

State of Minnesota



Office of the State Auditor

Julie Blaha
State Auditor

**Houston County
Caledonia, Minnesota**

Year Ended December 31, 2020

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 100 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 Minnesota’s local 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.

Office of the State Auditor
525 Park Street, Suite 500
Saint Paul, Minnesota 55103
(651) 296-2551
state.auditor@osa.state.mn.us
www.osa.state.mn.us

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Houston County Caledonia, Minnesota

Year Ended December 31, 2020



Office of the State Auditor

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

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Introductory Section		
Organization		1
Financial Section		
Independent Auditor’s Report		2
Management’s Discussion and Analysis		5
Basic Financial Statements		
Government-Wide Financial Statements		
Statement of Net Position	1	14
Statement of Activities	2	16
Fund Financial Statements		
Governmental Funds		
Balance Sheet	3	17
Reconciliation of Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position—Governmental Activities	4	21
Statement of Revenues, Expenditures, and Changes in Fund Balance	5	22
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Government-Wide Statement of Activities—Governmental Activities	6	26
Fiduciary Funds		
Statement of Fiduciary Net Position	7	28
Statement of Changes in Fiduciary Net Position	8	29
Notes to the Financial Statements		30
Required Supplementary Information		
Budgetary Comparison Schedules		
General Fund	A-1	81
Road and Bridge Special Revenue Fund	A-2	84
Health and Human Services Special Revenue Fund	A-3	85
Schedule of Changes in Total OPEB Liability and Related Ratios – Other Postemployment Benefits	A-4	86

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Financial Section		
Required Supplementary Information (Continued)		
PERA General Employees Retirement Plan		
Schedule of Proportionate Share of Net Pension Liability	A-5	87
Schedule of Contributions	A-6	88
PERA Public Employees Police and Fire Plan		
Schedule of Proportionate Share of Net Pension Liability	A-7	89
Schedule of Contributions	A-8	90
PERA Public Employees Local Government Correctional Service Retirement Plan		
Schedule of Proportionate Share of Net Pension Liability	A-9	91
Schedule of Contributions	A-10	92
Notes to the Required Supplementary Information		93
Supplementary Information		
Budgetary Comparison Schedule		
Debt Service Fund	B-1	104
Fiduciary Funds		
Custodial Funds		105
Combining Statement of Fiduciary Net Position	C-1	106
Combining Statement of Changes in Fiduciary Net Position	C-2	108
Other Schedules		
Schedule of Intergovernmental Revenue	D-1	110
Schedule of Expenditures of Federal Awards	D-2	112
Notes to the Schedule of Expenditures of Federal Awards		115

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

TABLE OF CONTENTS
(Continued)

	<u>Exhibit</u>	<u>Page</u>
Management and Compliance Section		
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		117
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance		120
Schedule of Findings and Questioned Costs		123
Corrective Action Plan		129
Summary Schedule of Prior Audit Findings		131

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

ORGANIZATION
DECEMBER 31, 2020

			<u>Term Expires</u>
Elected			
Commissioners			
Board Member	Jack Miller	District 1	January 2021
Chair	Eric Johnson	District 2	January 2023
Vice Chair	Robert Burns ¹	District 3	January 2021
Board Member	Teresa Walter	District 4	January 2023
Board Member	Greg Myhre ²	District 5	January 2021
Attorney	Samuel Jandt		January 2023
Auditor/Treasurer	Donna Trehus		January 2023
County Recorder	Susan Schwebach		January 2023
County Sheriff	Mark Inglett		January 2023
Appointed			
Administrator	Jeffrey Babinski		December 2020
Assessor	Cynthia Cresswell-Hatleli		December 2020
County Engineer	Brian Pogodzinski		April 2021
Coroner	Mayo Medical Examiner		Indefinite
Court Administrator	Darlene Larson		Indefinite
Finance Director	Carol Lapham		Indefinite
Public Health/Human Services Director	John Pugleasa		Indefinite
Veterans Service Officer	Robert Thoen		January 2024

¹Chair 2021

²Vice Chair 2021



INDEPENDENT AUDITOR'S REPORT

Board of County Commissioners
Houston County
Caledonia, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Houston County, Minnesota, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the County's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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 Houston County, Minnesota, as of December 31, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – Change in Accounting Principle

As discussed in Note 1.E to the financial statements, in 2020, the County adopted new accounting guidance by implementing the provisions of Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*, which represents a change in accounting principles. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Required Supplementary Information as 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 GASB, 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Houston County's basic financial statements. The Supplementary Information as listed in the table of contents 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. Such 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 Supplementary Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 20, 2021, on our consideration of Houston County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Houston County's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Houston County's internal control over financial reporting and compliance.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Our audit was conducted for the purpose of forming opinions on the 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 Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the basic financial statements. Such 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. The 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 SEFA is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

September 20, 2021

/s/Dianne Syverson

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

MANAGEMENT'S DISCUSSION AND ANALYSIS

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2020
(Unaudited)**

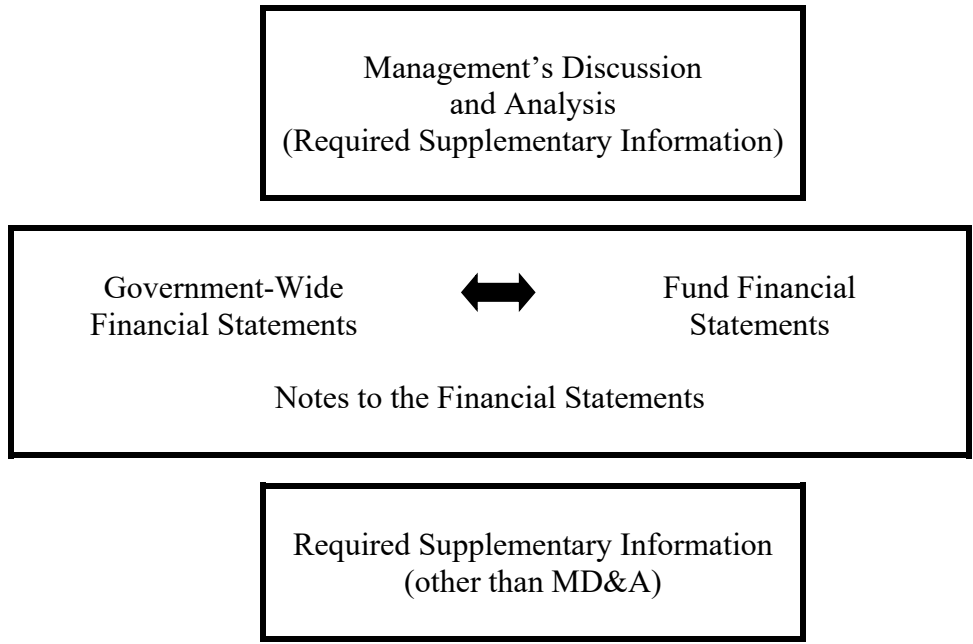
The Management's Discussion and Analysis (MD&A) provides an overview of the County's financial activities for the fiscal year ended December 31, 2020. Since this information is designed to focus on current year activities, resulting changes, and currently known facts, it should be read in conjunction with the County's financial statements.

FINANCIAL HIGHLIGHTS

- Governmental activities' total net position is \$84,187,478, of which \$74,116,704 is in net investment in capital assets and \$3,600,704 is restricted to specific purposes.
- Houston County's net position increased by \$5,562,556 for the year ended December 31, 2020.
- The net cost of governmental activities for the current fiscal year was \$11,546,115. The net cost was funded by general revenues, including taxes and grants.
- Governmental funds' fund balances increased by \$877,340.

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to the basic financial statements. Houston County's basic financial statements consist of three parts: government-wide financial statements, fund financial statements, and notes to the financial statements. The MD&A (this section) and certain budgetary comparison schedules are required to accompany the basic financial statements and, therefore, are included as required supplementary information. The following chart demonstrates how the different pieces are interrelated.



There are two government-wide financial statements. The Statement of Net Position and the Statement of Activities (Exhibits 1 and 2) provide information about the activities of the County as a whole and present a longer-term view of the County's finances. Government-wide financial statements start on page 14. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the County's operations in more detail than the government-wide statements by providing information about the County's most significant funds. The remaining statements provide financial information about activities for which the County acts solely as an agent for the benefit of those outside of the government.

Government-Wide Financial Statements—The Statement of Net Position and the Statement of Activities

Our analysis of the County as a whole is shown on Exhibits 1 and 2. The Statement of Net Position and the Statement of Activities report information about the County as a whole and about its activities in a way that helps the reader determine whether the County's financial condition has improved or declined as a result of the year's activities. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the full accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the County's net position and changes in them. You can think of the County's net position—the difference between assets and deferred outflows of resources from liabilities and deferred inflows of resources—as one way to measure the County's financial health or financial position. Over time, increases or decreases in the County's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the County's property tax base and the condition of County roads, to assess the overall health of the County.

The Statement of Activities presents information showing how the County's net position changed during the year. All changes in net position 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 years. The activities of Houston County are presented as governmental activities because they are principally supported by taxes and intergovernmental revenues. The County's basic services are reported here, including general government, public safety, transportation, sanitation, human services, health, culture and recreation, conservation of natural resources, and economic development.

Fund Financial Statements

Our analysis of the County's major funds begins on page 17. The fund financial statements provide detailed information about the significant funds—not the County as a whole. Some funds are required to be established by state law. However, the County Board establishes some funds to help it control and manage money for a particular purpose or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money.

The County's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting. This method measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the County's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the County's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation following each governmental fund financial statement.

Reporting the County's Fiduciary Responsibilities

The County is the trustee, or fiduciary, over assets that can be used only by other governments, nonprofits, or individuals. All of the County's fiduciary activities are reported in a separate Statement of Fiduciary Net Position. We exclude these activities from the County's other financial statements because the County cannot use these assets to finance its operations.

THE COUNTY AS A WHOLE

The County's net position increased \$5,562,556 from \$78,624,922 to \$84,187,478.

Table 1
Net Position
(in Millions)

	<u>2020</u>	<u>2019</u>
Assets		
Current and other assets	\$ 20.3	\$ 19.0
Capital assets	<u>87.3</u>	<u>83.6</u>
Total Assets	<u>\$ 107.6</u>	<u>\$ 102.6</u>
Deferred Outflows of Resources		
Deferred pension/OPEB outflows	\$ 1.2	\$ 1.7
Deferred charge on refunding	<u>0.6</u>	<u>0.6</u>
Total Deferred Outflows of Resources	<u>\$ 1.8</u>	<u>\$ 2.3</u>
Liabilities		
Long-term liabilities	\$ 21.8	\$ 21.6
Other liabilities	<u>1.6</u>	<u>1.1</u>
Total Liabilities	<u>\$ 23.4</u>	<u>\$ 22.7</u>
Deferred Inflows of Resources		
Advance allotment	\$ 0.2	\$ -
Deferred pension/OPEB inflows	<u>1.6</u>	<u>3.6</u>
Total Deferred Inflows of Resources	<u>\$ 1.8</u>	<u>\$ 3.6</u>
Net Position		
Net investment in capital assets	\$ 74.1	\$ 70.5
Restricted	3.6	3.2
Unrestricted	<u>6.5</u>	<u>4.9</u>
Total Net Position	<u>\$ 84.2</u>	<u>\$ 78.6</u>

Net position of the County’s governmental activities increased by 7.1 percent (\$84,187,478 compared to \$78,624,922).

Table 2
Change in Net Position
(in Millions)

	<u>2020</u>	<u>2019</u>
Revenues		
Program revenues		
Fees, charges, fines, and other	\$ 2.7	\$ 2.7
Operating grants and contributions	10.9	10.6
Capital grants and contributions	1.9	-
General revenues		
Property taxes	12.1	11.7
Other taxes and payments in lieu of taxes	0.6	0.5
Grants and contributions	4.0	1.5
Other general revenues	0.4	0.7
Total Revenues	<u>\$ 32.6</u>	<u>\$ 27.7</u>
Expenses		
General government	\$ 5.6	\$ 4.8
Public safety	4.6	4.7
Transportation	7.0	9.6
Human services	5.5	5.7
Health	0.7	1.1
Sanitation	1.0	1.0
Culture and recreation	0.4	0.4
Conservation of natural resources	0.3	0.4
Economic development	1.5	0.3
Interest	0.4	0.4
Total Expenses	<u>\$ 27.0</u>	<u>\$ 28.4</u>
Increase (Decrease) in Net Position	\$ 5.6	\$ (0.7)
Net Position – January 1	<u>78.6</u>	<u>79.3</u>
Net Position – December 31	<u>\$ 84.2</u>	<u>\$ 78.6</u>

Governmental Activities

The cost of all governmental activities this year was \$27,041,364. However, as shown in the Statement of Activities, the amount that the taxpayers ultimately financed for these activities through County property taxes was only \$12,102,169, because some of the cost was paid by those who directly benefited from the programs (\$2,715,644) or by other governments and organizations that subsidized certain programs with grants and contributions (\$12,779,605). The

County paid for the remaining “public benefit” portion of governmental activities with \$17,108,671 in general revenues, primarily property taxes and other revenues, such as interest and general entitlements, resulting in an increase to net position of \$5,562,556.

Table 3 presents the cost of each of the County’s four largest program functions, as well as each function’s net cost (total cost, less revenues generated by the activities). The net cost shows the financial burden that was placed on the County’s taxpayers by each of these functions.

Table 3
Governmental Activities
(in Millions)

	Total Cost of Services		Net Cost (Revenue) of Services	
	2020	2019	2020	2019
Transportation	\$ 7.0	\$ 9.6	\$ (0.9)	\$ 3.7
Human services	5.5	5.7	1.6	1.9
General government	5.6	4.8	4.7	4.1
Public safety	4.6	4.6	3.8	3.8

FINANCIAL ANALYSIS OF THE COUNTY’S FUNDS

As noted earlier, Houston County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the County’s funds is to provide information on near-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 county’s net resources available for spending at the end of the year.

At December 31, 2020, Houston County’s governmental funds reported combined ending fund balances of \$17,456,775, an increase of \$877,340 in comparison with 2019. The County is reporting an unassigned fund balance of \$5,722,482 in 2020. The remainder of fund balance is nonspendable, restricted, committed, or assigned to indicate that it is not available for new spending because it has already been committed.

The General Fund is the chief operating fund of Houston County. At December 31, 2020, unassigned fund balance was \$6,158,964, while total fund balance was \$7,585,950. As a measure of the General Fund’s liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 45.4 percent of total General Fund expenditures, while total fund balance represents 55.9 percent of the same amount. While the 2020 General Fund final budget reflected a \$41,541 deficit, the General Fund ended the year with an increase of \$950,025 to fund balance. The General Fund December 31, 2020, fund balance of \$7,585,950 increased from the 2019 balance of \$6,635,925.

The Road and Bridge Special Revenue Fund's fund balance increased by \$309,953 to \$7,284,974, of which all but \$514,601 is assigned. In 2020, tax revenue of approximately \$210,000 was collected to fund projects not yet completed. In addition, approximately \$40,000 of revenue was received related to the sale of miscellaneous items while preparing the site for the new highway building.

The Health and Human Services Special Revenue Fund's fund balance decreased by \$34,876 to \$1,348,901, all of which is assigned. The decrease in fund balance is the result of a net use of funds from Health and Human Services.

The Debt Service Fund's fund balance of \$1,673,432 is an increase of \$119,458 over the 2019 fund balance of \$1,553,974. Debt Service levies one year in advance at 105 percent of debt service requirements for the upcoming years principal and interest payments resulting in the increase for fund balance.

The Capital Projects Fund's fund balance decreased by \$467,220 from \$30,738 in 2019 resulting in a negative fund balance of \$436,482. The negative balance is the result of accruing contracts payable in the amount of \$619,610.

General Fund Budgetary Highlights

Houston County revised its General Fund budget during 2020, increasing expected revenues by 22.3 percent and increasing appropriations by 18.9 percent, respectively. For the year ended December 31, 2020, expenditures were less than the final budget by \$276,928.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2020, the County had \$87,270,952 invested in a broad range of capital assets, including land, buildings, highways and streets, and equipment. (See Table 4.) This amount represents a net increase (including additions and deductions) of \$3,681,271, or 4.4 percent, over last year. More detailed information about the County's capital assets can be found in Note 3.A of the financial statements

Table 4
Capital Assets at Year-End
(Net of Depreciation, in Millions)

	2020	2019
Land	\$ 3.0	\$ 3.3
Construction in progress	0.7	0.1
Buildings and improvements	16.5	16.8
Machinery, furniture, and equipment	4.2	3.6
Infrastructure	62.9	59.8
Totals	\$ 87.3	\$ 83.6

Long-Term Debt

At the end of the current fiscal year, the County had total general obligation bonds outstanding in the amount of \$12,732,413 as shown in Table 5. More detailed information about the County's long-term liabilities is presented in Note 3.C to the financial statements.

