies**

The accompanying financial statements are presented in conformity with generally accepted accounting principles (GAAP) applicable to state governments as prescribed by the Governmental Accounting Standards Board (GASB).

**A. Description of Reporting Entity**

The Oregon Beef Council is a part of the State of Oregon Reporting Entity. The Council was created in 1959 and operates under the authority of Oregon Revised Statutes 577.110 to 577.605. The Council is composed of eight members appointed by the Director of the State Department of Agriculture.

The Council was established to develop and expand markets for beef products produced, processed, or manufactured in Oregon. The Council conducts advertising campaigns to encourage consumption of beef, promotes consumer education regarding the uses of beef, and participates in national beef marketing organizations.

The primary source of revenue is a \$1.00 per head assessment that is collected when cattle are sold. The assessment is paid to the Oregon Department of Agriculture, which then remits the money to the Oregon Beef Council.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

Measurement focus is a term used to describe which transactions are recorded with the various financial statements. Basis of accounting refers to when transactions are recorded regardless of the measurement focus.

**Government-wide Statements**

The statement of net assets and the statement of activities display information about the Council as a whole. These statements include all the financial activities of the Council.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**Governmental Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The accounts of the Council are organized on the basis of a special revenue fund.

**STATE OF OREGON**  
**OREGON BEEF COUNCIL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

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Governmental Fund Type: Special Revenue Fund

The Special Revenue Fund is the general operating fund of the Council. It is used to account for assessment fees collected and remitted to the Council by the State Department of Agriculture. Operating expenditures are recorded in this fund.

**C. Cash and Investments**

Cash includes cash on hand and demand deposits.

**D. Receivables**

Receivables are limited to assessments collected by the Oregon Department of Agriculture.

**E. Supplies**

Supplies on hand at June 30, 2008 are shown at estimated cost. The consumption method is used to accrue costs.

**F. Capital Assets**

Capital assets are furniture and equipment. In the governmental fund statement, capital assets are charged to expenditures as purchased. Capital assets are recorded at historical cost. Donated assets are recorded at estimated fair market value as of the date of the donation.

Capital assets are defined by the State as assets with an initial, individual cost of \$5,000 or more, and an estimated useful life of greater than one year. Costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on exhaustible assets is recorded as an allocated expense in the Statement of Activities with accumulated depreciation reflected in the Statement of Net Assets and is provided on the straight-line basis over the following estimated useful lives:

Furniture and equipment	20 Years
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Gains of losses from sales or retirements of capital assets are included in operations of the current period.

**G. Accrued Compensated Absences**

Vacation pay is vested when earned and is recorded as expenditure when incurred. The current portion is reported in the governmental funds, and is calculated based on historical records.

Sick pay is recognized when leave is taken. Sick leave may be taken only in the event of illness and is not convertible to pay upon termination. When the employee retires, one-half the dollar value of accumulated sick leave may be used in computing retirement benefits. No liability is reported for the accumulated sick leave.

**STATE OF OREGON  
OREGON BEEF COUNCIL  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2008**

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**H. Fund Equity**

Reservations of fund balances of governmental funds are established to either (1) satisfy legal covenants that require that a portion of the fund balance be segregated or (2) identify the portion of the fund balance that is not appropriate for future expenditures.

**I. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires that management make estimates and assumptions which affect the reported amounts of assets and liabilities, disclosure of contingent assets, and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimated.

**J. Budgetary Information**

Pursuant to ORS 577.420 to 577.440, the Council prepared a budget for the fiscal year ended June 30, 2008. The budget was approved on June 20, 2008 at the Council's regular meeting.

**2. Cash and Cash Equivalents**

At June 30, 2008 the balance of cash and cash equivalents of the Oregon Beef Council were \$268,201.

**A. Credit risk**

State statutes authorize the Oregon Beef Council to invest in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, and the State Treasurer's Oregon Local Government Investment Pool, among others.

**B. Concentration of credit risk**

The Oregon Beef Council does not currently have an investment policy for concentration of credit risk.

