

# STATE OF MINNESOTA

## Office of the State Auditor



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

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS**  
**BRAINERD, MINNESOTA**

**YEAR ENDED DECEMBER 31, 2007**

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

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

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

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

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

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

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

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

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

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

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**CENTRAL MINNESOTA  
COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

**Year Ended December 31, 2007**



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

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

ORGANIZATION SCHEDULE  
2007

	<u>Position</u>	<u>County</u>
Joint Powers Board		
J. Mark Wedel		Aitkin County
Paul Bailey		Aitkin County
Dale Lueck		Aitkin County
Brian Napstad		Aitkin County
Galen Tveit		Aitkin County
Dewayne Tautges		Crow Wing County
Paul M. Thiede		Crow Wing County
Rachel Nystrom		Crow Wing County
Rosemary Franzen		Crow Wing County
Doug Houge		Crow Wing County
Thomas Wenzel		Morrison County
Jeff Schilling		Morrison County
Gene Young		Morrison County
Donald Meyer		Morrison County
Duane Johnson		Morrison County
Executive Committee		
Donald Meyer	Chair	Morrison County
Paul M. Thiede	Vice Chair	Crow Wing County
J. Mark Wedel	Member	Aitkin County
Brian Napstad	Member	Aitkin County
Nancy Johnson-Houg	Member	Advisory Board
Duane Johnson	Member	Morrison County
Rosemary Franzen	Member	Crow Wing County
Director		
Michael Kafka		

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REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

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## INDEPENDENT AUDITOR'S REPORT

Joint Powers Board  
Central Minnesota Community Corrections

We have audited the accompanying financial statements of the governmental activities and the General Fund of the Central Minnesota Community Corrections as of and for the year ended December 31, 2007, which collectively comprise the Community Corrections' basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Community Corrections' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of the Central Minnesota Community Corrections as of December 31, 2007, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and the budgetary comparison presented as Schedule 1 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied

certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*/s/Rebecca Otto*

REBECCA OTTO  
STATE AUDITOR

September 25, 2008

*/s/Greg Hierlinger*

GREG HIERLINGER, CPA  
DEPUTY STATE AUDITOR

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2007  
(Unaudited)**

This section of the annual financial report presents our discussion and analysis of the Central Minnesota Community Corrections' financial performance during the fiscal year that ended December 31, 2007. The Management's Discussion and Analysis (MD&A) is an element of required supplementary information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34, *Basic Financial Statements--and Management's Discussion and Analysis--for State and Local Governments*, issued in June 1999. Certain comparative information between the current year, 2007, and the prior year, 2006, is required to be presented in the MD&A.

**FINANCIAL HIGHLIGHTS**

Key financial highlights for the 2007 fiscal year include the following:

- Government-wide net assets increased by 67 percent from the prior year.
- Overall fund level revenues totaled \$3,633,545 and were \$323,591 more than expenditures.
- The General Fund's fund balance increased \$323,591 from the prior year.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial section of the annual report consists of four parts--Independent Auditor's Report; the MD&A (this section), which is required supplementary information; the basic financial statements; and a budgetary comparison statement, also required supplementary information. The basic financial statements include the statement of net assets and governmental fund balance sheet and the statement of activities and statement of governmental fund revenues, expenditures, and changes in fund balance.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data.

Figure A-1 summarizes the major features of the Community Corrections’ financial statements, including the portion of the Community Corrections’ activities they cover and the types of information they contain. The remainder of this overview section of the MD&A highlights the structure and contents of each of the statements.

**Figure A-1  
Major Features of the Government-Wide  
and Fund Financial Statements**

Type of Statements	Government-Wide	Governmental Fund
Scope	Entire government	The activities of the government that are not proprietary or fiduciary
Required financial statements	Statement of net assets Statement of activities	Balance sheet Statement of revenues, expenditures, and changes in fund balance
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included

**Government-Wide and Fund Financial Statements**

The financial statements included in this report combine the governmental fund and government-wide activities into two statements.

The governmental, or General Fund, activity includes the Community Corrections’ basic services which generally focus on (1) how cash and other financial assets can be readily converted to cash flow in and out, and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Community Corrections’ programs.

