

STATE OF MINNESOTA

Office of the State Auditor



Rebecca Otto
State Auditor

NORMAN COUNTY
ADA, MINNESOTA

FOR THE YEAR ENDED DECEMBER 31, 2011

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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**NORMAN COUNTY
ADA, MINNESOTA**

For the Year Ended December 31, 2011



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

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**NORMAN COUNTY
ADA, MINNESOTA**

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**NORMAN COUNTY
ADA, MINNESOTA**

**ORGANIZATION
DECEMBER 31, 2011**

		<u>Term Expires</u>
Elected		
Commissioners		
Vice Chair	Marvin Gunderson	District 1 January 2013
Board Member	Nathan Redland	District 2 January 2015
Chair	Steve Jacobson	District 3 January 2013
Board Member	Lee Ann Hall	District 4 January 2015
Board Member	Steven Bommersbach	District 5 January 2013
Attorney	Susan Rantala Nelson*	January 2015
Auditor-Treasurer	Richard D. Munter	January 2015
County Recorder	Kari Aanenson	January 2015
Registrar of Deeds	Kari Aanenson	January 2015
County Sheriff	Jeremy Thornton	January 2015
Appointed		
Assessor	Greg Landa	December 2012
County Engineer	Milton Alm	May 2013
Coroner	Dr. Mary Ann Sens**	Indefinite
Court Administrator	Loretta Wiebolt	Indefinite
Emergency Services	Josh Holte	May 2012
Veterans Service Officer	Theresa Sandness	August 2014
Welfare Board		
Chair	Marvin Gunderson	January 2013
Vice Chair	Nathan Redland	January 2015
Secretary	Lee Ann Hall	January 2015
Member	Marian Cerkowniak	May 2012
Member	Carol Sorenson	May 2013
Member	Steven Bommersbach	January 2013
Member	Steve Jacobson	January 2013
Director	Chris Kujava	Indefinite

*Susan Rantala Nelson resigned as of February 29, 2012. James Brue is the current County Attorney until January 2015.

**Norman County does not have a signed contract at the present time; therefore, the term of the Coroner's position is indefinite until there is a signed contract.

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REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA

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INDEPENDENT AUDITOR'S REPORT

Board of County Commissioners
Norman County

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Norman County, Minnesota, as of and for the year ended December 31, 2011, which collectively comprise the County's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Norman County'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; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. 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 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Norman County as of December 31, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 1.D.9., Norman County has implemented Governmental Accounting Standards Board's Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Required Supplementary Information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. In accordance with auditing standards generally accepted in the United States of America, we have applied certain limited procedures to the required supplementary information, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Norman County's basic financial statements taken as a whole. The supplementary information, including the Schedule of Expenditures of Federal Awards required by OMB Circular A-133, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 22, 2012, on our consideration of Norman County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 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 should be considered in assessing the results of our audit.

/s/Rebecca Otto

REBECCA OTTO
STATE AUDITOR

/s/Greg Hierlinger

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

June 22, 2012

MANAGEMENT'S DISCUSSION AND ANALYSIS

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**NORMAN COUNTY
ADA, MINNESOTA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011
(Unaudited)**

Norman County's Management's Discussion and Analysis (MD&A) provides an overview of County financial activities for the fiscal year ended December 31, 2011. Since this information is designed to focus on the current year's activities, resulting changes, and currently known facts, it should be read in conjunction with Norman County's financial statements and the notes to the financial statements. All amounts, unless otherwise indicated, are expressed in whole dollars.

FINANCIAL HIGHLIGHTS

The assets of Norman County exceeded its liabilities by \$58,423,806 at the close of 2011. Of this amount, \$4,933,111 (unrestricted net assets) may be used to meet Norman County's ongoing obligations to citizens and creditors.

At the close of 2011, Norman County's governmental funds reported combined ending fund balances of \$5,290,950, a decrease of \$989,940 in comparison with the prior year. Approximately 25 percent of that total amount, or \$1,303,961, is nonspendable or restricted.

At the close of 2011, unrestricted fund balance for the General Fund was \$3,595,866, or 87.2 percent, of total General Fund expenditures.

Norman County currently has \$247,300 of bonded indebtedness. The money was used for the Perley and Hendrum dike projects completed the summer of 2011.

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to Norman County's basic financial statements. The County's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund level financial statements, and (3) notes to the financial statements. The MD&A (this section) is required to accompany the basic financial statements and is included as required supplementary information. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of Norman County's finances in a manner similar to a private-sector business.

The statement of net assets presents information on all of Norman County's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of Norman County is improving or deteriorating.

The statement of activities presents information showing how the government'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 result in cash flows only in future fiscal periods (for example, uncollected taxes and earned but unused vacation leave).

The County's government-wide financial statements report functions of the County that are principally supported by taxes and intergovernmental revenues. The governmental activities of Norman County include general government, public safety, highways and streets, sanitation, human services, health, culture and recreation, conservation of natural resources, and economic development.

The government-wide financial statements can be found as Exhibits 1 and 2 of this report.

Fund Level Financial Statements

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. Norman County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of Norman County can be divided into two categories: governmental funds and fiduciary funds.

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, County fund level 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 financing 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 short-term

financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Norman County reports eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, Road and Bridge Special Revenue Fund, and Human Services Special Revenue Fund, which are considered to be major funds. Data from the other five governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements after the notes to the financial statements.

Fiduciary funds. Fiduciary funds are used to account for assets held by the County as an agent for individuals, private organizations, other governments, or other funds. The County's fiduciary activities are reported in a separate statement of fiduciary net assets and a statement of changes in fiduciary net assets. These activities are not reflected in the government-wide financial statements because those resources are not available to support the County's programs.

Notes to the Financial Statements

The notes to the financial statements provide additional information essential to a full understanding of the data provided.

Other Information

In addition to the basic financial statements and notes, supplementary information is provided on Norman County's budgeted funds, deposits and investments, ditch balances, intergovernmental revenues and expenditures of federal awards.

Norman County adopts an annual appropriated budget for its General Fund and all special revenue funds except for the Ditch Fund and Gravel Tax Fund. Budgetary comparison statements have been provided for the County's major funds to demonstrate compliance with these budgets.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Over time, net assets serve as a useful indicator of the County's financial position. Norman County's assets exceeded liabilities by \$58,423,806 at the close of 2011. The largest portion of Norman County's net assets (85.4 percent) reflects its investment in capital assets (land, infrastructure, buildings, and equipment). However, it should be noted that these assets are not available for future spending.

Governmental Net Assets

	<u>2011</u>	<u>2010</u>
Current and other assets	\$ 9,746,640	\$ 8,499,809
Capital assets	<u>49,884,988</u>	<u>48,433,471</u>
Total Assets	<u>\$ 59,631,628</u>	<u>\$ 56,933,280</u>
Long-term liabilities outstanding	\$ 783,864	\$ 722,505
Other liabilities	<u>423,958</u>	<u>484,753</u>
Total Liabilities	<u>\$ 1,207,822</u>	<u>\$ 1,207,258</u>
Net Assets		
Invested in capital assets, net of related debt	\$ 49,879,048	\$ 48,433,471
Restricted	3,611,647	1,495,288
Unrestricted	<u>4,933,111</u>	<u>5,797,263</u>
Total Net Assets	<u>\$ 58,423,806</u>	<u>\$ 55,726,022</u>

The unrestricted net asset amount of \$4,933,111 as of December 31, 2011, may be used to meet the County's ongoing obligations to citizens and creditors.

Governmental Activities

Norman County's activities increased net assets by \$2,697,784, or 4.8 percent, over the 2010 net assets. The key elements of the increase were an increase in investment in capital assets and an increase in restricted for highways and streets in 2011.

Changes in Net Assets

	<u>2011</u>	<u>2010</u>
Revenues		
Program revenues		
Charges for services	\$ 846,012	\$ 872,415
Operating grants and contributions	6,574,307	7,318,175
Capital grants and contributions	1,153,764	697,112
General revenues		
Property taxes	3,625,515	3,378,158
Gravel taxes	33,148	30,935
Grants and contributions not restricted to specific programs	539,982	821,993
Other	<u>387,215</u>	<u>254,530</u>
Total Revenues	<u>\$ 13,159,943</u>	<u>\$ 13,373,318</u>

	<u>2011</u>	<u>2010</u>
Expenses		
General government	\$ 1,240,843	\$ 2,228,663
Public safety	1,219,221	1,270,246
Highways and streets	4,751,454	4,373,006
Sanitation	362,326	358,709
Human services	2,196,903	2,094,402
Health	300,364	306,227
Culture and recreation	115,841	1,060,250
Conservation of natural resources	256,598	547,131
Economic development	6,699	80,220
Interest	11,910	-
	<u>\$ 10,462,159</u>	<u>\$ 12,318,854</u>
Total Expenses		
Increase in Net Assets	\$ 2,697,784	\$ 1,054,464
Net Assets, January 1	<u>55,726,022</u>	<u>54,671,558</u>
Net Assets, December 31	<u>\$ 58,423,806</u>	<u>\$ 55,726,022</u>

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the County's governmental funds is to provide information on short-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the County's financing requirements. In particular, unrestricted fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the County's governmental funds reported combined ending fund balances of \$5,290,950, a decrease of \$989,940 in comparison with the prior year. The majority of the decrease was due to an increase in deferred revenue unavailable for highway projects.

The General Fund is the chief operating fund of Norman County. At the end of the current fiscal year, unrestricted fund balance of the General Fund was \$3,595,866, while total fund balance was \$4,122,334. As a measure of the General Fund's liquidity, it may be useful to compare unrestricted fund balance to total fund expenditures. Unrestricted fund balance represents 87.2 percent of total General Fund expenditures. The County Board has determined that the County should maintain a minimum unrestricted fund balance of 16 percent of the total General Fund expenditures. At December 31, 2011, the unrestricted fund balance of the General Fund is

well above the minimum balance established by the Board. In 2011, fund balance in the General Fund increased by \$57,533. The main reason for the increase was due to net transfers in to the General Fund.

The Road and Bridge Special Revenue Fund’s fund balance decreased by \$955,065 in 2011. The main reason for this decrease was increased expenditures for highway projects including flood-related projects which were not reimbursed in time to meet the revenue recognition period, so the reimbursement revenue was deferred.

The Human Services Special Revenue Fund’s fund balance decreased by \$136,122 due to excess expenditures over revenues. Excess expenditures over revenues were budgeted to reduce the fund balance and provide additional levy revenue for other funds.

General Fund Budgetary Highlights

The Norman County Board of Commissioners made a budget amendment/revision to increase the Attorney budget by \$18,000 in 2011.

The actual revenues were higher than budgeted revenues by \$341,184, and actual expenditures were higher than budgeted expenditures by \$423,377. The largest revenue variance was in intergovernmental revenue received in excess of what was budgeted. The largest expenditure variances were for planning and zoning, county building, and courts expenditures for general government, and ambulance expenditures for health.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The County’s investment in capital assets for its governmental activities as of December 31, 2011, was \$49,884,988 (net of accumulated depreciation). This investment in capital assets includes land, buildings, equipment, and infrastructure. The total increase in Norman County’s investment in capital assets for the current fiscal year was 3 percent. The increases were attributed primarily to construction in progress for infrastructure.

**Governmental Capital Assets
(Net of Depreciation)**

	2011	2010
Land	\$ 907,743	\$ 904,383
Construction in progress	904,464	1,082,404
Infrastructure	44,563,212	43,713,264
Buildings	2,169,324	1,457,433
Furniture, equipment, and machinery	1,340,245	1,275,987
Total	\$ 49,884,988	\$ 48,433,471

Additional information on the County's capital assets can be found in the notes to the financial statements.

Long-Term Debt

At the end of the current fiscal year, Norman County had \$247,300 of bonded indebtedness. This debt was issued for the Perley and Hendrum dike projects completed in 2011.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

- Norman County is very dependent on state-paid aids, credits, and grants. Should the State of Minnesota significantly change the formula for state-aid payments to the County, it would have a significant impact on next year's budget. Due to the cuts in the state-aid payments, the Norman County budget is not balanced for 2011.
- The County completed Phase IV of the courthouse project, which includes replacing windows.
- A Presidential Declaration of a Major Disaster was declared in 2011 again for the spring flooding. This has a definite impact on the 2011 financial statements of Norman County. The County pays for all the repair work and submits claims to the Federal Emergency Management Agency (FEMA) for reimbursement. Generally, the funds from FEMA won't get here in the current year.
- The County is reviewing revenue sources and considering cost-effective and efficient ways to deliver Norman County's programs and services that will influence future budgets.

REQUESTS FOR INFORMATION

This annual financial report is designed to provide a general overview of Norman County's finances for all those with an interest in the County's finances. Questions concerning any of the information provided in this report, or requests for additional financial information, should be addressed to the Norman County Auditor-Treasurer, P. O. Box 266, Ada, Minnesota 56510.

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BASIC FINANCIAL STATEMENTS

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 1

**STATEMENT OF NET ASSETS
GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2011**

Assets

Cash and pooled investments	\$	4,852,039
Taxes receivable		
Current - net		38,171
Prior - net		33,687
Special assessments receivable		
Current - net		18,678
Prior - net		15,641
Deferred - net		238,686
Accounts receivable - net		71,952
Accrued interest receivable		3,850
Due from other governments		3,991,987
Inventories		481,949
Capital assets		
Non-depreciable		1,812,207
Depreciable - net of accumulated depreciation		48,072,781
		48,072,781
Total Assets	\$	59,631,628

Liabilities

Accounts payable	\$	145,043
Salaries payable		25,588
Contracts payable		192,808
Due to other governments		45,905
Customer deposits		4,281
Accrued interest payable		3,901
Unearned revenue		6,432
Long-term liabilities		
Due within one year		143,749
Due in more than one year		640,115
		640,115
Total Liabilities	\$	1,207,822

Net Assets

Invested in capital assets - net of related debt	\$	49,879,048
Restricted for		
General government		256,517
Public safety		274,951
Highways and streets		2,788,499
Conservation of natural resources		218,909
Debt service		72,771
Unrestricted		4,933,111
		4,933,111
Total Net Assets	\$	58,423,806

The notes to the financial statements are an integral part of this statement.

