

State of Minnesota



Office of the State Auditor

Julie Blaha
State Auditor

**Pope County Housing and Redevelopment
Authority/Economic Development Authority
(A Component Unit of Pope County)
Glenwood, Minnesota**

Year Ended December 31, 2021

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.

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**Pope County Housing and Redevelopment
Authority/Economic Development Authority
(A Component Unit of Pope County)
Glenwood, Minnesota**

Year Ended December 31, 2021



Office of the State Auditor

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

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

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INTRODUCTORY SECTION

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

ORGANIZATION
2021

Office	Name	Term	
		From	To
Commissioners			
Member	Paul Gerde	January 2021	December 2021
Member	Cody Rogahn	January 2021	December 2021
Member	Jason Rupp	January 2020	December 2024
Member	Greg Vold	January 2018	December 2022
Member	Lori Vaadeland*	January 2017	December 2021
Member	Allen Rutter	January 2021	December 2025
Member	Vacant	Vacant	Vacant
Officers			
Executive Director	Jason Murray	January 2021	December 2021

*Chair

FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Pope County Housing and Redevelopment
Authority/Economic Development Authority
Glenwood, Minnesota

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the Pope County Housing and Redevelopment Authority/Economic Development Authority, a component unit of Pope County, Minnesota as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the Pope County Housing and Redevelopment Authority/Economic Development Authority, as of December 31, 2021, and the changes in financial position, and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management 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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit;
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- obtain an understanding of internal control relevant to the audit 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 Authority's internal control. Accordingly, no such opinion is expressed;
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements; and
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 20, 2022, on our consideration of the Authority’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 the Authority’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 the Authority’s internal control over financial reporting and compliance.

/s/Julie Blaha

/s/Dianne Syverson

JULIE BLAHA
STATE AUDITOR

DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

September 20, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021
(Unaudited)**

INTRODUCTION

The Pope County Housing and Redevelopment Authority/Economic Development Authority's (Authority) Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial information, (b) provide an overview of the financial activity, (c) identify changes in the financial position (its ability to address the next and subsequent year challenges), and (d) identify individual issues or concerns. Since the MD&A is designed to focus on the current year's activities, resulting changes, and currently known facts, it should be read in conjunction with the Authority's financial statements.

FINANCIAL HIGHLIGHTS

- The Authority's total net position decreased to \$983,882 in 2021, a decrease of \$512,944, or 34.27 percent.
- At the close of 2021, the Authority's net position was \$983,882. There are two components that comprise this balance:
 - Net investment in capital assets of a negative \$188,563, a decrease of \$159,916 when compared to the prior year.
 - Unrestricted net position of \$1,172,445, a decrease of \$353,028 when compared to the prior year, is available for use in the operations and for meeting ongoing Authority obligations.

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to the basic financial statements. The Authority's basic financial statements consist of two parts: the financial statements and the notes to the financial statements. The MD&A (this section) is required to accompany the basic financial statements and, therefore, is included as required supplementary information.

The financial statements consist of the following:

- The statement of net position compares the assets and liabilities to give an overall view of the financial health of the Authority.
- The statement of revenues, expenses, and changes in net position provides information on an aggregate view of the Authority's finances. All of the current year's revenues and expenses are taken into account, regardless of when the cash was received or paid.
- The statement of cash flows provides sources and uses of cash for the Authority.

FINANCIAL ANALYSIS

Summary Statement of Net Position

	<u>2021</u>	<u>2020</u>	<u>Increase (Decrease)</u>	<u>Percentage Change (%)</u>
Assets				
Current assets	\$ 1,263,945	\$ 1,638,692	\$ (374,747)	(22.9)
Capital assets, net	<u>1,827,226</u>	<u>2,062,645</u>	<u>(235,419)</u>	(11.4)
Total Assets	<u>\$ 3,091,171</u>	<u>\$ 3,701,337</u>	<u>\$ (610,166)</u>	(16.5)
Liabilities				
Current liabilities	\$ 176,500	\$ 166,555	\$ 9,945	6.0
Noncurrent liabilities	<u>1,930,789</u>	<u>2,037,956</u>	<u>(107,167)</u>	(5.3)
Total Liabilities	<u>\$ 2,107,289</u>	<u>\$ 2,204,511</u>	<u>\$ (97,222)</u>	(4.4)
Net Position				
Net investment in capital assets	\$ (188,563)	\$ (28,647)	\$ (159,916)	558.2
Unrestricted	<u>1,172,445</u>	<u>1,525,473</u>	<u>(353,028)</u>	(23.1)
Total Net Position	<u>\$ 983,882</u>	<u>\$ 1,496,826</u>	<u>\$ (512,944)</u>	(34.3)