The government-wide statements report information about the Community Corrections as a whole using accounting methods similar to those used by private-sector companies. These statements include all of the assets and liabilities of the Community Corrections, including long-term activity. All of the current year’s revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

## FINANCIAL ANALYSIS OF THE COMMUNITY CORRECTIONS AS A WHOLE

### Net Assets

The Community Corrections' net assets were \$813,901 on December 31, 2007.

**Table A-2  
Net Assets**

	2007	2006
Assets		
Current	\$ 1,080,681	\$ 762,923
Capital assets	47,644	35,751
Total Assets	\$ 1,128,325	\$ 798,674
Liabilities		
Long-term	\$ 13,907	\$ 13,840
Other	300,517	296,127
Total Liabilities	\$ 314,424	\$ 309,967
Net Assets		
Invested in capital assets	\$ 47,644	\$ 35,751
Unrestricted	766,257	452,956
Total Net Assets	\$ 813,901	\$ 488,707

**Table A-3  
Change in Net Assets**

	2007	2006
Revenues		
Intergovernmental	\$ 2,987,153	\$ 2,312,763
Charges for services	612,456	1,294,945
Miscellaneous	47,919	56,296
Total Revenues	\$ 3,647,528	\$ 3,664,004
Expenses		
Public safety	3,322,334	3,647,738
Excess of Revenues Over (Under) Expenses	\$ 325,194	\$ 16,266
Net Assets - January 1	488,707	472,441
Net Assets - December 31	\$ 813,901	\$ 488,707

**FINANCIAL ANALYSIS OF THE COMMUNITY CORRECTIONS AT THE FUND LEVEL**

The financial performance of the Community Corrections as a whole is reflected in its governmental fund as well. The General Fund, which is the only governmental fund of the Community Corrections, includes the primary operations of the Community Corrections in providing corrections services to local governments in central Minnesota. As the Community Corrections completed the year, the General Fund reported a fund balance of \$815,885.

The following schedule presents a comparative summary of General Fund revenues:

**Table A-4  
General Fund Revenues**

Function	Year Ended		Change	
	December 31, 2007	December 31, 2006	Increase/ (Decrease)	Percent (%)
Intergovernmental	\$ 2,973,170	\$ 2,295,976	\$ 677,194	29.5
Charges for services	612,456	1,294,945	(682,489)	(52.7)
Miscellaneous	47,919	56,296	(8,377)	(14.9)
<b>Total General Fund Revenues</b>	<b>\$ 3,633,545</b>	<b>\$ 3,647,217</b>	<b>\$ (13,672)</b>	<b>(0.4)</b>

The following schedule presents a summary of General Fund expenditures:

**Table A-5  
General Fund Expenditures**

Function	Year Ended		Change	
	December 31, 2007	December 31, 2006	Increase/ (Decrease)	Percent (%)
Public safety	\$ 3,309,954	\$ 3,627,403	\$ (317,449)	(8.8)

The Community Corrections adopts an annual budget for the General Fund on the modified accrual basis of accounting. Budgets may be amended during the year with proper approval. The Community Corrections' budget was amended on July 18, 2007. The intergovernmental revenue budget was increased by \$68,312 due to an increase in grant revenue from the Minnesota Department of Corrections. The expenditure budget was increased by \$55,803 for additional salary and administrative expenditures.

## **CAPITAL ASSETS**

The Community Corrections' investment in capital assets at December 31, 2007, was \$47,644, net of accumulated depreciation. Changes in capital assets for 2007 included the purchase of two vehicles for \$23,601 and the disposition of \$27,489 in fully-depreciated assets. Depreciation expense for the year was \$11,708.