Table 5
Outstanding Debt at Year-End
(in Millions)

	2020	2019
G.O. bonds	\$ 12.7	\$ 13.7

Other obligations include loans payable, capital leases, compensated absences, pension benefits, and other postemployment benefits.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The County's elected and appointed officials considered many factors when setting the fiscal year 2021 budget, tax rates, and fees that will be charged for the government-type activities.

- The unemployment rate in Houston County increased, moving from 3.23 percent in 2019 to 4.02 percent in 2020 for the annual average. This is lower than the U.S. average of 8.09 percent and lower than the Minnesota rate of 6.18 percent.
- County General Fund expenditures for 2021 are budgeted to increase 15.8 percent from the 2020 level.
- Houston County's population decreased by 0.9 percent from 2010 (19,020) to 2020 (18,843), compared to an increase of 7.4 percent in Minnesota as a whole. Citizens age 65+ comprise 22.0 percent of the County's population.

- The proposed property tax levy was not increased for 2021.
- During 2021, Houston County continues construction of the Highway Department complex with completion expected by year's end. The County Board of Commissioners will also be considering the repurposing or demolition of the Historic Jail and the use of the insurance settlement following the 2014 damage to the unoccupied building that occurred when the sprinkler system malfunctioned. The County will continue to analyze the organizational structure following the elimination of the County Administrator position aiming to streamline operations and increase efficiencies. County operations and funding were affected by the declaration of the COVID-19 pandemic and will continue into 2021 with the award of ARPA funding.

CONTACTING HOUSTON COUNTY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the County's finances and to show the County's accountability for the money it receives. If you have questions about this report, or need additional financial information, contact the County Finance Director, Carol Lapham, Houston County Courthouse, 304 South Marshall Street, Caledonia, Minnesota 55921.

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT 1

**STATEMENT OF NET POSITION
GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2020**

Assets

Cash and pooled investments	\$	14,405,081
Petty cash and change funds		17,160
Investments		2,949,639
Taxes receivable		
Delinquent		191,357
Accounts receivable – net		107,351
Accrued interest receivable		28,530
Loans receivable		339,589
Due from other governments		1,708,618
Inventories		511,888
Prepaid items		17,149
Capital assets		
Non-depreciable		3,679,049
Depreciable – net of accumulated depreciation		83,591,903
		83,591,903
Total Assets	\$	107,547,314

Deferred Outflows of Resources

Deferred charge on refunding	\$	564,452
Deferred other postemployment benefits outflows		35,893
Deferred pension outflows		1,209,460
		1,209,460
Total Deferred Outflows of Resources	\$	1,809,805

Liabilities

Accounts payable	\$	229,522
Salaries payable		387,750
Contracts payable		677,841
Due to other governments		107,576
Accrued interest payable		152,592
Customer deposits		51,441
Long-term liabilities		
Due within one year		1,155,080
Due in more than one year		13,261,628
Net pension liability		6,864,603
Other postemployment benefits liability		503,223
		503,223
Total Liabilities	\$	23,391,256

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

***EXHIBIT 1
(Continued)***

**STATEMENT OF NET POSITION
GOVERNMENTAL ACTIVITIES
DECEMBER 31, 2020**

Deferred Inflows of Resources

Advance allotments	\$ 145,081
Deferred OPEB inflows	8,210
Deferred pension inflows	<u>1,625,094</u>
Total Deferred Inflows of Resources	<u>\$ 1,778,385</u>

Net Position

Net investment in capital assets	\$ 74,116,704
Restricted for	
General government	255,787
Public safety	429,887
Debt service	1,673,432
Highways and streets	517,435
Economic development	724,163
Unrestricted	<u>6,470,070</u>
Total Net Position	<u>\$ 84,187,478</u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT 2

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenues and Change in Net Position</u>
		<u>Fees, Charges, Fines, and Other</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<u>Functions/Programs</u>					
Primary government					
Governmental activities					
General government	\$ 5,633,354	\$ 565,856	\$ 346,740	\$ -	\$ (4,720,758)
Public safety	4,579,574	428,321	335,962	-	(3,815,291)
Transportation	7,047,322	216,507	5,891,185	1,876,970	937,340
Sanitation	955,974	651,320	118,452	-	(186,202)
Human services	5,520,275	717,922	3,160,574	-	(1,641,779)
Health	657,119	42,954	458,136	-	(156,029)
Culture and recreation	390,180	78,024	1,943	-	(310,213)
Conservation of natural resources	352,557	1,750	134,359	-	(216,448)
Economic development	1,473,381	12,990	446,704	8,580	(1,005,107)
Interest	431,628	-	-	-	(431,628)
Total Governmental Activities	\$ 27,041,364	\$ 2,715,644	\$ 10,894,055	\$ 1,885,550	\$ (11,546,115)
General Revenues					
Property taxes					\$ 12,102,169
Mortgage registry and deed tax					23,825
Wheelage tax					209,850
Payments in lieu of tax					368,364
Grants and contributions not restricted to specific programs					3,966,425
Unrestricted investment earnings					248,313
Miscellaneous					189,725
Total general revenues					\$ 17,108,671
Change in net position					\$ 5,562,556
Net Position – Beginning					78,624,922
Net Position – Ending					\$ 84,187,478

FUND FINANCIAL STATEMENTS

GOVERNMENTAL FUNDS

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2020**

	General	Road and Bridge
<u>Assets</u>		
Cash and pooled investments	\$ 6,185,782	\$ 5,484,961
Petty cash and change funds	17,060	100
Investments	1,192,277	1,507,362
Taxes receivable		
Delinquent	112,300	32,214
Accounts receivable – net	11,345	225
Loans receivable	339,589	-
Accrued interest receivable	26,221	2,202
Due from other funds	5,452	-
Due from other governments	517,050	606,883
Prepaid expense	17,149	-
Inventories	-	511,888
	\$ 8,424,225	\$ 8,145,835
 <u>Liabilities, Deferred Inflows of Resources, and Fund Balances</u>		
Liabilities		
Accounts payable	\$ 82,366	\$ 20,398
Salaries payable	224,590	49,388
Contracts payable	-	58,231
Due to other funds	-	-
Due to other governments	35,071	44,214
Customer deposits	51,441	-
	\$ 393,468	\$ 172,231
 Deferred Inflows of Resources		
Unavailable revenue	\$ 444,807	\$ 543,549
Advanced Allotments	-	145,081
	\$ 444,807	\$ 688,630

EXHIBIT 3

Health and Human Services	Debt Service	Capital Projects	Total
\$ 885,334	\$ 1,665,876	\$ 183,128	\$ 14,405,081
-	-	-	17,160
250,000	-	-	2,949,639
24,814	22,029	-	191,357
95,781	-	-	107,351
-	-	-	339,589
107	-	-	28,530
-	-	-	5,452
584,685	-	-	1,708,618
-	-	-	17,149
-	-	-	511,888
\$ 1,840,721	\$ 1,687,905	\$ 183,128	\$ 20,281,814
\$ 126,758	\$ -	\$ -	\$ 229,522
113,772	-	-	387,750
-	-	619,610	677,841
5,452	-	-	5,452
28,291	-	-	107,576
-	-	-	51,441
\$ 274,273	\$ -	\$ 619,610	\$ 1,459,582
\$ 217,547	\$ 14,473	\$ -	\$ 1,220,376
-	-	-	145,081
\$ 217,547	\$ 14,473	\$ -	\$ 1,365,457

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2020**

	General	Road and Bridge
<u>Liabilities, Deferred Inflows of Resources, and Fund Balances</u>		
(Continued)		
Fund Balances		
Nonspendable		
Prepaid items	\$ 17,149	\$ -
Inventories	-	511,888
Restricted for		
Debt service	-	-
Recorder's technology equipment	162,702	-
Recorder's compliance	82,947	-
State economic relief funds	367,594	-
E-911	234,670	-
Economic development loans	356,569	-
Conceal and carry	185,706	-
Sheriff's DUI forfeiture	9,511	-
Attorney forfeited property	10,138	-
Road and bridge projects	-	2,713
Assigned		
Road and bridge	-	6,770,373
Human services	-	-
Unassigned	6,158,964	-
	\$ 7,585,950	\$ 7,284,974
Total Fund Balances		
	\$ 7,585,950	\$ 7,284,974
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 8,424,225	\$ 8,145,835

**EXHIBIT 3
(Continued)**

<u>Health and Human Services</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ 17,149
-	-	-	511,888
-	1,673,432	-	1,673,432
-	-	-	162,702
-	-	-	82,947
-	-	-	367,594
-	-	-	234,670
-	-	-	356,569
-	-	-	185,706
-	-	-	9,511
-	-	-	10,138
-	-	-	2,713
-	-	-	6,770,373
1,348,901	-	-	1,348,901
-	-	(436,482)	5,722,482
\$ 1,348,901	\$ 1,673,432	\$ (436,482)	\$ 17,456,775
\$ 1,840,721	\$ 1,687,905	\$ 183,128	\$ 20,281,814

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT 4

**RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION—GOVERNMENTAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020**

Fund balances – total governmental funds (Exhibit 3)	\$	17,456,775
Amounts reported for governmental activities in the statement of net position 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.		87,270,952
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the governmental funds.		1,220,376
Deferred outflows of resources resulting from pension and other postemployment benefits liabilities are not available resources and, therefore, are not reported in the governmental funds.		1,245,353
Deferred outflows of resources resulting from debt refundings are not reported in the governmental funds.		564,452
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Loans payable	\$ (72,725)	
Capital lease payable	(393,431)	
Bonds payable	(12,095,000)	
Bond premium	(637,413)	
Accrued interest payable	(152,592)	
Net pension liability	(6,864,603)	
Other postemployment benefits liability	(503,223)	
Compensated absences	(1,218,139)	(21,937,126)
Deferred inflows of resources resulting from pension and other postemployment not due and payable in the current period and, therefore, are not reported in the governmental funds.		<u>(1,633,304)</u>
Net Position of Governmental Activities (Exhibit 1)	\$	<u>84,187,478</u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	General	Road and Bridge
Revenues		
Taxes	\$ 7,129,502	\$ 2,181,861
Licenses and permits	117,215	6,375
Intergovernmental	5,093,045	8,381,005
Charges for services	1,462,162	234,180
Fines and forfeits	35,248	-
Gifts and contributions	4,872	-
Investment earnings	219,316	25,638
Miscellaneous	343,706	2,539
	\$ 14,405,066	\$ 10,831,598
Expenditures		
Current		
General government	\$ 5,783,524	\$ -
Public safety	4,502,494	-
Transportation	-	10,532,795
Sanitation	1,050,985	-
Human services	-	-
Health	22,000	-
Culture and recreation	217,919	-
Conservation of natural resources	356,274	-
Economic development	1,416,084	-
Intergovernmental		
Transportation	-	302,151
Culture and recreation	163,477	-
Capital outlay	-	-
Debt service		
Principal	51,423	34,109
Interest	5,763	3,830
Bond issuance costs	-	-
Administrative (fiscal) charges	-	-
	\$ 13,569,943	\$ 10,872,885

EXHIBIT 5

Health and Human Services	Debt Service	Capital Projects	Total
\$ 1,619,149	\$ 1,390,189	\$ -	\$ 12,320,701
-	-	-	123,590
3,925,679	55,433	-	17,455,162
642,253	-	-	2,338,595
-	-	-	35,248
-	-	-	4,872
3,359	-	-	248,313
68,464	1,972	-	416,681
\$ 6,258,904	\$ 1,447,594	\$ -	\$ 32,943,162
\$ -	\$ -	\$ 1,500	\$ 5,785,024
-	-	-	4,502,494
-	-	-	10,532,795
-	-	-	1,050,985
5,626,706	-	-	5,626,706
684,817	-	-	706,817
-	-	-	217,919
-	-	-	356,274
-	-	-	1,416,084
-	-	-	302,151
-	-	-	163,477
-	-	651,965	651,965
3,052	4,005,000	-	4,093,584
221	408,408	-	418,222
-	52,236	-	52,236
-	4,225	-	4,225
\$ 6,314,796	\$ 4,469,869	\$ 653,465	\$ 35,880,958

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	General	Road and Bridge
Excess of Revenues Over (Under) Expenditures	\$ 835,123	\$ (41,287)
Other Financing Sources (Uses)		
Proceeds from capital lease	\$ 114,902	\$ 223,465
Refunding bond issuance	-	-
Premium on bond issuance	-	-
Proceeds from sale of capital assets	-	82,463
Total Other Financing Sources (Uses)	\$ 114,902	\$ 305,928
Net Change in Fund Balance	\$ 950,025	\$ 264,641
Fund Balance – January 1	6,635,925	6,975,021
Increase (decrease) in inventories	-	45,312
Fund Balance – December 31	\$ 7,585,950	\$ 7,284,974

**EXHIBIT 5
(Continued)**

<u>Health and Human Services</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
<u>\$ (55,892)</u>	<u>\$ (3,022,275)</u>	<u>\$ (653,465)</u>	<u>\$ (2,937,796)</u>
\$ 21,016	\$ -	\$ -	\$ 359,383
-	2,870,000	-	2,870,000
-	271,733	-	271,733
<u>-</u>	<u>-</u>	<u>186,245</u>	<u>268,708</u>
<u>\$ 21,016</u>	<u>\$ 3,141,733</u>	<u>\$ 186,245</u>	<u>\$ 3,769,824</u>
\$ (34,876)	\$ 119,458	\$ (467,220)	\$ 832,028
1,383,777	1,553,974	30,738	16,579,435
<u>-</u>	<u>-</u>	<u>-</u>	<u>45,312</u>
<u>\$ 1,348,901</u>	<u>\$ 1,673,432</u>	<u>\$ (436,482)</u>	<u>\$ 17,456,775</u>

**HOUSTON COUNTY
CALEDONIA, 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, 2020**

Net change in fund balances – total governmental funds (Exhibit 5) \$ 832,028

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

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 inflows of resources – December 31	\$ 1,220,376	
Deferred inflows of resources – January 1	<u>(1,560,511)</u>	(340,135)

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 position differs from the change in fund balance by the net book value of the assets sold.

Expenditures for general capital assets and infrastructure	\$ 7,277,649	
Net book value of assets disposed	(513,545)	
Current year depreciation	<u>(3,082,833)</u>	3,681,271

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 position. 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 position.

Proceeds of new debt		
General obligation refunding bonds issued	\$ (2,870,000)	
Premium on bonds issued	(271,733)	
Capital lease issued	(359,383)	
Principal repayments		
General obligation bonds	4,005,000	
Loans	12,058	
Capital lease	76,521	
Current year amortization of discounts and premiums	<u>87,629</u>	680,092

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**EXHIBIT 6
(Continued)**

**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, 2020**

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 compensated absences	\$ (84,476)	
Change in accrued interest payable	11,877	
Change in net pension liability	(735,693)	
Change in other postemployment benefits liability	(29,536)	
Change in deferred outflows of resources	(483,749)	
Change in deferred inflows of resources	1,985,565	
Change in inventories	45,312	709,300
Change in Net Position of Governmental Activities (Exhibit 2)		<u>\$ 5,562,556</u>

FIDUCIARY FUNDS

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT 7

**STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
DECEMBER 31, 2020**

	<u>Custodial Funds</u>
<u>Assets</u>	
Cash and pooled investments	\$ 1,536,062
Investments	238,330
Taxes receivable for other governments	<u>290,463</u>
Total Assets	\$ 2,064,855
<u>Liabilities</u>	
Due to other governments	<u>\$ 467,074</u>
<u>Deferred Inflows of Resources</u>	
Prepaid taxes	<u>\$ 102,302</u>
<u>Net Position</u>	
Restricted for individuals, organizations, and other governments	<u><u>\$ 1,495,479</u></u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT 8

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Custodial Funds
<u>Additions</u>	
Appropriations from counties	\$ 158,528
Contributions from individuals	138,145
Interest earnings	1,740
Property tax collections for other governments	16,364,318
Fees collected for state	4,464,843
Fees collected for other governments	245
Refunds collected for tax abatements	37,496
Payments from state	740,171
Payments from other entities	49,246
Miscellaneous	16,938
	\$ 21,971,670
<u>Deductions</u>	
Payments of property tax to other governments	\$ 16,306,588
Payments to state	4,456,734
Administrative expense	448,297
Payments to other individuals/entities	533,388
Payments to other governments	40,457
	\$ 21,785,464
Change in net position	\$ 186,206
Net Position – January 1, as previously reported	\$ -
Net Position- Restatement (Note 1.E)	1,309,273
Net Position – January 1, as restated	\$ 1,309,273
Net Position – December 31	\$ 1,495,479

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2020

1. Summary of Significant Accounting Policies

The County’s financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as of and for the year ended December 31, 2020. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). The more significant accounting policies established in GAAP and used by the County are discussed below.