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 2

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2011**

	Program Revenues			Net (Expense)
Expenses	Fees, Charges, Fines, and Other	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Assets
<u>Functions/Programs</u>				
Primary government				
Governmental activities				
General government	\$ 1,240,843	\$ 192,066	\$ 317,237	\$ -
Public safety	1,219,221	56,340	134,526	-
Highways and streets	4,751,454	26,232	4,548,934	1,153,764
Sanitation	362,326	248,200	53,441	-
Human services	2,196,903	301,208	1,136,425	-
Health	300,364	994	219,112	-
Culture and recreation	115,841	14,313	68,456	-
Conservation of natural resources	256,598	6,659	81,923	-
Economic development	6,699	-	14,253	-
Interest	11,910	-	-	-
Total Governmental Activities	<u>\$ 10,462,159</u>	<u>\$ 846,012</u>	<u>\$ 6,574,307</u>	<u>\$ 1,153,764</u>
General Revenues				
Property taxes				\$ 3,625,515
Gravel taxes				33,148
Mortgage registry and deed taxes				4,179
Grants and contributions not restricted to specific programs				539,982
Payments in lieu of tax				31,325
Investment income				16,371
Miscellaneous				278,668
Rental income				56,672
Total general revenues				<u>\$ 4,585,860</u>
Change in net assets				\$ 2,697,784
Net Assets - Beginning				<u>55,726,022</u>
Net Assets - Ending				<u>\$ 58,423,806</u>

FUND FINANCIAL STATEMENTS

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GOVERNMENTAL FUNDS

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 3

**BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2011**

	<u>General</u>	<u>Road and Bridge</u>	<u>Human Services</u>	<u>Nonmajor Funds</u>	<u>Total</u>
<u>Assets</u>					
Cash and pooled investments	\$ 3,199,215	\$ -	\$ 1,187,949	\$ 329,826	\$ 4,716,990
Petty cash and change funds	4,600	200	-	-	4,800
Undistributed cash in agency funds	79,841	18,233	12,163	20,012	130,249
Taxes receivable					
Current	24,189	8,224	5,483	275	38,171
Prior	21,714	7,037	4,692	244	33,687
Special assessments receivable					
Current	17,091	-	-	1,587	18,678
Prior	15,478	-	-	163	15,641
Deferred	-	-	-	238,686	238,686
Accounts receivable	13,695	16,546	4,530	37,181	71,952
Accrued interest receivable	3,850	-	-	-	3,850
Due from other funds	756,497	2,136	-	-	758,633
Due from other governments	186,756	3,721,392	80,688	3,151	3,991,987
Inventories	-	481,949	-	-	481,949
Total Assets	<u>\$ 4,322,926</u>	<u>\$ 4,255,717</u>	<u>\$ 1,295,505</u>	<u>\$ 631,125</u>	<u>\$ 10,505,273</u>

**NORMAN COUNTY
ADA, MINNESOTA**

**EXHIBIT 3
(Continued)**

**BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2011**

	<u>General</u>	<u>Road and Bridge</u>	<u>Human Services</u>	<u>Nonmajor Funds</u>	<u>Total</u>
<u>Liabilities and Fund Balances</u>					
Liabilities					
Accounts payable	\$ 53,326	\$ 10,588	\$ 68,979	\$ 12,150	\$ 145,043
Salaries payable	10,749	12,252	2,587	-	25,588
Contracts payable	34,486	158,322	-	-	192,808
Due to other funds	-	756,497	-	2,136	758,633
Due to other governments	19,602	2,801	1,157	22,345	45,905
Customer deposits	550	-	-	3,731	4,281
Deferred revenue - unavailable	81,879	3,674,790	8,443	270,521	4,035,633
Deferred revenue - unearned	-	6,432	-	-	6,432
Total Liabilities	\$ 200,592	\$ 4,621,682	\$ 81,166	\$ 310,883	\$ 5,214,323
Fund Balances					
Nonspendable					
Inventories	\$ -	\$ 481,949	\$ -	\$ -	\$ 481,949
Restricted for					
Debt service	-	-	-	72,771	72,771
Law library	47,948	-	-	-	47,948
Recorder's technology equipment	79,938	-	-	-	79,938
Real estate tax shortfall	21,160	-	-	-	21,160
E-911	263,649	-	-	-	263,649
Recorder's compliance	101,162	-	-	-	101,162
HAVA	6,066	-	-	-	6,066
Gravel pit postclosure	-	-	-	74,027	74,027
County state-aid highway system	-	3,864	-	-	3,864
Ditch maintenance and construction	-	-	-	144,882	144,882
By donors for specific purposes - K9	6,302	-	-	-	6,302
Attorney forfeitures	243	-	-	-	243
Committed to					
Township road restoration	-	189,748	-	-	189,748
Sheriff's contingencies	5,000	-	-	-	5,000
Assigned to					
Human services	-	-	1,214,339	-	1,214,339
County homes	-	-	-	35,160	35,160
Unassigned	3,590,866	(1,041,526)	-	(6,598)	2,542,742
Total Fund Balances	\$ 4,122,334	\$ (365,965)	\$ 1,214,339	\$ 320,242	\$ 5,290,950
Total Liabilities and Fund Balances	\$ 4,322,926	\$ 4,255,717	\$ 1,295,505	\$ 631,125	\$ 10,505,273

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 4

**RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO
THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS--GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2011**

Fund balances - total governmental funds (Exhibit 3)	\$	5,290,950
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		49,884,988
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the governmental funds.		4,035,633
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
General obligation bonds	\$	(247,300)
Capital lease		(5,940)
Accrued interest payable		(3,901)
Compensated absences		(409,438)
Net OPEB liability		(121,186)
		<u>(787,765)</u>
Net Assets of Governmental Activities (Exhibit 1)	\$	<u>58,423,806</u>

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 5

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>General</u>	<u>Road and Bridge</u>	<u>Human Services</u>	<u>Nonmajor Funds</u>	<u>Total</u>
Revenues					
Taxes	\$ 2,324,423	\$ 800,041	\$ 514,584	\$ 30,789	\$ 3,669,837
Special assessments	219,245	-	-	85,585	304,830
Licenses and permits	4,247	-	-	400	4,647
Intergovernmental	894,501	3,517,591	1,215,683	59,772	5,687,547
Charges for services	232,203	24,556	237,267	247,861	741,887
Gifts and contributions	389	-	-	-	389
Interest on investments	16,197	-	-	-	16,197
Miscellaneous	107,674	232,327	63,941	29,200	433,142
Total Revenues	\$ 3,798,879	\$ 4,574,515	\$ 2,031,475	\$ 453,607	\$ 10,858,476
Expenditures					
Current					
General government	\$ 1,958,933	\$ -	\$ -	\$ 1,475	\$ 1,960,408
Public safety	1,198,074	-	-	-	1,198,074
Highways and streets	-	5,208,526	-	-	5,208,526
Sanitation	-	-	-	359,055	359,055
Human services	8,513	-	2,173,382	12,761	2,194,656
Health	300,364	-	-	-	300,364
Culture and recreation	115,841	-	-	-	115,841
Conservation of natural resources	210,922	-	-	45,748	256,670
Economic development	6,699	-	-	-	6,699
Intergovernmental					
Highways and streets	-	293,945	-	-	293,945
Debt service					
Principal	-	-	336	-	336
Interest	-	-	123	7,854	7,977
Administrative (fiscal) charges	-	-	32	-	32
Total Expenditures	\$ 3,799,346	\$ 5,502,471	\$ 2,173,873	\$ 426,893	\$ 11,902,583
Excess of Revenues Over (Under)					
Expenditures	\$ (467)	\$ (927,956)	\$ (142,398)	\$ 26,714	\$ (1,044,107)
Other Financing Sources (Uses)					
Transfers in	\$ 75,000	\$ -	\$ -	\$ 17,000	\$ 92,000
Transfers out	(17,000)	(75,000)	-	-	(92,000)
Capital lease/installment purchase	-	-	6,276	-	6,276
Total Other Financing Sources/Uses	\$ 58,000	\$ (75,000)	\$ 6,276	\$ 17,000	\$ 6,276
Net Change in Fund Balance	\$ 57,533	\$ (1,002,956)	\$ (136,122)	\$ 43,714	\$ (1,037,831)
Fund Balance - January 1	4,064,801	589,100	1,350,461	276,528	6,280,890
Increase (decrease) in inventories	-	47,891	-	-	47,891
Fund Balance - December 31	\$ 4,122,334	\$ (365,965)	\$ 1,214,339	\$ 320,242	\$ 5,290,950

The notes to the financial statements are an integral part of this statement.

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 6

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES--GOVERNMENTAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2011**

Net change in fund balances - total governmental funds (Exhibit 5) \$ (1,037,831)

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

Governmental funds report capital outlay 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. Also, in the statement of activities, only the gain or loss on the disposal of assets is reported; whereas, in the governmental funds, the proceeds from the sale increase financial resources. Therefore, the change in net assets differs from the change in fund balance by the net book value of the assets disposed of.

Expenditures for general capital assets and infrastructure	\$ 3,155,827	
Net book value of assets disposed of	(155,129)	
Current year depreciation	<u>(1,549,181)</u>	1,451,517

In the funds, under the modified accrual basis, receivables not available for expenditure are deferred. In the statement of activities, those revenues are recognized when earned. The adjustment to revenue between the fund statements and the statement of activities is the increase or decrease in revenue deferred as unavailable.

Deferred revenue - December 31	\$ 4,035,633	
Deferred revenue - January 1	<u>(1,734,166)</u>	2,301,467

Issuing long-term debt provides current financial resources to governmental funds, while the repayment of debt consumes current financial resources. Neither transaction, however, has any effect on net assets. Also, governmental funds report the net effect of issuance costs, premiums, discounts, and similar items when debt is first issued; whereas, those amounts are deferred and amortized over the life of the debt in the statement of net assets.

New debt issued		
Capital lease purchase		(6,276)

Principal repayments		
Capital lease		336

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.

Change in accrued interest payable	\$ (3,901)	
Change in compensated absences	(18,862)	
Change in inventories	47,891	
Change in net OPEB liability	<u>(36,557)</u>	<u>(11,429)</u>

Change in Net Assets of Governmental Activities (Exhibit 2) \$ 2,697,784

The notes to the financial statements are an integral part of this statement.

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FIDUCIARY FUNDS

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 7

**STATEMENT OF FIDUCIARY NET ASSETS
FIDUCIARY FUNDS
DECEMBER 31, 2011**

	<u>Children's Collaborative Investment Trust</u>	<u>Agency</u>
<u>Assets</u>		
Cash and pooled investments	\$ 18,263	\$ 163,476
Accrued interest receivable	33	-
Total Assets	<u>\$ 18,296</u>	<u>\$ 163,476</u>
<u>Liabilities</u>		
Accounts payable	\$ -	\$ 780
Due to other governments	-	142,825
Funds held in trust	-	19,871
Total Liabilities	<u>\$ -</u>	<u>\$ 163,476</u>
<u>Net Assets</u>		
Net assets held in trust for pooled participants	<u>\$ 18,296</u>	

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT 8

**STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
FIDUCIARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Family Service Collaborative Investment Trust</u>
<u>Additions</u>	
Contributions from participants	\$ 32,945
Investment earnings	
Interest	<u>343</u>
Total Additions	\$ 33,288
<u>Deductions</u>	
Pool participant withdrawals	<u>54,991</u>
Change in Net Assets	\$ (21,703)
Net Assets - Beginning of the Year	<u>39,999</u>
Net Assets - End of the Year	<u><u>\$ 18,296</u></u>

**NORMAN COUNTY
ADA, MINNESOTA**

**NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2011**

1. Summary of Significant Accounting Policies

The County's financial statements are prepared in accordance with generally accepted accounting principles (GAAP) for the year ended December 31, 2011. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board issued through November 30, 1989, (when applicable) that do not conflict with or contradict GASB pronouncements. The more significant accounting policies established in GAAP and used by the County are discussed below.

A. Financial Reporting Entity

Norman County was established February 17, 1881, and is an organized county having the powers, duties, and privileges granted counties by Minn. Stat. ch. 373. The County is governed by a five-member Board of Commissioners elected from districts within the County. The Board is organized with a chair and vice chair elected at the annual meeting in January of each year.

Joint Ventures

The County participates in joint ventures, related organizations, and jointly-governed organizations described in Notes 6.D., 6.E., and 6.F., respectively.

B. Basic Financial Statements

1. Government-Wide Statements

The government-wide financial statements (the statement of net assets and the statement of activities) display information about the County. These statements include the financial activities of the overall County government, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities.

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

B. Basic Financial Statements

1. Government-Wide Statements (Continued)

In the government-wide statement of net assets, the governmental activities: (a) are presented on a consolidated basis; and (b) are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The County's net assets are reported in three parts: (1) invested in capital assets, net of related debt; (3) restricted net assets; and (4) unrestricted net assets. The County first utilizes restricted resources to finance qualifying activities.

The statement of activities demonstrates the degree to which the direct expenses of each function of the County's governmental activities are offset by program revenues. Direct expenses are those clearly identifiable with a specific function or activity. Program revenues include: (1) fees, fines, and charges paid by the recipients of goods, services, or privileges provided by a given function or activity; and (2) grants and contributions restricted to meeting the operational or capital requirements of a particular function or activity. Revenues not classified as program revenues, including all taxes, are presented as general revenues.

2. Fund Financial Statements

The fund financial statements provide information about the County's funds, including its fiduciary funds. Separate statements for each fund category--governmental and fiduciary--are presented. The emphasis of governmental fund financial statements is on major individual governmental funds, with each displayed as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor funds.

The County reports the following major governmental funds:

The General Fund is the County's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

B. Basic Financial Statements

2. Fund Financial Statements (Continued)

The Road and Bridge Special Revenue Fund is used to account for revenues and expenditures of the County Highway Department, which is responsible for the construction and maintenance of roads, bridges, and other projects affecting County roadways.

The Human Services Special Revenue Fund is used to account for economic assistance and community social services programs.

Additionally, the County reports the following fund types:

The Children's Collaborative Investment Trust Fund accounts for the external pooled and non-pooled investments on behalf of the Children's Collaborative Serving Norman County Families.

Agency funds are custodial in nature and do not present results of operations or have a measurement focus. These funds account for assets that the County holds for others in an agent capacity.

