

# STATE OF MINNESOTA

## Office of the State Auditor



**Rebecca Otto**  
**State Auditor**

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MANAGEMENT LETTER

**MINNEAPOLIS POLICE RELIEF ASSOCIATION**  
**MINNEAPOLIS, MINNESOTA**

FOR THE YEAR ENDED DECEMBER 31, 2009

## **Description of the Office of the State Auditor**

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 160 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

**Audit Practice** - conducts financial and legal compliance audits of local governments;

**Government Information** - collects and analyzes financial information for cities, towns, counties, and special districts;

**Legal/Special Investigations** - provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

**Pension** - monitors investment, financial, and actuarial reporting for approximately 730 public pension funds; and

**Tax Increment Financing** - promotes compliance and accountability in local governments' use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

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**MINNEAPOLIS POLICE RELIEF ASSOCIATION  
MINNEAPOLIS, MINNESOTA**

**For the Year Ended December 31, 2009**



**Management Letter**

**Audit Practice Division  
Office of the State Auditor  
State of Minnesota**

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**MINNEAPOLIS POLICE RELIEF ASSOCIATION  
MINNEAPOLIS, MINNESOTA**

**TABLE OF CONTENTS**

	<u>Page</u>
Schedule of Findings and Recommendations	1
Report on Internal Control Over Financial Reporting and Minnesota Legal Compliance	3

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**MINNEAPOLIS POLICE RELIEF ASSOCIATION  
MINNEAPOLIS, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2009**

**I. INTERNAL CONTROL OVER FINANCIAL REPORTING**

**PREVIOUSLY REPORTED ITEM NOT RESOLVED**

07-1 Internal Control/Segregation of Duties

Management is responsible for establishing and maintaining internal control. This responsibility includes the internal control over the various accounting cycles, the fair presentation of the financial statements and related notes, and the accuracy and completeness of all financial records and related information. Adequate segregation of duties is a key internal control in an organization's accounting system. The size of the Minneapolis Police Relief Association (MPRA) and its staffing limits the internal control that management can design and implement into the organization. This situation is not unusual in operations the size of the MPRA, but the Board of Directors should constantly be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from an internal control and accounting point of view.

Generally, segregation of duties can be attained with the hiring of additional personnel; however, this becomes a significant cost consideration to entities such as the MPRA. Under the above conditions, the most effective system of control lies in the knowledge of the Board of Directors regarding the MPRA's operations and the periodic review of those operations. We recommend the Board of Directors be mindful that limited staffing causes inherent risks in safeguarding the MPRA's assets and the proper reporting of its financial activity.

Client's Response:

*The MPRA Board of Directors is aware that due to the Association's staffing limitations, segregation of duties necessary to ensure adequate internal controls in the accounting system is very difficult. As does the Auditor, the MPRA recognizes that the trade-off of additional administrative expenses and the limited segregation of duties is an ongoing issue. Although this situation is not unusual for an organization our size, the MPRA Board will continue to review oversight procedures already in place and monitor staff to help assure procedures are being followed.*

## II. COMPLIANCE

### PREVIOUSLY REPORTED ITEM RESOLVED

#### **Components of Unit Value (03-1)**

Prior audits concluded that the MPRA's calculation of unit value was inconsistent with the 1995 Settlement Agreement with the City of Minneapolis and actual City payroll practices. These, and other issues regarding the unit value calculation, have been the subject of litigation between the City and the MPRA resulting in a District Court Judgment on May 17, 2010.

#### **Resolution**

The MPRA's Bylaws and Minn. Stat. § 423B.01, subd. 20, define a unit as 1/80th of the current monthly salary of a first grade patrol officer. The unit value paid as of December 2009 was \$96.64, which was also the unit value paid at year-end 2008, and calculated in a consistent manner as previous years. As a result of earlier Court Orders on September 21, 2009, and November 20, 2009, the MPRA recalculated the unit value, eliminating the components of vacation credit pay, performance premium, holiday pay, and overtime. The MPRA's recalculated unit value also excluded the shift differential component related to the accumulated compensation time, which was consistent with the May 17, 2010, Court Order. The unit value recalculated by the MPRA as a result of the Court Orders was \$86.71. Though we consider the issues raised in prior audits to be resolved, in the future, we will review the unit value calculation issue upon final resolution of the current litigation.





REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA

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### **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND MINNESOTA LEGAL COMPLIANCE**

Board of Directors  
Minneapolis Police Relief Association

#### Internal Control Over Financial Reporting

In planning and performing our audit of the basic financial statements of the Minneapolis Police Relief Association (MPRA) as of and for the year ended December 31, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered the MPRA's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the MPRA's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the MPRA's internal control over financial reporting.

A deficiency in internal control over financial reporting 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 and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the MPRA's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in the internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a deficiency in internal control over financial reporting that we consider to be a significant deficiency described in the accompanying Schedule of Findings and Recommendations as item 07-1. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

## Minnesota Legal Compliance

We have audited the basic financial statements of the MPRA as of and for the year ended December 31, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide for Local Government*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Local Government* covers three categories of compliance to be tested in audits of relief associations: deposits and investments, conflicts of interest, and relief associations. Our study included all of the listed categories.

The results of our tests indicate that, for the items tested, the MPRA complied with the material terms and conditions of applicable legal provisions.

The MPRA's written response to the internal control finding identified in our audit has been included in the Schedule of Findings and Recommendations. We did not audit the MPRA's response and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Board of Directors, management, and others within the MPRA and is not intended to be, and should not be, used by anyone other than those specified parties.

*/s/Rebecca Otto*

REBECCA OTTO  
STATE AUDITOR

*/s/Greg Hierlinger*

GREG HIERLINGER, CPA  
DEPUTY STATE AUDITOR

September 7, 2010