**Table A-6**  
**Capital Assets, Net of Depreciation**

	<u>2007</u>	<u>2006</u>
Office furniture and equipment	\$ 29,684	\$ 29,718
Automotive	17,960	3,733
Leasehold improvements	-	2,300
Total	<u>\$ 47,644</u>	<u>\$ 35,751</u>

## **FACTORS BEARING ON THE COMMUNITY CORRECTIONS' FUTURE**

Central Minnesota Community Corrections is dependent on the State of Minnesota for a significant portion of its revenue. The State of Minnesota, through the Department of Corrections, provides both an operational subsidy and targeted grants for specific components of Community Corrections' services. Expected 2009 budget deficits of the State of Minnesota and budget pressures of individual counties increase the uncertainty of future grants, subsidies, and allocations. The organization anticipates some degree of reserve spending in the coming year.

The organization is currently negotiating a contract with our corrections agents for the 2008 - 2010 period. This will have a significant impact on organizational expenses in both the short and long term.

Lastly, the organization is involved in a legal action brought by a former employee concerning changes made in retirement health benefits. Resolution of this matter could adversely affect the reserves of the organization.

## **CONTACTING THE COMMUNITY CORRECTIONS' FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, and customers with a general overview of the Community Corrections' finances and to demonstrate the Community Corrections' accountability for the money it receives. If you have questions about this report, or need additional financial information, contact Michael Kafka, Director, at 218-825-8345.

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## **BASIC FINANCIAL STATEMENTS**

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

**EXHIBIT 1**

**STATEMENT OF NET ASSETS AND  
GOVERNMENTAL FUND BALANCE SHEET  
DECEMBER 31, 2007**

	<b>General Fund</b>	<b>Reconciliation</b>	<b>Governmental Activities</b>
<b><u>Assets</u></b>			
Cash and pooled investments	\$ 831,833	\$ -	\$ 831,833
Due from other governments	248,848	-	248,848
Capital assets			
Depreciable - net	-	47,644	47,644
<b>Total Assets</b>	<b>\$ 1,080,681</b>	<b>\$ 47,644</b>	<b>\$ 1,128,325</b>
<b><u>Liabilities</u></b>			
Current liabilities			
Accounts payable	\$ 19,994	\$ -	\$ 19,994
Salaries payable	83,651	-	83,651
Compensated absences payable	-	125,161	125,161
Due to other governments	71,711	-	71,711
Deferred revenue	89,440	(89,440)	-
Long-term liabilities			
Due after one year	-	13,907	13,907
<b>Total Liabilities</b>	<b>\$ 264,796</b>	<b>\$ 49,628</b>	<b>\$ 314,424</b>
<b><u>Fund Balance/Net Assets</u></b>			
Fund Balance			
Unreserved, undesignated	815,885	(815,885)	
<b>Total Liabilities and Fund Balance</b>	<b>\$ 1,080,681</b>		
Net Assets			
Invested in capital assets		\$ 47,644	\$ 47,644
Unrestricted		766,257	766,257
<b>Total Net Assets</b>		<b>\$ 813,901</b>	<b>\$ 813,901</b>
<b>Reconciliation of the Governmental Fund Balance to Net Assets</b>			
<b>Fund Balance - Governmental Fund</b>			<b>\$ 815,885</b>
Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.			47,644
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the governmental fund.			89,440
Long-term liabilities, including compensated absences, are not due and payable in the current period and, therefore, are not reported in the governmental fund.			(139,068)
<b>Net Assets - Governmental Activities</b>			<b>\$ 813,901</b>

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

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRainerd, MINNESOTA**

**EXHIBIT 2**

**STATEMENT OF ACTIVITIES AND  
GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2007**

	General Fund	Reconciliation	Governmental Activities
<b>Revenues</b>			
Intergovernmental	\$ 2,973,170	\$ 13,983	\$ 2,987,153
Charges for services	612,456	-	612,456
Miscellaneous	47,919	-	47,919
<b>Total Revenues</b>	<b>\$ 3,633,545</b>	<b>\$ 13,983</b>	<b>\$ 3,647,528</b>
<b>Expenditures/Expenses</b>			
Public safety	3,309,954	12,380	3,322,334
<b>Excess of Revenues Over (Under) Expenditures/Expenses</b>	<b>\$ 323,591</b>	<b>\$ 1,603</b>	<b>\$ 325,194</b>
<b>Fund Balance/Net Assets - January 1</b>	<b>492,294</b>	<b>(3,587)</b>	<b>488,707</b>
<b>Fund Balance/Net Assets - December 31</b>	<b>\$ 815,885</b>	<b>\$ (1,984)</b>	<b>\$ 813,901</b>

**Reconciliation of the Statement of Governmental Fund Revenues, Expenditures,  
and Changes in Fund Balance to the Statement of Activities**

**Net Change in Fund Balance**

**\$ 323,591**

In the fund, receivables not available for expenditure are deferred. In the statement of activities, those revenues are recognized when earned. The adjustment to revenues is the increase (decrease) in deferred revenue.