C. Measurement Focus and Basis of Accounting

The government-wide and fiduciary fund 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. Property taxes are recognized as revenues in the year for which they are levied. Shared revenues are generally recognized in the period the appropriation goes into effect. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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. Norman County considers all revenues as available if collected within 60 days after the end of the current period. Property and other taxes, licenses, and interest are all considered

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

C. Measurement Focus and Basis of Accounting (Continued)

susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, compensated absences, and claims and judgments, which are recognized as expenditures to the extent that they have matured. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

When both restricted and unrestricted resources are available for use, it is the County's policy to use restricted resources first and then unrestricted resources as needed, unless the County Board takes specific action to appropriate those unrestricted resources.

D. Assets, Liabilities, and Net Assets or Equity

1. Deposits and Investments

The cash balances of substantially all funds are pooled and invested by the County Auditor-Treasurer for the purpose of increasing earnings through investment activities. Pooled and fund investments are reported at their fair value at December 31, 2011, based on market prices. Pursuant to Minn. Stat. § 385.07, investment earnings on cash and pooled investments are credited to the General Fund. Other funds received investment earnings based on other state statutes, grant agreements, contracts, and bond covenants. Pooled investment earnings for 2011 were \$16,540.

2. External Investment Pools

Included in total cash and pooled investments are the assets held for the Norman County Children's Collaborative in an external investment pool. For the purposes of financial reporting, the Children's Collaborative portion of the County's pool of cash and investments is reported as an investment trust fund. Assets in the pool are reported at fair value based on quoted market prices. The pool is not subject to regulatory oversight, and the fair value of the position in the pool is the same as the pool shares. Fair value amounts are determined at year-end. The County has not provided or obtained any legally binding guarantees to support the value of the pool.

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Assets or Equity (Continued)

3. Receivables and Payables

Activities between funds representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (the current portion of interfund loans) or “advances to/from other funds” (the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.”

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate they are not available for appropriation and are not expendable available financial resources.

No allowance has been made for uncollectible receivables.

Property taxes are levied as of January 1 on property values assessed as of the same date. The tax levy notice is mailed in March with the first half payment due May 15 and the second half payment due October 15. Unpaid taxes at December 31 become liens on the respective property and are classified in the financial statements as delinquent taxes receivable.

4. Inventories

All inventories are valued at cost using the weighted average method. Inventories in governmental funds are recorded as expenditures when purchased rather than when consumed. Inventories at the government-wide level are recorded as expenses when consumed.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (for example, roads, bridges, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are defined by the County as assets with an initial, individual cost of more than the capitalization threshold and

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Assets or Equity

5. Capital Assets (Continued)

an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The government's capitalization threshold for capital assets is as follows:

Assets	Capitalization Threshold
Land	\$ 1
All other classes of assets	5,000

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the County are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	25 - 50
Improvements other than buildings	20 - 35
Public domain infrastructure	15 - 75
Furniture, equipment, and vehicles	3 - 15

6. Compensated Absences

The liability for compensated absences reported in the financial statements consists of unpaid, accumulated annual and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. Compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Assets or Equity (Continued)

7. Deferred Revenue

All County funds and the government-wide financial statements defer revenue for resources that have been received, but not yet earned. Governmental funds also report deferred revenue in connection with receivables for revenues not considered to be available to liquidate liabilities of the current period.

8. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets. In the fund financial statements, the face amount of the debt issued is reported as an other financing source.

9. Classification of Fund Balances

In 2011, Norman County implemented the requirements of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund types.

Fund balance is divided into five classifications based primarily on the extent to which the County is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Nonspendable - the nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Restricted - fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation.

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Assets or Equity

9. Classification of Fund Balances (Continued)

Committed - the committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance or resolution) of the County Board. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts.

Assigned - amounts in the assigned fund balance classification includes amounts the County intends to use for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the County Board or the County Auditor/Treasurer who has been delegated that authority by Board resolution.

Unassigned - Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other fund balance classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted or committed.

The County applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**NORMAN COUNTY
ADA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Assets or Equity (Continued)

10. Minimum Fund Balance

Unrestricted fund balance (committed, assigned, and unassigned) may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget revision by the County's Board. In the event of projected revenue shortfalls, it is the responsibility of the County Auditor-Treasurer to report the projections to the County's Board on a quarterly basis and shall be recorded in the minutes.

Any budget revision that will result in the unrestricted fund balance dropping below the minimum level will require the approval of 3/5 vote of the County Board.

The Fund Balance Policy establishes a minimum unrestricted fund balance equal to 16 percent of total General Fund expenditures. In the event that the balance drops below the established minimum level, the County Board will develop a plan to replenish the fund balance to the established minimum level within two years.

11. Use of Estimates

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

12. Reclassifications

Several account balances were reclassified as of and for the year ended December 31, 2010, as previously reported due to implementation of GASB 54. These reclassifications, which did not require a restatement of net assets or fund balance, were required for comparability to the financial statements as of and for the year ended December 31, 2011. Although comparative statements for 2010 are not presented here, these reclassifications must be considered when comparing the financial statements of this report with those of prior reports.

**NORMAN COUNTY
ADA, MINNESOTA**

2. Stewardship, Compliance, and Accountability

A. Deficit Fund Equity

Road and Bridge Special Revenue Fund

The Road and Bridge Special Revenue Fund had a deficit fund balance of \$365,965 as of December 31, 2011. The fund balance deficit will be eliminated through future FEMA money that Norman County is expecting to receive.

Solid Waste Special Revenue Fund

The Solid Waste Special Revenue Fund had a deficit fund balance of \$2,220 as of December 31, 2011. The fund balance deficit will be eliminated through future collections.

Ditch Fund Deficits

Of 37 drainage systems, 5 have incurred expenditures in excess of their revenues and available resources. These deficits will be eliminated with future special assessment levies against benefited properties. The following summary shows the fund balances of the Ditch Special Revenue and Debt Service Funds as of December 31, 2011:

Restricted fund balances	\$	217,653
Unassigned fund balances		(4,378)
Total Fund Balances	\$	213,275

B. Excess of Expenditures Over Budget

The following is a summary of individual funds that had expenditures in excess of budget for the year ended December 31, 2011.

	Expenditures	Budget	Excess
General Fund	\$ 3,799,346	\$ 3,375,969	\$ 423,377
Special Revenue Funds			
Road and Bridge	5,502,471	4,585,215	917,256
Human Services	2,173,873	2,075,269	98,604

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

The County's total cash and investments follows:

Governmental activities	
Cash and pooled investments	\$ 4,852,039
Fiduciary funds	
Cash and pooled investments	
Investment trust fund	18,263
Agency funds	<u>163,476</u>
 Total Cash and Investments	 <u>\$ 5,033,778</u>

a. Deposits

The County is authorized by Minn. Stat. §§ 118A.02 and 118A.04 to designate a depository for public funds and to invest in certificates of deposit. The County is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better and revenue obligations rated "AA" or better; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution not owned or controlled by the financial institution furnishing the collateral.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the County's deposits may not be returned to it. The County does not have a deposit policy for custodial credit risk. As of December 31, 2011, the County's deposits were not exposed to custodial credit risk.

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments (Continued)

b. Investments

The County may invest in the following types of investments as authorized by Minn. Stat. §§ 118A.04 and 118A.05:

- (1) securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as “high risk” by Minn. Stat. § 118A.04, subd. 6;
- (2) mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;
- (3) general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service;
- (4) bankers’ acceptances of United States banks;
- (5) commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less; and
- (6) with certain restrictions, in repurchase agreements, securities lending agreements, joint powers investment trusts, and guaranteed investment contracts.

During the year ended December 31, 2011, the County had no investments.

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets (Continued)

2. Receivables

Receivables as of December 31, 2011, for the County's governmental activities are as follows:

	Total Receivables	Amounts Not Scheduled for Collection During the Subsequent Year
Taxes	\$ 71,858	\$ -
Special assessments	273,005	238,686
Accounts	71,952	-
Interest	3,850	-
Due from other governments	3,991,987	-
Total	\$ 4,412,652	\$ 238,686

3. Capital Assets

Capital asset activity for the year ended December 31, 2011, was as follows:

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets not depreciated				
Land	\$ 904,383	\$ 3,360	\$ -	\$ 907,743
Construction in progress	1,082,404	904,464	1,082,404	904,464
Total capital assets not depreciated	\$ 1,986,787	\$ 907,824	\$ 1,082,404	\$ 1,812,207
Capital assets depreciated				
Buildings	\$ 2,765,753	\$ 822,690	\$ -	\$ 3,588,443
Machinery, furniture, and equipment	4,548,485	531,717	407,092	4,673,110
Infrastructure	59,060,504	1,976,000	-	61,036,504
Total capital assets depreciated	\$ 66,374,742	\$ 3,330,407	\$ 407,092	\$ 69,298,057
Less: accumulated depreciation for				
Buildings	\$ 1,308,320	\$ 110,799	\$ -	\$ 1,419,119
Machinery, furniture, and equipment	3,272,498	312,330	251,963	3,332,865
Infrastructure	15,347,240	1,126,052	-	16,473,292
Total accumulated depreciation	\$ 19,928,058	\$ 1,549,181	\$ 251,963	\$ 21,225,276
Total capital assets depreciated, net	\$ 46,446,684	\$ 1,781,226	\$ 155,129	\$ 48,072,781
Governmental Activities Capital Assets, Net	\$ 48,433,471	\$ 2,689,050	\$ 1,237,533	\$ 49,884,988

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

3. Capital Assets (Continued)

Depreciation expense was charged to functions/programs of the County as follows:

General government	\$	97,469
Public safety		39,791
Highways and streets, including depreciation of infrastructure assets		1,386,335
Human services		<u>25,586</u>
Total Depreciation Expense	\$	<u><u>1,549,181</u></u>

B. Interfund Receivables and Payables

The composition of interfund balances as of December 31, 2011, is as follows:

1. Due To/From Other Funds

Receivable Fund	Payable Fund	Amount
General Fund	Road and Bridge Special Revenue Fund	\$ 756,497
Road and Bridge Special Revenue Fund	Other governmental funds	<u>2,136</u>
Total Due To/From Other Funds		<u><u>\$ 758,633</u></u>

The amount due to the General Fund from the Road and Bridge Special Revenue Fund is \$756,497 to cover the deficit. The other outstanding balances between funds result mainly from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

B. Interfund Receivables and Payables (Continued)

2. Interfund Transfers

Interfund transfers for the year ended December 31, 2011, consisted of the following:

Transfer to General Fund from Road and Bridge Special Revenue Fund	\$ 75,000	To pay for future expenses for building salt shed that will occur in 2012.
Transfer to Solid Waste Special Revenue Fund from General Fund	<u>17,000</u>	Transferred funds to help cover negative fund balance.
Total Transfers	<u>\$ 92,000</u>	

C. Liabilities

1. Payables

Payables at December 31, 2011, were as follows:

Accounts	\$ 145,043
Salaries	25,588
Contracts	192,808
Due to other governments	45,905
Customer deposits	<u>4,281</u>
Total Payables	<u>\$ 413,625</u>

2. Deferred Revenue

Deferred revenue as of December 31, 2011, for the County is as follows:

	<u>Deferred Unavailable</u>	<u>Deferred Unearned</u>
Governmental Funds		
Taxes	\$ 60,028	\$ -
Special assessments	267,999	-
State-aid highway allotments	2,892,707	6,432
Charges for services	32,154	-
Grants	782,571	-
Interest	<u>174</u>	<u>-</u>
Total Governmental Funds	<u>\$ 4,035,633</u>	<u>\$ 6,432</u>

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

C. Liabilities (Continued)

3. Construction Commitments

The government has active construction projects as of December 31, 2011. The projects include the following:

	Spent-to-Date	Remaining Commitment
Governmental activities		
Roads and bridges	\$ 812,639	\$ 943,072

4. Capital Leases

In 2011, the County entered into a lease agreement as lessee for financing the acquisition of a Canon Copier. This lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The capital lease consists of the following at December 31, 2011:

Lease	Maturity	Installment	Payment Amount	Original	Balance
2011 Copier	2015	Monthly	\$ 153	\$ 6,276	\$ 5,940

The future minimum lease obligations and the net present value of these minimum lease payments as of December 31, 2011, were as follows:

Year Ending December 31	Governmental Activities
2012	\$ 1,966
2013	1,965
2014	1,965
2015	1,474
Total minimum lease payments	\$ 7,370
Less: amount representing interest	(1,430)
Present Value of Minimum Lease Payments	\$ 5,940

**NORMAN COUNTY
ADA, MINNESOTA**

3. Detailed Notes on All Funds

C. Liabilities (Continued)

5. Long-Term Debt

Bonds Payable

Type of Indebtedness	Final Maturity	Installment Amounts	Interest Rate (%)	Original Issue Amount	Outstanding Balance December 31, 2011
General obligation bonds					
2010A G.O. Watershed Bonds	2031	\$6,000 - \$15,000	1.00 - 5.25	\$ 247,300	\$ 247,300

6. Debt Service Requirements

Debt service requirements at December 31, 2011, were as follows:

Year Ending December 31	General Obligation Bonds	
	Principal	Interest
2012	\$ 6,000	\$ 9,332
2013	11,000	9,225
2014	11,000	9,049
2015	11,000	8,832
2016	12,000	8,564
2017 - 2021	66,500	36,960
2022 - 2026	59,000	24,901
2027 - 2031	70,800	9,377
Total	\$ 247,300	\$ 116,240

7. Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2011, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
General obligation bonds	\$ 247,300	\$ -	\$ -	\$ 247,300	\$ 6,000
Capital lease	-	6,276	336	5,940	1,415
Net OPEB liability	84,629	36,557	-	121,186	-
Compensated absences	390,576	276,371	257,509	409,438	136,334
Total Long-Term Liabilities	\$ 722,505	\$ 319,204	\$ 257,845	\$ 783,864	\$ 143,749

**NORMAN COUNTY
ADA, MINNESOTA**

4. Pension Plans

A. Defined Benefit Plan

Plan Description

All full-time and certain part-time employees of Norman County are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Fund and the Public Employees Police and Fire Fund, which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minn. Stat. chs. 353 and 356.

