STATE OF MINNESOTA Office of the State Auditor



Rebecca Otto State Auditor

MANAGEMENT AND COMPLIANCE REPORT FOR

OLMSTED COUNTY ROCHESTER, 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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For the Year Ended December 31, 2011



Management and Compliance Report

Audit Practice Division Office of the State Auditor State of Minnesota This page was left blank intentionally.

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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? **No**
- Significant deficiencies identified? No

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
Temporary Assistance for Needy Families Cluster	
Temporary Assistance for Needy Families	CFDA #93.558
ARRA - Emergency Temporary Assistance for Needy	
Families Supplemental Grant	CFDA #93.714
Child Support Enforcement	CFDA #93.563
Foster Care Cluster	
Title IV-E	CFDA #93.658
ARRA - Title IV-E	CFDA #93.658
ARRA - Prevention and Wellness - Communities Putting	
Prevention to Work Funding Opportunities Announcement	CFDA #93.724
ARRA - Health Information Technology Beacon Communities	CFDA #93.727

The threshold for distinguishing between Types A and B programs was \$492,933.

Olmsted County qualified as low-risk auditee? No

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

None.

III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARD PROGRAMS

PREVIOUSLY REPORTED ITEM RESOLVED

Davis-Bacon Act (CFDA #20.205 Highway Planning and Construction) (10-1) A contractor providing services on a project funded with federal funds did not submit weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance (certified payrolls) as required by the Davis-Bacon Act.

Resolution

The County obtained and had on file the required certification and payrolls from contractors.



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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 Olmsted County

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Olmsted 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 13, 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 Olmsted County is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Olmsted 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.

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.

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Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Olmsted 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 Olmsted County did not have any.

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

This report is intended solely for the information and use of the Board of County Commissioners, administrative committee, management, others within Olmsted 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 13, 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 Olmsted County

Compliance

We have audited Olmsted 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. Olmsted 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 Olmsted 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.

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In our opinion, Olmsted County complied, in all material respects, with the 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 Olmsted 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 the 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.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Olmsted County as of and for the year ended December 31, 2011, and have issued our report thereon dated June 13, 2012. Our audit was performed for the purpose of forming opinions on Olmsted County's financial statements that collectively comprise the County's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards (SEFA) is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. The SEFA 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. The SEFA 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the SEFA is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the Board of County Commissioners, Administrative Committee, 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

/s/Greg Hierlinger

REBECCA OTTO STATE AUDITOR GREG HIERLINGER, CPA DEPUTY STATE AUDITOR

June 13, 2012

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

Federal Grantor Pass-Through Agency Grant Program	Federal CFDA Number	State Pass-Through Grantor's Number	Ex	penditures
U.S. Department of Agriculture Passed Through Minnesota Department of Agriculture				
WIC Farmers Market Nutrition Program	10.572	N/A	\$	2,100
Passed Through Minnesota Department of Health				
Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	12-700-00090		1,017,100
Passed Through Minnesota Department of Human Services State Administrative Matching Grants for Supplemental Nutrition Assistance Program	10.561	2011IS251442		775,206
Passed Through Minnesota Community Action Partnership Supplemental Nutrition Assistance Program, Outreach/Participation Program	10.580	440075		17,247
rogium	10.000	110075		17,217
Total U.S. Department of Agriculture			\$	1,811,653
U.S. Department of Commerce				
Passed Through Southeast Minnesota Regional Radio Board				
Public Safety Interoperable Communications Grant Program	11.555	N/A	\$	9,857
U.S. Department of Housing and Urban Development				
Direct Shelter Plus Care	14.029	NT/A	¢	120 122
Sheller Plus Care	14.238	N/A	\$	129,123
U.S. Department of the Interior Fish and Wildlife Service				
Passed Through Minnesota Department of Natural Resources				
Landowner Incentive Program	15.633	N/A	\$	10,000
U.S. Department of Justice				
Passed Through Minnesota Department of Public Safety				
Juvenile Accountability Block Grants	16.523	N/A	\$	20,131
Violence Against Women Formula Grants	16.588	N/A		10,000
Residential Substance Abuse Treatment for State Prisoners	16.593	N/A		15,933
ARRA - Public Safety Partnership and Community Policing Grants	16.710	N/A		2,416
Passed Through City of Rochester				
ARRA - Recovery Act - Edward Byrne Memorial Justice Assistance				
(JAG) Program/Grants to Units of Local Government	16.804	N/A		3,996

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

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2011 (Continued)