Statement of Changes in Net Position

	<u>2021</u>	<u>2020</u>	<u>Increase (Decrease)</u>	<u>Percentage Change (%)</u>
Revenues				
Nonoperating revenues				
Property taxes	\$ 325,656	\$ 330,272	\$ (4,616)	(1.4)
Intergovernmental revenue	8,576	9,155	(579)	(6.3)
Miscellaneous income	133,716	131,995	1,721	1.3
Investment earnings	4,107	4,467	(360)	(8.1)
Other income	-	5,310	(5,310)	(100.0)
	<u> </u>	<u> </u>	<u> </u>	
Total Revenues	<u>\$ 472,055</u>	<u>\$ 481,199</u>	<u>\$ (9,144)</u>	(1.9)
Expenses				
Operating expenses				
Administrative services	\$ 14,505	\$ 12,352	\$ 2,153	17.4
Professional services	106,118	76,177	29,941	39.3
Insurance	9,608	9,394	214	2.3
Miscellaneous	93,972	29,568	64,404	217.8
Depreciation	53,056	53,056	-	-
Nonoperating expenses				
Repairs and maintenance	79,885	31,197	48,688	156.1
Loss on sale of land held for resale	434,200	-	434,200	100.0
Loss on sale of land	136,244	-	136,244	100.0
Interest expense	55,594	57,705	(2,111)	(3.7)
Advertising	1,817	3,158	(1,341)	(42.5)
	<u> </u>	<u> </u>	<u> </u>	
Total Expenses	<u>\$ 984,999</u>	<u>\$ 272,607</u>	<u>\$ 712,392</u>	261.3
Change in Net Position	\$ (512,944)	\$ 208,592	\$ (721,536)	(345.9)
Net Position – January 1	<u>1,496,826</u>	<u>1,288,234</u>	<u>208,592</u>	16.2
Net Position – December 31	<u>\$ 983,882</u>	<u>\$ 1,496,826</u>	<u>\$ (512,944)</u>	(34.3)

CAPITAL ASSETS

At year-end, the Authority had \$1,827,226 invested in capital assets, as reflected in the following schedule, a net decrease of \$235,419.

	Capital Assets (Net of Depreciation)			Percentage Change
	<u>2021</u>	<u>2020</u>	<u>Increase (Decrease)</u>	<u>(%)</u>
Land	\$ 129,434	\$ 311,797	\$ (182,363)	(58.5)
Buildings	<u>1,697,792</u>	<u>1,750,848</u>	<u>(53,056)</u>	(3.0)
Total Capital Assets	<u>\$ 1,827,226</u>	<u>\$ 2,062,645</u>	<u>\$ (235,419)</u>	(11.4)

DEBT OUTSTANDING

At year-end, the Authority had \$2,037,453 in debt outstanding, a decrease of \$96,291 from the prior year.

	Debt (Net of Premium/Discount)			Percentage Change
	<u>2021</u>	<u>2020</u>	<u>Increase (Decrease)</u>	<u>(%)</u>
General obligation bonds	\$ 2,015,789	\$ 2,091,292	\$ (75,503)	(3.6)
Note payable	<u>21,664</u>	<u>42,452</u>	<u>(20,788)</u>	(49.0)
Total Debt	<u>\$ 2,037,453</u>	<u>\$ 2,133,744</u>	<u>\$ (96,291)</u>	(4.5)

Additional information on long-term debt can be found in Note 2.B to the financial statements.

ECONOMIC FACTORS

The Authority depends on financial resources flowing from, or associated with, both the State of Minnesota and Pope County. Because of this dependency, the Authority is subject to changes in state and local laws and appropriations.