General Employees Retirement Fund members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security, and Basic Plan members are not. All new members must participate in the Coordinated Plan, and benefits vest after three years of credited service (five years for those first eligible for membership after June 30, 2010).

All police officers, firefighters, and peace officers who qualify for membership by statute are covered by the Public Employees Police and Fire Fund. For members first eligible for membership after June 30, 2010, benefits vest on a graduated schedule starting with 50 percent after five years and increasing 10 percent for each year of service until fully vested after ten years. Members eligible for membership before July 1, 2010, are fully vested after three years of service.

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefits are established by state statute. Defined retirement benefits are based on a member's average yearly salary for the five highest-paid consecutive years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for the General Employees Retirement Fund Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first ten years of service and 2.7 percent for each year thereafter. For a Coordinated Plan member, the annuity accrual rate is 1.2 percent of average salary for each of the first ten years and 1.7 percent for each successive year.

**NORMAN COUNTY
ADA, MINNESOTA**

4. Pension Plans

A. Defined Benefit Plan

Plan Description (Continued)

Using Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For the Public Employees Police and Fire Fund members, the annuity accrual rate is 3.0 percent of average salary for each year of service.

For General Employees Retirement Fund members whose annuity is calculated using Method 1, and all Public Employees Police and Fire Fund members, a full annuity is available when age plus years of service equal 90. Normal retirement age is 55 for Public Employees Police and Fire Fund members and either 65 or 66 (depending on date hired) for General Employees Retirement Fund members. A reduced retirement annuity is also available to eligible members seeking early retirement.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not yet receiving them are bound by the provisions in effect at the time they last terminated public service.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for the General Employees Retirement Fund and the Public Employees Police and Fire Fund. That report may be obtained on the internet at www.mnpera.org; by writing to PERA at 60 Empire Drive, Suite 200, Saint Paul, Minnesota 55103-2088; or by calling 651-296-7460 or 1-800-652-9026.

Funding Policy

Pension benefits are funded from member and employer contributions and income from the investment of fund assets. Rates for employer and employee contributions are set by Minn. Stat. ch. 353. These statutes are established and amended by the State Legislature. The County makes annual contributions to the pension plans equal to the amount required by state statutes. General Employees Retirement Fund Basic Plan members and Coordinated Plan members are required to contribute 9.10 and 6.25 percent, respectively, of their annual covered salary. Public Employees Police and Fire Fund members are required to contribute 9.60 percent.

**NORMAN COUNTY
ADA, MINNESOTA**

4. Pension Plans

A. Defined Benefit Plan

Funding Policy (Continued)

The County is required to contribute the following percentages of annual covered payroll in 2011:

General Employees Retirement Fund	
Basic Plan members	11.78%
Coordinated Plan members	7.25
Public Employees Police and Fire Fund	14.40

The County's contributions for the years ending December 31, 2011, 2010, and 2009, for the General Employees Retirement Fund and the Public Employees Police and Fire Fund were:

	<u>2011</u>	<u>2010</u>	<u>2009</u>
General Employees Retirement Fund	\$ 188,166	\$ 172,729	\$ 167,751
Public Employees Police and Fire Fund	38,692	38,354	38,644

These contribution amounts are equal to the contractually required contributions for each year as set by state statute.

B. Defined Contribution Plan

Two Norman County Commissioners are covered by the Public Employees Defined Contribution Plan, a multiple-employer deferred compensation plan administered by PERA. The plan is established and administered in accordance with Minn. Stat. ch. 353D, which may be amended by the State Legislature. The plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. For those qualified personnel who elect to participate, Minn. Stat. § 353D.03 specifies plan provisions, including the employee and employer contribution rates. An eligible elected official who decides to participate contributes 5.00 percent of salary, which is matched by the employer. Employees may elect to make member contributions in an amount not to exceed the employer share.

**NORMAN COUNTY
ADA, MINNESOTA**

4. Pension Plans

B. Defined Contribution Plan (Continued)

Employee and employer contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental Investment Fund. For administering the plan, PERA receives 2.00 percent of employer contributions and 0.25 percent of the assets in each member account annually.

Total contributions by dollar amount and percentage of covered payroll made by the County during the year ended December 31, 2011, were:

	<u>Employee</u>	<u>Employer</u>
Contribution amount	\$ 1,484	\$ 1,484
Percentage of covered payroll	5.0%	5.0%

Required contribution rates were 5.0 percent.

C. Other Postemployment Benefits (OPEB)

Plan Description

Norman County provides a single-employer defined benefit health care plan to eligible retirees and their spouses. The plan offers medical insurance benefits. The County provides benefits for retirees as required by Minn. Stat. § 471.61, subd. 2b.

Funding Policy

The contribution requirements of the plan members and the County are established and may be amended by the Norman County Board of Commissioners. The required contribution is based on projected pay-as-you-go financing requirements. Retirees and their spouses contribute to the health care plan at the same rate as County employees. This results in the retirees receiving an implicit rate subsidy. For 2011, there were 75 participants in the plan, including 4 retirees.

Annual OPEB Cost and Net OPEB Obligation

The County's annual OPEB cost (expense) is calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding

**NORMAN COUNTY
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4. Pension Plans

C. Other Postemployment Benefits (OPEB)

Annual OPEB Cost and Net OPEB Obligation (Continued)

that, if paid on an ongoing basis, is projected to cover normal costs each year and amortize any unfunded actuarial accrued liabilities (or funding excess) over a period not to exceed 30 years.

The following table shows the components of the County's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the County's net OPEB obligation to the plan.

ARC	\$	66,214
Interest on net OPEB obligation		3,808
Adjustment to ARC		(5,128)

Annual OPEB cost (expense)	\$	64,894
Contributions made		(28,337)

Increase in net OPEB obligation	\$	36,557
Net OPEB Obligation - Beginning of Year		84,629

Net OPEB Obligation - End of Year	\$	121,186

The County's annual OPEB cost for December 31, 2011, was \$64,894. The percentage of annual OPEB cost contributed to the plan was 43.7 percent, and the net OPEB obligation for 2011 was \$121,186. The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2009, 2010, and 2011, was as follows:

Fiscal Year-End	Annual OPEB Cost	Employer Contribution	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
December 31, 2009	\$ 66,214	\$ 20,510	31.0%	\$ 45,704
December 31, 2010	65,526	26,601	40.6	84,629
December 31, 2011	64,894	28,337	43.7	121,186

**NORMAN COUNTY
ADA, MINNESOTA**

4. Pension Plans

C. Other Postemployment Benefits (OPEB) (Continued)

Funded Status and Funding Progress

As of January 1, 2009, the most recent actuarial valuation date, the plan was 0.0 percent funded. The actuarial liability for benefits was \$508,463, and the actuarial value of assets was \$0, resulting in an unfunded actuarial accrued liability (UAAL) of \$508,463. The covered payroll (annual payroll of active employees covered by the plan) was \$2,750,246, and the ratio of the UAAL to the covered payroll was 18.5 percent.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the health care cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress - Other Postemployment Benefits, presented as required supplementary information following the notes to the financial statements, will present multi-year trend information as it becomes available about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit cost between the employer and plan members to that point. The actuarial methods and assumptions used include techniques designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the January 1, 2009, actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions include a 4.5 percent investment rate of return (net of investment expenses), which is Norman County's implicit rate of return on the General Fund. The annual health care cost trend is 9.0 percent initially, reduced by decrements to an ultimate rate of 5.0 percent over 8 years. Both rates included a 3.0 percent inflation assumption. The UAAL is being amortized over 30 years on a closed basis. The remaining amortization period at December 31, 2011, was 27 years.

**NORMAN COUNTY
ADA, MINNESOTA**

5. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The County has entered into a joint powers agreement with other Minnesota counties to form the Minnesota Counties Intergovernmental Trust (MCIT). The County is a member of both the MCIT Workers' Compensation and Property and Casualty Divisions. For other risk, the County carries commercial insurance. There were no significant reductions in insurance from the prior year. The amount of settlements did not exceed insurance coverage for the past three fiscal years.

The Workers' Compensation Division of MCIT is self-sustaining based on the contributions charged, so that total contributions plus compounded earnings on these contributions will equal the amount needed to satisfy claims liabilities and other expenses. MCIT participates in the Workers' Compensation Reinsurance Association with coverage at \$450,000 per claim in 2011 and \$460,000 per claim in 2012. Should the MCIT Workers' Compensation Division liabilities exceed assets, MCIT may assess the County in a method and amount to be determined by MCIT.

The Property and Casualty Division of MCIT is self-sustaining, and the County pays an annual premium to cover current and future losses. MCIT carries reinsurance for its property lines to protect against catastrophic losses. Should the MCIT Property and Casualty Division liabilities exceed assets, MCIT may assess the County in a method and amount to be determined by MCIT.

6. Summary of Significant Contingencies and Other Items

A. Contingent Liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of the expenditures that may be disallowed by the grantor cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

The County, in connection with the normal conduct of its affairs, is involved in various judgments, claims, and litigations; it is expected that the final settlement of these matters will not materially affect the financial statements of the County.

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items (Continued)

B. Dalen Coulee Project

On February 21, 2002, Norman County entered into a joint powers agreement with Clay County, pursuant to Minn. Stat. § 471.59. Clay County sold \$260,000 of bonds on behalf of the Wild Rice Watershed District for Dalen Coulee Project 40. Special assessments to pay for a portion of the bonds will be collected via Norman County. Norman County will remit the special assessment proceeds to Clay County.

C. Project 9

On July 21, 2005, Norman County entered into a joint powers agreement with Clay County, pursuant to Minn. Stat. § 471.59. Clay County sold \$830,000 of bonds on behalf of the Wild Rice Watershed District for Project 9. Special assessments to pay for a portion of the bonds will be collected via Norman County. Norman County will remit the special assessment proceeds to Clay County.

D. Joint Ventures

Tri-County Community Corrections

Tri-County Community Corrections was formed in 1975 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, and includes Norman, Polk, and Red Lake Counties. The purpose of Tri-County Community Corrections is to house, supervise, treat, counsel, and provide other correctional services to prisoners throughout the territorial area of the member counties.

Control is vested in the Tri-County Community Corrections Joint Powers Board, composed of two County Commissioners from each member county, as provided in Tri-County Community Corrections' bylaws.

In the event of dissolution of the Tri-County Community Corrections Joint Powers Board, the net assets of Tri-County Community Corrections at that time shall be divided among the member counties in the agreed-upon proportions of Norman County (10 percent), Polk County (85 percent), and Red Lake County (5 percent).

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items

D. Joint Ventures

Tri-County Community Corrections (Continued)

Tri-County Community Corrections' long-term obligations consisted of \$222,894 for compensated absences and \$160,478 for OPEB at December 31, 2010 (latest information available). Financing is provided by state, federal, and local grants; charges for services; and appropriations from member counties. Polk County, in an investment trust fund, reports the transactions of Tri-County Community Corrections on its financial statements. Norman County's contribution for 2011 was \$380,107.

Complete financial information can be obtained from the Polk County Auditor's Office or the Northwest Regional Corrections Center located at 816 Marin Avenue, Suite 110, Crookston, Minnesota 56716.

Norman-Mahnomen Community Health Board

The Multi-County Nursing Service was established in 1997 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, and included Becker, Mahnomen, and Norman Counties. On June 24, 2003, the Becker County Board passed a resolution to withdraw from the Multi-County Nursing Service as of January 1, 2005. On January 1, 2005, Norman and Mahnomen Counties amended the joint powers agreement forming the Multi-County Nursing Service and started doing business as Norman-Mahnomen Public Health. The purpose of Norman-Mahnomen Public Health is the development, implementation, and operation of public health services throughout the member counties.

Control of Norman-Mahnomen Public Health was vested in the Norman-Mahnomen Community Health Board, which consisted of six members. Norman and Mahnomen Counties each appoint three members.

In the event of withdrawal from the Norman-Mahnomen Community Health Board, the withdrawing county is not entitled to any reimbursement of funds contributed during the course of its membership, except to the extent of any surplus uncommitted monies remaining in the operation account upon expiration of the fiscal year of the county's withdrawal. Such surplus shall be distributed in the proportion that the withdrawing County's contribution bears to the aggregate contribution of all member parties for the year of withdrawal. Funds utilized for capital asset acquisition shall be paid only at the time of sale of such assets.

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items

D. Joint Ventures

Norman-Mahnomen Community Health Board (Continued)

Norman-Mahnomen Public Health's long-term liabilities were \$15,873 at December 31, 2010 (latest information available). Financing is provided by state and federal grants, appropriations from member counties, charges for services, and miscellaneous revenues. Norman County's contribution for 2011 was \$90,632.

Complete financial information can be obtained from the Norman-Mahnomen Community Health Board, 15 East 2nd Avenue, Room 107, Ada, Minnesota 56510.

Norman County-Ada-Twin Valley Joint Airport Authority

The Norman County-Ada-Twin Valley Joint Airport Authority was established in 1976 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59. The purpose of the Norman County-Ada-Twin Valley Joint Airport Authority is the construction, development, and maintenance of the Norman County-Ada-Twin Valley Joint Airport. Minn. Stat. § 360.032 allows every municipality, through its governing body, to acquire property, real or personal, for the purpose of establishing, constructing, and enlarging airports. Control of the Norman County-Ada-Twin Valley Joint Airport is vested in the Norman County-Ada-Twin Valley Airport Authority, which consists of six members. As provided in the bylaws, the Norman County Board appoints two members, and each of the two City Councils appoints two members.

The joint powers agreement remains in force until any single member gives the other parties one-year's written notice of termination. Any party terminating the agreement shall transfer its interest in the real and personal assets to the remaining parties for consideration of one dollar.

Financing of the capital costs and operations is provided by state and federal grants, charges for services, and appropriations from Norman County and the Cities of Ada and Twin Valley. Norman County's contribution for 2011 was \$7,043.

Complete financial statements for the Norman County-Ada-Twin Valley Joint Airport Authority can be obtained from Norman County Abstracting and Accounting, Inc., 18 East 4th Avenue, Ada, Minnesota 56510.

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6. Summary of Significant Contingencies and Other Items

D. Joint Ventures (Continued)

Northwest Minnesota Regional Radio Board

The Northwest Minnesota Regional Radio Board convening meeting was held February 6, 2008, pursuant to the authority conferred upon the member parties by Minn. Stat. §§ 471.59 and 403.39, and includes the City of Moorhead and the Counties of Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau.