**C. Custodial credit risk – deposits**

In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned. Oregon Revised Statutes requires the depository institution to maintain on deposit, with a collateral pool manager, security having a value of not less than 25% of the outstanding certificates of participation issued by the pool manager. However, in accordance with State statutes, the State Treasurer allows certain depository banks to be the custodian with respect to their own pledged collateral securities. For these institutions, the State Treasurer is the collateral pool manager. The total bank balance, at June 30, 2008, shown on the bank statements was \$292,442. Of these deposits, \$182,559 was covered by federal depository insurance. The remaining Balance of \$109,883 was covered by collateral with Wells Fargo Bank. During November, 2007 the total bank balance exceeded the federal depository insurance for by \$21,437 at Key Bank, which is not covered by a collateral certificate.

**STATE OF OREGON  
OREGON BEEF COUNCIL  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2008**

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**3. Capital Assets**

Capital asset activity for governmental activities for the year ended June 30, 2008 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Capital Assets:</b>				
Furniture and equipment	\$ 5,799	\$ -	\$ -	\$ 5,799
Less accumulated depreciation	(4,059)	(290)	-	(4,349)
Net capital assets	<u>\$ 1,740</u>	<u>\$ (290)</u>	<u>\$ -</u>	<u>\$ 1,450</u>

**4. Compensated Absences**

Accumulated vacation pay based upon current salary rates was \$3,057 at June 30, 2008.

**5. Unearned Revenue**

Unearned revenue represents revenue generated from services agreements or contracts. Revenues are recorded when earned and recognized as unearned revenues when received before earned. Unearned revenue for the year ended June 30, 2008 was \$10,000.

**6. Fund Balance**

Reservations of fund balances of governmental funds are established to either (1) satisfy legal covenants that require that a portion of the fund balance be segregated or (2) identify the portion of the fund balance that is not appropriate for future expenditures.

The reserves for supplies inventory, petty cash, and the security deposit were created to represent the portion of the fund balance that is not available for expenditures because the Council expects to use these resources within the next budgetary period. Reserve for supplies inventory, petty cash, and the security deposit at June 30, 2008 were \$12,359, \$148, and \$1,425, respectively.

**7. Commitments**

On July 22, 2005, the Council entered into a 60 month lease for office space located at 1827 NE 44<sup>th</sup>, Portland, Oregon. The five year operating lease is non-cancelable, commencing on October 15, 2005, for a total obligation of \$85,188. The initial base rent is \$1,323 per month.

The following is schedule, by years, of the future minimum lease payments required under the operating lease as of June 30, 2008:

2009	\$ 17,220
2010	17,984
2011	<u>3,022</u>
Total	<u>\$ 38,226</u>

Lease expense for the year ended June 30, 2008 was \$17,238.

**STATE OF OREGON  
OREGON BEEF COUNCIL  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2008**

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**8. Risk Management**

The State of Oregon administers property and casualty insurance programs covering the State government through its Central Services Fund. The Central Services Fund services claims for direct physical loss or damage to State property; tort liability claims brought against the State, its officers, employees, or agents; worker's compensation; employee dishonesty; and faithful performance coverage for certain key positions required by law to be covered, and other key positions.

As a state agency, the Council participates in the Central Services Fund. The cost of servicing insurance claims and payments by charging as assessment to each State entity is based on its share of services provided in a prior period. The total statewide assessment of each coverage is based on independent biennial actuarial forecasts and administrative expenses, less any available fund balance in the Central Services Fund from the prior biennium.

**9. Pension Plan**

**A. Oregon Public Retirement System (PERS)**

The Oregon Beef Council employees participate in the Oregon Public Employees Retirement System (PERS), a cost-sharing multiple-employer defined benefit pension plan. The Oregon Beef Council's full time employees are eligible to participate in the system after completing six months of service. PERS is administered by the Public Employees Retirement Board under the guidelines of Oregon Revised Statutes, chapter 238. The PERS retirement allowance, payable monthly for life, may be selected from thirteen retirement benefit options. Options include survivorship benefits and lump sum refunds. The basic benefit formula is 1.67 percent of a member's final average salary multiplied by the member's years of service. Benefits may also be calculated under either a money match or an annuity-plus-pension computation if a greater benefit results. PERS also provides death and disability benefits. A copy of the Oregon Public Employees Retirement System annual financial report may be obtained from PERS, P.O. Box 73, Portland, Oregon 97207-0073.

Statutes also require the Council to contribute actuarially computed amounts determined by PERS. Rates are subject to change as a result of subsequent actuarial valuations. In the fiscal ending June 30, 2008 the rate was 6.54 percent of each covered employee's salary.