Significant economic factors that could affect the Authority include: (1) local inflationary, recessionary, and employment trends, which can affect the incomes of low-income public housing residents and, therefore, the amount of rental income; (2) inflationary pressure on utility rates, supplies, and other costs, which can impact economic development; and (3) local labor supply and demand, which can affect salary and wage rates.

CONTACTING THE AUTHORITY

This MD&A is designed to provide a general overview. If you have any questions about this report, or need additional financial information, contact the Pope County Housing and Redevelopment Authority/Economic Development Authority, 130 East Minnesota Avenue, Glenwood, Minnesota 56334.

BASIC FINANCIAL STATEMENTS

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

EXHIBIT 1

**STATEMENT OF NET POSITION
DECEMBER 31, 2021**

Assets

Current assets

Cash and cash equivalents	\$ 980,206
Taxes receivable	
Delinquent	6,626
Loans receivable	262,447
Restricted assets	
Cash for security deposits	13,771
Cash for workforce grant	895

Total current assets **\$ 1,263,945**

Noncurrent assets

Capital assets	
Nondepreciable	\$ 129,434
Depreciable – net	<u>1,697,792</u>

Total noncurrent assets **\$ 1,827,226**

Total Assets **\$ 3,091,171**

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

***EXHIBIT 1
(Continued)***

**STATEMENT OF NET POSITION
DECEMBER 31, 2021**

Liabilities

Current liabilities

Due to other governments	\$	547
Accrued interest payable		23,123
Unearned rent		31,500
General obligation bonds payable		85,000
Note payable		21,664
		21,664

Total current liabilities

\$ 161,834

Current liabilities payable from restricted assets

Tenant security deposits	\$	13,771
Accounts payable		895
		895

Total current liabilities payable from restricted assets

\$ 14,666

Noncurrent liabilities

General obligation bonds payable	\$	1,930,789
		1,930,789

Total noncurrent liabilities

\$ 1,930,789

Total Liabilities

\$ 2,107,289

Net Position

Net investment in capital assets	\$	(188,563)
Unrestricted		1,172,445
		1,172,445

Total Net Position

\$ 983,882

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

EXHIBIT 2

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2021**

Operating Expenses	
Administrative services	\$ 14,505
Professional services	106,118
Insurance	9,608
Miscellaneous	93,972
Depreciation	<u>53,056</u>
Total Operating Expenses	\$ <u>277,259</u>
Operating Income (Loss)	\$ <u>(277,259)</u>
Nonoperating Revenues (Expenses)	
Property taxes	\$ 325,656
Intergovernmental revenue	8,576
Miscellaneous income	133,716
Investment earnings	4,107
Repairs and maintenance	(79,885)
Loss on sale of capital assets	(136,244)
Loss on sale of land held for resale	(434,200)
Interest expense	(55,594)
Advertising	<u>(1,817)</u>
Total Nonoperating Revenues (Expenses)	\$ <u>(235,685)</u>
Change in net position	\$ (512,944)
Net Position – January 1	<u>1,496,826</u>
Net Position – December 31	\$ <u><u>983,882</u></u>

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

EXHIBIT 3

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021
Increase (Decrease) in Cash and Cash Equivalents**

Cash Flows from Operating Activities	
Payments to suppliers	\$ (209,698)
Payments for administrative services	(14,808)
Purchase and maintenance of land held for resale	<u>(6,100)</u>
Net cash provided by (used in) operating activities	<u>\$ (230,606)</u>
Cash Flows from Noncapital Financing Activities	
Property taxes	\$ 335,650
Intergovernmental revenues	8,576
Repairs and maintenance	(79,885)
Rent deposits	134,848
Advertising expense	(1,817)
Principal paid on note payable	<u>(20,788)</u>
Net cash provided by (used in) noncapital financing activities	<u>\$ 376,584</u>
Cash Flows from Capital and Related Financing Activities	
Principal paid on long-term debt	\$ (75,000)
Interest paid on long-term debt	(57,098)
Proceeds from sale of capital assets	<u>46,119</u>
Net cash provided by (used in) capital and related financing activities	<u>\$ (85,979)</u>
Cash Flows from Investing Activities	
Collections of loan principal	\$ 12,327
Interest received on loans	<u>4,107</u>
Net cash provided by (used in) investing activities	<u>\$ 16,434</u>
Net Increase (Decrease) in Cash and Cash Equivalents	\$ 76,433
Cash and Cash Equivalents at January 1	<u>918,439</u>
Cash and Cash Equivalents at December 31	<u><u>\$ 994,872</u></u>

