



Financial Statements
December 31, 2020

City of Glyndon, Minnesota

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City of Glyndon, Minnesota
Listing of Elected and Appointed Officials (Unaudited)
December 31, 2020

<u>Name</u>	<u>Position</u>	<u>Term Expires December 31,</u>
Council		
Cecil Johnson	Mayor	2020
David Owings	Council Member	2022
Justin Schreiber	Council Member	2020
Kimberly Savageau	Council Member	2022
Joseph Olson	Council Member	2020
Officials		
Wendy Affield	Clerk-Treasurer	
Justin Vogel	Chief of Police	
Ken Norman	City Attorney	



Independent Auditor's Report

To the Honorable Mayor,
City Council, and Clerk Treasurer
City of Glyndon, Minnesota

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the financial statements are prepared by the City on the basis of financial reporting provisions permitted by the Minnesota Office of the State Auditor, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the City as of December 31, 2020, or changes in financial position and, where applicable, cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, and each major fund of the City, as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with the basis of accounting described in Note 1.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s financial statements as a whole. The listing of elected and appointed officials; budgetary comparison schedule, cash basis – general fund; statement of receipts, disbursements, and changes in fund balances – cash basis (nonmajor governmental funds); statement of receipts, disbursements, changes in fund balance – cash basis (general fund, by department); schedule of accounts receivable; and schedule of accounts payable are presented for purposes of additional analysis and are not a required part of the financial statements.

The budgetary comparison schedule, cash basis – general fund; statement of receipts, disbursements, and changes in fund balances – cash basis (nonmajor governmental funds); statement of receipts, disbursements, changes in fund balance – cash basis (general fund, by department); schedule of accounts receivable, and schedule of accounts payable are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The listing of elected and appointed officials has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated April 27, 2021, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is 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 City's internal control over financial reporting or on compliance. This report is an integral part of a *Government Auditing Standards* audit in considering the City's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the *Legal Compliance Audit Guide* prepared by the Office of the State Auditor pursuant to Minn. Stat. §6.65, we have also issued a report dated April 27, 2021, on our consideration of the City's compliance with aspects of the provisions of the *Minnesota Legal Compliance Audit Guide for Cities*. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not directed primarily toward obtaining knowledge of noncompliance. That report is an integral part of procedures performed in accordance with the Office of the State Auditor's *Minnesota Legal Compliance Audit Guide for Cities* in considering the City's compliance with certain regulatory requirements pursuant to Minn. Stat. §6.65.



Fargo, North Dakota
April 27, 2021

City of Glyndon, Minnesota
Statement of Net Position
December 31, 2020

	Cash Basis	
	Governmental Activities	Business-Type Activities
Assets		
Cash	\$ 2,040,284	\$ 1,224,424
Restricted cash - replacement reserve	-	17,000
Accounts receivable	-	76,220
Special assessments receivable	-	436,288
	2,040,284	1,753,932
Capital assets		
Construction in progress	-	101,600
Buildings and equipment	-	3,315,863
Land improvements	-	1,807,386
Less accumulated depreciation	-	(975,192)
Total capital assets, net of depreciation	-	4,249,657
Total assets	2,040,284	6,003,589
Liabilities		
Accrued interest	-	16,683
Noncurrent liabilities		
Due within one year	-	183,032
Due in more than one year	-	1,713,604
Total liabilities	-	1,913,319
Net Position		
Net investment in capital assets	-	2,359,249
Restricted	1,279,156	17,000
Unrestricted	761,128	1,714,021
Total net position	\$ 2,040,284	\$ 4,090,270