**B. Oregon Public Service Retirement Plan (OPSRP)**

The pension program, a cost-sharing multiple-employer defined benefit pension plan, is the defined benefit portion of the Oregon Public Service Retirement Plan (OPSRP). The pension program is administered by the Public Employees Retirement Board under the guidelines of Oregon Revised Statutes, Chapter 238A. The pension program monthly pension benefit is payable for life and, after the death of the member, payable to the designated beneficiary at either the same amount or one-half of the amount, depending on the option the member chose at retirement. If the monthly pension benefit is less than \$200 or the monthly death benefit payable to the beneficiary of a deceased member is less than \$200, a lump sum payment that represents the actuarial equivalent of the present value of the pension or death benefit will be paid to the member or the deceased member's beneficiary.

**STATE OF OREGON**  
**OREGON BEEF COUNCIL**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2008**

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Statutes also require the Council to contribute actuarially computed amounts determined by PERS. Rates are subject to change as a result of subsequent actuarial valuations. In the fiscal ending June 30, 2008 the rate was 8.03 percent of each covered employee's salary.

**C. Oregon Individual Account Program (IAP)**

IAP is the defined contribution portion of OPSRP. The IAP is administered by the Public Employees Retirement Board under the guidelines of Oregon Revised Statutes, Chapter 238A. It is applicable to all new hires on or after August 29, 2003 and for active PERS members as of January 1, 2004. Covered employees are required by State statute to contribute 6% of their salary to the plan. Current law requires employers that had been paying the member contributions into PERS to pay employee contributions to the IAP until at least December 31, 2005.

Oregon General Obligation Pension Bonds were issued to fund the States' share of the Unfunded Actuarial Liability and \$2 billion was delivered directly to PERS. Over the next 24 years the state will be obligated to make the principal and interest payments on the pension obligation bonds. All benefiting agencies are charged the same rate to pay this debt service. The State of Oregon began collecting the pension bond assessment based on 6.71% of subject salary. The Council paid \$7,937 in pension bond assessment during the fiscal year ending June 30, 2008.

The contribution requirements of the Council are established or may be amended by the PERS Retirement Board while the employee member's rate is set by statute, ORS 238. The Council pays the required employee contribution of 6% of covered compensation for both PERS and OSPR.

Required contributions and liabilities were determined as part of actuarial valuation using the entry age actuarial cost method. Because all PERS employers are required by law to submit the contributions adopted by the retirement Board, as the employer contributions are calculated in conformance with the standards of Statement No. 27 of the Governmental Accounting Standards Board, there is no net pension obligation. The contributions actually made are the equivalent to the annual pension cost.

	2008	2007	2006
Council contribution rate	6.54% & 8.03%	4.84% & 8.69%	4.71% & 8.04%
Employee contribution paid by Council	6.00%	6.00%	6.00%
Total Council payroll	\$ 137,007	\$ 132,900	\$ 124,380
Payroll covered by PERS	\$ 137,007	\$ 109,809	\$ 122,173
Annual pension cost and bond assessment	\$ 23,424	\$ 25,446	\$ 25,446
Net pension obligation	\$ -	\$ -	\$ -

**STATE OF OREGON  
OREGON BEEF COUNCIL  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2008**

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**10. Reclassifications**

Certain amounts in prior-year financial statements have been reclassified for comparative purposes to conform with presentation in the current-year financial statements.

STATE OF OREGON  
OREGON BEEF COUNCIL  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
SPECIAL REVENUE FUND  
For the Fiscal Year Ended June 30, 2008

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES:</b>			
Assessment fees	\$ 886,600	\$ 873,640	\$ (12,960)
Interest and investment earnings	1,800	2,092	292
Other revenue	20,000	20,000	-
<b>Total Revenues</b>	<b>908,400</b>	<b>895,732</b>	<b>(12,668)</b>
<b>EXPENDITURES:</b>			
Personal services	221,500	156,003	65,497
Services and supplies	104,160	62,139	42,021
Promotional payments	230,186	214,044	16,142
Commission program	4,215	4,171	44
Animal science research	162,390	107,999	54,391
Rangeland research	172,000	121,104	50,896
Positive producer image	88,000	67,987	20,013
Administration	132,000	98,586	33,414
Study legislation	113,000	56,830	56,170
Emergency fund	3,000	-	3,000
<b>Total Expenditures</b>	<b>1,230,451</b>	<b>888,863</b>	<b>341,588</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(322,051)</b>	<b>6,869</b>	<b>328,920</b>
<b>FUND BALANCE, BEGINNING</b>	<b>322,051</b>	<b>290,392</b>	<b>(31,659)</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 297,261</b>	<b>\$ 297,261</b>