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

***EXHIBIT 3
(Continued)***

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021
Increase (Decrease) in Cash and Cash Equivalents**

Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities	
Operating income (loss)	<u>\$ (277,259)</u>
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities	
Depreciation expense	\$ 53,056
(Increase) decrease in land held for resale	(6,100)
Increase (decrease) in due to other governments	<u>(303)</u>
Total adjustments	<u>\$ 46,653</u>
Net Cash Provided by (Used in) Operating Activities	<u><u>\$ (230,606)</u></u>

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

1. Summary of Significant Accounting Policies

The Pope County Housing and Redevelopment Authority/Economic Development Authority's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) for the year ended December 31, 2021. 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 by GAAP and used by the Authority are discussed below.

A. Financial Reporting Entity

The Pope County Housing and Redevelopment Authority was established in May 1994, having all the powers and duties of a county housing and redevelopment authority under the provisions of Minn. Stat. §§ 469.001 to 469.047. In April 2011, the Authority was granted powers of an Economic Development Authority under Minn. Stat. §§ 469.090 to 469.1081. The Authority is governed by a seven-member Board of Commissioners who are appointed by the Pope County Board of Commissioners.

The Authority is considered to be a component unit of Pope County and is included in Pope County's financial statements as a discretely presented component unit.

B. Basis of Presentation

The accounts of the Pope County Housing Redevelopment Authority/Economic Development Authority are presented as an enterprise fund. Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

1. Summary of Significant Accounting Policies

B. Basis of Presentation (Continued)

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for proprietary funds include the cost of personnel and contractual services, supplies, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

C. Measurement Focus and Basis of Accounting

The Authority's financial statements are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when a liability is incurred, regardless of the timing of cash flows.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first and then unrestricted resources as needed.

D. Assets, Liabilities, and Net Position

1. Cash and Cash Equivalents

The Authority has defined cash and cash equivalents to include cash on hand and demand deposits.

2. Receivables

Property tax levies are set by the Authority and are certified to Pope County each year for collection in the following year. In Minnesota, counties act as collection agents for all property taxes. Real property taxes are generally due from taxpayers in equal installments on May 15 and October 15. The County remits tax settlements to the Authority at various times during the year. Taxes collectible in a given calendar year are generally recognized as revenue during that fiscal year.

No allowance for uncollected receivables has been provided because such amounts are not expected to be material.

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Position (Continued)

3. Property Held for Resale

Property is acquired by the Authority for subsequent resale for redevelopment purposes and not as an investment program. In order to encourage development, the land is often resold at prices substantially lower than the Authority's cost and cannot be sold for more than expended. Land held for resale is reported as an asset at the net realizable value.

4. Restricted Assets

Certain funds of the Authority are classified as restricted assets on the statement of net position because the restriction is either imposed by law through constitutional provisions or enabling legislation or imposed externally by creditors, grantors, contributors, or laws or regulations of other governments. Therefore, their use is limited by applicable laws and regulations.

5. Capital Assets

Capital assets, which include land and buildings, are reported in the financial statements. Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 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.

Capital assets are depreciated using the straight-line method over their estimated useful lives ranging from three to 40 years.

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

1. Summary of Significant Accounting Policies

D. Assets, Liabilities, and Net Position (Continued)

6. Long-Term Obligations

Long-term debt and other long-term obligations are reported as liabilities in the statement of net position. 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.

7. Classification of Net Position

Net position is classified in the following categories:

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

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

8. Use of Estimates

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

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

2. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

The Authority's total deposits are reported as follows:

Cash and cash equivalents	\$ 980,206
Restricted assets	
Cash for security deposits	13,771
Cash for workforce grant	895
	<hr/>
Total Deposits	\$ 994,872

a. Deposits

The Authority 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 Authority is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, not covered by insurance or bonds.