Federal Grantor Pass-Through Agency	Federal CFDA	State Pass-Through Grantor's		
Grant Program	Number	Number	Ex	penditures
U.S. Department of Justice (Continued)				
Direct				
State Criminal Alien Assistance Program	16.606	N/A		96,243
Passed Through Minnesota Institute of Public Health				
Enforcing Underage Drinking Laws Program	16.727	N/A		2,040
Total U.S. Department of Justice			\$	150,759
U.S. Department of Transportation				
Passed Through Minnesota Department of Transportation				
Highway Planning and Construction	20.205	N/A	\$	1,975,573
Capital Assistance to States - Intercity Passenger Rail Service	20.317	N/A		47,118
Minimum Penalties for Repeat Offenders for Driving While				
Intoxicated	20.608	N/A		16,328
Passed Through Rochester Olmsted Council of Governments				
Metropolitan Transportation Planning	20.505	98156		442,613
Highway Safety Cluster (Note 7)				
Passed Through Minnesota Department of Public Safety				
State and Community Highway Safety	20.600	N/A		54,790
Safety Belt Performance Grants	20.609	N/A		45,217
Passed Through Minnesota Department of Public Safety				
Minimum Penalties for Repeat Offenders for Driving While				
Intoxicated	20.608	N/A		43,313
Total U.S. Department of Transportation			\$	2,624,952
U.S. Environmental Protection Agency				
Passed Through Minnesota Pollution Control Agency				
Nonpoint Source Implementation Grants	66.460	A03002	\$	2,396
U.S. Department of Energy				
Passed Through Minnesota Department of Commerce				
ARRA - Energy Efficiency and Conservation Block Grant Program	81.128	N/A	\$	78,576

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

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2011 (Continued)

Federal Grantor Pass-Through Agency	Federal CFDA	State Pass-Through Grantor's	Fun on dia	
Grant Program	Number	Number	Expenditu	ires
U.S. Department of Health and Human Services				
Passed Through Minnesota Department of Health				
Public Health Emergency Preparedness	93.069	12-700-00090	\$ 14'	7,721
Project Grants and Cooperative Agreements for Tuberculosis Control				
Programs	93.116	12-700-00090	,	7,000
Universal Newborn Hearing Screening	93.251	12-700-00090		2,300
Immunization Cluster (Note 7)				
Immunization Grants	93.268	12-700-00090	1	9,420
ARRA - Immunization	93.712	12-700-00090		3,540
Strengthening Public Health Infrastructure for Improved Health				
Outcomes	93.507	12-700-00090		2,500
Temporary Assistance for Needy Families	93.558	12-700-00090	15	1,441
Refugee and Entrant Assistance - Discretionary Grants	93.576	12-700-00090		3,000
ARRA - Prevention and Wellness - Communities Putting Prevention				
to Work Funding Opportunities Announcement	93.724	12-700-00090	1,57	8,404
Maternal and Child Health Services Block Grant to the States	93.994	12-700-00090	13	1,248
Passed Through Minnesota Department of Commerce				
Low-Income Home Energy Assistance (EAP)	93.568	OENM0147	310	0,985
Passed Through Minnesota Department of Human Services				
Promoting Safe and Stable Families	93.556	G-110MNFPSS	314	4,723
Temporary Assistance for Needy Families Cluster (Note 7)				
Temporary Assistance for Needy Families	93.558	2011G996115	1,384	4,045
ARRA - Emergency Contingency Fund for Temporary Assistance				
for Needy Families State Program	93.714	2011G991525	8	1,740
Child Support Enforcement	93.563	1104MN4005	2,36	3,646
Community Services Block Grant	93.569	11B1MNCOSR	15	0,232
Child Care and Development Fund Cluster (Note 7)				
Child Care and Development Block Grant	93.575	2011G996005	10	9,914
Child Care Mandatory and Matching Funds of the Child Care and				
Development Fund	93.596	2011G996005	10	3,725
Refugee and Entrant Assistance Targeted Assistance Grants	93.584	G09TAMN1000	,	7,861
Foster Care Cluster (Note 7)				
Foster Care Title IV-E	93.658	1101MN1401	92:	5,290
ARRA - Foster Care Title IV-E	93.658	1101MN1401	,	7,173
Social Services Block Grant	93.667	1101MNSOSR	70:	5,445
Chafee Foster Care Independence Program	93.674	G-1101MN1420	11	9,723
Children's Health Insurance Program	93.767	105021		447
Medical Assistance Program	93.778	1105MN5ADM	2,43	4,920
Block Grants for Community Mental Health Services	93.958	3B09SM010027-10	3	8,894
Block Grants for Prevention and Treatment of Substance Abuse	93.959	803894203	10	1,970