(9,618)

Governmental funds report capital outlays 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.

Capital outlay  
Current year depreciation

23,601  
(11,708)

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 the governmental fund.

Increase in compensated absences payable

(672)

**Change in Net Assets of Governmental Activities**

**\$ 325,194**

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2007**

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1. Summary of Significant Accounting Policies

The Central Minnesota Community Corrections' financial statements are prepared in accordance with generally accepted accounting principles (GAAP). 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 Community Corrections are discussed below.

A. Financial Reporting Entity

A joint Community Corrections was established in 1974, pursuant to Minn. Stat. § 471.59, between Crow Wing and Morrison Counties. Aitkin County joined the Community Corrections on January 1, 1992, to form the Central Minnesota Community Corrections. The Community Corrections provides detention and correction services to adults and juveniles under the jurisdiction of the counties that are parties to the agreement, any other Minnesota county that requests these services, and the Minnesota Department of Corrections. In May 2007, the Central Minnesota Juvenile Center was closed.

The management of the Community Corrections is vested in a Joint Powers Board, composed of the five commissioners from each participating county. No single member county retains control over the operations or has oversight responsibility for the Community Corrections. The Joint Powers Board appoints an Executive Committee, which has been delegated by the Joint Powers Board all powers and duties necessary for the day-to-day operations.

The Joint Powers Board has contracted with Crow Wing County to act as its fiscal agent.

B. Basic Financial Statements

Basic financial statements include information on the Community Corrections' activities as a whole and information on the individual fund of the Community Corrections. These separate presentations are reported in different columns. Each of the statements starts with a column of information based on activities of the General

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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1. Summary of Significant Accounting Policies

B. Basic Financial Statements (Continued)

Fund and reconciles it to a column that reports the “governmental activities” of the Community Corrections. The governmental activities columns are reported on the full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Community Corrections’ net assets are reported in two parts: invested in capital assets and unrestricted net assets. The statement of activities demonstrates the degree to which the expenses of the Community Corrections are offset by revenues. The balance sheet and statement of revenues, expenditures, and changes in fund balance for the General Fund are presented on the modified accrual basis and report current financial resources.

C. Measurement Focus and Basis of Accounting

The governmental activities are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. 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. The Central Minnesota Community Corrections considers all revenues as available if collected within 60 days after the end of the current period. Charges for services and interest are considered susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for compensated absences, which are recognized as expenditures to the extent that they have matured.

D. Budgetary Data

The Joint Powers Board of the Central Minnesota Community Corrections adopts estimated expenditure budgets for the General Fund on the modified accrual basis of accounting.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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1. Summary of Significant Accounting Policies (Continued)

E. Assets, Liabilities, and Net Assets or Equity

1. Assets

Cash is on deposit with Crow Wing County.

The amounts due from other governments, totaling \$248,848, are receivables from the counties that are parties to the joint powers agreement, other Minnesota counties for which detention and correction services to juveniles were provided on a fee-for-service basis, and grants receivable from the State of Minnesota.

All capital assets are valued at their historical cost or estimated historical cost. On the fund level financial statements, capital assets are recorded as expenditures at the time of their purchase. Capital assets are defined by the Community Corrections as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. Depreciation has been recorded on the government-wide financial statements relating to capital assets.

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

Capital assets are depreciated using the straight-line method to allocate the cost on an annual basis over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Office furniture and equipment	3 - 20
Leasehold improvements	20 - 30
Automotive	3 - 20

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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1. Summary of Significant Accounting Policies

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

2. Liabilities

Long-term liabilities expected to be financed from the governmental fund are accounted for on the government-wide financial statements. Deferred revenue is reported on the fund level financial statements in connection with receivables for revenues not considered available to liquidate liabilities of the current period.