A. Financial Reporting Entity

Houston County was established February 23, 1854, and is an organized county having the powers, duties, and privileges granted counties by Minn. Stat. ch. 373. As required by accounting principles generally accepted in the United States of America, these financial statements present Houston County (primary government) and its component unit for which the County is financially accountable. 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.

Blended Component Unit

Blended component units are legally separate organizations so intertwined with the County that they are, in substance, the same as the County and, therefore, are reported as if they were part of the County. Houston County has one blended component unit, which is reported as part of the General Fund.

<u>Component Unit</u>	<u>Component Unit Included in Reporting Entity Because</u>	<u>Separate Financial Statements</u>
Houston County Economic Development Authority (EDA) provides for development within the County.	County Commissioners are the members of the EDA Board, and the County has operational responsibility.	Separate financial statements are not prepared.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

A. Financial Reporting Entity (Continued)

Joint Ventures and Jointly-Governed Organizations

The County participates in joint ventures described in Note 4.D. The County also participates in jointly-governed organizations described in Note 4.C.

B. Basic Financial Statements

1. Government-Wide Statements

The government-wide financial statements (the statement of net position and the statement of activities) display information about the primary government and its component unit. 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. Governmental activities are normally supported by taxes and intergovernmental revenues.

The government-wide statement of net position is presented on a consolidated basis by column and is 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 position is reported in three parts: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position. 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. The County does not allocate indirect expenses to functions within the financial statements.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

B. Basic Financial Statements (Continued)

2. Fund Financial Statements

The fund financial statements provide information about the County's funds, including its fiduciary funds and blended component unit. 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 a separate column in the fund financial statements. All remaining 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 accounted for in another fund.

The Road and Bridge Special Revenue Fund accounts for restricted revenues from the federal and state governments, as well as committed property tax revenues used for the construction and maintenance of roads, bridges, and other projects affecting County roadways.

The Health and Human Services Special Revenue Fund accounts for restricted revenue sources from federal, state, and other oversight agencies, as well as committed property tax revenues used for economic assistance and community social services programs.

The Debt Service Fund is used to account for all financial resources restricted for payment of principal, interest, and related costs of long-term bonded debt.

The Capital Projects Fund is used to account for financial resources committed for the land acquisition and Highway Department complex construction.

Additionally, the County reports the following fund types:

Custodial 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.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies (Continued)

C. Measurement Focus and Basis of Accounting

The government-wide and fiduciary financial statements are reported using the economic resources measurement focus and the full 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. 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. Houston 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 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.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

1. Deposits and Investments

The cash balances of substantially all funds are pooled and invested by the County Treasurer for the purpose of increasing earnings through investment activities. Pooled and fund investments are reported at their fair value at December 31, 2020, 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 2020 were \$219,316.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

2. 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 nonspendable fund balance to indicate they are not available for appropriation and are not expendable available financial resources.

All receivables are shown net of an allowance for uncollectibles.

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.

3. Inventories and Prepaid Items

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.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

4. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (for example, roads, bridges, 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 \$10,000 and 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 acquisition value.

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:

<u>Assets</u>	<u>Years</u>
Buildings	50
Building improvements	50
Public domain infrastructure	50 - 75
Furniture, equipment, and vehicles	3 - 20

5. Compensated Absences

The liability for compensated absences reported in the financial statements consists of unpaid, accumulated annual vacation, compensatory, 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. The current portion is calculated using a trend analysis based on prior year payouts.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

6. Unearned Revenue

Governmental funds and government-wide financial statements report unearned revenue for resources that have been received, but not yet earned. There was no unearned revenue in 2020.

7. Pension Plan

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year-end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Plan investments are reported at fair value. The pension liability is liquidated through the General Fund, Road and Bridge Special Revenue Fund, and Health and Human Services Special Revenue Fund.

8. Long-Term Obligations

In the government-wide statement of net position, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as an other financing source. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

9. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expenditure/expense) until then. The County has three items—deferred charge on refunding, deferred pension, and other postemployment benefits (OPEB) outflows—that qualify for reporting in this category. Deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt and only arises under the full accrual basis of accounting. The County reports deferred outflows of resources only under the full accrual basis of accounting associated with pension plans and OPEB and, accordingly, are reported only in the statement of net position.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) or reduction of expense until that time. The County reports four types of deferred inflows—unavailable revenue, advance allotments, deferred pension, and OPEB inflows—that qualify for reporting in this category. Unavailable revenue arises only under the modified accrual basis of accounting and, accordingly, is reported only in the governmental funds balance sheet. This amount is deferred and recognized as an inflow of resources in the period that the amounts become available. The County reports advance allotments for state aid received by the County not yet appropriated by the State of Minnesota. Advance allotments are reported in the governmental funds balance sheet and in the statement of net position. The County also reports deferred inflows of resources associated with pension and OPEB benefits. These inflows arise only under the full accrual basis of accounting and, accordingly, are reported only in the statement of net position.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity
(Continued)

10. Classification of Net Position

Net position in the government-wide financial statements is classified in the following categories:

Net investment in capital assets – the amount of net position representing capital assets, net of accumulated depreciation, and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets.

Restricted net position – the amount of net position for which external restrictions have been imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – the amount of net position that does not meet the definition of restricted or net investment in capital assets.

11. Classification of Fund Balances

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 – amounts that cannot be spent because they are not in spendable form, or are 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 – amounts for which constraints have been placed on the use of resources 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.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

11. Classification of Fund Balances (Continued)

Committed – amounts the County intends to use for the specific purposes imposed by formal action (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 (resolution) it employed to previously commit those amounts.

Assigned – 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 Finance Director, who has been delegated that authority by Board resolution.

Unassigned – spendable amounts not contained in the other fund balance classifications for the General Fund. 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.

12. Minimum Fund Balance

Houston County has adopted a minimum fund balance policy to address cash flow or working capital needs for the General Fund and other special revenue funds, which are heavily reliant on property tax revenues to fund current operations. However, property tax revenues are not available for distribution until June. Therefore, the County Board has determined the need to maintain a minimum

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity

12. Minimum Fund Balance (Continued)

unassigned fund balance in the General Fund and an unrestricted (committed and assigned) fund balance in the remaining special revenue funds until the tax revenues are distributed. The County Board has determined this amount to be not less than 40 percent and not more than 65 percent of the sum of the most recent budget year's property tax levy.

13. 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, deferred outflows of resources, liabilities, and deferred inflows of resources; 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.

E. Change in Accounting Principles

During the year ended December 31, 2020, the County adopted new accounting guidance by implementing the provisions of GASB Statement No. 84, *Fiduciary Activities*, which establishes criteria for identifying and reporting fiduciary activities. The implementation of this statement has resulted in changing the presentation of the financial statements by including accruals and ending net position to custodial funds not previously required. Beginning net position has been restated to reflect this change.

	Custodial Funds
Net Position, January 1, 2020, as previously reported	\$ -
Change in accounting principles	1,309,273
Net Position, January 1, 2020, as restated	\$ 1,309,273

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

2. Stewardship, Compliance, and Accountability

Deficit Fund Equity

The Capital Projects Fund had a deficit unassigned fund balance of \$436,482 as of December 31, 2020. This deficit was caused by a contracts payable related to the Road and Bridge building project. The County intends to bond for this project.

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

Reconciliation of the County's total cash and investments to the basic financial statements follows:

Government-wide statement of net position	
Governmental activities	
Cash and pooled investments	\$ 14,405,081
Petty cash and change funds	17,160
Investments	2,949,639
Statement of fiduciary net position	
Cash and pooled investments	1,536,062
Investments	<u>238,330</u>
Total Cash and Investments	<u>\$ 19,146,272</u>
Deposits	<u>\$ 15,204,063</u>
Petty cash and change funds	<u>\$ 17,160</u>
Investments	
Negotiable securities	\$ 3,220,818
Municipal bonds	<u>704,231</u>
Total investments	<u>\$ 3,925,049</u>
Total Deposits, Petty Cash and Change Funds, and Investments	<u>\$ 19,146,272</u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments (Continued)

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 all County 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 plus accrued interest 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 has adopted a policy for custodial credit risk of obtaining collateral or bond for all uninsured amounts on deposit and obtaining necessary documentation to show compliance with state law and perfected security interest under federal law. As of December 31, 2020, the County's deposits were not exposed to custodial credit risk.

**HOUSTON COUNTY
CALEDONIA, 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.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

b. Investments (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. It is the County's policy to minimize interest rate risk by: (1) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market prior to maturity; and (2) investing operating funds, when most prudent, in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the County's cash requirements.

<u>Investment Type</u>	<u>Fair Value</u>	<u>Less Than 1 Year</u>	<u>1 - 3 Years</u>	<u>3 - 13 Years</u>
Municipal bonds	\$ 704,231	\$ 299,612	\$ 152,424	\$ 252,195
Negotiable certificates of deposit	3,220,818	1,049,000	1,241,738	930,080
Total Investments	<u>\$ 3,925,049</u>	<u>\$ 1,348,612</u>	<u>\$ 1,394,162</u>	<u>\$ 1,182,275</u>

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. It is the County's policy, as set by the Houston County Investment Policy, to invest only in securities that meet the ratings requirements of state statute.

The County is required to disclose the credit quality ratings of investments in debt securities, external investment pools, money market funds, bond mutual funds, and other pooled investments of fixed income securities. Houston County invests in the following investment pools/mutual funds:

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

b. Investments

Credit Risk (Continued)

	<u>Credit Rating</u>	<u>Rating Agency</u>	<u>Fair Value</u>
Municipal bonds	AAA/AA	Standard & Poor's	\$ 704,231

Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The County's policy is to minimize custodial credit risk by limiting investments with any one broker to no more than ten percent of its Securities Investor Protection Corporation coverage plus any excess coverage, if provided. At December 31, 2020, none of Houston County's investments were subject to custodial credit risk.

Concentration of Credit Risk

It is the County's policy to minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the County's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

As of December 31, 2020, the County did not have any investments in any one issuer that represented five percent or more of the County's total investments.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

b. Investments (Continued)

Fair Value Measurement

The County measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and
- *Level 3:* Unobservable inputs.

At December 31, 2020, the County had the following recurring fair value measurements.

	December 31, 2020	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments by fair value level				
Debt securities				
Municipal bonds	\$ 704,231	\$ -	\$ 704,231	\$ -
Negotiable certificates of deposit	3,220,818	-	3,220,818	-
 Total Investments Included in the Fair Value Hierarchy	 \$ 3,925,049	 \$ -	 \$ 3,925,049	 \$ -

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

b. Investments

Fair Value Measurement (Continued)

Debt securities classified in Level 2 are valued using the following approaches:

- Municipal Bonds: a market approach using quoted prices for similar securities in active markets; and
- Negotiable Certificates of Deposit: matrix pricing based on the securities' relationship to benchmark quoted prices.

2. Receivables

Receivables as of December 31, 2020, for the County's governmental activities, including the applicable allowances for uncollectible accounts, are as follows:

Accounts receivable, gross	\$ 263,126
Less: allowance for uncollectible	<u>(155,775)</u>
Net Accounts Receivable	<u>\$ 107,351</u>

Net receivables for governmental activities are collectible within the year.

Of the loans receivable, \$339,589 are for economic development loans, of which \$274,900 is not scheduled for collection in the subsequent year.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets (Continued)

3. Capital Assets

Capital asset activity for the year ended December 31, 2020, was as follows:

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets not depreciated				
Land	\$ 1,271,185	\$ -	\$ 329,433	\$ 941,752
Land – infrastructure right-of-way	1,779,146	-	-	1,779,146
Land improvements	251,088	-	-	251,088
Construction in progress	118,963	5,996,150	5,408,050	707,063
Total capital assets not depreciated	\$ 3,420,382	\$ 5,996,150	\$ 5,737,483	\$ 3,679,049
Capital assets depreciated				
Buildings	\$ 19,087,790	\$ -	\$ -	\$ 19,087,790
Building improvements	1,720,812	95,824	-	1,816,636
Other improvements	749,501	36,256	-	785,757
Machinery, furniture, and equipment	8,554,968	1,149,419	820,417	8,883,970
Infrastructure	112,116,588	5,408,050	495,613	117,029,025
Total capital assets depreciated	\$ 142,229,659	\$ 6,689,549	\$ 1,316,030	\$ 147,603,178
Less: accumulated depreciation for				
Buildings	\$ 3,692,371	\$ 379,755	\$ -	\$ 4,072,126
Building improvements	890,100	35,029	-	925,129
Other improvements	177,534	15,302	-	192,836
Machinery, furniture, and equipment	4,932,031	589,496	785,522	4,736,005
Infrastructure	52,368,324	2,063,251	346,396	54,085,179
Total accumulated depreciation	\$ 62,060,360	\$ 3,082,833	\$ 1,131,918	\$ 64,011,275
Total capital assets depreciated, net	\$ 80,169,299	\$ 3,606,716	\$ 184,112	\$ 83,591,903
Governmental Activities				
Capital Assets, Net	\$ 83,589,681	\$ 9,602,866	\$ 5,921,595	\$ 87,270,952

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

A. Assets

3. Capital Assets (Continued)

Depreciation expense was charged to functions/programs as follows:

Governmental Activities		
General government	\$	107,953
Public safety		444,325
Highways and streets, including depreciation of infrastructure assets		2,431,939
Human services		12,048
Sanitation		27,283
Culture and recreation		8,784
Economic development		50,501
Total Depreciation Expense – Governmental Activities	\$	3,082,833

B. Interfund Receivables, Payables, and Transfers

The composition of interfund balances as of December 31, 2020, is as follows:

Due To/From Other Funds

Receivable Fund	Payable Fund	Amount
General	Health and Human Services	\$ 5,452

These balances reflect the interfund goods and services provided and not paid at year-end but expected to be paid in the subsequent year.

C. Liabilities

1. Construction Commitments

Houston County has active construction projects as of December 31, 2020. The projects include the following:

	Spent-to-Date	Remaining Commitment
Governmental Activities		
Highway building project	\$ 592,855	\$ 5,895,285
Roads and bridges	5,775,809	16,033

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

C. Liabilities (Continued)

2. Capital Lease

The County has entered into a lease agreement as lessee for financing the acquisition of certain equipment. The 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, 2020.

<u>Capital Lease</u>	<u>Final Maturity</u>	<u>Installment Amount</u>	<u>Payment Amount</u>	<u>Original Issue Amount</u>	<u>Outstanding Balance December 31, 2020</u>
2019 Dodge Durango	2024	Yearly	\$ 6,247	\$ 31,236	\$ 21,866
2019 Dodge Durango	2024	Yearly	6,818	34,091	23,864
2019 Jeep Compass	2024	Yearly	4,299	21,494	15,046
2019 Jeep Compass	2024	Yearly	4,299	21,494	15,046
2019 Jeep Compass	2024	Yearly	4,315	21,575	15,462
2020 Dodge Ram	2025	Yearly	9,294	46,470	37,176
2020 Dodge Ram	2025	Yearly	9,635	48,177	38,542
2020 Dodge Ram	2025	Yearly	9,294	46,470	37,176
2020 Dodge Durango	2025	Yearly	4,937	29,620	24,683
2020 Dodge Durango	2025	Yearly	4,937	29,620	24,683
2020 Dodge Durango	2025	Yearly	4,937	29,620	24,683
2020 Chevrolet Silverado	2025	Yearly	4,673	35,044	30,372
2020 Jeep Compass	2025	Yearly	3,274	21,827	18,553
2020 Chevrolet Silverado	2025	Yearly	3,013	30,133	27,119
2020 Dodge Durango	2025	Yearly	2,619	31,423	28,805
2020 Chevrolet Silverado	2025	Yearly	2,030	30,452	28,422
Total of Leases			<u>\$ 84,621</u>	<u>\$ 508,746</u>	<u>\$ 411,498</u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

C. Liabilities

2. Capital Lease (Continued)

The future minimum lease obligations and the net present value of these minimum lease payments as of December 31, 2020, were as follows:

Year Ending December 31	Governmental Activities
2021	\$ 101,749
2022	101,749
2023	101,749
2024	89,115
2025	17,136
Total	\$ 411,498
Less: amount representing interest	(18,067)
Present Value of Minimum Lease Payments	\$ 393,431

The leases are paid from the General Fund, Road and Bridge Special Revenue Fund, and Health and Human Services Special Revenue Fund.