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

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

2. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

a. Deposits (Continued)

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the Authority's deposits may not be returned to it. The Authority does not have a deposit policy for custodial credit risk. As of December 31, 2021, the Authority's deposits were not exposed to custodial credit risk.

b. Investments

The Authority 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;

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

2. Detailed Notes on All Funds

A. Assets

1. Deposits and Investments

b. Investments (Continued)

- (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.

The Authority had no investments as of December 31, 2021.

2. Receivables

Of the loans receivable, \$250,063 is not expected to be collected within the next year. The loans receivable balance consists of loans issued by the Authority for housing and economic development within the County.

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

2. Detailed Notes on All Funds

A. Assets (Continued)

3. Capital Assets

The Authority's capital asset activity for the year ended December 31, 2021, was as follows:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
Capital assets not depreciated				
Land	\$ 311,797	\$ -	\$ 182,363	\$ 129,434
Capital assets depreciated				
Buildings	\$ 2,122,240	\$ -	\$ -	\$ 2,122,240
Less: accumulated depreciation for				
Buildings	\$ (371,392)	\$ (53,056)	\$ -	\$ (424,448)
Total capital assets depreciated, net	\$ 1,750,848	\$ (53,056)	\$ -	\$ 1,697,792
Capital Assets, Net	<u>\$ 2,062,645</u>	<u>\$ (53,056)</u>	<u>\$ 182,363</u>	<u>\$ 1,827,226</u>

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

2. Detailed Notes on All Funds (Continued)

B. Liabilities

Long-Term Debt

Long-term debt outstanding at December 31, 2021, consists of the following:

<u>Type of Indebtedness</u>	<u>Final Maturity</u>	<u>Installment Amounts</u>	<u>Interest Rates (%)</u>	<u>Original Issue Amount</u>	<u>Outstanding Balance December 31, 2021</u>
2013A General Obligation Bonds	02/01/2034	\$40,000 - \$245,000	0.85 - 3.10	<u>\$ 2,405,000</u>	<u>\$ 2,010,000</u>
Note Payable	06/01/2022	\$18,412 - \$21,664	4.13	<u>\$ 100,000</u>	<u>\$ 21,664</u>

The debt service requirements as of December 31, 2021, are as follows:

<u>Year Ending December 31</u>	<u>General Obligation Bonds</u>		<u>Note Payable</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2022	\$ 85,000	\$ 53,435	\$ 21,664	\$ 895
2023	95,000	51,725	-	-
2024	105,000	49,720	-	-
2025	115,000	47,410	-	-
2026	125,000	44,734	-	-
2027 - 2031	810,000	165,888	-	-
2032 - 2034	<u>675,000</u>	<u>32,495</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 2,010,000</u>	<u>\$ 445,407</u>	<u>\$ 21,664</u>	<u>\$ 895</u>

Long-term liability activity for the year ended December 31, 2021, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
General obligation bonds	\$ 2,085,000	\$ -	\$ 75,000	\$ 2,010,000	\$ 85,000
(Discount)/premium	6,292	-	503	5,789	-
Note payable	<u>42,452</u>	<u>-</u>	<u>20,788</u>	<u>21,664</u>	<u>21,644</u>
Long-Term Liabilities	<u>\$ 2,133,744</u>	<u>\$ -</u>	<u>\$ 96,291</u>	<u>\$ 2,037,453</u>	<u>\$ 106,644</u>

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

3. Summary of Significant Contingencies and Other Items

A. Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; or natural disasters. To manage these risks, the Authority has joined the Minnesota Counties Intergovernmental Trust (MCIT) and purchases commercial insurance. The Authority retains risk for the deductible portions of the insurance policies. The amounts of these deductibles are considered immaterial to the financial statements. 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.