3. Equity

For the governmental fund, the Community Corrections reports an unreserved, undesignated fund balance account to indicate the portion of equity available for budgeting and expending in future periods. The government-wide financial statements equity section is broken out into two categories: net assets invested in capital assets and unrestricted net assets.

F. Revenues and Expenditures

1. Revenues

In accordance with GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, revenues for nonexchange transactions are recognized based on the principal characteristics of the revenue. Exchange transactions are recognized as revenue when the exchange occurs. Under the modified accrual basis of accounting, revenue is not recognized in the financial statements unless it is available to finance current expenditures.

Intergovernmental

Government-mandated nonexchange transactions occur when a government at one level provides resources to a government at another level and requires that government to use them for a specific purpose. The provider government establishes purpose restrictions and also may establish time requirements. Federal and state grants mandating the Community Corrections perform particular programs are government-mandated nonexchange transactions. Revenues are recognized when eligibility and time requirements are met, usually when the corresponding expenditure is incurred.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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1. Summary of Significant Accounting Policies

F. Revenues and Expenditures

1. Revenues

Intergovernmental (Continued)

Voluntary nonexchange transactions result from legislative or contractual agreements, such as grants, entitlements, appropriations, and donations. The provider may establish purpose restrictions or eligibility requirements. Revenues are recognized in the year to which they apply according to the statute or contract. Other gifts and contributions from individuals are also considered voluntary nonexchange transactions and are generally recognized when received.

Exchange Transactions

Charges for services and miscellaneous revenues are recognized when earned.

2. Expenditures

Expenditure recognition for governmental funds includes only amounts represented by current liabilities. Since noncurrent liabilities do not affect net current assets, they are not recognized as governmental fund expenditures or fund liabilities. They are reported as liabilities on the government-wide financial statements.

Compensated absences are considered expenditures when paid to employees. Earned but unpaid vacation is shown as a liability on the government-wide financial statements. Unvested sick leave and compensatory time are not reported in the financial statements.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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2. Detailed Notes

A. Assets

Cash on Deposit with Crow Wing County

Minn. Stat. §§ 118A.02 and 118A.04 authorize the Community Corrections to deposit its cash and to invest in certificates of deposit in financial institutions designated by the Crow Wing County Board of Commissioners and the Community Corrections Board. Minnesota statutes require that all deposits be covered by insurance, surety bond, or collateral.

Minn. Stat. §§ 118A.04 and 118A.05 authorize the types of securities available to the Community Corrections for investment.

Additional disclosures, as required by GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, which amends GASB Statement No. 3, *Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements*, are disclosed on an entity-wide basis in the Crow Wing County annual financial report.

Capital Assets

A summary of the changes in capital assets for the year ended December 31, 2007, are:

	Balance January 1, 2007	Additions	Deletions	Balance December 31, 2007
Capital assets depreciated				
Office furniture and equipment	\$ 98,873	\$ 5,217	\$ 9,289	\$ 94,801
Automotive	47,480	18,384	18,200	47,664
Leasehold improvements	21,458	-	-	21,458
Total capital assets depreciated	<u>\$ 167,811</u>	<u>\$ 23,601</u>	<u>\$ 27,489</u>	<u>\$ 163,923</u>
Less: accumulated depreciation for				
Office furniture and equipment	\$ 69,155	\$ 5,251	\$ 9,289	\$ 65,117
Automotive	43,747	4,157	18,200	29,704
Leasehold improvements	19,158	2,300	-	21,458
Total accumulated depreciation	<u>\$ 132,060</u>	<u>\$ 11,708</u>	<u>\$ 27,489</u>	<u>\$ 116,279</u>
Total Capital Assets, Net	<u>\$ 35,751</u>	<u>\$ 11,893</u>	<u>\$ -</u>	<u>\$ 47,644</u>

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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2. Detailed Notes (Continued)

B. Liabilities

Deferred Revenue

Deferred revenue of \$89,440 consists of receivables from the counties that are parties to the joint powers agreement, \$42,702, and reimbursement from the Crow Wing County Drug Court for personnel costs, \$46,738, which are not collected soon enough after year-end to pay liabilities of the current year.