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

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SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2011 (Continued)

Federal Grantor Pass-Through Agency Grant Program	Federal CFDA Number	State Pass-Through Grantor's Number	E	xpenditures
U.S. Department of Health and Human Services (Continued)				
Passed Through Portico Healthnet				
Children's Health Insurance Program	93.767	1Z0CMS030496/01		13,728
Passed Through Mayo Clinic				
ARRA - Health Information Technology - Beacon Communities	93.727	90BC000901		215,428
Total U.S. Department of Health and Human Services			\$	11,326,463
U.S. Department of Homeland Security				
Direct				
Emergency Food and Shelter National Board Program	97.024	N/A	\$	169
Passed Through Minnesota Department of Natural Resources				
Boating Safety Financial Assistance	97.012	N/A		14,407
Passed Through Minnesota Department of Public Safety				
Disaster Grants - Public Assistance (Presidentially Declared				
Disasters)	97.036	N/A		9,867
Emergency Management Performance Grants	97.042	N/A		61,341
Passed Through Minnesota Department of Public Safety				
Homeland Security Grant Program	97.067	N/A		11,812
Passed Through Southeast Minnesota Region 1 Emergency Managers				
Homeland Security Grant Program	97.067	N/A		61,654
Passed Through Southeast Minnesota Regional Radio Board				
Interoperable Emergency Communications	97.055	N/A		5667
Homeland Security Grant Program	97.067	N/A		122,418
Total U.S. Department of Homeland Security			\$	287,335
Total Expenditures of Federal Awards			\$	16,431,114

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

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

1. <u>Reporting Entity</u>

The Schedule of Expenditures of Federal Awards presents the activities of federal award programs expended by Olmsted 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 Olmsted 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 Olmsted County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Olmsted County.

3. <u>Summary of Significant Accounting Policies</u>

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 entity identifying numbers are presented where available.

4. <u>Reconciliation to Schedule of Intergovernmental Revenue</u>

Federal grant revenue per Schedule of Intergovernmental Revenue Grants received more than 45 days after year-end, deferred in 2011	\$ 16,613,018
Highway Planning and Construction	3,259
Capital Assistance to States - Intercity Passenger Rail Service	47,118
Federal Transit Metropolitan Planning Grants	127,695
Alcohol-Impaired Driving Countermeasures Incentive Grants	6,725
Child Support Enforcement	92,196
Community Services Block Grant	2,281
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	18,320
Foster Care Title IV-E	182,879
Medical Assistance Program	50,200
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	22,924
Emergency Management Performance Grants	61,341

4. Reconciliation to Schedule of Intergovernmental Revenue (Continued)

Deferred in 2010, recognized as revenue in 2011	
State Administrative Matching Grants for Supplemental Nutrition Assistance Program	(182,042)
Public Safety Interoperable Communications Grant Program	(30,298)
Highway Planning and Construction	(71,891)
Federal Transit Metropolitan Planning Grants	(101,667)
Alcohol-Impaired Driving Countermeasures Incentive Grants	(3,113)
Temporary Assistance for Needy Families	(9,361)
Child Support Enforcement	(94,824)
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	(21,355)
Foster Care Title IV-E	(71,351)
Chafee Foster Care Independence Program	(10,080)
ARRA - Immunization	(2,463)
Boating Safety Financial Assistance	(8,444)
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	(203,067)
Homeland Security Grant Program	(27,820)
Deferred in 2010, determined to be uncollectible in 2011	
Highway Planning and Construction	 40,934
Expenditures Per Schedule of Expenditures of Federal Awards	\$ 16,431,114

5. Subrecipients

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

CFDA Number	Program Name	nt Provided to precipients
93.575	Child Care Mandatory and Matching Funds	\$ 109,914
93.596	Child Care Mandatory and Matching Funds	103,725
93.724	ARRA - Prevention and Wellness - Communities Putting	
	Prevention to Work	564,838
93.727	ARRA - Health Information Technology Beacon Communities	 30,290
	Total	\$ 808,767

6. 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.

7. <u>Clusters</u>

Cluster of programs means a grouping of closely related programs that have common compliance requirements. Total expenditures by cluster are:

Highway Safety	\$ 100,007
Immunization	12,960
Temporary Assistance for Needy Families	1,465,785
Child Care and Development Fund	213,639
Foster Care	932,463