B. Tax Abatements – Pay-As-You-Go Tax Increment

Nelson Housing Development

The Authority entered into a property tax abatement agreement with a Nelson Housing Development, dated September 1, 2017, for a period of 14 years effective in the years 2019 through 2033, under Minn. Stat. §§ 469.174 to .1794 (Tax Increment Financing) through a pay-as-you-go note program. Tax increment financing (TIF) can be used to encourage private development, redevelopment, renovation and renewal, growth in low- to moderate-income housing, and economic development. TIF captures the increase in tax capacity and property taxes (of most taxing jurisdictions, including the Authority) from development or redevelopment to provide funding for the related project. The pay-as-you-go note provides for payment to the developer of all tax increment received in the prior six months. The payment reimburses the developer for certain improvements in an amount not to exceed \$68,000. The Authority provided a tax abatement in the form of a tax refund in the amount of \$2,176 for 2021.

CSNP Cyrus LLC Development

The Authority entered into a property tax increment agreement with CSNP Cyrus LLC, dated May 5, 2021, for a period of 25 years effective in the years 2022 through 2047, under Minn. Stat. §§ 469.174 to .1794 (Tax Increment Financing) through a tax increment plan. Tax increment financing (TIF) can be used to encourage private development, redevelopment, renovation and renewal, growth in low- to moderate-income housing, and economic development. TIF captures the increase in tax capacity and property taxes (of most taxing jurisdictions, including the Authority) from

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

3. Summary of Significant Contingencies and Other Items

B. Tax Abatements – Pay-As-You-Go Tax Increment

CSNP Cyrus LLC Development (Continued)

development or redevelopment to provide funding for the related project. The tax increment plan provides an upfront payment to the developer for all eligible development costs in amount not to exceed \$60,000, which was paid by the Authority in 2021.

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 *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

Board of Commissioners
Pope County Housing and Redevelopment
Authority/Economic Development Authority
Glenwood, 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 Pope County Housing and Redevelopment Authority/Economic Development Authority, a component unit of Pope County, Minnesota, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated September 20, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Pope County Housing and Redevelopment Authority/Economic Development Authority'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 Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be 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 Recommendations, we identified certain deficiencies in internal control that we consider to be a material weakness and 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 a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Recommendations as item 2021-002 to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Recommendations as item 2021-001 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Pope County Housing and Redevelopment Authority/Economic Development Authority'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, nothing came to our attention that caused us to believe that the Pope County Housing and Redevelopment Authority/Economic Development Authority failed to comply with the provisions of contracting – bid laws, depositories of public funds and public investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, 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 Authority's noncompliance with the above referenced provisions, insofar as they relate to accounting matters. Additionally, we tested for compliance with the authority to issue public debt.

Pope County Housing and Redevelopment Authority/Economic Development Authority's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Pope County Housing and Redevelopment Authority/Economic Development Authority's responses to the internal control findings identified in our audit and described in the accompanying Corrective Action Plan. The Pope County Housing and Redevelopment Authority/Economic Development Authority'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 Other Political Subdivisions* and the results of that testing, and not to provide an opinion on the effectiveness of the Authority'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 Authority'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, 2022

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2021**

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

2021-001 Segregation of Duties

Prior Year Finding Number: 2020-001

Repeat Finding Since: 2016

Type of Finding: Internal Control Over Financial Reporting

Severity of Deficiency: Significant Deficiency

Criteria: A good system of internal control provides for an adequate segregation of duties so that no one individual handles a transaction from its inception to completion.

Condition: The Pope County Housing and Redevelopment Authority/Economic Development Authority has one person who is responsible for billing, collecting, recording, and depositing receipts.

Context: Due to the limited number of personnel within the Authority, segregation of the accounting functions necessary to ensure adequate internal accounting control is not possible. This is not unusual in operations the size of the Authority; however, management should constantly be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from an accounting point of view.

Effect: Inadequate segregation of duties could adversely affect the Authority's ability to detect misstatements in amounts that would be material in relation to the financial statements in a timely period by personnel in the normal course of performing their assigned functions.

Cause: The Authority does not have the economic resources needed to hire additional qualified accounting staff in order to adequately segregate duties.

Recommendation: We recommend the Authority's Board and management be aware of the lack of segregation of the accounting functions and, where possible, implement oversight procedures to ensure the internal control policies and procedures are being implemented by personnel to the extent possible.