Operating Leases

The Central Minnesota Community Corrections has an operating lease with GJW Enterprises, LLC, for the rental of facilities for administrative offices. The lease, effective from September 1, 2003, through August 31, 2006, was automatically renewed for another three-year term and requires monthly rent as follows:

Year 1 monthly rent	\$ 2,350	Starting September 1, 2006
Year 2 monthly rent	2,475	Starting September 1, 2007
Year 3 monthly rent	2,600	Starting September 1, 2008

The Central Minnesota Community Corrections entered into an operating lease with Crow Wing County for the rental of the Juvenile Detention Center. The lease is for 15 years, and the Community Corrections is buying down the gross rental amount by \$349,419. That leaves a 15-year rental amount of \$864,285. As of December 31, 2007, the remaining payments to be made on the lease total \$460,952, which is to be paid in monthly increments of \$4,802.

<u>Year Ending December 31</u>	<u>Amount Due Per Year</u>
2008	\$ 57,619
2009	57,619
2010	57,619
2011	57,619
2012	57,619
2013 - 2015	<u>172,857</u>
Total	<u>\$ 460,952</u>

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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2. Detailed Notes

B. Liabilities

Operating Leases (Continued)

The Central Minnesota Community Corrections entered into an operating lease with Marco Business Products, Inc., for rental of server systems and hard drives. The lease is for 60 months beginning March 2007. Total costs were \$29,725 for the year ended December 31, 2007. The future minimum lease payments for this lease are as follows:

<u>Year Ending December 31</u>	<u>Amount</u>
2008	\$ 21,960
2009	21,960
2010	21,960
2011	21,960
2012	<u>3,660</u>
Total	<u>\$ 91,500</u>

Compensated Absences

Under the Community Corrections' personnel policies and union contracts, employees are granted vacation leave in varying amounts based on their length of service.

The Community Corrections pays unused, accumulated vacation to employees upon termination. Sick leave is available to employees in case of illness-related absences. Sick leave is not paid to employees at termination. Unused, accumulated vacation is accrued as compensated absences payable on the government-wide financial statements. Changes in compensated absences during 2007 were:

Payable at January 1	\$ 138,396
Net increase during 2007	<u>672</u>
Payable at December 31	<u><u>\$ 139,068</u></u>

Of the total compensated absences of \$139,068, the amount due within one year is \$125,161.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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3. Pension Plans

A. Plan Description

All full-time and certain part-time employees of the Central Minnesota Community Corrections are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the Public Employees Retirement Fund and the Local Government Correctional Service Retirement Fund (the Public Employees Correctional Fund), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minn. Stat. chs. 353 and 356.

Public Employees Retirement Fund members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security, and Basic Plan members are not. All new members must participate in the Coordinated Plan. Members who are employed in a county correctional institution as a correctional guard of officer, a joint jailer/dispatcher, or as a supervisor of correctional guards or officers or of a joint jailer/dispatcher and are directly responsible for the direct security, custody, and control of the county correctional institution and its inmates, are covered by the Public Employees Correctional Fund.

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefits are established by state statute and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first ten years of service and 2.7 percent for each year thereafter. For a Coordinated Plan member, the annuity accrual rate is 1.2 percent of average salary for each of the first ten years and 1.7 percent for each successive year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For Public Employees Correctional Fund members, the annuity accrual rate is 1.9 percent of average salary for each year of service.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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3. Pension Plans

A. Plan Description (Continued)

For all Public Employees Retirement Fund members whose annuity is calculated using Method 1, and for all Public Employees Correctional Fund members, a full annuity is available when age plus years of service equal 90. A reduced retirement annuity is also available to eligible members seeking early retirement.

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

PERA issues a publicly available financial report that includes financial statements and required supplementary information for the Public Employees Retirement Fund and the Public Employees Correctional Fund. That report may be obtained on the internet at [www.mnpera.org](http://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.