3. Long-Term Debt

Loans Payable

In December 2016, Houston County received a grant of \$192,000 from the Minnesota Department of Employment and Economic Development. The County used the grant to make an installment loan to fund an economic development project in the County. The County is entitled to 40 percent of the principal repaid, plus interest at two percent. The remaining \$115,200, plus interest, is to be repaid to the state. Payments on the state loan began in January 2017 with monthly payments of \$1,060 and will be made until December 2026. Total payments due from 2021 to 2026, including interest of \$4,563 at December 31, 2020, are \$77,288. The loan payments will be made from the General Fund.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

C. Liabilities

3. Long-Term Debt (Continued)

Bonds

Type of Indebtedness	Final Maturity	Installment Amounts	Interest Rate (%)	Original Issue Amount	Outstanding Balance December 31, 2020
2017A G.O. Jail Bonds	2031	\$65,000 - \$1,315,000	2.00 - 3.00	\$ 9,380,000	\$ 9,225,000
2020A G.O. Jail Refunding Bonds	2022	\$160,000 - \$880,000	5.00	2,870,000	2,870,000
Total General Obligation Bonds				\$ 12,250,000	\$ 12,095,000

Debt payments for the above debt are being made from the Debt Service Fund.

Refunding Bonds

On January 5, 2020, the County issued \$2,870,000 of Jail Refunding Bonds, Series 2020A. The bonds will refund the 2009C General Obligation Jail Bonds and 2010A General Obligation Capital Improvement Plan Bonds. As a result of the refunding issue, the County will save \$102,969 in debt service payments and achieve an economic gain (the present value of the difference of the old and new debt service) of \$98,583.

4. Debt Service Requirements

Debt service requirements at December 31, 2020, were as follows:

Year Ending December 31	General Obligation Bonds		Loans Payable	
	Principal	Interest	Principal	Interest
2021	\$ 940,000	\$ 390,550	\$ 11,388	\$ 1,332
2022	930,000	347,775	11,618	1,102
2023	980,000	309,775	11,853	867
2024	1,015,000	271,025	12,092	628
2025	1,055,000	232,675	12,336	384
2026 – 2020	5,860,000	646,800	13,438	250
2031	1,315,000	19,725	-	-
Total	\$ 12,095,000	\$ 2,218,325	\$ 72,725	\$ 4,563

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

C. Liabilities (Continued)

5. Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2020, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Bonds payable					
2009C G.O. Jail Bonds	\$ 2,940,000	\$ -	\$ 2,940,000	\$ -	\$ -
2010A G.O. Capital Improvement Plan Bonds	975,000	-	975,000	-	-
2017A G.O. Jail Bonds	9,315,000	-	90,000	9,225,000	60,000
2020A G.O. Jail Refunding Bonds	-	2,870,000	-	2,870,000	880,000
Premium on bonds	459,373	271,733	93,693	637,413	-
Less: discount on bonds	(6,064)	-	(6,064)	-	-
Total bonds payable	\$ 13,683,309	\$ 3,141,733	\$ 4,092,629	\$ 12,732,413	\$ 940,000
Loans payable	84,783	-	12,058	72,725	11,388
Capital leases payable	110,569	359,383	76,521	393,431	94,059
Compensated absences	1,133,663	898,772	814,296	1,218,139	109,633
Long-Term Liabilities	\$ 15,012,324	\$ 4,399,888	\$ 4,995,504	\$ 14,416,708	\$ 1,155,080

Compensated absences liabilities are generally liquidated by the General Fund and the Road and Bridge and Health and Human Services Special Revenue Funds.

D. Deferred Outflows/Inflows of Resources

1. Deferred Outflows of Resources

There were no deferred outflows of resources reported in the governmental funds for the year ended December 31, 2020.

2. Deferred Inflows of Resources

As of December 31, 2020, there were various components of unavailable revenue for the governmental funds as follows:

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

D. Deferred Outflows/Inflows of Resources

2. Deferred Inflows of Resources (Continued)

	Unavailable Revenue
Delinquent property taxes	\$ 126,188
Intergovernmental	677,061
Loans receivable	328,809
Other	88,318
Total Governmental Funds	\$ 1,220,376

E. Pension Plans

1. Defined Benefit Pension Plans

a. Plan Description

All full-time and certain part-time employees of Houston County are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (the General Employees Plan), the Public Employees Police and Fire Plan (the Police and Fire Plan), and the Public Employees Local Government Correctional Service Retirement Plan (the Correctional Plan), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minn. Stat. chs. 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

The General Employees Plan (accounted for in the General Employees Fund) has multiple benefit structures with members belonging to the Coordinated Plan, the Basic Plan, or the Minneapolis Employees Retirement Fund. Coordinated Plan members are covered by Social Security, and the Basic Plan and Minneapolis Employees Retirement Fund members are not. The Basic Plan was closed to new members in 1967. The Minneapolis Employees Retirement Fund was closed to new members during 1978 and merged into the General Employees Plan in 2015. All new members must participate in the Coordinated

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

a. Plan Description (Continued)

Plan, for which benefits vest after five years of credited service. No Houston County employees belong to either the Basic Plan or the Minneapolis Employees Retirement Fund.

Police officers, firefighters, and peace officers who qualify for membership by statute are covered by the Police and Fire Plan (accounted for in the Police and Fire Fund). For members first hired after June 30, 2010, but before July 1, 2014, benefits vest on a prorated basis starting with 50 percent after five years and increasing ten percent for each year of service until fully vested after ten years. Benefits for members first hired after June 30, 2014, vest on a prorated basis from 50 percent after ten years and increasing five percent for each year of service until fully vested after 20 years.

Local government employees of a county-administered facility who are responsible for the direct security, custody, and control of the county correctional facility and its inmates are covered by the Correctional Plan (accounted for in the Correctional Fund). For members hired after June 30, 2010, benefits vest on a prorated basis starting with 50 percent after five years and increasing ten percent for each year of service until fully vested after ten years.

b. Benefits Provided

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefit provisions are established by state statute and can be modified only by the state legislature. Benefit increases are provided to benefit recipients each January.

General Employees Plan benefit recipients will receive a post-retirement increase equal to 50 percent of the cost of living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.00 percent and maximum of 1.50 percent. Recipients that have been receiving

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

b. Benefits Provided (Continued)

the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under the Rule of 90 are exempt from the delay to normal retirement.

Police and Fire Plan benefit recipients will receive a 1.00 percent post-retirement increase. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

Correctional Plan benefit recipients will receive a post-retirement increase equal to 100 percent of the cost of living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.00 percent and maximum of 2.50 percent. If the Correctional Plan's funding status declines to 85 percent or below for two consecutive years or 80 percent for one year, the maximum will be lowered from 2.50 percent to 1.50 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

b. Benefits Provided (Continued)

The benefit provisions stated in the following paragraph 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 their public service.

Benefits are based on a member's highest average salary for any 60 consecutive months of allowable service, age, and years of credit at termination of service. In the General Employees Plan, two methods are used to compute benefits for Coordinated Plan members. Members hired prior to July 1, 1989, receive 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 Coordinated Plan member is 1.20 percent of average salary for each of the first ten years of service and 1.70 percent of average salary for each remaining year. Under Method 2, the annuity accrual rate is 1.70 percent for Coordinated Plan members for each year of service. Only Method 2 is used for members hired after June 30, 1989. For Police and Fire Plan members, the annuity accrual rate is 3.00 percent of average salary for each year of service. For Correctional Plan members, the annuity accrual rate is 1.90 percent of average salary for each year of service.

For General Employees Plan members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90, and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66. For Police and Fire Plan and Correctional Plan members, normal retirement age is 55, and for members who were hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90. Disability benefits are available for vested members and are based on years of service and average high-five salary.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans (Continued)

c. Contributions

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. General Employees Plan members were required to contribute 6.50 percent of their annual covered salary in 2020. Police and Fire Plan members were required to contribute 11.80 percent of their annual covered salary in 2020. Correctional Plan members were required to contribute 5.83 percent of their annual covered salary in 2020.

In 2020, the County was required to contribute the following percentages of annual covered salary:

General Employees Plan – Coordinated Plan members	7.50%
Police and Fire Plan	17.70
Correctional Plan	8.75

The Police and Fire Plan member and employer contribution rates increased 0.50 percent and 0.75 percent, respectively, from 2019.

The County's contributions for the year ended December 31, 2020, to the pension plans were:

General Employees Plan	\$	494,564
Police and Fire Plan		194,137
Correctional Plan		93,150

The contributions are equal to the statutorily required contributions as set by state statute.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans (Continued)

d. Pension Costs

General Employees Plan

At December 31, 2020, the County reported a liability of \$5,455,866 for its proportionate share of the General Employees Plan's net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The County's proportion of the net pension liability was based on the County's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2019, through June 30, 2020, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2020, the County's proportion was 0.0910 percent. It was 0.0907 percent measured as of June 30, 2019. The County recognized pension expense of \$69,797 for its proportionate share of the General Employees Plan's pension expense.

The County also recognized \$14,657 as revenue, which results in a reduction of the net pension liability, for its proportionate share of the State of Minnesota's expense related to its contribution to the General Employees Plan, which qualifies as a special funding situation. Legislation requires the State of Minnesota to contribute \$16 million to the General Employees Plan annually until September 15, 2031.

The County's proportionate share of the net pension liability	\$ 5,455,866
State of Minnesota's proportionate share of the net pension liability associated with the County	<u>168,408</u>
Total	<u>\$ 5,624,274</u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

d. Pension Costs

General Employees Plan (Continued)

The County reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 49,540	\$ 20,642
Changes in actuarial assumptions	-	200,714
Difference between projected and actual investment earnings	87,385	-
Changes in proportion	62,368	102,143
Contributions paid to PERA subsequent to the measurement date	249,067	-
Total	\$ 448,360	\$ 323,499

The \$249,067 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31	Pension Expense Amount
2021	\$ (390,300)
2022	26,428
2023	107,850
2024	131,816

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

d. Pension Costs (Continued)

Police and Fire Plan

At December 31, 2020, the County reported a liability of \$1,277,246 for its proportionate share of the Police and Fire Plan's net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The County's proportion of the net pension liability was based on the County's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2019, through June 30, 2020, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2020, the County's proportion was 0.0969 percent. It was 0.0987 percent measured as of June 30, 2019. The County recognized pension expense of \$147,318 for its proportionate share of the Police and Fire Plan's pension expense.

The State of Minnesota also contributed \$13.5 million to the Police and Fire Plan in the plan fiscal year ended June 30, 2020. The contribution consisted of \$4.5 million in direct state aid that meets the definition of a special funding situation and \$9 million in supplemental state aid that does not meet the definition of a special funding situation.

Legislation required the State of Minnesota to pay direct state aid of \$4.5 million on October 1, 2019, and to pay \$9 million by October 1 of each subsequent year until full funding is reached, or July 1, 2048, whichever is earlier. The County recognized an additional \$9,250 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's pension expense related to the special funding situation.

The County's proportionate share of the net pension liability	\$ 1,277,246
State of Minnesota's proportionate share of the net pension liability associated with the County	<u>30,065</u>
Total	<u>\$ 1,307,311</u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

d. Pension Costs

Police and Fire Plan (Continued)

Legislation also requires the State of Minnesota to contribute \$9 million to the Police and Fire Plan each year, starting in fiscal year 2014, until the plan is 90 percent funded, or until the State Patrol Plan is 90 percent funded, whichever occurs later. The County also recognized \$8,721 as revenue, which results in a reduction of the net pension liability, for its proportionate share of the State of Minnesota's on-behalf contribution to the Police and Fire Plan.

The County reported its proportionate share of the Police and Fire Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 56,483	\$ 65,100
Changes in actuarial assumptions	459,394	797,298
Difference between projected and actual investment earnings	40,072	-
Changes in proportion	29,603	119,078
Contributions paid to PERA subsequent to the measurement date	99,050	-
Total	\$ 684,602	\$ 981,476

The \$99,050 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

d. Pension Costs

Police and Fire Plan (Continued)

Year Ended December 31	Pension Expense Amount
2021	\$ (103,927)
2022	(401,909)
2023	54,585
2024	57,627
2025	(2,300)

Correctional Plan

At December 31, 2020, the County reported a liability of \$131,491 for its proportionate share of the Correctional Plan's net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The County's proportion of the net pension liability was based on the County's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2019, through June 30, 2020, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2020, the County's proportion was 0.4846 percent. It was 0.4590 percent measured as of June 30, 2019. The County recognized pension expense of \$(216,757) for its proportionate share of the Correctional Plan's pension expense.

The County reported its proportionate share of the Correctional Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

d. Pension Costs

Correctional Plan (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 1,232	\$ 48,150
Changes in actuarial assumptions	-	265,954
Difference between projected and actual investment earnings	24,493	-
Changes in proportion	2,658	6,015
Contributions paid to PERA subsequent to the measurement date	48,115	-
Total	\$ 76,498	\$ 320,119

The \$48,115 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31	Pension Expense Amount
2021	\$ (309,455)
2022	(14,191)
2023	8,189
2024	23,721

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

d. Pension Costs (Continued)

Total Pension Expense

The total pension expense for all plans recognized by the County for the year ended December 31, 2020, was \$358.

e. Actuarial Assumptions

The total pension liability in the June 30, 2020, actuarial valuation was determined using the individual entry-age normal actuarial cost method and the following additional actuarial assumptions:

	<u>General Employees Fund</u>	<u>Police and Fire Fund</u>	<u>Correctional Fund</u>
Inflation	2.25% per year	2.50% per year	2.50% per year
Active Member Payroll Growth	3.00% per year	3.25% per year	3.25% per year
Investment Rate of Return	7.50%	7.50%	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabilitants were based on the Pub-2010 General Employee Mortality table for the General Employees Plan and the RP-2014 mortality tables for the Police and Fire and the Correctional Plans, with slight adjustments. Cost of living benefit increases for retirees are assumed to be 1.25 percent for the General Employees Plan and 2.00 percent for the Correctional Plan. For the Police and Fire Plan, cost of living benefit increases for retirees are 1.00 percent as set by state statute.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

e. Actuarial Assumptions (Continued)

Actuarial assumptions used in the June 30, 2020, valuation were based on the results of actuarial experience studies. The experience study for the General Employees Plan was dated June 27, 2019. The experience study for the Police and Fire Plan was dated August 30, 2016. The experience study for the Correctional Plan was dated February 2012. The mortality assumption for the Correctional Plan is based on the Police and Fire Plan experience study. Inflation and investment assumptions for all plans were reviewed in the experience study report for the General Employees Plan.

The long-term expected rate of return on pension plan investments is 7.50 percent. The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness of the long-term expected rate of return on a regular basis using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
U.S. equities	35.50%	5.10%
Broad international stock pool	17.50	5.30
Bond pool	20.00	0.75
Alternatives	25.00	5.90
Cash equivalents	2.00	0.00

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans (Continued)

f. Discount Rate

The discount rate used to measure the total pension liability was 7.50 percent in 2020, which remained consistent with 2019. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the fiduciary net positions of the General Employees Plan, the Police and Fire Plan, and the Correctional Plan were projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

g. Changes in Actuarial Assumptions and Plan Provisions

The following changes in actuarial assumptions occurred in 2020:

General Employees Plan

- The price inflation assumption was decreased from 2.50 percent to 2.25 percent.
- The payroll growth assumption was decreased from 3.25 percent to 3.00 percent.
- Assumed salary increase rates were changed as recommended in the June 30, 2019, experience study. The net effect is assumed rates that average 0.25 percent less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019, experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

g. Changes in Actuarial Assumptions and Plan Provisions

General Employees Plan (Continued)

- Assumed rates of termination were changed as recommended in the June 30, 2019, experience study. The new rates are based on service and are generally lower than the previous rates for years two to five and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019, experience study. The changes result in fewer predicted disability retirements for males and females.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Employee Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 Disabled Annuitant Mortality table to the Pub-2010 General/Teacher Disabled Retiree Mortality table, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100 percent Joint and Survivor option changed from 35 percent to 45 percent. The assumed number of married female new retirees electing the 100 percent Joint and Survivor option changed from 15 percent to 30 percent. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans

g. Changes in Actuarial Assumptions and Plan Provisions

General Employees Plan (Continued)

- Augmentation for current privatized members was reduced to 2.00 percent for the period July 1, 2020, through December 31, 2023, and 0.00 percent thereafter. Augmentation was eliminated for privatizations occurring after June 30, 2020.

Police and Fire Plan

- The mortality projection scale was changed from MP-2018 to MP-2019.

Correctional Plan

- The mortality projection scale was changed from MP-2018 to MP-2019.

h. Pension Liability Sensitivity

The following presents the County's proportionate share of the net pension liability calculated using the discount rate previously disclosed, as well as what the County's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	Proportionate Share of the					
	General Employees Plan		Police and Fire Plan		Correctional Plan	
	Discount Rate	Net Pension Liability	Discount Rate	Net Pension Liability	Discount Rate	Net Pension Liability
1% Decrease	6.50%	\$ 8,743,861	6.50%	\$ 2,545,735	6.50%	\$ 817,205
Current	7.50	5,455,866	7.50	1,277,246	7.50	131,491
1% Increase	8.50	2,743,534	8.50	227,793	8.50	(417,527)

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

E. Pension Plans

1. Defined Benefit Pension Plans (Continued)

i. Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the internet at www.mnpera.org; by writing to PERA at 60 Empire Drive, Suite 200, St. Paul, Minnesota 55103-2088; or by calling 651-296-7460 or 1-800-652-9026.