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS***

Charles Hibner  
Director  
Oregon Audits Division  
255 Capitol Street NE, Suite 500  
Salem, Oregon 97310

Council Members  
Oregon Beef Council  
1827 NE 44th Ave, Suite 315  
Portland, OR 97213

We have audited the basic financial statements of the governmental activities and the Special Revenue Fund of Oregon Beef Council, a commission of the State of Oregon, as of and for the year ended June 30, 2008, which collectively comprise the Council's basic financial statements and have issued our report thereon dated September 11, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Oregon Beef Council's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Oregon Beef Council's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Oregon Beef Council's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects Oregon Beef Council's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of Oregon Beef Council's financial statements that is more than inconsequential will not be prevented or detected by Oregon Beef Council's internal control. We consider the deficiencies 2008-1 and 2008-2, described in the accompanying schedule of findings and responses to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by Oregon Beef Council's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, we believe that none of the significant deficiencies described above is a material weakness.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Oregon Beef Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Oregon Beef Council's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. We did not audit Oregon Beef Council's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Directors of the Oregon Beef Council, the management of the Oregon Beef Council, the Beef Promotion and Research Board, the Oregon Secretary of State, Audits Division, the Governor of the State of Oregon, and the Oregon Legislative Assembly and is not intended to be and should not be used by anyone other than these specified parties.

*Merina & Company*

Merina & Company, LLP  
West Linn, Oregon  
September 11, 2008

**STATE OF OREGON  
OREGON BEEF COUNCIL  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2008**

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Financial Statement Findings

Finding 2008-1:

At present, the organization uses QuickBooks software to manage the general ledger. QuickBooks is user-friendly and meets the organization's need to keep the accounting system simple. However, the system does not require a "close" of each month. Transactions can be backdated to the prior period, thus changing the previously reported financial statements. Therefore, we recommend that the organization implement QuickBooks' close feature monthly, including restricting access to prior-period data, or consider changing to a system that does require a monthly close. The organization needs consistent accounting information. Adjustments to prior periods negate the validity of historical information. A monthly or annual close will eliminate the ability to backdate.

Oregon Beef Council Response:

The OBC is in the process of updating its QuickBooks software to the latest version which has the "close" feature. Julie Hoffman intends to have the software installed and the feature in use in time to close the August financials. Deadline for this finding: September 30, 2008.

Finding 2008-2:

Bank Reconciliations- We noted during our audit that bank reconciliations are being performed timely; however there was no indication that reconciliations are being reviewed. We recommend that the reconciliations be signed as an indication of approval. Doing so would take little additional time and might even prevent time from being wasted by inadvertent review of reconciliations that had already been reviewed. We also recommend that the reconciliations be signed and dated by the bookkeeper preparing them. As a prompt to the preparer and reviewer/approver to sign the reconciliation, preprinted reconciliation forms could include a signature block with space for the signatures, or a stamp with a signature block could be applied to the reconciliations.

Oregon Beef Council Response:

The OBC is taking immediate action on this finding. A bank reconciliation stamp is in the process of being created and implemented. The stamp will include a line for both the bookkeeper and the Executive Director to sign and date. Deadline for this finding: immediate.

# **ABOUT THE SECRETARY OF STATE AUDITS DIVISION**

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The Oregon Constitution provides that the Secretary of State shall be, by virtue of his office, Auditor of Public Accounts. The Audits Division exists to carry out this duty. The division reports to the elected Secretary of State and is independent of the Executive, Legislative, and Judicial branches of Oregon government. The division audits all state officers, agencies, boards, and commissions and oversees audits and financial reporting for local governments.

## **Directory of Key Officials**

Director	Charles A. Hibner, CPA
Deputy Director	William K. Garber, MPA, CGFM
Deputy Director	Mary E. Wenger, CPA

This report, a public record, is intended to promote the best possible management of public resources. Copies may be obtained from:

internet: <http://www.sos.state.or.us/audits/index.html>

phone: 503-986-2255

mail: Oregon Audits Division  
255 Capitol Street NE, Suite 500  
Salem, OR 97310

***Auditing to Protect the Public Interest and Improve Oregon Government***