

DEPARTMENT OF NATURAL RESOURCES

WATERFOWL STAMP PROGRAM

AGREED UPON PROCEDURES

Year Ended June 30, 2011

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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Department of Natural Resources
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Brian Hayes
Administrator
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Madison, Wisconsin

We have performed the procedures enumerated below, which were agreed to by the Department of Administration and the Department of Natural Resources, solely to assist you with respect to monitoring requirements of the Waterfowl Stamp Program as indicated in Wisconsin Statute 29.191(1)(b) for the year ended June 30, 2011. The Department of Natural Resources' management is responsible for monitoring with those requirements and the accompanying schedule of revenue and expenditures activity. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- 1) The revenue collected from the sale of the Waterfowl Stamps for the year ended June 30, 2011 appeared to be stated accurately based on our review of the amounts collected.
- 2) The Waterfowl Stamp Program's disbursements for the year ended June 30, 2011 appeared to be in accordance with Wisconsin Statute 29.191(1)(b) based on a review of supporting documentation for use of the funds during the year ended June 30, 2011.
- 3) The revenue of the Waterfowl Stamp Program was sufficient to meet the funding needed for approximately 35% of the approved projects for the period of July 1, 2010 through June 30, 2011.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the specified program elements, accounts, or requirements. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Department of Administration and Department of Natural Resources and is not intended to be and should not be used by anyone other than these specified parties.

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July 20, 2012

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WATERFOWL STAMP PROGRAM
SCHEDULE OF REVENUE AND EXPENDITURES
For Period of July 1, 2010 - June 30, 2011

	<u>Habitat</u>	<u>%</u>	<u>Propagation</u>	<u>%</u>	<u>Total</u>	<u>%</u>
Revenue*	\$ 352,258	67%	\$ 173,501	33%	\$ 525,759	100%
Expenditures**	<u>332,986</u>	65%	<u>180,715</u>	35%	<u>513,701</u>	100%
Remaining balance	<u>\$ 19,272</u>		<u>\$ (7,214)</u>		<u>\$ 12,058</u>	

* Revenues received for the period of July 1, 2010 - June 30, 2011 were split 67% for habitat and 33% for propagation per statute 29.191

** Expenditures for the period of July 1, 2010 - June 30, 2011 were actually split 65% for habitat and 35% for propagation

WATERFOWL STAMP PROGRAM
NOTES TO SCHEDULE OF REVENUE AND EXPENDITURES
Year ended June 30, 2011

Waterfowl Stamp Program has been providing opportunities for waterfowl and wetland habitat management in Wisconsin since 1976. In accordance with Wisconsin Statutes s. 29.191(1)(b), *Use of Money from Fees*, 67% of the moneys received under s. 29.191(1), Waterfowl Hunting Stamp, shall be applied to “developing, managing, preserving, restoring, and maintaining wetland habitat and for producing waterfowl and ecologically related species of wildlife.” The remaining 33% is applied to “the development of waterfowl propagation areas within Canada which will provide waterfowl for this state and the Mississippi flyway.” Money for the development of waterfowl propagation areas shall be provided only to nonprofit organizations. All Waterfowl Stamp project proposals received are evaluated based on merit and the best projects are selected for funding according to pre-established criteria.

NOTE 1 – REVENUE AND APPROPRIATION

Revenue was tested using information supplied by an independent third party. As shown in the schedule of revenue and expenditures, the revenue was appropriated in accordance with Wisconsin Statute 29.191(1), which states that the use of money from fees collected is required to be used 67% for Habitat, which includes developing, managing, preserving, restoring and maintaining wetland habitat and for producing waterfowl and ecologically related species of wildlife, and 33% for Propagation, which includes the development of waterfowl propagation areas within Canada which will provide waterfowl for the state and the Mississippi flyway.

NOTE 2 – EXPENDITURES

Expenditures were tested using information supplied by independent third parties, payroll reports, and time sheets. As shown in the schedule of revenue and expenditures, the expenditures are allocated 65% to Habitat and 35% to Propagation. This is due to the fact that the funds allocated to Propagation were allotted during the year and the total amount of revenue for year ended June 30, 2011 was not yet known at this time. Therefore, a reasonable estimate was used to allot funds to the Propagation, which approximates the 67% and 33% allocation of revenue between the Habitat and Propagation.

NOTE 3 – SUFFICIENCY OF REVENUE TO MEET FUNDING NEEDS

The following is the percentage of requests that the Habitat portion of the Waterfowl Stamp Program was able to allocate funds to in comparison to the total amount of requests for funds:

	Biennium 2010-2011	Percentage
Total amount of approved projects	\$ 2,042,229	100%
Total amount of funds used for approved projects	718,270	35%
Total amount of approved projects not funded	\$ 1,323,959	65%

WATERFOWL STAMP PROGRAM
NOTES TO SCHEDULE OF REVENUE AND EXPENDITURES
Year ended June 30, 2011

NOTE 3 – SUFFICIENCY OF REVENUE TO MEET FUNDING NEEDS (continued)

Currently, the Program's revenue is only able to meet the needs of approximately 35% of the projects that are being approved.

In addition, we understand that \$28,975 of the expenditures of the Waterfowl Stamp Program for the period of July 1, 2010 – June 30, 2011 were used as a match for other grants; however, we did not perform any procedures to verify whether these dollars met any applicable matching requirements.