2. Defined Contribution Plan

Three Board members of Houston County 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 five percent of salary, which is matched by the employer. 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 two 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 Houston County during the year ended December 31, 2020, were:

	Employee	Employer
Contribution amount	\$ 2,876	\$ 2,876
Percentage of covered payroll	5.00%	5.00%

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

F. Other Postemployment Benefits (OPEB)

Plan Description

The County provides health insurance benefits for certain retired employees under a single-employer, defined benefit, self-insured health care plan, financed and administered by the Southeast Service Cooperative and Houston County. Blue Cross and Blue Shield of Minnesota (BCBSM), under contract with the Southeast Service Cooperative, is the Claims Administrator. The County provides benefits for retirees as required by Minn. Stat. § 471.61, subd. 2b. Active employees, who retire from the County when eligible to receive a retirement benefit from PERA (or a similar plan) and do not participate in any other health benefits program providing coverage similar to that herein described, are eligible to continue coverage with respect to both themselves and their eligible dependent(s) under the County’s health benefits program.

Retirees are required to pay 100 percent of the total group rate. Since the premium is a blended rate determined on the entire active and retiree population, the retirees, whose costs are statistically higher than the group average, are receiving an implicit rate “subsidy.” As of January 1, 2019, there was one retiree receiving health benefits from the County’s health plan.

No assets have been accumulated in a trust that meets the criteria in paragraph four of GASB 75. The OPEB plan does not issue a stand-alone financial report.

As of the January 1, 2019, actuarial valuation, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	1
Active plan participants	<u>143</u>
Total	<u><u>144</u></u>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

F. Other Postemployment Benefits (OPEB) (Continued)

Total OPEB Liability

The County's total OPEB liability of \$503,223 was measured as of January 1, 2020, and was determined by an actuarial valuation as of January 1, 2019.

The total OPEB liability in the fiscal year-end December 31, 2020, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50 percent
Salary increases	3.00 percent, average wage inflation plus merit/productivity increases
Health care cost trend	6.50 percent, decreasing 5 percent over 6 years

The current year discount rate is 3.80 percent, which is a change from the prior year rate of 3.30 percent. For the current valuation, the discount rate was set by considering published rate information for 20-year high-quality, tax-exempt, general obligation municipal bonds as of the measurement date.

Mortality rates are based on RP-2014 Mortality Tables (with Blue Collar adjustment for Police and Fire Personnel) with MP-2018 Generational Improvement Scale.

Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance at December 31, 2019	\$ 473,687
Changes for the year	
Service cost	\$ 35,003
Interest	18,872
Benefit payments	<u>(24,339)</u>
Net change	<u>\$ 29,536</u>
Balance at December 31, 2020	<u>\$ 503,223</u>

The OPEB liability is liquidated by the General Fund, Road and Bridge Special Revenue Fund, and Health and Human Services Special Revenue Fund.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

F. Other Postemployment Benefits (OPEB) (Continued)

OPEB Liability Sensitivity

The following presents the total OPEB liability of the County, calculated using the discount rate previously disclosed, as well as what the County's total OPEB liability would be if it were calculated using a discount rate that is 1.0 percentage point lower or 1.0 percentage point higher than the current discount rate:

	Discount Rate		Total OPEB Liability
1% Decrease	2.80%	\$	540,606
Current	3.80		503,223
1% Increase	4.80		468,430

The following presents the total OPEB liability of the County, calculated using the health care cost trend previously disclosed, as well as what the County's total OPEB liability would be if it were calculated using health care cost trend rates that are 1.0 percentage point lower or 1.0 percentage point higher than the current health care cost trend rate:

	Health Care Trend Rate		Total OPEB Liability
1% Decrease	5.50% Decreasing to 4.0%	\$	450,907
Current	6.50% Decreasing to 5.0%		503,223
1% Increase	7.50% Decreasing to 6.0%		564,854

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources
Related to OPEB

For the year ended December 31, 2020, the County recognized OPEB expense of \$21,106. The County reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

F. Other Postemployment Benefits (OPEB)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources
Related to OPEB (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 4,141	\$ -
Changes in actuarial assumptions	-	8,210
Contributions made subsequent to measurement date	31,752	-
Total	\$ 35,893	\$ 8,210

The \$31,752 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended December 31, 2021.

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized as OPEB expense as follows:

Year Ended December 31	OPEB Expense Amount
2021	(1,017)
2022	(1,017)
2023	(1,017)
2024	(1,018)

Changes in Actuarial Assumptions

There were no actuarial assumption changes for 2020. The following changes in actuarial assumptions occurred in 2019:

- The health care trend rates were changed to better anticipate short term and long term medical increases.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Detailed Notes on All Funds

F. Other Postemployment Benefits (OPEB)

Changes in Actuarial Assumptions (Continued)

- The mortality tables were updated from the RP-2014 Mortality Tables (blue collar for public safety, white collar for others) with MP-2016 Generational Improvement Scale to the RP-2014 Mortality Tables (blue collar for public safety, white collar for others) with MP-2018 Generational Improvement Scale.
- The retirement and withdrawal tables for public safety employees were updated.
- The discount rate was changed from 3.30 percent to 3.80 percent.

4. Summary of Significant Contingencies and Other Items

A. 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 for which the County carries commercial insurance. 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 \$500,000 per claim in 2020 and 2021. Should the MCIT Workers' Compensation Division liabilities exceed assets, MCIT may assess the County in a method and amount to be determined by MCIT.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

4. Summary of Significant Contingencies and Other Items

A. Risk Management (Continued)

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.

The County has entered into a joint powers agreement with MCIT to authorize the Board to exercise the common powers of the participating governmental units in connection with certain matters pertaining to the administration and funding of group employee benefits and other financial risk management services. The County may choose to participate in any of the services offered. The County may withdraw from the pool at any time giving a 90-day written notice. There is no contingent liability after withdrawal.

B. Contingent Liabilities

The County has entered into an agreement with the Minnesota Department of Agriculture and a local lending institution to jointly administer the Agricultural Best Management Loan Program to individuals to implement projects that prevent or mitigate nonpoint source water pollution. While the County is not liable for the repayment of the loans in any manner, it does have certain responsibilities under the agreement. The County has met those responsibilities for 2020.

The County is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the County Attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the County.

C. Jointly-Governed Organizations

Houston County, in conjunction with other local governments, has formed joint powers boards to provide a variety of services. The County appoints at least one member to the following organizations:

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

4. Summary of Significant Contingencies and Other Items

C. Jointly-Governed Organizations (Continued)

The Southeast Minnesota Emergency Medical Services (SEEMS) Joint Powers Board consists of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona Counties. The purpose of SEEMS is to ensure quality patient care is available throughout the 11-county area by maximizing the response capabilities of emergency medical personnel and to promote public education on injury prevention and appropriate response during a medical emergency. Each member county appoints one member to the Joint Powers Board. During the year, Houston County paid \$5,000 to the joint powers.

The Region One – Southeast Minnesota Homeland Security and Emergency Management Organization was established to provide for regional coordination of planning, training, purchase of equipment, and allocating emergency services and staff in order to better respond to emergencies and natural or other disasters within the region. There are 16 counties participating, with one member from each entity being represented on the Joint Powers Board. Houston County’s responsibility does not extend beyond making this appointment.

The Minnesota Criminal Justice Data Communications Network Joint Powers Agreement exists to create access for the County Sheriff and County Attorney to systems and tools available from the State of Minnesota, Department of Public Safety, and the Bureau of Criminal Apprehension to carry out criminal justice. During the year, the County made no payments to the joint powers.

Houston County, in conjunction with other local governments, participates in the State of Minnesota’s Sentence to Serve (STS) program. STS is a project of the State Department of Administration’s Strive Toward Excellence in Performance (STEP) program. STEP’s goal is a statewide effort to make positive improvements in public services. It gives the courts an alternative to jail or fines for the nonviolent offenders who can work on a variety of community or state projects. Private funding, funds from various foundations and initiative funds, as well as the Minnesota Departments of Corrections and Natural Resources, provide the funds needed to operate the STS program. Although Houston County has no operational or financial control over the STS program, Houston County paid \$35,042 to the program during the year.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

4. Summary of Significant Contingencies and Other Items

C. Jointly-Governed Organizations (Continued)

The Southeast Minnesota Immunization Connection (SEMIC) Joint Powers Board promotes an implementation and maintenance of a regional immunization information system to ensure age-appropriate immunizations through complete and accurate records. During the year, Houston County made payments of \$6,130 to SEMIC.

The Southeast Service Cooperative delivers numerous services to support administrative and instructional functions to its members and to improve learning opportunities. During the year, Houston County made payments of \$250 to the Cooperative.

The Workforce Development provides various job training services to several counties. During the year, Houston County paid \$143,029 to the Workforce Development.

The Southeastern Minnesota Community Action Council (SEMCCAC) provides various services on behalf of member counties to assist people to achieve or maintain independence and self-reliance through their own and community resources. SEMCCAC provides services in Dodge, Fillmore, Freeborn, Houston, Mower, Steele, and Winona Counties. It also provides housing and redevelopment for Houston County through Bluff Country. During the year, Houston County paid \$27,292 to SEMCCAC.

Under Minnesota Joint Powers Law, Minn. Stat. § 471.59, Minnesota counties have created the Minnesota Counties Computer Cooperative (MCCC) to jointly provide for the establishment, operation, and maintenance of data processing systems, facilities, and management information systems. During the year, Houston County paid \$123,115 to the MCCC.

D. Joint Ventures

Southeastern Minnesota Library

The Southeastern Minnesota Library provides regional library services to counties and cities in southeastern Minnesota. During the year, Houston County paid \$173,727 to the Library.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

4. Summary of Significant Contingencies and Other Items

D. Joint Ventures (Continued)

Southeast Minnesota Regional Emergency Communications Board

The Southeast Minnesota Regional Emergency Communications Board (formerly known as Southeast Minnesota Regional Radio Board) was formed in 2008 under the authority of Minn. Stat. §§ 471.59 and 403.39. It is governed by a membership of 11 counties and one city. The Board consists of one County Commissioner from each member county and one City Council member from the member city. The Board was formulated to provide for the regional administration of enhancements to the Allied Radio Matrix Emergency Response (ARMER) system owned and operated by the State of Minnesota and to enhance and improve interoperable public safety communications along with coordination of 911 and public safety broadband data services within the region.

The financial activities of the Board are accounted for by Olmsted County as the fiscal agent. During 2020, Houston County paid \$1,000 to the Board.

Southeast Minnesota Violent Crime Enforcement Team (SEMV CET)

Houston County and other regional counties and cities have formed the Southeast Minnesota Violent Crime Enforcement Team under the authority of Minn. Stat. § 471.59, to work cooperatively in the enforcement of controlled substance laws and crime-related offenses. The SEMVCET is governed by a governing board made up of members known as “Directors”. The Chief Law Enforcement Officer from each member county and member city shall serve as a Director.

Olmsted County has been appointed as the fiscal agent for the SEMVCET. During 2020, Houston County paid \$7,426 to the SEMVCET.

Family Services Collaborative

The Houston County Family Services Collaborative was established in 1995 under the authority of Minn. Stat. §§ 471.59 and 124D.23. The Collaborative includes Houston County, four Houston County school districts, and SEMCAC, each of which appoints members to the Collaborative’s governing board. The purpose of the Collaborative is to provide a coordinated approach to support and nurture individuals and families through prevention and intervention so as to ensure success for every child.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

4. Summary of Significant Contingencies and Other Items

D. Joint Ventures

Family Services Collaborative (Continued)

Control of the Collaborative is vested in a Board of Directors. Houston County appoints two members to this Board. Houston County acts as fiscal agent for the Collaborative. The Collaborative is financed by state grants and appropriations from participating members. During 2020, Houston County provided no funding.

In the event of withdrawal from the Collaborative, the withdrawing party shall give a 30-day notice. The withdrawing party remains liable for fiscal obligations incurred prior to the effective date of withdrawal and shall not be entitled to any compensation as long as the Collaborative continues in existence. Should the Collaborative cease to exist, all property, real and personal, at the time of termination shall be distributed by the governing board.

Currently, the Collaborative does not prepare complete financial statements; therefore, the Collaborative does not have audited financial statements. Financial information can be obtained by contacting the following: Houston County PH & HS, Accounting Unit, 304 South Marshall Street, Caledonia, Minnesota 55921

5. Subsequent Events

On February 22, 2021, Houston County issued \$3,050,077 in General Obligation State Aid Bonds, Series 2021A to fund construction of the new Highway Department Building. The principal will be paid using State Aid Construction allotment funds and the interest will be paid with State Aid Regular Maintenance allotment funds.

On March 11, 2021, the President of the United States signed an amended version of the COVID Relief Package, the American Rescue Plan, which includes \$65.1 billion in direct, flexible aid for counties in America. The U.S Department of Treasury will oversee and administer payments of the State and Local Coronavirus Recovery Funds to state and local governments, for which every county is eligible to receive a direct allocation from the Treasury. Counties will receive funds in two tranches—50 percent in 2021, and the remaining 50 percent no earlier than 12 months from the first payment. The U.S. Treasury is required to pay the first tranche to counties no later than 60 days after enactment. Houston County's projected allocation of the State and Local Coronavirus Recovery Funds is \$3,612,832. Houston County received \$1,806,416 on May 19, 2021.

REQUIRED SUPPLEMENTARY INFORMATION

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-1

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 7,207,761	\$ 7,217,561	\$ 7,129,502	\$ (88,059)
Licenses and permits	71,575	89,775	117,215	27,440
Intergovernmental	2,214,756	4,622,229	5,093,045	470,816
Charges for services	1,381,450	1,453,874	1,462,162	8,288
Fines and forfeits	5,000	23,575	35,248	11,673
Gifts and contributions	3,000	3,000	4,872	1,872
Investment earnings	210,400	205,000	219,316	14,316
Miscellaneous	193,991	190,316	343,706	153,390
Total Revenues	\$ 11,287,933	\$ 13,805,330	\$ 14,405,066	\$ 599,736
Expenditures				
Current				
General government				
Commissioners	\$ 182,864	\$ 167,229	\$ 175,706	\$ (8,477)
Courts	109,300	94,300	77,137	17,163
Administrator	136,089	136,089	185,007	(48,918)
County auditor	325,978	337,359	344,286	(6,927)
Motor vehicle/license bureau	134,646	135,149	126,442	8,707
County assessor	442,447	431,301	410,180	21,121
Elections	69,313	147,681	170,821	(23,140)
Finance	203,989	219,807	268,357	(48,550)
Data processing	590,906	859,232	835,629	23,603
Fleet	-	9,890	1,808	8,082
Personnel	244,996	243,796	234,829	8,967
Attorney	629,184	627,947	554,654	73,293
Recorder	236,342	255,558	252,832	2,726
Surveyor	203,338	203,338	187,330	16,008
Planning and zoning	323,174	322,963	324,061	(1,098)
Buildings and plant	696,241	724,282	691,868	32,414
Veterans service	110,900	121,795	115,438	6,357
GIS	83,400	70,472	70,472	-
Other general government	335,429	790,586	756,667	33,919
Total general government	\$ 5,058,536	\$ 5,898,774	\$ 5,783,524	\$ 115,250

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

*EXHIBIT A-1
(Continued)*

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<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	\$ 2,048,092	\$ 2,124,229	\$ 2,170,668	\$ (46,439)
Boat and water safety	20,135	20,135	23,605	(3,470)
Emergency services	42,013	47,905	41,265	6,640
Coroner	57,634	57,634	57,633	1
E-911 system	95,854	95,854	66,748	29,106
County jail	1,947,358	1,953,380	1,853,466	99,914
Community corrections	298,139	297,439	289,109	8,330
Total public safety	\$ 4,509,225	\$ 4,596,576	\$ 4,502,494	\$ 94,082
Sanitation				
Solid waste	\$ 871,409	\$ 871,665	\$ 831,461	\$ 40,204
Recycling	252,293	290,044	219,524	70,520
Total sanitation	\$ 1,123,702	\$ 1,161,709	\$ 1,050,985	\$ 110,724
Health				
Transportation	\$ 16,500	\$ 16,500	\$ 16,500	\$ -
Health center (waivered services)	5,500	5,500	5,500	-
Total health	\$ 22,000	\$ 22,000	\$ 22,000	\$ -
Culture and recreation				
Historical society	\$ 42,500	\$ 42,500	\$ 42,500	\$ -
Parks	62,241	81,467	46,699	34,768
Other culture and recreation	100,000	128,721	128,720	1
Total culture and recreation	\$ 204,741	\$ 252,688	\$ 217,919	\$ 34,769