The purpose of the Northwest Minnesota Regional Radio Board is to provide for regional administration of enhancements to the Statewide Public Safety Radio and Communication System (ARMER) owned and operated by the State of Minnesota.

Control of the Northwest Minnesota Regional Radio Board is vested in the Northwest Minnesota Regional Radio Board, which is composed of one Commissioner of each county appointed by their respective County Board and one City Council member from each city appointed by their respective City Council, as provided in the Northwest Minnesota Regional Radio Board's bylaws.

In the event of dissolution of the Northwest Minnesota Regional Radio Board, all property, assets, and funds of the Board shall be distributed to the parties of the agreement upon termination in direct proportion to their participation and contribution. Any city or county that has withdrawn from the agreement prior to termination of the Board shall share in the distribution of property, assets, and funds of the Board only to the extent they shared in the original expense.

The Northwest Minnesota Regional Radio Board has no long-term debt. Financing is provided by appropriations from member parties and by state and federal grants.

Complete financial information can be obtained from the Northwest Minnesota Regional Radio Board, c/o Greater Northwest EMS, 2301 Johanneson Avenue N.W., Suite 103, Bemidji, Minnesota 56601.

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items (Continued)

E. Related Organizations

Ambulance Service

Norman County and the City of Ada entered into an agreement to establish an Ambulance Advisory Committee, effective March 5, 1991. The purpose of the Committee is to provide coordinated funding and delivery of ambulance services within Norman County.

Sand Hill River Watershed District

The Sand Hill River Watershed District was formed pursuant to Minn. Stat. § 103D.201, effective August 29, 1974, and includes land within Mahnomen, Norman, and Polk Counties. The purpose of the District is to conserve the natural resources of the state by land-use planning, flood control, the use of sound scientific principles for the protection of the public health and welfare, and the provident use of natural resources. Control of the District is vested in the Sand Hill River Watershed District Board of Managers, composed of five members appointed by the Polk County Board for staggered terms of three years each.

F. Jointly-Governed Organizations

Norman County, in conjunction with other governmental entities and various private organizations, formed the jointly-governed organizations listed below:

Agassiz Recreational Trail Joint Powers Board

Clay, Norman, and Polk Counties entered into a joint powers agreement to establish the Agassiz Recreational Trail Joint Powers Board, effective February 9, 1993, and empowered under Minn. Stat. § 471.59. The purpose of the Board is to provide the construction, maintenance, and operation of a system of trails and pathways. The Board consists of two members appointed by each member county and one person appointed by the Norman County Soil and Water Conservation District.

**NORMAN COUNTY
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6. Summary of Significant Contingencies and Other Items

F. Jointly-Governed Organizations (Continued)

Wild Rice Watershed District

The Wild Rice Watershed District was established in 1969 pursuant to Minn. Stat. ch. 103D, and includes Becker, Clay, Clearwater, Mahnomen, Norman, and Polk Counties. The purpose of the Wild Rice Watershed District is to oversee watershed projects, conduct studies for future project planning, administer legal drainage systems, issue applications and permits, educate the public on conservation issues, and resolve disputes.

Control of the Watershed District is vested in the Board of Managers, composed of seven members appointed by the County Commissioners of Becker, Clay, Clearwater, Mahnomen, Norman, and Polk Counties. Three managers are appointed from Norman or Polk County, two managers from Mahnomen or Clearwater County, and two managers from Clay or Becker County.

Complete financial information can be obtained from the Wild Rice Watershed District office at 11 East 5th Avenue, Ada, Minnesota 56510.

Job Training Partnership Act Joint Powers Agreement

The Job Training Partnership Act Joint Powers Agreement was formed in July 1994 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, and includes Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau Counties. The purpose of the Joint Powers Agreement is to designate the members of the Northwest Regional Development Commission's Board of Directors as the local elected officials to work with the Northwest Private Industry Council for the Northwest Service Delivery Area, including specific duties as listed in the Agreement.

In the event of dissolution of the Joint Powers Agreement, the net assets of the Joint Powers Board at that time shall be disposed of in accordance with law.

Financing is provided primarily from federal grants provided through the Job Training Partnership Act of 1982.

Complete financial information can be obtained from the Northwest Regional Development Commission, 115 South Main, Warren, Minnesota 56762.

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items

F. Jointly-Governed Organizations (Continued)

Minnesota Red River Basin of the North Joint Powers Agreement

The Minnesota Red River Basin of the North Joint Powers Board was established November 29, 1999, by an agreement between Norman County and 14 other counties. The agreement was made to serve as a focal point for land and water concerns for those counties surrounding the Minnesota Red River Basin. Each county is responsible for its proportionate share of the administrative budget.

Control is vested in a Joint Powers Board, comprising one Commissioner from each member county. Each member of the Board is appointed by the County Commissioners of the county he or she represents.

In the event of termination of the agreement, any unexpended funds and surplus property shall be disposed of equally among the member counties. Norman County's contribution for 2011 was \$186.

Complete financial statements can be obtained from the offices of The International Coalition at 119 - 5th Street South, Moorhead, Minnesota 56560.

Children's Collaborative (Serving Norman County Families)

The Children's Collaborative (Serving Norman County Families) was established in 1999 under the authority of Minn. Stat. § 124D.23. The Collaborative includes Norman County Social Services, Ada-Borup Public Schools, Norman County East Public Schools, Norman County West Public Schools, Norman-Mahnomen Community Health Board, Northwestern Mental Health Center, and Tri-Valley Opportunity Council, Inc. The purpose of the Collaborative is to provide coordinated services and to commit resources to an integrated fund. Control of the Collaborative is vested in a Board of Directors, comprised of one member appointed by each member party.

In the event of withdrawal from the Collaborative, the withdrawing party shall give a 180-day notice. The withdrawing party remains liable for fiscal obligations incurred prior to the effective date of withdrawal and shall not be entitled to a refund of contributions made to the integrated fund or other fees paid to operate the Collaborative. The Board shall continue to exist if the Collaborative is terminated for the limited purpose of discharging the Collaborative's debts and liabilities, settling its affairs, and disposing of integrated fund assets, if any.

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items

F. Jointly-Governed Organizations

Children's Collaborative (Serving Norman County Families) (Continued)

Financing is provided by state and federal grants and contributions from its member parties. Complete financial information can be obtained from Norman County Social Services, 15 Second Avenue East, Ada, Minnesota 56510.

Northwest Workforce Service Area

The Northwest Workforce Service Area was formed in July 2000 under the authority of the Workforce Investment Act of 1998 (Public Law 105-22) and includes Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau Counties. The purpose of the Service Area is to increase a participant's employment, retention, earnings, and occupational skill attainment, and result in improved workforce quality, reduced welfare dependency, and enhanced productivity and competitiveness.

Control of the Northwest Workforce Service Area is vested in the Northwest Private Industry Council/Workforce Council, comprising 18 members, with one representative from each of the seven counties, three members at large, and eight members representing local agencies. The joint powers agreement that created this Service Area terminated on June 30, 2002, and must be renewed by resolution of the participating County Boards. In the event of dissolution of the Service Area, unexpended funds will be disposed of in accordance with law.

The Northwest Workforce Service Area has no long-term debt. Financing is provided by state and local grants.

Complete financial information can be obtained from the Northwest Regional Development Commission, 115 South Main, Warren, Minnesota 56762.

**NORMAN COUNTY
ADA, MINNESOTA**

6. Summary of Significant Contingencies and Other Items

F. Jointly-Governed Organizations (Continued)

Minnesota Rural Counties Caucus

The Minnesota Rural Counties Caucus was established in 1997 and includes Becker, Beltrami, Clay, Clearwater, Itasca, Kittson, Lake, Lake of the Woods, Mahnommen, Marshall, McLeod, Morrison, Norman, Pennington, Polk, Red Lake, and Roseau Counties. Control of the Caucus is vested in the Minnesota Rural Counties Caucus Executive Committee, which is composed of ten directors, each with an alternate, who are appointed annually by each respective County Board. Norman County's responsibility does not extend beyond making this appointment.

Agassiz Regional Library

The Agassiz Regional Library was formed pursuant to Minn. Stat. §§ 134.20 and 471.59, effective January 1, 1981, and includes Becker, Clay, Clearwater, Mahnommen, Norman, Polk, and Wilkin Counties. Control of the Library is vested in the Agassiz Regional Library Board, which has 23 members with staggered terms made up of the following: one member appointed by each Board of County Commissioners who may be a member of the board of commissioners; one member appointed by each participating city; and one additional member appointed by each county and city for each 6,000 of population or major percentage (85 percent) thereof. Norman County contributed \$79,955 to the Agassiz Regional Library during 2011.

Homeland Security and Emergency Management (HSEM) Region 3 Emergency Managers

The HSEM Region 3 Emergency Managers Joint Powers Board was formed pursuant to Minn. Stat. § 471.59, and includes Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau Counties. The Board was established to engage in planning, training, and/or the purchase and use of equipment in order to better respond to emergencies and other disasters within the HSEM Region 3, specifically, within the jurisdictional boundaries of the 14 member counties. Control is vested in the HSEM Region 3 Emergency Managers Board, which is composed of 14 representatives appointed by each Board of County Commissioners. Norman County's responsibility does not extend beyond making this appointment.

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REQUIRED SUPPLEMENTARY INFORMATION

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT A-1

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 2,587,872	\$ 2,587,872	\$ 2,324,423	\$ (263,449)
Special assessments	-	-	219,245	219,245
Licenses and permits	3,232	3,232	4,247	1,015
Intergovernmental	572,252	572,252	894,501	322,249
Charges for services	211,360	211,360	232,203	20,843
Gifts and contributions	-	-	389	389
Investment earnings	25,450	25,450	16,197	(9,253)
Miscellaneous	57,529	57,529	107,674	50,145
Total Revenues	\$ 3,457,695	\$ 3,457,695	\$ 3,798,879	\$ 341,184
Expenditures				
Current				
General government				
Commissioners	\$ 183,170	\$ 183,170	\$ 189,609	\$ (6,439)
Courts	23,000	23,000	59,437	(36,437)
Law library	1,200	1,200	3,844	(2,644)
County auditor-treasurer	276,840	276,840	264,872	11,968
County assessor	204,571	204,571	186,398	18,173
Elections	450	450	65	385
Accounting and auditing	60,000	60,000	45,473	14,527
Data processing	63,500	63,500	59,102	4,398
Attorney	173,068	191,068	199,207	(8,139)
Victim assistance	59,707	59,707	64,097	(4,390)
Recorder	238,165	238,165	255,993	(17,828)
Planning and zoning	28,870	28,870	123,151	(94,281)
County buildings	130,600	130,600	220,626	(90,026)
Buildings and plant	155,265	155,265	135,708	19,557
Telecommunications	4,500	4,500	-	4,500
Veterans service officer	73,154	73,154	71,825	1,329
Cemeteries	-	-	75	(75)
Unallocated - general government	64,600	64,600	79,451	(14,851)
Total general government	\$ 1,740,660	\$ 1,758,660	\$ 1,958,933	\$ (200,273)

**NORMAN COUNTY
ADA, MINNESOTA**

**EXHIBIT A-1
(Continued)**

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Expenditures				
Current (Continued)				
Public safety				
Sheriff	\$ 709,585	\$ 709,585	\$ 702,333	\$ 7,252
Coroner	18,350	18,350	18,804	(454)
Radio tower	-	-	201	(201)
Hazardous materials training	11,225	11,225	13,960	(2,735)
Safety coordinator	22,551	22,551	21,820	731
E-911 system	33,375	33,375	25,174	8,201
Community corrections	380,291	380,291	380,108	183
Civil defense	38,267	38,267	32,518	5,749
Police and fire	100	100	224	(124)
Other public safety	1,500	1,500	2,932	(1,432)
Total public safety	\$ 1,215,244	\$ 1,215,244	\$ 1,198,074	\$ 17,170
Human services				
Senior citizen centers	\$ 8,513	\$ 8,513	\$ 8,513	\$ -
Retired senior volunteer program	1,000	1,000	-	1,000
Total human services	\$ 9,513	\$ 9,513	\$ 8,513	\$ 1,000
Health				
Nursing service	\$ 90,632	\$ 90,632	\$ 84,181	\$ 6,451
Ambulance	-	-	216,183	(216,183)
Total health	\$ 90,632	\$ 90,632	\$ 300,364	\$ (209,732)
Culture and recreation				
Historical society	\$ 7,650	\$ 7,650	\$ 15,300	\$ (7,650)
Agassiz trail project	-	-	1,116	(1,116)
Winter shows	800	800	800	-
County library	79,955	79,955	79,955	-
Celebrations	420	420	420	-
Snowmobile trails	-	-	18,250	(18,250)
Total culture and recreation	\$ 88,825	\$ 88,825	\$ 115,841	\$ (27,016)

**NORMAN COUNTY
ADA, MINNESOTA**

**EXHIBIT A-1
(Continued)**

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Expenditures				
Current (Continued)				
Conservation of natural resources				
Cooperative extension	\$ 110,029	\$ 110,029	\$ 114,093	\$ (4,064)
Soil and water conservation	60,200	60,200	62,842	(2,642)
Agricultural society	12,150	12,150	12,150	-
Forfeited tax	-	-	15,935	(15,935)
Weed control	25,030	25,030	2,788	22,242
Predator control	5,186	5,186	1,812	3,374
Water planning	-	-	802	(802)
Other	500	500	500	-
Total conservation of natural resources	\$ 213,095	\$ 213,095	\$ 210,922	\$ 2,173
Economic development				
Community development	-	-	6,699	(6,699)
Total Expenditures	\$ 3,357,969	\$ 3,375,969	\$ 3,799,346	\$ (423,377)
Excess of Revenues Over (Under) Expenditures	\$ 99,726	\$ 81,726	\$ (467)	\$ (82,193)
Other Financing Sources (Uses)				
Transfers in	-	-	75,000	75,000
Transfers out	-	-	(17,000)	(17,000)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 58,000	\$ 58,000
Net Change in Fund Balance	\$ 99,726	\$ 81,726	\$ 57,533	\$ (24,193)
Fund Balance - January 1	4,064,801	4,064,801	4,064,801	-
Fund Balance - December 31	\$ 4,164,527	\$ 4,146,527	\$ 4,122,334	\$ (24,193)