B. Funding Policy

Pension benefits are funded from member and employer contributions and income from the investment of fund assets. Minn. Stat. ch. 353 sets the rates for employer and employee contributions. Central Minnesota Community Corrections makes annual contributions to the pension plans equal to the amount required by state statutes. Public Employees Retirement Fund Basic Plan members and Coordinated Plan members were required to contribute 9.10 and 5.75 percent, respectively, of their annual covered salary in 2007. Contribution rates in the Coordinated Plan increased in 2008 to 6.00 percent. Public Employees Correctional Fund members are required to contribute 5.83 percent of their annual covered salary.

The Community Corrections is required to contribute the following percentages of annual covered payroll:

Public Employees Retirement Fund	
Basic Plan members	11.78%
Coordinated Plan members	6.25
Public Employees Correctional Fund	8.75

Employer contribution rates for the Coordinated Plan will increase to 6.50 percent effective January 1, 2008.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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3. Pension Plans

B. Funding Policy (Continued)

The Community Corrections' contributions for the years ending December 31, 2007, 2006, and 2005, for the Public Employees Retirement Fund and the Public Employees Correctional Fund were:

	<u>Public Employees Retirement Fund</u>	<u>Public Employees Correctional Fund</u>
2007	\$ 110,186	\$ 20,084
2006	98,131	57,180
2005	86,108	47,153

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

4. Risk Management

The Central Minnesota Community Corrections is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The Community Corrections has entered into a joint powers agreement with Minnesota counties to form the Minnesota Counties Insurance Trust (MCIT) to cover its workers' compensation and property and casualty liabilities. The Community Corrections purchases commercial insurance for other risks of loss. There were no significant reductions in insurance from the previous year or settlements in excess of insurance for any of the past three years.

The Workers' Compensation Division of MCIT is self-sustaining based on premiums charged, so that total contributions plus compounded earnings on these contributions equal the amount needed to satisfy claims liabilities and other expenses. MCIT participates in the Workers' Compensation Reinsurance Association with coverage at \$400,000 per claim in 2007. Should the MCIT Workers' Compensation Division liabilities exceed assets, MCIT may assess the Community Corrections in a method and amount to be determined by MCIT.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

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4. Risk Management (Continued)

The Property and Casualty Division of MCIT is self-sustaining, and the Community Corrections 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 Community Corrections in a method and amount to be determined by MCIT.

5. Summary of Significant Contingencies

Claims and Litigation

Central Minnesota Community Corrections, in connection with the normal conduct of its affairs, is involved in various claims, judgments, and litigation. A potential claim resulting from a lawsuit filed by a former employee regarding postemployment health benefits could materially affect the financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

*Schedule 1*

**BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2007**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
<b>Intergovernmental</b>				
<b>Federal grants</b>				
Juvenile Accountability Incentive Block Grant	\$ 11,576	\$ 11,576	\$ 11,576	\$ -
<b>State grants and aids</b>				
PERA rate increase aid	\$ -	\$ -	\$ 9,750	\$ 9,750
Minnesota Department of Corrections	2,892,259	2,960,571	1,863,763	(1,096,808)
<b>Total state grants and aids</b>	<b>\$ 2,892,259</b>	<b>\$ 2,960,571</b>	<b>\$ 1,873,513</b>	<b>\$ (1,087,058)</b>
<b>Local apportionment</b>				
Aitkin County	\$ 221,780	\$ 221,780	\$ 258,230	\$ 36,450
Crow Wing County	425,077	425,077	502,278	77,201
Morrison County	277,225	277,225	327,573	50,348
<b>Total local apportionment</b>	<b>\$ 924,082</b>	<b>\$ 924,082</b>	<b>\$ 1,088,081</b>	<b>\$ 163,999</b>
<b>Total intergovernmental</b>	<b>\$ 3,827,917</b>	<b>\$ 3,896,229</b>	<b>\$ 2,973,170</b>	<b>\$ (923,059)</b>
Charges for services	405,000	405,000	612,456	207,456
Miscellaneous	-	-	47,919	47,919
<b>Total Revenues</b>	<b>\$ 4,232,917</b>	<b>\$ 4,301,229</b>	<b>\$ 3,633,545</b>	<b>\$ (667,684)</b>
<b>Expenditures</b>				
<b>Current</b>				
Public safety	4,245,426	4,301,229	3,309,954	991,275
<b>Net Change in Fund Balance</b>	<b>\$ (12,509)</b>	<b>\$ -</b>	<b>\$ 323,591</b>	<b>\$ 323,591</b>
<b>Fund Balance - January 1</b>	<b>492,294</b>	<b>492,294</b>	<b>492,294</b>	<b>-</b>
<b>Fund Balance - December 31</b>	<b>\$ 479,785</b>	<b>\$ 492,294</b>	<b>\$ 815,885</b>	<b>\$ 323,591</b>