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**EXHIBIT A-1
(Continued)**

**BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<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				
County extension	\$ 196,558	\$ 185,898	\$ 168,942	\$ 16,956
Soil and water conservation	129,000	143,400	143,400	-
Agriculture society/County fair	24,000	24,000	24,000	-
Water planning	22,672	22,672	19,932	2,740
Total conservation of natural resources	\$ 372,230	\$ 375,970	\$ 356,274	\$ 19,696
Economic development				
Community development	\$ 109,300	\$ 1,295,040	\$ 1,310,365	\$ (15,325)
Airport	75,931	75,934	101,018	(25,084)
Other economic development	4,702	4,702	4,701	1
Total economic development	\$ 189,933	\$ 1,375,676	\$ 1,416,084	\$ (40,408)
Intergovernmental				
County/regional library	\$ 163,478	\$ 163,478	\$ 163,477	\$ 1
Debt service				
Principal	\$ -	\$ -	\$ 51,423	\$ (51,423)
Interest	-	-	5,763	(5,763)
Total debt service	\$ -	\$ -	\$ 57,186	\$ (57,186)
Total Expenditures	\$ 11,643,845	\$ 13,846,871	\$ 13,569,943	\$ 276,928
Excess of Revenues Over (Under) Expenditures	\$ (355,912)	\$ (41,541)	\$ 835,123	\$ 876,664
Other Financing Sources (Uses)				
Proceeds from capital lease	-	-	114,902	114,902
Net Change in Fund Balance	\$ (355,912)	\$ (41,541)	\$ 950,025	\$ 991,566
Fund Balance – January 1	6,635,925	6,635,925	6,635,925	-
Fund Balance – December 31	\$ 6,280,013	\$ 6,594,384	\$ 7,585,950	\$ 991,566

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-2

**BUDGETARY COMPARISON SCHEDULE
ROAD AND BRIDGE SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 2,205,680	\$ 2,204,380	\$ 2,181,861	\$ (22,519)
Licenses and permits	5,000	6,375	6,375	-
Intergovernmental	7,259,823	8,245,085	8,381,005	135,920
Charges for services	218,000	222,900	234,180	11,280
Investment earnings	26,712	18,212	25,638	7,426
Miscellaneous	8,412	2,550	2,539	(11)
Total Revenues	\$ 9,723,627	\$ 10,699,502	\$ 10,831,598	\$ 132,096
Expenditures				
Current				
Transportation				
Administration	\$ 305,987	\$ 315,775	\$ 311,217	\$ 4,558
Maintenance	2,598,857	2,621,685	2,345,789	275,896
Construction	5,373,327	6,308,061	6,545,172	(237,111)
Equipment maintenance and shop	1,233,420	1,237,473	1,330,617	(93,144)
Total transportation	\$ 9,511,591	\$ 10,482,994	\$ 10,532,795	\$ (49,801)
Intergovernmental				
Highways and streets	\$ 302,151	\$ 302,151	\$ 302,151	\$ -
Debt service				
Principal	\$ -	\$ -	\$ 34,109	\$ (34,109)
Interest	-	-	3,830	(3,830)
Total debt service	\$ -	\$ -	\$ 37,939	\$ (37,939)
Total Expenditures	\$ 9,813,742	\$ 10,785,145	\$ 10,872,885	\$ (87,740)
Excess of Revenues Over (Under) Expenditures	\$ (90,115)	\$ (85,643)	\$ (41,287)	\$ 44,356
Other Financing Sources (Uses)				
Capital lease issued	\$ -	\$ -	\$ 223,465	\$ 223,465
Proceeds from sale of capital assets	12,000	12,000	82,463	70,463
Total Other Financing Sources (Uses)	\$ 12,000	\$ 12,000	\$ 305,928	\$ 293,928
Net Change in Fund Balance	\$ (78,115)	\$ (73,643)	\$ 264,641	\$ 338,284
Fund Balance – January 1	6,975,021	6,975,021	6,975,021	-
Increase (decrease) in inventories	-	-	45,312	45,312
Fund Balance – December 31	\$ 6,896,906	\$ 6,901,378	\$ 7,284,974	\$ 383,596

The notes to the required supplementary information are an integral part of this schedule.

Page 84

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-3

**BUDGETARY COMPARISON SCHEDULE
HEALTH AND HUMAN SERVICES SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 1,637,923	\$ 1,637,923	\$ 1,619,149	\$ (18,774)
Intergovernmental	4,284,590	4,333,215	3,925,679	(407,536)
Charges for services	819,413	819,413	642,253	(177,160)
Investment earnings	11,000	11,000	3,359	(7,641)
Miscellaneous	276,714	276,714	68,464	(208,250)
Total Revenues	\$ 7,029,640	\$ 7,078,265	\$ 6,258,904	\$ (819,361)
Expenditures				
Current				
Human services				
Income maintenance	\$ 2,021,174	\$ 2,021,174	\$ 1,874,184	\$ 146,990
Social services	4,184,736	4,184,736	3,752,522	432,214
Total human services	\$ 6,205,910	\$ 6,205,910	\$ 5,626,706	\$ 579,204
Health				
Public health	\$ 887,897	\$ 887,897	\$ 684,817	\$ 203,080
Debt Service				
Principal	\$ -	\$ -	\$ 3,052	\$ (3,052)
Interest	-	-	221	(221)
Total debt service	\$ -	\$ -	\$ 3,273	\$ (3,273)
Total Expenditures	\$ 7,093,807	\$ 7,093,807	\$ 6,314,796	\$ 779,011
Excess of Revenues Over (Under)				
Expenditures	\$ (64,167)	\$ (15,542)	\$ (55,892)	\$ (40,350)
Other Financing Sources (Uses)				
Capital lease issued	-	-	21,016	21,016
Net Change in Fund Balance	\$ (64,167)	\$ (15,542)	\$ (34,876)	\$ (19,334)
Fund Balance – January 1	1,383,777	1,383,777	1,383,777	-
Fund Balance – December 31	\$ 1,319,610	\$ 1,368,235	\$ 1,348,901	\$ (19,334)

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-4

**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
OTHER POSTEMPLOYMENT BENEFITS
DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability			
Service cost	\$ 35,003	\$ 33,983	\$ 30,723
Interest	18,872	15,844	15,145
Differences between expected and actual experience	-	6,213	-
Changes of assumption or other inputs	-	(12,316)	-
Benefit payments	<u>(24,339)</u>	<u>(32,103)</u>	<u>(23,849)</u>
Net change in total OPEB liability	\$ 29,536	\$ 11,621	\$ 22,019
Total OPEB Liability – Beginning	<u>473,687</u>	<u>462,066</u>	<u>440,047</u>
Total OPEB Liability – Ending	<u><u>\$ 503,223</u></u>	<u><u>\$ 473,687</u></u>	<u><u>\$ 462,066</u></u>
Covered-employee payroll	\$ 8,057,857	\$ 7,823,162	\$ 8,044,084
Total OPEB liability (asset) as a percentage of covered-employee payroll	6.25%	6.05%	5.74%

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-5

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
PERA GENERAL EMPLOYEES RETIREMENT PLAN
DECEMBER 31, 2020**

Measurement Date	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability Associated with Houston County (b)	Employer's Proportionate Share of the Net Pension Liability and the State's Related Share of the Net Pension Liability (Asset) (a + b)	Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2020	0.0910 %	\$ 5,455,866	\$ 168,408	\$ 5,624,274	\$ 6,477,278	84.23 %	79.06 %
2019	0.0907	5,014,600	155,827	5,170,427	6,417,384	78.14	80.23
2018	0.0889	4,931,808	161,920	5,093,728	5,978,318	82.49	79.53
2017	0.0953	6,083,889	76,526	6,160,415	6,490,088	93.74	75.90
2016	0.1007	8,176,341	106,770	8,283,111	5,560,161	147.05	68.91
2015	0.0959	4,967,497	N/A	4,967,497	5,828,943	85.22	78.19

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.
The measurement date for each year is June 30.
N/A – Not Applicable

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-6

**SCHEDULE OF CONTRIBUTIONS
PERA GENERAL EMPLOYEES RETIREMENT PLAN
DECEMBER 31, 2020**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2020	\$ 494,564	\$ 494,564	\$ -	\$ 6,594,193	7.50 %
2019	494,277	494,277	-	6,590,363	7.50
2018	451,479	451,479	-	6,019,720	7.50
2017	475,785	475,785	-	6,343,799	7.50
2016	475,097	475,097	-	6,334,627	7.50
2015	420,031	420,031	-	5,600,413	7.50

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.
The County's year-end is December 31.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-7

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
PERA PUBLIC EMPLOYEES POLICE AND FIRE PLAN
DECEMBER 31, 2020**

Measurement Date	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability Associated with Houston County (b)	Employer's Proportionate Share of the Net Pension Liability and the State's Related Share of the Net Pension Liability (Asset) (a + b)	Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2020	0.0969 %	\$ 1,277,246	\$ 30,065	\$ 1,307,311	\$ 1,093,427	116.81 %	87.19 %
2019	0.0987	1,050,761	N/A	1,050,761	1,041,876	100.85	89.26
2018	0.0960	1,018,998	N/A	1,018,998	1,007,966	101.09	88.84
2017	0.0970	1,309,615	N/A	1,309,615	1,026,852	127.54	85.43
2016	0.1040	4,173,700	N/A	4,173,700	968,970	430.74	63.88
2015	0.1000	1,136,234	N/A	1,136,234	920,237	123.47	86.61

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.
The measurement date for each year is June 30.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-8

**SCHEDULE OF CONTRIBUTIONS
PERA PUBLIC EMPLOYEES POLICE AND FIRE PLAN
DECEMBER 31, 2020**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2020	\$ 194,137	\$ 194,137	\$ -	\$ 1,096,819	17.70 %
2019	181,624	181,624	-	1,071,529	16.95
2018	165,017	165,017	-	1,018,624	16.20
2017	161,164	161,164	-	994,840	16.20
2016	166,829	166,829	-	1,029,809	16.20
2015	152,447	152,447	-	941,029	16.20

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.
The County's year-end is December 31.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-9

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
PERA PUBLIC EMPLOYEES LOCAL GOVERNMENT CORRECTIONAL SERVICE RETIREMENT PLAN
DECEMBER 31, 2020**

Measurement Date	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	Covered Payroll (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2020	0.4846 %	\$ 131,491	\$ 1,054,569	12.47 %	96.67 %
2019	0.4590	63,549	979,064	6.49	98.17
2018	0.4800	79,686	989,429	8.05	97.64
2017	0.4900	1,396,505	1,111,491	125.64	67.89
2016	0.4500	1,643,914	821,174	200.19	58.16
2015	0.4300	66,478	776,864	8.56	96.95

This schedule is intended to show information for ten years. Additional years will be displayed as they become available. The measurement date for each year is June 30.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT A-10

**SCHEDULE OF CONTRIBUTIONS
PERA PUBLIC EMPLOYEES LOCAL GOVERNMENT CORRECTIONAL SERVICE RETIREMENT PLAN
DECEMBER 31, 2020**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2020	\$ 93,150	\$ 93,150	\$ -	\$ 1,064,568	8.75 %
2019	89,606	89,606	-	1,024,075	8.75
2018	85,308	85,308	-	974,945	8.75
2017	86,822	86,822	-	992,251	8.75
2016	81,965	81,965	-	936,732	8.75
2015	69,914	69,914	-	799,026	8.75

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.
The County's year-end is December 31.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2020

1. Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds, except the Capital Projects Fund. All annual appropriations lapse at fiscal year-end.

On or before mid-June of each year, all departments and agencies submit requests for appropriations to the County Finance Director so that a budget can be prepared. Before September 30, the proposed budget is presented to the Houston County Board of Commissioners for review. The Board holds public hearings, 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 head 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. During the year, the Board made supplementary appropriations to the General Fund, Road and Bridge Special Revenue Fund, and Health and Human Services Special Revenue Fund.

2. Excess of Expenditures Over Budget

The Road and Bridge Special Revenue Fund expenditures of \$10,872,885 exceeded the final budget of \$10,785,145 by \$87,740 due to a late year unbudgeted expenditure of two message boards, an overrun on a state-aid project, and a long-term employee retirement payout.

3. Other Postemployment Benefits

In 2018, Houston County implemented Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. See Note 3.F in the notes to the financial statements for additional information regarding the County's other postemployment benefits.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

4. Employer Contributions to Other Postemployment Benefits

Assets have not been accumulated in a trust that meets the criteria in paragraph four of GASB Statement 75 to pay related benefits.

5. Other Postemployment Benefits – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

No changes in actuarial methods and assumptions occurred in 2020.

The following changes in actuarial methods and assumptions occurred in 2019:

- The health care trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the RP-2014 Mortality Tables (blue collar for public safety, white collar for others) with MP-2016 Generational Improvement Scale to the RP-2014 Mortality Tables (blue collar for public safety, white collar for others) with MP-2018 Generational Improvement Scale.
- The retirement and withdrawal tables for public safety employees were updated.
- The discount rate was changed from 3.30 percent to 3.80 percent.

The following changes in actuarial methods and assumptions occurred in 2018:

- The actuarial cost method changed from the Projected Unit Credit to Entry Age, level percentage of pay.
- The discount rate used changed from 3.50 percent to 3.30 percent.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

The following changes were reflected in the valuation performed on behalf of the Public Employees Retirement Association for the fiscal year June 30:

General Employees Retirement Plan

2020

- The price inflation assumption was decreased from 2.50 percent to 2.25 percent.
- The payroll growth assumption was decreased from 3.25 percent to 3.00 percent.
- Assumed salary increase rates were changed as recommended in the June 30, 2019, experience study. The net effect is assumed rates that average 0.25 percent less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019, experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.
- Assumed rates of termination were changed as recommended in the June 30, 2019, experience study. The new rates are based on service and are generally lower than the previous rates for years two to five and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019, experience study. The changes result in fewer predicted disability retirements for males and females.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Employee Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 Disabled Annuitant Mortality table to the Pub-2010 General/Teacher Disabled Retiree Mortality table, with adjustments.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

General Employees Retirement Plan

2020 (Continued)

- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100 percent Joint and Survivor option changed from 35 percent to 45 percent. The assumed number of married female new retirees electing the 100 percent Joint and Survivor option changed from 15 percent to 30 percent. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.
- Augmentation for current privatized members was reduced to 2.00 percent for the period July 1, 2020, through December 31, 2023, and 0.00 percent thereafter. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019

- The mortality projection scale was changed from MP-2017 to MP-2018.

2018

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase rate was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter, to 1.25 percent per year.
- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

General Employees Retirement Plan

2018 (Continued)

- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Post-retirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90 percent funding to 50 percent of the Social Security cost of living adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.
- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to the Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017

- The Combined Service Annuity (CSA) loads were changed from 0.80 percent for active members and 60 percent for vested and non-vested deferred members (30 percent for deferred Minneapolis Employees Retirement Fund members). The revised CSA loads are now 0.00 percent for active member liability, 15 percent for vested deferred member liability, and 3.00 percent for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year for all years to 1.00 percent per year through 2044 and 2.50 percent per year thereafter.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

General Employees Retirement Plan

2017 (Continued)

- Minneapolis Employees Retirement Fund plan provisions change the employer supplemental contribution to \$21 million in calendar years 2017 and 2018 and returns to \$31 million through calendar year 2031. The state's required contribution is \$16 million in PERA's fiscal years 2018 and 2019 and returns to \$6 million annually through calendar year 2031.

2016

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2035 and 2.50 percent per year thereafter, to 1.00 percent for all future years.
- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was also changed from 7.90 percent to 7.50 percent.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

Public Employees Police and Fire Plan

2020

- The mortality projection scale was changed from MP-2018 to MP-2019.

2019

- The mortality projection scale was changed from MP-2017 to MP-2018.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

Public Employees Police and Fire Plan (Continued)

2018

- The mortality projection scale was changed from MP-2016 to MP-2017.
- Post-retirement benefit increases changed to 1.00 percent for all years, with no trigger.
- An end date of July 1, 2048, was added to the existing \$9.0 million state contribution. Additionally, annual state aid will equal \$4.5 million in fiscal years 2019 and 2020, and \$9.0 million thereafter, until the plan reaches 100 percent funding, or July 1, 2048, if earlier.
- Member contributions were changed effective January 1, 2019, and January 1, 2020, from 10.80 percent to 11.30 and 11.80 percent of pay, respectively. Employer contributions were changed effective January 1, 2019, and January 1, 2020, from 16.20 percent to 16.95 and 17.70 percent of pay, respectively. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017

- The assumed salary increases were changed as recommended in the June 30, 2016, experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates.
- The assumed rates of retirement were changed, resulting in fewer retirements.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

Public Employees Police and Fire Plan

2017 (Continued)

- The CSA load was 30 percent for vested and non-vested, deferred members. The CSA load has been changed to 33 percent for vested members and 2.00 percent for non-vested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality table assumed for healthy retirees.
- The assumed termination rates were decreased to 3.00 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- The assumed percentage of married female members was decreased from 65 percent to 60 percent.
- The assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.
- The assumed percentage of female members electing joint and survivor annuities was increased.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter.
- The single discount rate was changed from 5.60 percent per annum to 7.50 percent per annum.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

Public Employees Police and Fire Plan (Continued)

2016

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2037 and 2.50 percent per year thereafter, to 1.00 percent for all future years.
- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was changed from 7.90 percent to 5.60 percent.
- The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

Public Employees Local Government Correctional Service Retirement Plan

2020

- The mortality projection scale was changed from MP-2018 to MP-2019.