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT A-2

**BUDGETARY COMPARISON SCHEDULE
ROAD AND BRIDGE SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 868,141	\$ 868,141	\$ 800,041	\$ (68,100)
Intergovernmental	3,280,059	3,280,059	3,517,591	237,532
Charges for services	14,000	14,000	24,556	10,556
Miscellaneous	55,000	55,000	232,327	177,327
Total Revenues	\$ 4,217,200	\$ 4,217,200	\$ 4,574,515	\$ 357,315
Expenditures				
Current				
Highways and streets				
Administration	\$ 355,620	\$ 355,620	\$ 367,720	\$ (12,100)
Maintenance	1,668,635	1,668,635	2,122,885	(454,250)
Construction	2,038,850	2,038,850	2,055,912	(17,062)
Equipment and maintenance shop	522,110	522,110	662,009	(139,899)
Total highways and streets	\$ 4,585,215	\$ 4,585,215	\$ 5,208,526	\$ (623,311)
Intergovernmental				
Highways and streets	-	-	293,945	(293,945)
Total Expenditures	\$ 4,585,215	\$ 4,585,215	\$ 5,502,471	\$ (917,256)
Excess of Revenues Over (Under) Expenditures	\$ (368,015)	\$ (368,015)	\$ (927,956)	\$ (559,941)
Other Financing Sources (Uses)				
Transfers in	-	-	(75,000)	(75,000)
Net Change in Fund Balance	\$ (368,015)	\$ (368,015)	\$ (1,002,956)	\$ (634,941)
Fund Balance - January 1	589,100	589,100	589,100	-
Increase (decrease) in inventories	-	-	47,891	47,891
Fund Balance - December 31	\$ 221,085	\$ 221,085	\$ (365,965)	\$ (587,050)

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT A-3

**BUDGETARY COMPARISON SCHEDULE
HUMAN SERVICES SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 510,000	\$ 562,000	\$ 514,584	\$ (47,416)
Intergovernmental	1,188,684	1,136,684	1,215,683	78,999
Charges for services	265,000	265,000	237,267	(27,733)
Miscellaneous	69,000	69,000	63,941	(5,059)
Total Revenues	\$ 2,032,684	\$ 2,032,684	\$ 2,031,475	\$ (1,209)
Expenditures				
Current				
Human services				
Income maintenance	\$ 724,769	\$ 724,769	\$ 747,814	\$ (23,045)
Social services	1,350,500	1,350,500	1,425,568	(75,068)
Total human services	\$ 2,075,269	\$ 2,075,269	\$ 2,173,382	\$ (98,113)
Debt service				
Principal	\$ -	\$ -	\$ 336	\$ (336)
Interest	-	-	123	(123)
Administrative - fiscal charges	-	-	32	(32)
Total debt service	\$ -	\$ -	\$ 491	\$ (491)
Total Expenditures	\$ 2,075,269	\$ 2,075,269	\$ 2,173,873	\$ (98,604)
Excess of Revenues Over (Under) Expenditures	\$ (42,585)	\$ (42,585)	\$ (142,398)	\$ (99,813)
Other Financing Sources (Uses)				
Capital lease/installment purchase	-	-	6,276	6,276
Net Change in Fund Balance	\$ (42,585)	\$ (42,585)	\$ (136,122)	\$ (93,537)
Fund Balance - January 1	1,350,461	1,350,461	1,350,461	-
Fund Balance - December 31	\$ 1,307,876	\$ 1,307,876	\$ 1,214,339	\$ (93,537)

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT A-4

**SCHEDULE OF FUNDING PROGRESS - OTHER POSTEMPLOYMENT BENEFITS
DECEMBER 31, 2011**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded Actuarial Accrued Liability (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
January 1, 2009	\$ -	\$ 508,463	\$ 508,463	0.0%	\$2,750,246	18.5%

**NORMAN COUNTY
ADA, MINNESOTA**

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2011**

1. Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds, except the Ditch Special Revenue Fund, Gravel Reserve Tax Special Revenue Fund, and the Ditch Debt Service Fund. All annual appropriations lapse at fiscal year-end.

On or before mid-July or August of each year, all departments and agencies submit requests for budget appropriations to the County Auditor-Treasurer so that a budget can be prepared. Before September 15, the proposed budget is presented to the Norman County Board for review. The Board continues to refine the budget, holds departmental budget meetings, and a final budget must be prepared and adopted no later than December 31.

The appropriated budget is prepared by fund, function, and department. The County's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require approval of the County Board. The legal level of budgetary control (the level at which expenditures may not legally exceed appropriations) is the fund level.

Encumbrances (for example, purchase orders and contracts) outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be reapportioned and honored during the subsequent year.

2. Excess of Expenditures Over Budget

The following is a summary of individual major funds that had expenditures in excess of budget for the year ended December 31, 2011.

	<u>Expenditures</u>	<u>Final Budget</u>	<u>Excess</u>
General Fund	\$ 3,799,346	\$ 3,375,969	\$ 423,377
Road and Bridge Special Revenue Fund	5,502,471	4,585,215	917,256
Human Services Special Revenue Fund	2,173,873	2,075,269	98,604

**NORMAN COUNTY
ADA, MINNESOTA**

3. Other Postemployment Benefits Funding Status

The County implemented the requirements of Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, for the fiscal year ended December 31, 2009. See Note 4.C. to the financial statements for more information.

GASB Statement 45 requires a Schedule of Funding Progress - Other Postemployment Benefits for the three most recent valuations and accompanying notes to describe factors that significantly affect the trends in the amounts reported.

Currently, only one actuarial valuation is available. Future reports will provide additional trend analysis to meet the three most recent valuation funding status requirements as the information becomes available.

SUPPLEMENTARY INFORMATION

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**NORMAN COUNTY
ADA, MINNESOTA**

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

County Homes Fund - to account for the collection of rents and payment of expenses on small homes owned by Norman County that are rented to senior citizens.

Ditch Fund - to account for the financing and costs relating to all County ditches.

Gravel Reserve Tax Fund - to account for the proceeds of a special gravel removal or occupation tax which is restricted to expenditures for the restoration of abandoned gravel pits.

Solid Waste Fund - to account for the financing and costs relating to the Fosston Incinerator, demolition landfill, and public education. Financing is provided by special assessments, charges for services, and intergovernmental revenues designated for environmental purposes.

DEBT SERVICE FUND

Ditch Fund - to account for the accumulation of resources and the payment of principal and interest of ditch bond issues.

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT B-1

**COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2011**

	Special Revenue (Exhibit C-1)	Ditch Debt Service	Total (Exhibit 3)
<u>Assets</u>			
Cash and pooled investments	\$ 257,831	\$ 71,995	\$ 329,826
Undistributed cash in agency funds	19,478	534	20,012
Taxes receivable			
Current	275	-	275
Prior	244	-	244
Special assessments receivable			
Current	152	1,435	1,587
Prior	163	-	163
Deferred	53,691	184,995	238,686
Accounts receivable	37,181	-	37,181
Due from other governments	3,151	-	3,151
	\$ 372,166	\$ 258,959	\$ 631,125
Total Assets	\$ 372,166	\$ 258,959	\$ 631,125
<u>Liabilities and Fund Balances</u>			
Liabilities			
Accounts payable	\$ 12,150	\$ -	\$ 12,150
Due to other funds	2,136	-	2,136
Due to other governments	22,345	-	22,345
Customer deposits	3,731	-	3,731
Deferred revenue - unavailable	84,333	186,188	270,521
	\$ 124,695	\$ 186,188	\$ 310,883
Total Liabilities	\$ 124,695	\$ 186,188	\$ 310,883
Fund Balances			
Restricted for			
Debt service	\$ -	\$ 72,771	\$ 72,771
Gravel pit postclosure	74,027	-	74,027
Ditch maintenance and construction	144,882	-	144,882
Assigned to			
County homes	35,160	-	35,160
Unassigned	(6,598)	-	(6,598)
	\$ 247,471	\$ 72,771	\$ 320,242
Total Fund Balances	\$ 247,471	\$ 72,771	\$ 320,242
Total Liabilities and Fund Balances	\$ 372,166	\$ 258,959	\$ 631,125

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT B-2

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	Special Revenue (Exhibit C-2)	Ditch Debt Service	Total (Exhibit 5)
Revenues			
Taxes	\$ 30,789	\$ -	\$ 30,789
Special assessments	63,039	22,546	85,585
Licenses and permits	400	-	400
Intergovernmental	59,772	-	59,772
Charges for services	247,861	-	247,861
Miscellaneous	29,200	-	29,200
	\$ 431,061	\$ 22,546	\$ 453,607
Expenditures			
Current			
General government	\$ 1,475	\$ -	\$ 1,475
Sanitation	359,055	-	359,055
Human services	12,761	-	12,761
Conservation of natural resources	45,748	-	45,748
Debt service			
Interest	-	7,854	7,854
	\$ 419,039	\$ 7,854	\$ 426,893
Excess of Revenues Over (Under)			
Expenditures	\$ 12,022	\$ 14,692	\$ 26,714
Other Financing Sources (Uses)			
Transfers in	17,000	-	17,000
	\$ 29,022	\$ 14,692	\$ 43,714
Net Change in Fund Balance			
Fund Balance - January 1	218,449	58,079	276,528
Fund Balance - December 31	\$ 247,471	\$ 72,771	\$ 320,242

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT C-1

**COMBINING BALANCE SHEET
NONMAJOR SPECIAL REVENUE FUNDS
DECEMBER 31, 2011**

	<u>County Homes</u>	<u>Ditch</u>	<u>Gravel Reserve Tax</u>	<u>Solid Waste</u>	<u>Total (Exhibit B-1)</u>
<u>Assets</u>					
Cash and pooled investments	\$ 39,229	\$ 140,726	\$ 71,507	\$ 6,369	\$ 257,831
Undistributed cash in agency funds	-	1,396	-	18,082	19,478
Taxes receivable					
Current	-	-	-	275	275
Prior	-	-	-	244	244
Special assessments receivable					
Current	-	152	-	-	152
Prior	-	163	-	-	163
Deferred	-	53,691	-	-	53,691
Accounts receivable	-	-	2,520	34,661	37,181
Due from other governments	-	-	-	3,151	3,151
Total Assets	\$ 39,229	\$ 196,128	\$ 74,027	\$ 62,782	\$ 372,166
<u>Liabilities and Fund Balances</u>					
Liabilities					
Accounts payable	\$ 338	\$ 120	\$ -	\$ 11,692	\$ 12,150
Due to other funds	-	1,535	-	601	2,136
Due to other governments	-	-	-	22,345	22,345
Customer deposits	3,731	-	-	-	3,731
Deferred revenue - unavailable	-	53,969	-	30,364	84,333
Total Liabilities	\$ 4,069	\$ 55,624	\$ -	\$ 65,002	\$ 124,695
Fund Balances					
Restricted for					
Gravel pit postclosure	\$ -	\$ -	\$ 74,027	\$ -	\$ 74,027
Ditch maintenance and construction	-	144,882	-	-	144,882
Assigned to					
County homes	35,160	-	-	-	35,160
Unassigned	-	(4,378)	-	(2,220)	(6,598)
Total Fund Balances	\$ 35,160	\$ 140,504	\$ 74,027	\$ (2,220)	\$ 247,471
Total Liabilities and Fund Balances	\$ 39,229	\$ 196,128	\$ 74,027	\$ 62,782	\$ 372,166

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT C-2

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>County Homes</u>	<u>Ditch</u>	<u>Gravel Reserve Tax</u>	<u>Solid Waste</u>	<u>Total (Exhibit B-2)</u>
Revenues					
Taxes	\$ -	\$ -	\$ 4,973	\$ 25,816	\$ 30,789
Special assessments	-	63,039	-	-	63,039
Licenses and permits	-	-	-	400	400
Intergovernmental	-	-	-	59,772	59,772
Charges for services	-	61	-	247,800	247,861
Miscellaneous	29,200	-	-	-	29,200
Total Revenues	\$ 29,200	\$ 63,100	\$ 4,973	\$ 333,788	\$ 431,061
Expenditures					
Current					
General government	\$ -	\$ 1,475	\$ -	\$ -	\$ 1,475
Sanitation	-	-	-	359,055	359,055
Human services	12,761	-	-	-	12,761
Conservation of natural resources	-	45,748	-	-	45,748
Total Expenditures	\$ 12,761	\$ 47,223	\$ -	\$ 359,055	\$ 419,039
Excess of Revenues Over (Under) Expenditures	\$ 16,439	\$ 15,877	\$ 4,973	\$ (25,267)	\$ 12,022
Other Financing Sources (Uses)					
Transfers in	-	-	-	17,000	17,000
Net Change in Fund Balance	\$ 16,439	\$ 15,877	\$ 4,973	\$ (8,267)	\$ 29,022
Fund Balance - January 1	18,721	124,627	69,054	6,047	218,449
Fund Balance - December 31	\$ 35,160	\$ 140,504	\$ 74,027	\$ (2,220)	\$ 247,471

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT C-3

**BUDGETARY COMPARISON SCHEDULE
COUNTY HOMES SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Miscellaneous	\$ 30,240	\$ 30,240	\$ 29,200	\$ (1,040)
Expenditures				
Current				
Human services				
Low-income housing	14,650	14,650	12,761	1,889
Excess of Revenues Over (Under)				
Expenditures	\$ 15,590	\$ 15,590	\$ 16,439	\$ 849
Fund Balance - January 1	<u>18,721</u>	<u>18,721</u>	<u>18,721</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 34,311</u>	<u>\$ 34,311</u>	<u>\$ 35,160</u>	<u>\$ 849</u>

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT C-4

**BUDGETARY COMPARISON SCHEDULE
SOLID WASTE SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 98,105	\$ 98,105	\$ 25,816	\$ (72,289)
Licenses and permits	400	400	400	-
Intergovernmental	56,895	56,895	59,772	2,877
Charges for services	259,031	259,031	247,800	(11,231)
Total Revenues	\$ 414,431	\$ 414,431	\$ 333,788	\$ (80,643)
Expenditures				
Current				
Sanitation				
Recycling	\$ 78,093	\$ 78,093	\$ 80,030	\$ (1,937)
Landfill	22,000	22,000	22,000	-
Fosston incinerator	246,486	246,486	232,584	13,902
Household hazardous waste	26,814	26,814	24,441	2,373
Total Expenditures	\$ 373,393	\$ 373,393	\$ 359,055	\$ 14,338
Excess of Revenues Over (Under) Expenditures	\$ 41,038	\$ 41,038	\$ (25,267)	\$ (66,305)
Other Financing Sources (Uses)				
Transfers in	-	-	17,000	17,000
Net Change in Fund Balance	\$ 41,038	\$ 41,038	\$ (8,267)	\$ (49,305)
Fund Balance - January 1	6,047	6,047	6,047	-
Fund Balance - December 31	\$ 47,085	\$ 47,085	\$ (2,220)	\$ (49,305)

**NORMAN COUNTY
ADA, MINNESOTA**

FIDUCIARY FUNDS

AGENCY FUNDS

State Revenue - to account for the collection and payment of amounts due to the state.