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2007**

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Budgetary Information

The Central Minnesota Community Corrections adopts an annual budget for the General Fund. The budget is prepared on the modified accrual basis of accounting.

Based on a process established by the Central Minnesota Community Corrections, the Director prepares a budget for the Community Corrections' expected revenues and expenditures. After review, analysis, and discussions with the Executive Committee, the Director's proposed budget is presented to the Central Minnesota Community Corrections' Board for review. The Central Minnesota Community Corrections' Board holds a public hearing, and a final budget must be prepared and adopted no later than December 31.

The overall budget is prepared by fund, function, and department. The legal level of budgetary control--the level at which expenditures may not legally exceed appropriations--is the fund level. Budgets may be amended during the year with proper approval.

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**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
BRAINERD, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2007**

**OTHER FINDINGS AND RECOMMENDATIONS**

INTERNAL CONTROL

ITEM ARISING THIS YEAR

07-1 Audit Adjustment

A control deficiency 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 misstatements of the financial statements on a timely basis. One control deficiency that typically is considered significant is identification by the auditor of a material misstatement in the financial statements not initially identified by the entity's internal control over financial reporting. During our audit, we proposed a material adjustment that resulted in a significant change to the Central Minnesota Community Corrections' financial statements. Due from other governments was increased by \$206,146 for grants from the Minnesota Department of Corrections, and due to other governments was increased by \$39,323.

We recommend that the Community Corrections design internal controls over financial reporting to detect misstatements in the financial statements. The controls should include a review of subsequent year receipts, disbursements, and journal entries to identify receivables and payables. A review should be made of the draft financial statements to ensure that they reflect the correct amounts.

Client's Response:

*The CMCC Administration staff will review payments and receipts in the first quarter of the new calendar year and prepare a schedule to identify these later timed transactions in the audit compilation.*

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REBECCA OTTO  
STATE AUDITOR

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

Joint Powers Board  
Central Minnesota Community Corrections

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements of the governmental activities and General Fund of the Central Minnesota Community Corrections as of and for the year ended December 31, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered Central Minnesota Community Corrections' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Community Corrections' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Community Corrections' internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Community Corrections' ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Community Corrections' financial statements that is more than inconsequential will not be prevented or detected by the Community Corrections' internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Community Corrections' internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified the deficiency described in the accompanying Schedule of Findings and Recommendations as item 07-1 to be a significant deficiency in internal control over financial reporting.

### Minnesota Legal Compliance

We have audited the financial statements of governmental activities and General Fund of the Central Minnesota Community Corrections as of and for the year ended December 31, 2007, which collectively comprise the Community Corrections' basic financial statements. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide for Local Government*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The *Minnesota Legal Compliance Audit Guide for Local Government* contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions. All categories of compliance were tested for the Community Corrections during the Crow Wing County audit, except conflict of interest and miscellaneous provisions, which did not apply.

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

The Central Minnesota Community Corrections' written response to the significant deficiency finding identified in our audit has been included in the Schedule of Findings and Recommendations. We did not audit the Community Corrections' response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Joint Powers Board, management, and others within the Central Minnesota Community Corrections and is not intended to be, and should not be, used by anyone other than those specified parties.

*/s/Rebecca Otto*

REBECCA OTTO  
STATE AUDITOR

*/s/Greg Hierlinger*

GREG HIERLINGER, CPA  
DEPUTY STATE AUDITOR

September 25, 2008