2019

- The mortality projection scale was changed from MP-2017 to MP-2018.

2018

- The single discount rate was changed from 5.96 percent per annum to 7.50 percent per annum.
- The mortality projection scale was changed from MP-2016 to MP-2017.
- The assumed post-retirement benefit increase was changed from 2.50 percent per year to 2.00 percent per year.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

Public Employees Local Government Correctional Service Retirement Plan

2018 (Continued)

- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Post-retirement benefit increases were changed from 2.50 percent per year with a provision to reduce to 1.00 percent if the funding status declines to a certain level, to 100 percent of the Social Security cost of living adjustment, not less than 1.00 percent and not more than 2.50 percent, beginning January 1, 2019. If the funding status declines to 85 percent for two consecutive years, or 80 percent for one year, the maximum increase will be lowered to 1.50 percent.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017

- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016 and is applied to healthy and disabled members. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the RP-2014 disabled annuitant mortality table (with future mortality improvement according to Scale MP-2016).
- The CSA load was 30 percent for vested and non-vested, deferred members. The CSA load has been changed to 35 percent for vested members and 1.00 percent for non-vested members.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

6. Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions

Public Employees Local Government Correctional Service Retirement Plan

2017 (Continued)

- The single discount rate was changed from 5.31 percent per annum to 5.96 percent per annum.

2016

- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was changed from 7.90 percent to 5.31 percent.
- The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

SUPPLEMENTARY INFORMATION

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT B-1

**BUDGETARY COMPARISON SCHEDULE
DEBT SERVICE FUND
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 1,391,630	\$ 1,391,630	\$ 1,390,189	\$ (1,441)
Intergovernmental	52,997	52,997	55,433	2,436
Miscellaneous	-	-	1,972	1,972
Total Revenues	\$ 1,444,627	\$ 1,444,627	\$ 1,447,594	\$ 2,967
Expenditures				
Debt service				
Principal	\$ 1,055,250	\$ 1,055,250	\$ 4,005,000	\$ (2,949,750)
Interest	389,377	389,377	408,408	(19,031)
Bond issuance costs	-	-	52,236	(52,236)
Administrative (fiscal) charges	-	-	4,225	(4,225)
Total Expenditures	\$ 1,444,627	\$ 1,444,627	\$ 4,469,869	\$ (3,025,242)
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	\$ (3,022,275)	\$ (3,022,275)
Other Financing Sources (Uses)				
Refunding bonds issued	\$ -	\$ -	\$ 2,870,000	\$ 2,870,000
Premium on bonds issued	-	-	271,733	271,733
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ 3,141,733	\$ 3,141,733
Net Change in Fund Balance	\$ -	\$ -	\$ 119,458	\$ 119,458
Fund Balance – January 1	1,553,974	1,553,974	1,553,974	-
Fund Balance – December 31	\$ 1,553,974	\$ 1,553,974	\$ 1,673,432	\$ 119,458

FIDUCIARY FUNDS

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

FIDUCIARY FUNDS

CUSTODIAL FUNDS

Custodial funds are used to account for assets held by a governmental unit as an agent for individuals, private organizations, other governmental units, and other funds.

The Sheriff's Holding Fund reflect funds on deposit for inmates of the Houston County Jail, bail money on deposit for out-of-county warrants and civil execution sales, as well as being a holding account for foreclosure sales and redemptions.

The State Revenue Fund accounts for the transfer of County collections to the State of Minnesota (mortgage registry tax, game and fish license sales, motor vehicle license sales, state deed tax sales, and state revenue taxes) and the apportionment of state-aid payments for police and fire departments to cities and towns.

The Crooked Creek Watershed Fund (CCWSCD) accounts for reimbursements to the Watershed District for operations and the collection of assessments to pay the Watershed District's bonded debt and interest.

The MA Estate Collections Fund accounts for the State of Minnesota's share of estate recoveries associated with the Medical Assistance Program.

The Taxes and Penalties Fund accounts for the collection and distribution of miscellaneous agency property taxes (current and delinquent) and prepaid taxes.

The School Districts Fund accounts for property taxes collected and remitted by the County to the various school districts in the County.

The Townships and Cities Fund accounts for the taxes and other amounts received by the County for the various towns and cities.

The Soil and Water Conservation District Fund accounts for the assets of the Root River Soil and Water Conservation District held by the County.

The Family Collaborative Fund accounts for monies received and expended by the Family Services Collaborative.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**COMBINING STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS – CUSTODIAL FUNDS
DECEMBER 31, 2020**

	Sheriff's Holding	State Revenue	CCWSCD
<u>Assets</u>			
Cash and pooled investments	\$ 18,225	\$ 100,334	\$ 801
Investments	-	-	-
Taxes receivable for other governments	-	2,809	556
	\$ 18,225	\$ 103,143	\$ 1,357
<u>Liabilities</u>			
Due to other governments	\$ -	\$ 98,625	\$ 801
<u>Deferred Inflows of Resources</u>			
Prepaid taxes	\$ -	\$ -	\$ -
<u>Net Position</u>			
Restricted for individuals, organizations, and other governments	\$ 18,225	\$ 4,518	\$ 556

EXHIBIT C-1

Custodial Funds						
MA Estate Collections	Taxes and Penalties	School Districts	Townships and Cities	Soil and Water Conservation District	Family Collaborative	Total Custodial Funds
\$ 55,446	\$ 102,302	\$ 149,589	\$ 162,613	\$ 910,130	\$ 36,622	\$ 1,536,062
-	-	-	-	188,330	50,000	238,330
-	-	114,113	172,985	-	-	290,463
\$ 55,446	\$ 102,302	\$ 263,702	\$ 335,598	\$ 1,098,460	\$ 86,622	\$ 2,064,855
\$ 55,446	\$ -	\$ 149,589	\$ 162,613	\$ -	\$ -	\$ 467,074
\$ -	\$ 102,302	\$ -	\$ -	\$ -	\$ -	\$ 102,302
\$ -	\$ -	\$ 114,113	\$ 172,985	\$ 1,098,460	\$ 86,622	\$ 1,495,479

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS – CUSTODIAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Sheriff's Holding</u>	<u>State Revenue</u>	<u>CCWSCD</u>
<u>Additions</u>			
Appropriations from counties	\$ -	\$ -	\$ -
Contributions from individuals	97,933	-	-
Interest earnings	-	-	-
Property tax collections for other governments	-	-	51,707
Fees collected for state	-	4,126,896	-
Fees collected for other governments	-	-	-
Refunds collected for tax abatements	-	-	-
Payments from state	-	-	-
Payments from other entities	-	-	-
Miscellaneous	-	-	-
Total Additions	\$ 97,933	\$ 4,126,896	\$ 51,707
<u>Deductions</u>			
Payments of property tax to other governments	\$ -	\$ -	\$ 51,512
Payments to state	-	4,125,134	-
Administrative expense	-	-	-
Payments to other individuals/entities	93,118	-	-
Payments to other governments	-	-	-
Total Deductions	\$ 93,118	\$ 4,125,134	\$ 51,512
Change in Net Position	\$ 4,815	\$ 1,762	\$ 195
Net Position – January 1, as previously reported	\$ -	\$ -	\$ -
Net Position – Restatement (Note 1.E)	13,410	2,756	361
Net Position – January 1, as restated	\$ 13,410	\$ 2,756	\$ 361
Net Position – December 31	\$ 18,225	\$ 4,518	\$ 556

EXHIBIT C-2

Custodial Funds						
MA Estate Collections	Taxes and Penalties	School Districts	Townships and Cities	Soil and Water Conservation District	Family Collaborative	Total Custodial Funds
\$ -	\$ -	\$ -	\$ -	\$ 158,528	\$ -	\$ 158,528
-	-	-	40,212	-	-	138,145
-	-	-	-	1,318	422	1,740
-	185,796	7,345,505	8,781,310	-	-	16,364,318
337,947	-	-	-	-	-	4,464,843
-	-	-	245	-	-	245
-	37,496	-	-	-	-	37,496
-	-	-	-	672,094	68,077	740,171
-	-	-	-	31,246	18,000	49,246
-	-	-	-	16,754	184	16,938
\$ 337,947	\$ 223,292	\$ 7,345,505	\$ 8,821,767	\$ 879,940	\$ 86,683	\$ 21,971,670
\$ -	\$ 185,796	\$ 7,329,410	\$ 8,739,870	\$ -	\$ -	\$ 16,306,588
331,568	-	-	-	-	32	4,456,734
-	-	-	-	446,757	1,540	448,297
6,379	37,496	-	-	322,755	73,640	533,388
-	-	-	40,457	-	-	40,457
\$ 337,947	\$ 223,292	\$ 7,329,410	\$ 8,780,327	\$ 769,512	\$ 75,212	\$ 21,785,464
\$ -	\$ -	\$ 16,095	\$ 41,440	\$ 110,428	\$ 11,471	\$ 186,206
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	98,018	131,545	988,032	75,151	1,309,273
\$ -	\$ -	\$ 98,018	\$ 131,545	\$ 988,032	\$ 75,151	\$ 1,309,273
\$ -	\$ -	\$ 114,113	\$ 172,985	\$ 1,098,460	\$ 86,622	\$ 1,495,479

OTHER SCHEDULES

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT D-1

**SCHEDULE OF INTERGOVERNMENTAL REVENUE
GOVERNMENTAL FUNDS
DECEMBER 31, 2020**

Appropriations and Shared Revenue

State

Highway users tax	\$	6,292,318
PERA contribution		32,002
Disparity reduction aid		126,595
Police aid		113,412
County program aid		1,094,617
Aquatic invasive species aid		22,755
SCORE		69,692
Riparian protection aid		53,502
Market value credit – agricultural		333,485
Enhanced 911		92,829
		92,829

Total appropriations and shared revenue **\$ 8,231,207**

Reimbursement for Services

State

Minnesota Department of Human Services	\$	966,989
		966,989

Payments

Local

Local – SHIP	\$	1,943
Local – Center for Tech and Civic Life		5,880
Arlin Falck Foundation		23,175
Southeast Service Cooperative		1,815
Payments in lieu of taxes		368,364
		368,364

Total payments **\$ 401,177**

Grants

State

Minnesota Department/Board of		
Public Safety	\$	121,266
Health		148,041
Employment and Economic Development		367,594
Agriculture		9,093
Natural Resources		142,333
Historical Society		10,000
Human Services		758,245
Veterans Affairs		10,000
Corrections		56,083
Transportation		16,226
Water and Soil Resources		49,009
Secretary of State		39,980
Pollution Control Agency		48,760
Peace Officer Standards and Training Board		12,232
		12,232

Total state **\$ 1,788,862**

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

***EXHIBIT D-1
(Continued)***

**SCHEDULE OF INTERGOVERNMENTAL REVENUE
GOVERNMENTAL FUNDS
DECEMBER 31, 2020**

Grants (Continued)

Federal

Department of	
Agriculture	\$ 258,068
Justice	1,525
Transportation	1,750,368
Treasury	2,387,737
Education	1,347
Election Assistance Commission	13,908
Health and Human Services	1,628,733
Homeland Security	23,480
Environmental Protection Agency	1,761
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Total federal	\$ 6,066,927
	<hr/>
Total state and federal grants	\$ 7,855,789
	<hr/>
Total Intergovernmental Revenue	\$ 17,455,162
	<hr/> <hr/>

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

EXHIBIT D-2

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

Federal Grantor Pass-Through Agency Program or Cluster Title	Federal CFDA Number	Pass-Through Grant Numbers	Expenditures
U.S. Department of Agriculture			
Passed Through Minnesota Department of Health Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	32573	\$ 87,597
Passed Through Minnesota Department of Human Services SNAP Cluster State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	202MN101S2514	<u>165,272</u>
Total U.S. Department of Agriculture			\$ 252,869
U.S. Department of Justice			
Direct Bulletproof Vest Partnership Program	16.607		\$ 1,525
U.S. Department of Transportation			
Passed Through Minnesota Department of Transportation COVID-19 – Airport Improvement Program	20.106	1033499	\$ 15,340
Airport Improvement Program (Total Airport Improvement Program 20.106 \$41,259)	20.106	3-27-0016-07-18	25,919
Highway Planning and Construction Cluster Highway Planning and Construction	20.205	1030028	1,680,000
Passed Through Minnesota Department of Public Safety Highway Safety Cluster State and Community Highway Safety	20.600	A-ENFRC20-2020-HOUSTONSO-010	3,822
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	A-ENFRC20-2020-HOUSTONSO-010	5,392
E-911 Grant Program	20.615	A-DECN-HCCIS-2019-SEECB-6	2,448
Highway Safety Cluster National Priority Safety Programs	20.616	A-ENFRC20-2020-HOUSTONSO-010	<u>4,760</u>
Total U.S. Department of Transportation			\$ 1,737,681
U.S. Department of Treasury			
Passed Through Minnesota Management and Budget COVID-19 – Coronavirus Relief Fund	21.019	SLT0016	\$ 2,379,100
Passed Through Minnesota Department of Health COVID-19 – Coronavirus Relief Fund (Total COVID-19 – Coronavirus Relief Fund 21.019 \$2,387,737)	21.019	184087	<u>8,637</u>
Total U.S. Department of Treasury			\$ 2,387,737

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**EXHIBIT D-2
(Continued)**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

Federal Grantor Pass-Through Agency Program or Cluster Title	Federal CFDA Number	Pass-Through Grant Numbers	Expenditures
U.S. Environmental Protection Agency			
Passed Through Goodhue County Soil and Water Conservation District Nonpoint Source Implementation Grants	66.460	158117	\$ 1,761
U.S. Department of Education			
Passed Through Minnesota Department of Health Special Education – Grants for Infants and Families	84.181	BO4MC32551	\$ 974
U.S. Department of Election Assistance Commission			
Passed Through Minnesota Secretary of State COVID-19 – 2018 HAVA Election Security Grants	90.404	Not provided	\$ 13,908
U.S. Department of Health and Human Services			
Passed Through Minnesota Department of Health			
Public Health Emergency Preparedness	93.069	12-700-00072	\$ 52,109
Early Hearing Detection and Intervention	93.251	12-700-00072	75
Temporary Assistance for Needy Families (Total Temporary Assistance for Needy Families 93.558 \$189,970)	93.558	2001MNTANF	28,577
Medicaid Cluster			
Medical Assistance Program (Total Medical Assistance Program 93.778 \$609,561)	93.778	105166	4,012
Maternal and Child Health Services Block Grant to the States	93.994	12-700-00072	24,987
Passed Through Minnesota Department of Human Services			
Promoting Safe and Stable Families	93.556	2001MNFPPSS	3,985
Temporary Assistance for Needy Families (Total Temporary Assistance for Needy Families 93.558 \$189,970)	93.558	2001MNTANF	161,393
Child Support Enforcement	93.563	2001MNCEST	55,974
Child Support Enforcement (Total Child Support Enforcement 93.563 \$320,684)	93.563	2001MNCSES	264,710
Refugee and Entrant Assistance – State Administered Programs	93.566	2001MNRCSMA	214
CCDF Cluster			
Child Care and Development Block Grant	93.575	2001MNCDCF	4,109
Community-Based Child Abuse Prevention Grants	93.590	1901MNBCAP	4,615
Stephanie Tubbs Jones Child Welfare Services Program	93.645	2001MNCWSS	3,159
Foster Care – Title IV-E	93.658	2001MNFOST	262,259
Social Services Block Grant	93.667	2001MNSOSR	93,732
John H. Chafee Foster Care Program for Successful Transition to Adulthood	93.674	2001MNCILP	1,500
Children's Health Insurance Program	93.767	2005MN5021	391
Medicaid Cluster			
Medical Assistance Program	93.778	2005MN5ADM	538,587
Medical Assistance Program (Total Medical Assistance Program 93.778 \$609,561)	93.778	2005MN5MAP	66,962
Total U.S. Department of Health and Human Services			\$ 1,571,350

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

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**EXHIBIT D-2
(Continued)**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

Federal Grantor Pass-Through Agency Program or Cluster Title	Federal CFDA Number	Pass-Through Grant Numbers	Expenditures
U.S. Department of Homeland Security			
Passed Through Minnesota Department of Natural Resources			
Boating Safety Financial Assistance	97.012	177094	\$ 5,000
Emergency Management Performance Grants	97.042	F-EMPG-2019-HOUSTONCO-3130	18,480
Total U.S. Department of Homeland Security			\$ 23,480
Total Federal Awards			\$ 5,991,285

The County did not pass through any federal awards to subrecipients during the year ended December 31, 2020.