Taxes and Penalties - to account for the collection of taxes and penalties and their payment to the various taxing districts.

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT D-1

**COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
ALL AGENCY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	Balance January 1	Additions	Deductions	Balance December 31
<u>STATE REVENUE</u>				
<u>Assets</u>				
Cash and pooled investments	\$ 21,070	\$ 391,349	\$ 403,759	\$ 8,660
<u>Liabilities</u>				
Accounts payable	\$ -	\$ 780	\$ -	\$ 780
Due to other governments	21,070	390,569	403,759	7,880
Total Liabilities	\$ 21,070	\$ 391,349	\$ 403,759	\$ 8,660
 <u>TAXES AND PENALTIES</u>				
<u>Assets</u>				
Cash and pooled investments	\$ 151,852	\$ 3,990,048	\$ 3,987,084	\$ 154,816
<u>Liabilities</u>				
Due to other governments	\$ 137,999	\$ 3,953,733	\$ 3,956,787	\$ 134,945
Funds held in trust	13,853	36,315	30,297	19,871
Total Liabilities	\$ 151,852	\$ 3,990,048	\$ 3,987,084	\$ 154,816
 <u>TOTAL ALL AGENCY FUNDS</u>				
<u>Assets</u>				
Cash and pooled investments	\$ 172,922	\$ 4,381,397	\$ 4,390,843	\$ 163,476
<u>Liabilities</u>				
Accounts payable	\$ -	\$ 780	\$ -	\$ 780
Due to other governments	159,069	4,344,302	4,360,546	142,825
Funds held in trust	13,853	36,315	30,297	19,871
Total Liabilities	\$ 172,922	\$ 4,381,397	\$ 4,390,843	\$ 163,476

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SCHEDULES

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**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT E-1

**SCHEDULE OF DEPOSITS AND INVESTMENTS
DECEMBER 31, 2011**

	<u>Interest Rate (%)</u>	<u>Maturity Date</u>	<u>Fair Value</u>
Deposits and Investments			
Undesignated			
Cash on hand	N/A	N/A	\$ 4,800
Noninterest-bearing checking (1)	N/A	Continuous	3,009
Interest-bearing checking (4)	0.02% to 0.69%	Continuous	1,004,809
Money market checking (1)	0.30%	Continuous	3,000,000
Certificates of deposit (2)	0.35% to 0.45%	May 24, 2012 to July 1, 2012	<u>1,000,000</u>
Total undesignated			\$ 5,012,618
Designated for real estate tax shortfall			
Certificates of deposit (2)	0.35% to 0.40%	December 22, 2012	<u>21,160</u>
Total Deposits and Investments			<u><u>\$ 5,033,778</u></u>

**NORMAN COUNTY
ADA, MINNESOTA**

**BALANCE SHEET - BY DITCH
DITCH SPECIAL REVENUE AND DITCH DEBT SERVICE FUNDS
DECEMBER 31, 2011**

	Assets					
	Cash and Pooled Investments	Undistributed Cash	Special Assessments Receivable			Total
			Current	Prior	Deferred	
County Ditches						
5	\$ (3,143)	\$ 98	\$ -	\$ -	\$ 3,379	\$ 334
6	834	6	-	-	452	1,292
7	5,445	-	-	32	7,988	13,465
8	2,108	-	-	-	-	2,108
9	7,232	171	8	-	-	7,411
14	1,269	-	-	-	302	1,571
17	1,759	12	-	5	320	2,096
22	5,043	10	-	-	1,058	6,111
23	2,822	-	1	-	-	2,823
24	2,007	-	-	-	326	2,333
25	5,458	-	-	-	3,357	8,815
26	87	-	-	-	-	87
28 & 3	403	-	-	-	-	403
29	1,851	24	-	-	748	2,623
29 Lat. 1	1,613	-	-	-	647	2,260
31	4,125	5	-	-	-	4,130
33	24,152	-	-	44	-	24,196
34	15,274	9	-	-	505	15,788
36	2,259	24	-	-	332	2,615
39	171	-	-	-	307	478
40	1,287	-	-	-	559	1,846
41	(1,024)	-	-	-	1,567	543
42	14,880	-	-	-	3,621	18,501
46	1,011	-	1	-	-	1,012
47	1,960	569	78	18	2,403	5,028
49	2,263	7	32	36	511	2,849
62	1,857	5	20	27	282	2,191
65	1,696	-	-	-	1,021	2,717
69	3,365	-	-	-	1,233	4,598
73	8,806	42	-	-	1,963	10,811
75	(339)	308	5	1	1,845	1,820
Borup State Ditch	78	-	-	-	-	78
Judicial Ditches						
54 South	14,870	106	7	-	8,037	23,020
55	9,264	-	-	-	10,928	20,192
57	(17)	-	-	-	-	(17)
Watershed Ditches						
Project 43 - Perley	14,804	154	497	-	19,607	35,062
Project 44 - Hendum	57,191	380	938	-	165,388	223,897
Total	\$ 212,721	\$ 1,930	\$ 1,587	\$ 163	\$ 238,686	\$ 455,087
Presented as						
Ditch Special Revenue Fund	\$ 140,726	\$ 1,396	\$ 152	\$ 163	\$ 53,691	\$ 196,128
Ditch Debt Service Fund	71,995	534	1,435	-	184,995	258,959
Total	\$ 212,721	\$ 1,930	\$ 1,587	\$ 163	\$ 238,686	\$ 455,087

EXHIBIT E-2

Liabilities				Fund Balances				Total Liabilities and Fund Balances
Accounts Payable	Due to Other Funds	Deferred Revenue	Total	Restricted for Debt Service	Restricted for Ditch Maintenance and Construction	Unassigned	Total	
\$ -	\$ -	\$ 3,379	\$ 3,379	\$ -	\$ -	\$ (3,045)	\$ (3,045)	\$ 334
-	1,108	452	1,560	-	-	(268)	(268)	1,292
-	-	8,019	8,019	-	5,446	-	5,446	13,465
-	-	-	-	-	2,108	-	2,108	2,108
-	-	(1)	(1)	-	7,412	-	7,412	7,411
-	-	302	302	-	1,269	-	1,269	1,571
-	-	325	325	-	1,771	-	1,771	2,096
-	-	1,058	1,058	-	5,053	-	5,053	6,111
-	-	1	1	-	2,822	-	2,822	2,823
-	-	326	326	-	2,007	-	2,007	2,333
-	54	3,357	3,411	-	5,404	-	5,404	8,815
-	-	-	-	-	87	-	87	87
-	-	-	-	-	403	-	403	403
-	132	748	880	-	1,743	-	1,743	2,623
-	-	647	647	-	1,613	-	1,613	2,260
-	-	-	-	-	4,130	-	4,130	4,130
-	-	44	44	-	24,152	-	24,152	24,196
-	-	505	505	-	15,283	-	15,283	15,788
-	-	332	332	-	2,283	-	2,283	2,615
-	-	307	307	-	171	-	171	478
-	-	559	559	-	1,287	-	1,287	1,846
-	-	1,567	1,567	-	-	(1,024)	(1,024)	543
-	241	3,621	3,862	-	14,639	-	14,639	18,501
120	-	-	120	-	892	-	892	1,012
-	-	2,500	2,500	-	2,528	-	2,528	5,028
-	-	568	568	-	2,281	-	2,281	2,849
-	-	319	319	-	1,872	-	1,872	2,191
-	-	1,021	1,021	-	1,696	-	1,696	2,717
-	-	1,234	1,234	-	3,364	-	3,364	4,598
-	-	1,963	1,963	-	8,848	-	8,848	10,811
-	-	1,844	1,844	-	-	(24)	(24)	1,820
-	-	-	-	-	78	-	78	78
-	-	8,044	8,044	-	14,976	-	14,976	23,020
-	-	10,928	10,928	-	9,264	-	9,264	20,192
-	-	-	-	-	-	(17)	(17)	(17)
-	-	20,051	20,051	15,011	-	-	15,011	35,062
-	-	166,137	166,137	57,760	-	-	57,760	223,897
\$ 120	\$ 1,535	\$ 240,157	\$ 241,812	\$ 72,771	\$ 144,882	\$ (4,378)	\$ 213,275	\$ 455,087
\$ 120	\$ 1,535	\$ 53,969	\$ 55,624	\$ -	\$ 144,882	\$ (4,378)	\$ 140,504	\$ 196,128
-	-	186,188	186,188	72,771	-	-	72,771	258,959
\$ 120	\$ 1,535	\$ 240,157	\$ 241,812	\$ 72,771	\$ 144,882	\$ (4,378)	\$ 213,275	\$ 455,087

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT E-3

**SCHEDULE OF INTERGOVERNMENTAL REVENUE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

Shared Revenue

State

Highway users tax	\$ 2,053,844
County program aid	263,924
PERA rate reimbursement	13,183
Disparity reduction aid	15,682
Police aid	33,261
Market value credit	246,572
Market value credit - mobile home	621
	621

Total shared revenue **\$ 2,627,087**

Reimbursement for Services

State

Minnesota Department of Human Services	\$ 188,563
	188,563

Payments

Local

Payments in lieu of taxes	\$ 31,325
	31,325

Grants

State

Minnesota Department/Board of	
Corrections	\$ 433
Public Safety	208,127
Health	3,000
Natural Resources	57,723
Historical Society	60,000
Human Services	415,504
Veterans Affairs	11,400
Water and Soil Resources	10,733
Office of Environmental Assistance	55,950
Peace Officer Standards and Training Board	1,515
Secretary of State	800
	800

Total state **\$ 825,185**

Federal

Department of	
Agriculture	\$ 61,440
Housing and Urban Development	14,253
Transportation	1,016,499
Health and Human Services	521,437
Homeland Security	401,758
	401,758

Total federal **\$ 2,015,387**

Total state and federal grants **\$ 2,840,572**

Total Intergovernmental Revenue **\$ 5,687,547**

**NORMAN COUNTY
ADA, MINNESOTA**

EXHIBIT E-4

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

Federal Grantor Pass-Through Agency Grant Program Title	Federal CFDA Number	Expenditures
U.S. Department of Agriculture		
Passed Through Minnesota Department of Human Services State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	\$ 61,440
U.S. Department of Housing and Urban Development		
Passed Through Minnesota Department of Employment and Economic Development Community Development Block Grants/Entitlement Grants	14.228	\$ 14,253
U.S. Department of Transportation		
Passed Through Minnesota Department of Transportation Highway Planning and Construction	20.205	\$ 986,612
Passed Through Minnesota Department of Public Safety Occupant Protection Incentive Grants	20.602	1,932
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	2,233
Total U.S. Department of Transportation		\$ 990,777
U.S. Department of Health and Human Services		
Passed Through Minnesota Department of Human Services Promoting Safe and Stable Families	93.556	\$ 5,596
Temporary Assistance for Needy Families Cluster Temporary Assistance for Needy Families	93.558	75,077
Emergency Contingency Fund for Temporary Assistance for Needy Families - ARRA	93.714	2,712
Child Support Enforcement	93.563	91,865
Child Care Development Fund Cluster Child Care and Development Block Grant	93.575	1,889
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	2,845
Stephanie Tubbs Jones Child Welfare Services Program	93.645	1,251
Foster Care Title IV-E Cluster Foster Care Title IV-E	93.658	36,492
Foster Care Title IV-E - ARRA	93.658	551
Social Services Block Grant	93.667	85,367
Chafee Foster Care Independence Program	93.674	4,650
Children's Health Insurance Program	93.767	38
Medical Assistance Program	93.778	207,393
Passed Through Minnesota Department of Human Services and Polk County Block Grants for Community Mental Health Services	93.958	5,711
Total U.S. Department of Health and Human Services		\$ 521,437

The notes to the Schedule of Expenditures of Federal Awards are an integral part of this schedule.

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**NORMAN COUNTY
ADA, MINNESOTA**

**EXHIBIT E-4
(Continued)**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

Federal Grantor Pass-Through Agency Grant Program Title	Federal CFDA Number	Expenditures
U.S. Department of Homeland Security		
Passed Through Minnesota Department of Public Safety		
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	\$ 458,793
Emergency Management Performance Grants	97.042	17,926
Cooperating Technical Partners	97.045	142,690
Passed Through Northwest Regional Development Commission		
Homeland Security Grant Program	97.067	<u>1,275</u>
Total U.S. Department of Homeland Security		<u>\$ 620,684</u>
Total Federal Awards		<u>\$ 2,208,591</u>

**NORMAN COUNTY
ADA, MINNESOTA**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

1. Reporting Entity

The Schedule of Expenditures of Federal Awards presents the activities of federal award programs expended by Norman County. The County's reporting entity is defined in Note 1 to the financial statements.

2. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Norman County under programs of the federal government for the year ended December 31, 2011. The information in this schedule is presented in accordance with the requirements of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of Norman County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Norman County.

3. Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through grant numbers were not assigned by the pass-through agencies.