View of Responsible Official: Concur

**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2021**

2021-002 Audit Adjustments

Prior Year Finding Number: N/A

Repeat Finding Since: N/A

Type of Finding: Internal Control Over Financial Reporting

Severity of Deficiency: Material Weakness

Criteria: A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements of the financial statements on a timely basis. Auditing standards define a material weakness as a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected, on a timely basis.

Condition: Material audit adjustments were identified that resulted in significant changes to the Authority's financial statements.

Context: The inability to detect material misstatements in the financial statements increases the likelihood that the financial statements would not be fairly presented. The adjustments were found in the audit; however, independent external auditors cannot be considered part of the Authority's internal control.

Effect: The following audit adjustments were necessary, were reviewed and approved by management, and are reflected in the financial statements for the year ended December 31, 2021:

- An adjustment of \$434,201 was required to decrease capital assets held for resale and record a loss on sale of land held for resale to properly record the sale of land.
- Adjustments of \$182,363, \$136,244, and \$46,119 were required to decrease capital assets, record loss on sale of capital assets, and reduce other revenue, respectively, to properly record the sale of land.
- An adjustment of \$159,916 was required to decrease net investments in capital assets and unrestricted net position to properly record the sale of land.

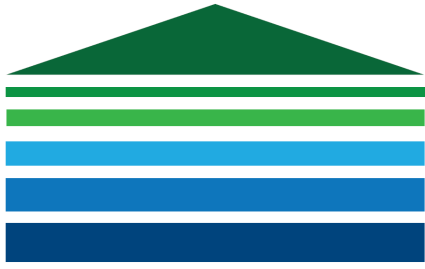
**POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2021**

Cause: The Authority provides cash basis financial statements and prepares some of the modified accrual information necessary to adjust the cash basis financial statements to the modified accrual basis. However, Authority personnel do not have the time to ensure all material adjustments have been made.

Recommendation: We recommend the Authority implement procedures over financial reporting that include review of balances, disclosures, and supporting documentation by a qualified individual to ensure the information is complete and accurate, and the Authority's financial statements are fairly presented.

View of Responsible Official: Concur



POPE COUNTY

M I N N E S O T A

HRA-EDA

Building for the Future • Preserving the Past

**REPRESENTATION OF
POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

**CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED DECEMBER 31, 2021**

Finding Number: 2021-001

Finding Title: Segregation of Duties

Name of Contact Person Responsible for Corrective Action:

HRA-EDA Board of Commissioners
Jason Murray, Executive Director

Corrective Action Planned:

It is difficult for an organization of our size and financial resources to truly establish segregation of accounting duties. The Board and Staff will establish policies and practices to best address internal accounting controls.

Anticipated Completion Date:

Ongoing

Finding Number: 2021-002

Finding Title: Audit Adjustments

Name of Contact Person Responsible for Corrective Action:

HRA-EDA Board of Commissioners
Jason Murray, Executive Director
Donna Stelter, Wangsness Ogdahl

Corrective Action Planned:

Based on the nature of the HRA-EDA work, at times to offer housing and economic development opportunities, the organization may sell assets at reduced cost to entice development, create tax base, increase wage and job opportunities, all for public benefits, that affect the organization's financial performance. When this occurs, the HRA-EDA will consult with Wangsness Ogdahl and the organization's auditor to appropriately disclose and adjust the organization financial statements.

Anticipated Completion Date:

Ongoing



**REPRESENTATION OF
POPE COUNTY HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY
GLENWOOD, MINNESOTA**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2021**

Finding Number: 2020-001
Year of Finding Origination: 2016
Finding Title: Segregation of Duties

Summary of Condition: The Pope County Housing and Redevelopment Authority/Economic Development Authority (Authority) has one person who is responsible for billing, collecting, recording, and depositing receipts.

Summary of Corrective Action Previously Reported: It is difficult for an organization of the Authority's size and financial resources to truly establish segregation of accounting duties. The Board and staff have established policies and practices to best address internal accounting controls.

Status: Not Corrected. The organization implemented several policies to insure adequate review of accounting duties. However, due to the financial resources and size of the organization, full segregation of duties will be difficult to achieve. The HRA-EDA management will continue to monitor the day to day financial activity.

Was corrective action taken significantly different than the action previously reported?
Yes _____ No X