Totals by Cluster	
Total expenditures for SNAP Cluster	\$ 165,272
Total expenditures for Highway Planning and Construction Cluster	1,680,000
Total expenditures for Highway Safety Cluster	8,582
Total expenditures for Medicaid Cluster	609,561
Total expenditures for CCDF Cluster	4,109

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020

1. Summary of Significant Accounting Policies

A. Reporting Entity

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

B. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Houston County under programs of the federal government for the year ended December 31, 2020. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Houston County, it is not intended to and does not present the financial position, changes in net position, or cash flows of Houston County.

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

2. De Minimis Cost Rate

Houston County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

3. Reconciliation to Schedule of Intergovernmental Revenue

Federal grant revenue per Schedule of Intergovernmental Revenue (Exhibit D-1)	\$ 6,066,927
Unavailable in 2019, recognized as revenue in 2020	
Children's Health Insurance Program	(27)
Airport Improvement Program	(43,590)
Special Supplemental Nutrition Program for Women, Infants, and Children	(5,199)
Special Education – Grants for Infants and Families	(373)
Temporary Assistance for Needy Families	(30,568)
Public Health Emergency Preparedness	(5,534)
Promoting Safe and Stable Families	(40)
Child Care and Development Block Grant	(317)
State and Community Highway Safety	(1,444)
Stephanie Tubbs Jones Child Welfare Services Program	(121)
Foster Care – Title IV-E	(61,335)
John H. Chafee Foster Care Program for Successful Transition to Adulthood	(3,876)
Maternal and Child Health Services Block Grant to the States	(1,710)
Grants received more than 60 days after year-end, unavailable in 2020	
Airport Improvement Program	25,919
Temporary Assistance for Needy Families	46,145
COVID-19 Airport Improvement Program	6,428
	<hr/>
Expenditures per Schedule of Expenditures of Federal Awards (Exhibit D-2)	<u>\$ 5,991,285</u>



**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***

Independent Auditor's Report

Board of County Commissioners
Houston County
Caledonia, Minnesota

We have audited, 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, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Houston County, Minnesota, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated September 20, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Houston County's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we did identify a deficiency in internal control over financial reporting that we consider to be a material weakness and a deficiency that we consider to be a significant deficiency.

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. 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 deficiency described in the accompanying Schedule of Findings and Questioned Costs as item 2020-002 to be a material weakness and item 2020-001 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Houston County's financial statements are free from 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 financial statements. 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

In connection with our audit, we noted that Houston County failed to comply with the provisions of the miscellaneous provisions section of the *Minnesota Legal Compliance Audit Guide for Counties*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters as described in the Schedule of Findings and Questioned Costs as item 2020-004. Also, in connection with our audit, nothing came to our attention that caused us to believe that Houston County failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, and claims and disbursements sections of the *Minnesota Legal Compliance Audit Guide for Counties*, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the County's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

Houston County's Response to Findings

Houston County's responses to the internal control and legal compliance findings identified in our audit are described in the Corrective Action Plan. The County's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting, compliance, and the provisions of the *Minnesota Legal Compliance Audit Guide for Counties* and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

/s/Dianne Syverson

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

September 20, 2021



**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

Independent Auditor's Report

Board of County Commissioners
Houston County
Caledonia, Minnesota

Report on Compliance for Each Major Federal Program

We have audited Houston County's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended December 31, 2020. Houston County's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Houston County's major federal programs based on our audit of the types of compliance requirements referred to above. 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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 Houston 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 on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

Basis for Qualified Opinion on COVID-19 – Coronavirus Relief Fund (CFDA No. 21.019)

As described in the accompanying Schedule of Findings and Questioned Costs, Houston County did not comply with requirements regarding CFDA No. 21.019, COVID-19 – Coronavirus Relief Fund, as described in finding number 2020-003 for Activities Allowed or Unallowed and Allowable Costs/Cost Principles. Compliance with such requirements is necessary, in our opinion, for the County to comply with the requirements applicable to that program.

Qualified Opinion on COVID-19 – Coronavirus Relief Fund (CFDA No. 21.019)

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Houston County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the COVID-19 – Coronavirus Relief Fund for the year ended December 31, 2020.

Unmodified Opinion on the Other Major Federal Program

In our opinion, Houston County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its other major federal program identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs for the year ended December 31, 2020.

Houston County's response to the noncompliance finding identified in our audit is described in the accompanying Corrective Action Plan. The County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of Houston County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, 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. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit the attention of those charged with governance.

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 material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a deficiency in internal control over compliance, described in the accompanying Schedule of Findings and Questioned Costs as item 2020-003 that we consider to be a material weakness.

Houston County's response to the internal control over compliance finding identified in our audit is described in the accompanying Corrective Action Plan. The County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

/s/Julie Blaha

/s/Dianne Syverson

JULIE BLAHA
STATE AUDITOR

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

September 20, 2021

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: **Unmodified**

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? **Yes**
- Significant deficiencies identified? **None reported**

Type of auditor's report issued on compliance for major federal programs: **Unmodified, except for the COVID-19 – Coronavirus Relief Fund, which is qualified.**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? **Yes**

The major federal programs are:

Highway Planning and Construction Cluster	CFDA No. 20.205
COVID-19 – Coronavirus Relief Fund	CFDA No. 21.019

The threshold for distinguishing between Types A and B programs was \$750,000.

Houston County qualified as a low-risk auditee? **No**

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2020

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

INTERNAL CONTROL

Finding Number: 2020-001

Prior Year Finding Number: 2019-001

Repeat Finding Since: 2018

Segregation of Duties/Vendor Setup

Criteria: Internal controls should be designed to provide for an adequate segregation of duties so that no one individual has the ability to both process disbursements and set up new vendors. Procedures should include someone independent of the vendor payment process to review, verify, and approve new vendors on a timely basis.

Condition: Personnel responsible for adding a new vendor or changing an existing vendor file to the accounting system are also responsible for processing payments to vendors. Procedures were previously established to have personnel independent of the vendor maintenance process review a listing of new or changes to vendors quarterly. At the time of review, the previously established procedures disclosed this independent review was not performed for 2020.

Context: Segregation of duties between processing vendor payments and establishing a new vendor or making changes to an existing vendor on the accounting system is limited due to the number of office personnel within the County. Departments are provided general ledger reports for review on a monthly basis.

Effect: Inadequate segregation of duties could adversely affect the County's ability to prevent, or detect and correct, misstatements in a timely manner.

Cause: Due to personnel changes, the vendor review was not performed.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2020**

Recommendation: We recommend the County re-evaluate the current procedures established for review of new or changes to vendors to determine if there should be any changes in the procedures currently performed. If current procedures are determined to be adequate, the procedures should be performed in a timely manner.

View of Responsible Official: Concur

Finding Number: 2020-002

Prior Year Finding Number: 2019-002

Repeat Finding Since: 2019

Audit Adjustment

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 in a timely basis. Auditing standards define a material weakness as a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, in a timely basis.

Condition: A material audit adjustment was identified that resulted in a significant change to the County's financial statements.

Context: The County provides trial balances which convert the cash basis general ledger to the modified accrual basis necessary for preparing fund level and government-wide financial statements. The inability to detect significant misstatements in the financial statements increases the likelihood the financial statements would not be fairly presented. The adjustment was found in the audit; however, independent external auditors cannot be considered part of the County's internal control.

Effect: The following audit adjustment was reviewed and approved by the appropriate County staff and is reflected in the financial statements: in the Capital Projects Fund, contracts payable and capital outlay expenditures were increased by \$619,610 to record an additional payable.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2020

Cause: A thorough review of the Capital Projects Fund transactions in 2021 was not performed resulting in payables being overlooked.

Recommendation: We recommend County staff review the County's financial statement closing procedures, trial balances, and journal entries in detail to ensure the County's financial statements are presented in accordance with accounting principles generally accepted in the United States of America.

View of Responsible Official: Concur

III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARD PROGRAMS

Finding Number: 2020-003

Prior Year Finding Number: N/A

Repeat Finding Since: N/A

Activities Allowed or Unallowed and Allowable Costs/Cost Principles

Program: U.S. Department of the Treasury's COVID 19 – Coronavirus Relief Fund (CRF), CFDA No. 21.019, Award No. SLT0016, 2020.

Pass-Through Agency: Minnesota Management and Budget

Criteria: Title 2 U.S. Code of Federal Regulations § 200.303 states that the auditee must establish and maintain effective internal control over the federal award that provides reasonable assurance that the auditee is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award.

Section 5001(d) of the *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) provides the eligible purposes for which Coronavirus Relief Fund payments may be used and generally requires that payments are necessary expenditures incurred due to the public health emergency during the covered period.

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2020

Condition: Houston County did not document CRF-related duties performed for diverted staff salaries, track specific time spent, or document the reasoning for the percentage of time allocated to the grant.

Questioned Costs: \$57,139 of undocumented costs.

Context: The County did not document the duties performed, track specific time spent, or document the reasoning for the percentage of time allocated to the grant for four employees tested. The amount of likely questioned costs projected to the population is \$192,913.

The sample size was based on guidance from chapter 11 of the AICPA Audit Guide, *Government Auditing Standards and Single Audits*.

Effect: The County identified expenditures as relating to the CRF program which are not in compliance with activities allowed or unallowed and allowable costs/cost principles compliance requirements.

Cause: The County Administrator performed reporting of salaries and is no longer employed with County as of December 31, 2020. Other employees were unable to find support or determine how reporting percentages were determined.

Recommendation: We recommend the County implement procedures to follow the guidance related to the CRF program and claim documented actual costs incurred under the grant.

View of Responsible Official: Concur

IV. OTHER FINDINGS AND RECOMMENDATIONS

MINNESOTA LEGAL COMPLIANCE

Finding Number: 2020-004

Prior Year Finding Number: 2019-003

Repeat Finding Since: 2018

**HOUSTON COUNTY
CALEDONIA, MINNESOTA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2020**

Publication Requirements

Criteria: Pursuant to Minn. Stat. § 375.12, County Board minutes must be published within 30 days of the meeting and include an individualized, itemized list of County Board-approved payments over \$2,000. For claims \$2,000 or less, the total number of claims and total amount shall be stated. The County can publish summaries of the minutes, meeting the requirement of Minn. Stat. § 331A.01. However, the County must still publish claims as required by Minn. Stat. § 375.12.

Condition: Houston County does not publish an itemized list of County Board-approved payments over \$2,000 with the total number of claims and total amount for payments under \$2,000, as provided by Minn. Stat. § 375.12.

Context: Claims are published in total by fund with the Board minute publication.

Effect: The County is not in compliance with Minn. Stat. § 375.12.

Cause: The County Board does not wish to incur the additional cost of publication and continues to make the information physically available at the County Government Center for public inspection.

Recommendation: We recommend the County comply with Minn. Stat. § 375.12 and publish an itemized list of County Board-approved payments over \$2,000 with the total number of claims and total amount for payments under \$2,000.

View of Responsible Official: Acknowledged

V. PREVIOUSLY REPORTED ITEM RESOLVED

2019-004 Collateral Assignments



HOUSTON COUNTY

Historic Courthouse
304 South Marshall Street
Caledonia, Minnesota 55921

REPRESENTATION OF HOUSTON COUNTY CALEDONIA, MINNESOTA

CORRECTIVE ACTION PLAN FOR THE YEAR ENDED DECEMBER 31, 2020

Finding Number: 2020-001

Finding Title: Segregation of Duties/Vendor Setup

Name of Contact Person Responsible for Corrective Action:

Carol Lapham, Finance Director

Corrective Action Planned:

The Auditor-Treasurer will begin the review that was in the past performed by the former auditor.

Anticipated Completion Date:

12/31/2021

Finding Number: 2020-002

Finding Title: Audit Adjustment

Name of Contact Person Responsible for Corrective Action:

Carol Lapham, Finance Director

Corrective Action Planned:

Documentation supporting the cash basis to modified accrual basis will be reviewed to ensure that entries are appropriate.

Anticipated Completion Date:

12/31/2021

Finding Number: 2019-003

Finding Title: Activities Allowed or Unallowed and Allowable Costs/Cost Principles

Program: COVID 19 – Coronavirus Relief Fund (CRF), CFDA No. 21.019

Name of Contact Person Responsible for Corrective Action:

Carol Lapham, Finance Director

Corrective Action Planned:

The County will implement procedures to follow the guidance related to the CRF program and claim documented actual costs incurred under the grant.

Anticipated Completion Date:

12/31/2021

Finding Number: 2020-004

Finding Title: Publication Requirements

Name of Contact Person Responsible for Corrective Action:

Carol Lapham, Finance Director

Corrective Action Planned:

Houston County will meet all publication requirements as per MN Statutes.

Anticipated Completion Date:

12/31/2021



HOUSTON COUNTY

Historic Courthouse
304 South Marshall Street
Caledonia, Minnesota 55921

REPRESENTATION OF HOUSTON COUNTY CALEDONIA, MINNESOTA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2020

Finding Number: 2019-001

Repeat Funding Since: 2018

Finding Title: Segregation of Duties/Vendor Setup

Summary of Condition: Personnel responsible for adding a new vendor or changing an existing vendor file to the accounting system are also responsible for processing payments to vendors. Procedures were previously established to have personnel independent of the vendor maintenance process review a listing of new or changes to vendors quarterly. At the time of review, the previously established procedures disclosed this independent review was not performed for 2019.

Summary of Corrective Action Previously Reported: The Auditor-Treasurer will begin the review that in the past was performed by the former auditor.

Status: Not Corrected. Every effort will be made to have the review performed.
Was corrective action taken significantly different than the action previously reported?
Yes _____ No X

Finding Number: 2019-002

Repeat Finding Since: 2019

Finding Title: Audit Adjustment

Summary of Condition: A material audit adjustment was identified that resulted in a significant change to the County's financial statements. The adjustment was reviewed and approved by the appropriate County staff and is reflected in the financial statements.

Summary of Corrective Action Previously Reported: Documentation supporting the cash basis to modified accrual basis will be reviewed to ensure that entries are appropriate.

Status: Not Corrected. Accrual entries were not properly identified within the general ledger therefore not recorded. Procedures will be implemented to ensure transactions are marked to be recorded as needed in accrual journal entries.

Was corrective action taken significantly different than the action previously reported?

Yes _____ No X

Finding Number: 2019-003
Repeat Finding Since: 2018
Finding Title: Publication Requirements

Summary of Condition: The County was not in compliance with the following publication statutes: Minn. Stat. § 375.169, Minn. Stat. § 375.17, and Minn. Stat. § 375.12.

Summary of Corrective Action Previously Reported: Houston County will meet all publication requirements as per Minnesota Statutes.

Status: Partially Corrected. Houston County has published totals by fund of vendor payments as part of the Commissioners proceedings but has not published the required detail for payments over \$2,000 due to the cost of publication. Houston County will implement procedures to ensure posting of vendor payments over \$2,000 on the County website with a reference as such in the proceedings that are published.

Was corrective action taken significantly different than the action previously reported?

Yes _____ No X

Finding Number: 2019-004
Repeat Finding Since: 2019
Finding Title: Collateral Assignments

Summary of Condition: Two of the County's depositories have not provided written assignment for the collateral pledged to secure the County deposits.

Summary of Corrective Action Previously Reported: Houston County will require written collateral assignments that comply with MN Statute 118A.03, subdivision 4 and 12 U.S.C. 1823(e).

Status: Corrected. Corrective action was taken.

Was corrective action taken significantly different than the action previously reported?

Yes _____ No X

Finding Number: 2018-003
Finding Title: Procurement
Program: Medical Assistance (CFDA No. 93.778)

Summary of Condition: Two of the three procurement transactions over \$3,000 tested for compliance with federal regulations did not have adequate documentation of the history of procurement. These procurements also did not provide documentation for full and open competition as there was no support for solicitation of proposals or noncompetitive proposals, quotes, or bids.

Summary of Corrective Action Previously Reported: The County will review and comply with federal regulations regarding procurement and maintain appropriate documentation. The County's procurement policy will be updated to reflect the new requirements and appropriate procedures and processes to ensure compliance with Federal Regulations.

Status: Not Corrected. County staff will be instructed and reminded of the necessary procedures and documentation required for procurement.

Was corrective action taken significantly different than the action previously reported?

Yes _____ No X