4. Reconciliation to Schedule of Intergovernmental Revenue

Federal grant revenue per Schedule of Intergovernmental Revenue	\$ 2,015,387
Grants received more than 60 days after year-end, deferred in 2011	
Highway Planning and Construction	9,373
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	550,449
Cooperating Technical Partners	15,373
Grants deferred in 2010, recognized as revenue in 2011	
Highway Planning and Construction	(35,095)
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	(346,896)
	<hr/>
Expenditures Per Schedule of Expenditures of Federal Awards	<u>\$ 2,208,591</u>

**NORMAN COUNTY
ADA, MINNESOTA**

5. Clusters

Clusters of programs are groupings of closely related programs that share common compliance requirements. Total expenditures by cluster are:

Temporary Assistance for Needy Families Cluster	\$	77,789
Child Care Development Fund Cluster		4,734
Foster Care Title IV-E Cluster		37,043

6. Subrecipients

Of the expenditures presented in the schedule, Norman County provided federal awards to subrecipients as follows:

<u>CFDA Number</u>	<u>Program Name</u>	<u>Amount Provided to Subrecipients</u>
97.045	Cooperating Technical Partners	<u>\$ 142,690</u>

7. American Recovery and Reinvestment Act

The American Recovery and Reinvestment Act of 2009 (ARRA) requires recipients to clearly distinguish ARRA funds from non-ARRA funding. In the schedule, ARRA funds are denoted by the addition of ARRA to the program name.

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**NORMAN COUNTY
ADA, MINNESOTA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2011**

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: **Unqualified**

Internal control over financial reporting:

- Material weaknesses identified? **Yes**
- Significant deficiencies identified? **Yes**

Noncompliance material to the financial statements noted? **No**

Federal Awards

Internal control over major programs:

- Material weaknesses identified? **No**
- Significant deficiencies identified? **No**

Type of auditor's report issued on compliance for major programs: **Unqualified**

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB Circular A-133? **No**

The major programs are:

Highway Planning and Construction	CFDA #20.205
Cooperating Technical Partners	CFDA #97.045

The threshold for distinguishing between Types A and B programs was \$300,000.

Norman County qualified as low-risk auditee? **No**

II. FINDINGS RELATED TO FINANCIAL STATEMENTS AUDITED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INTERNAL CONTROL

PREVIOUSLY REPORTED ITEMS NOT RESOLVED

96-6 Segregation of Duties

Criteria: Management is responsible for establishing and maintaining internal control. Adequate segregation of duties is a key internal control in preventing and detecting errors or irregularities. To protect County assets, proper segregation of the record-keeping, custody, and authorization functions should be in place, and where management decides segregation of duties may not be cost effective, compensating controls should be in place.

Condition: Due to the limited number of personnel within several Norman County offices, segregation of accounting duties necessary to ensure adequate internal accounting control is not possible. The Auditor-Treasurer's Office generally tries to segregate the record-keeping function from the custody function. However, due to breaks, vacations, and illness, staff assigned record-keeping responsibilities may be required to assist in receipting collections, and staff assigned the custody functions may be required to assist in posting. The smaller fee offices generally have one staff person who is responsible for billing, collecting, recording, and depositing receipts as well as reconciling bank accounts.

Context: This is not unusual in operations the size of Norman County; however, the County's management 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 point of view.

Effect: Inadequate segregation of duties could adversely affect the County's ability to detect misstatements in a timely period by employees in the normal course of performing their assigned functions.

Cause: The size of Norman County and its staffing limits the internal control that management can design and implement into the organization.

Recommendation: We recommend Norman County's elected officials and management be mindful that limited staffing increases the risks in safeguarding the County's assets and the proper recording of its financial activity and, where possible, implement oversight procedures to ensure that internal control policies and procedures are being followed by staff.

06-2 Audit Adjustments

Criteria: 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 of the financial statements on a timely basis. Statement on Auditing Standards 115 defines a material weakness as a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected, on a timely basis.

Condition: During our audit, we identified material adjustments that resulted in significant changes to the County's financial statements. The County provides a general ledger which includes certain accruals, a GASB34 Audit List, and other supporting schedules necessary for preparing fund level and government-wide financial statements.

Context: The inability to make all necessary accrual adjustments or to detect significant misstatements in the financial statements increases the likelihood that the financial statements would not be fairly presented.

Effect: Audit adjustments were necessary in the General Fund to reclassify \$462,149 of fund balance from the unassigned category to the restricted and committed categories and to reflect a receivable in the amount of \$756,497 to cover a cash deficit in the Road and Bridge Special Revenue Fund. Audit adjustments were necessary in the Road and Bridge Special Revenue Fund to reclassify \$636,104 of fund balance from the unassigned category to the nonspendable, restricted, and committed categories; reclassify \$255,240 from highway planning and construction to public assistance to properly classify federal revenues; and to reflect a payable to the General Fund in the amount of \$756,497 to cover the cash deficit. An adjustment was necessary in the Ditch Special Revenue Fund to reclassify \$144,882 of fund balance from the unassigned category to the restricted category. An adjustment was necessary in the Gravel Reserve Tax Special Revenue Fund to reclassify \$74,027 of fund balance from the unassigned category to the restricted category. An adjustment was necessary in the Ditch Debt Service Fund to reclassify \$72,771 of fund balance from the unassigned category to the restricted category.

Cause: County staff did not have the time to prepare all of the information necessary to provide accurate financial statements.

Recommendation: We recommend that the County staff review the trial balances and journal entries in detail to ensure they have an understanding of all audit adjustments made so that, in future audits, this information can be prepared by the County. We further recommend that staff be assigned adequate time to prepare accurate financial statements.

ITEM ARISING THIS YEAR

11-1 Network/Application Password Controls

Criteria: County management is responsible for the County's internal controls over its information systems. This requires establishing security policies and performing assessments of existing controls to determine if the internal controls established are still effective or if changes are needed to ensure County data is protected as prescribed by management.

Condition: Norman County recently updated to a new version of the Integrated Financial System (IFS) application software. This application was written as a web-based application and may be run on a server or a mainframe system. Norman County contracts with a vendor for use of space on a mainframe IBM I Series system. For an employee of Norman County to access the new IFS application, the user must be signed on to the County network and have a current sign-on for the IFS application. The sign-on differs from the sign-on for the IBM I Series system, so the mainframe security settings do not apply to the application. Norman County has not reviewed the network controls or assessed risks from the change to a web-based application to ensure password controls are working as intended.

Context: The IFS application is the general ledger for Norman County. Detailed receipt and disbursement transactions as well as budget information are maintained on the IFS application throughout the year. This information is used by management to monitor the resources available and make decisions based on the available resources. At or near year-end, certain accrual information is also recorded in the application. The information maintained within the IFS application is the key source of information used for the preparation of the County's annual financial statements.

Effect: Normal password controls in place in the IBM I Series system are not effective for the IFS application, so a review of the IFS application controls and County network controls is imperative to ensure passwords are working as intended.

Cause: Norman County recently updated to a new web-based version of the IFS application software. County management was not aware of some of the password implications of this change.

Recommendation: We recommend Norman County management review password controls in place that limit access to the IFS application to ensure they are appropriate to protect the County data as prescribed by management.

PREVIOUSLY REPORTED ITEMS RESOLVED

Preparation of Financial Statements (06-1)

The County needed to broaden its participation in the preparation of its financial statements and not rely so extensively on its external auditors for financial reporting.

Resolution

The County provides a general ledger, accruals, a GASB34 Audit List, and other supporting schedules necessary for preparing fund level and government-wide financial statements. The County has improved its understanding and preparation of underlying accounting data used in the preparation of the financial statements.

Documenting and Monitoring Internal Controls (10-1)

County management is responsible for the County's internal control over financial reporting. Norman County had no formal documentation of its ongoing risk assessment process used to determine if the internal controls established by management are still effective or if changes are needed to maintain a sound internal control structure.

Resolution

Norman County has established a committee now meeting approximately twice a year to review potential risks and the internal controls in place to reduce those risks.

Schedule of Expenditures of Federal Awards (10-2)

The County needed to improve its system of identifying federal award information to facilitate preparation of the Schedule of Expenditures of Federal Awards (SEFA).

Resolution

The County has improved its system of identifying federal award information to provide sufficient information for the preparation of the SEFA.

III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARD PROGRAMS

PREVIOUSLY REPORTED ITEM RESOLVED

Identification of Federal Awards - Cooperating Technical Partners Grant - CFDA #97.045 (10-3)

Norman County did not adequately identify amounts received and expended for the Cooperating Technical Partners Grant CFDA #97.045 as federal in its general ledger, resulting in a material audit adjustment. If the SEFA preparation had been based only on the descriptions provided in the general ledger, the federal program would have been missed, and the expenditures reported in the SEFA would have been understated by \$192,836.

Resolution

Norman County changed its government-wide codes to recognize the Cooperating Technical Partners Grant CFDA #97.045 as federal, so no audit adjustments were necessary for 2011.

IV. OTHER FINDINGS AND RECOMMENDATIONS

A. MINNESOTA LEGAL COMPLIANCE

PREVIOUSLY REPORTED ITEM NOT RESOLVED

96-1 Ditch Fund Cash Deficits

Criteria: As stated in Minn. Stat. § 385.04, in part, “. . . every warrant shall be paid only from the cash on hand in the fund from which it may be properly payable.” As allowed by Minn. Stat. § 103E.655, subd. 2, loans may be made from ditch systems with surplus funds or from the General Fund to a ditch with insufficient cash to pay expenditures.

Condition: Four of the 37 individual ditch systems had deficit cash balances totaling \$4,523 at December 31, 2011. This amount is down from the prior year when we reported that 5 of the 37 individual ditch systems had deficit cash balances totaling \$16,991.

Context: If the County Board transfers money from another account or fund to a drainage system account, the money plus interest must be reimbursed from the proceeds of the drainage system that received the transfer. Minn. Stat. § 103E.655, subd. 2. A fund balance to be used for repairs may be established under Minn. Stat. § 103E.735, subd. 1, for any drainage system, not to exceed 20 percent of the assessed benefits of the ditch system or \$100,000, whichever is larger.

Effect: Allowing a ditch system to maintain a deficit cash balance, in effect, constitutes an interest-free loan from other County funds and, as such, is in noncompliance with Minnesota law.

Cause: Ditch expenditures were necessary; the ditch levies were not sufficient, and no loans were formally made between ditches.

Recommendation: We recommend that the County eliminate the ditch system cash deficits by borrowing from an eligible fund with a surplus cash balance and by levying assessments pursuant to Minn. Stat. § 103E.735, subd. 1, which permits the accumulation of a surplus balance to provide for the repair and maintenance costs of a ditch system.

ITEM ARISING THIS YEAR

11-2

Road and Bridge Special Revenue Fund Cash Balance Deficit

Criteria: As stated in Minn. Stat. § 385.04, payment of expenditures may be made only if money is available in the fund for that purpose. As provided by Minn. Stat. § 385.32, temporary fund transfers may be made with the approval of the County Board and County Auditor-Treasurer. The County Board has oversight responsibilities for the property, funds, and business of the County. The Board should be notified if a fund does not have sufficient money available to cover expenditures and provide temporary or permanent resources as needed for the fund.

Condition: At December 31, 2011, the Road and Bridge Special Revenue Fund had a deficit cash balance of \$756,497.

Context: Norman County suffered significant damage to its highway infrastructure during the 2010 and 2011 floods. The anticipated federal and state receivables for these expenditures were \$778,354 at December 31, 2011.

Effect: Allowing the payment of expenditures from the Road and Bridge Special Revenue Fund when there was no money available in the fund resulted in a deficit cash balance and a violation of Minn. Stat. § 385.04.

Cause: The expenditures for projects relating to the flood damage are paid for in advance of the anticipated federal and state reimbursements. The Road and Bridge Special Revenue Fund did not have sufficient resources to cover these expenditures and a temporary transfer as allowed by Minn. Stat. § 385.32 was not approved by the Board and the County Auditor-Treasurer.

Recommendation: We recommend that the County borrow from another fund when the cash balances are so low as to cause the fund to have a cash deficit when a payment is made from that fund.

PREVIOUSLY REPORTED ITEM RESOLVED

Collateral Assignments (06-4)

Deposits in excess of the FDIC insurance coverage with Bank of the West are secured with pledged collateral; however, the County could not provide current documentation of a perfected security interest in the pledged collateral.

Resolution

The County Auditor-Treasurer obtained an approved assignment of bank assets to Norman County, documenting a perfected security interest as required by FIRREA.

B. MANAGEMENT PRACTICES

PREVIOUSLY REPORTED ITEM RESOLVED

Ditch Fund Balance Deficits (09-2)

Five of the 37 individual ditch systems had deficit unassigned fund balances as of December 31, 2010, totaling \$17,093, the largest being \$11,490.

Resolution

Although five ditch systems still had deficit unassigned fund balances as of December 31, 2011, four of the ditch systems have sufficient current levies to cover the deficits and the remaining ditch system had a deficit balance of only \$17.



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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*

Board of County Commissioners
Norman County

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Norman County as of and for the year ended December 31, 2011, which collectively comprise the County's basic financial statements, and have issued our report thereon dated June 22, 2012. 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

Management of Norman County is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Norman County'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 the County's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County'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 was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all deficiencies, significant deficiencies, or material

weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified a deficiency in internal control over financial reporting that we consider to be a material weakness and other deficiencies that we consider to be significant deficiencies.

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 County's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs as item 06-2 to be a material weakness.

A significant deficiency is a deficiency, or 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. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs as items 96-6 and 11-1 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Norman County'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*.

Minnesota Legal Compliance

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 Political Subdivisions*, 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 Political Subdivisions* contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our study included all of the listed categories, except that we did not test for compliance in tax increment financing because Norman County has no tax increment financing.

The results of our tests indicate that, for the items tested, Norman County complied with the material terms and conditions of applicable legal provisions, except as described in the Schedule of Findings and Questioned Costs as items 96-1 and 11-2.

This report is intended solely for the information and use of the Board of County Commissioners, management, others within Norman County, and federal awarding agencies and pass-through entities 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

June 22, 2012

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REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of County Commissioners
Norman County

Compliance

We have audited Norman County's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2011. Norman County's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the County's management. Our responsibility is to express an opinion on the County's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Norman County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the County's compliance with those requirements.

In our opinion, Norman County complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2011.

Internal Control Over Compliance

Management of Norman County is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the County's internal control over compliance with requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of County Commissioners, management and others within the County, and federal awarding agencies and pass-through entities 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

June 22, 2012