City of Glyndon, Minnesota
Statement of Activities
Year Ended December 31, 2020

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government	
					Cash Basis Governmental Activities	Business-Type Activities
Primary Government						
Governmental activities - cash basis:						
General government	\$ 3,505,944	\$ 506,416	\$ -	\$ -	\$ (2,999,528)	\$ -
Public safety	442,239	47,201	83,572	-	(311,466)	-
Sanitation	156,518	163,139	-	-	6,621	-
Streets and highways	215,281	-	-	-	(215,281)	-
Culture and recreation	8,135	-	-	-	(8,135)	-
Debt service	636,641	196,395	-	-	(440,246)	-
TIF repayments	43,492	43,717	-	-	225	-
Total governmental activities - cash basis	<u>5,008,250</u>	<u>956,868</u>	<u>83,572</u>	<u>-</u>	<u>(3,967,810)</u>	<u>-</u>
Business-type activities						
Water	309,960	371,960	-	-	-	62,000
Sewer	264,833	348,510	-	-	-	83,677
Total business-type activities	<u>574,793</u>	<u>720,470</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>145,677</u>
Total Primary Government	<u>\$ 5,583,043</u>	<u>\$ 1,677,338</u>	<u>\$ 83,572</u>	<u>\$ -</u>	<u>(3,967,810)</u>	<u>145,677</u>
General revenues						
Property taxes					295,729	-
Licenses, permits, fines, and forfeitures					43,897	-
Intergovernmental					452,262	-
Interest earnings					7,215	-
Insurance reimbursement					5,672	-
Miscellaneous					138,135	18,682
Total general revenues					<u>942,910</u>	<u>18,682</u>
Change in net position					(3,024,900)	164,359
Net position - beginning of year					5,065,184	3,925,911
Net position - end of year					<u>\$ 2,040,284</u>	<u>\$ 4,090,270</u>

City of Glyndon, Minnesota
Governmental Funds

Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis
Year Ended December 31, 2020

	General	G.O. Refunding Bonds 2014A	G.O. Improvement Bonds 2017A	Parke Avenue	Other Governmental Funds	Total Governmental Funds
Receipts						
Property taxes	\$ 248,590	\$ 196,395	\$ -	\$ 47,139	\$ -	\$ 492,124
Special assessments	107,622	48,267	234,120	116,407	-	506,416
Licenses and permits	18,528	-	-	-	-	18,528
Intergovernmental	535,834	-	-	-	-	535,834
Charges for services	210,340	-	-	-	-	210,340
Fines and forfeits	25,369	-	-	-	-	25,369
TIF increments	-	-	-	-	43,717	43,717
Interest earnings	7,215	-	-	-	-	7,215
Miscellaneous	138,135	-	-	-	-	138,135
Total receipts	1,291,633	244,662	234,120	163,546	43,717	1,977,678
Disbursements						
Current						
General government	565,394	-	-	-	-	565,394
Public safety	442,239	-	-	-	-	442,239
Streets and parks	215,281	-	-	-	-	215,281
Sanitation	156,518	-	-	-	-	156,518
Culture and recreation	8,135	-	-	-	-	8,135
TIF repayments	-	-	-	-	43,492	43,492
Debt service						
Principal	23,000	185,000	135,000	5,000	-	348,000
Interest and other charges	2,464	27,460	90,314	167,251	1,152	288,641
Capital outlay	9,281	-	-	2,931,269	-	2,940,550
Total disbursements	1,422,312	212,460	225,314	3,103,520	44,644	5,008,250
Excess (Deficiency) of Receipts Over (Under) Disbursements	(130,679)	32,202	8,806	(2,939,974)	(927)	(3,030,572)
Other Financing Sources (Uses)						
Insurance reimbursement	5,672	-	-	-	-	5,672
Transfers in	163,316	-	-	-	-	163,316
Transfers out	-	-	-	(108,245)	(55,071)	(163,316)
Total other financing sources (uses)	168,988	-	-	(108,245)	(55,071)	5,672
Net Change in Cash Basis Fund Balances	38,309	32,202	8,806	(3,048,219)	(55,998)	(3,024,900)
Cash Basis Fund Balances, Beginning	724,495	174,133	212,345	3,890,116	64,095	5,065,184
Cash Basis Fund Balances, Ending	\$ 762,804	\$ 206,335	\$ 221,151	\$ 841,897	\$ 8,097	\$ 2,040,284

City of Glyndon, Minnesota

Governmental Funds

Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis
Year Ended December 31, 2020

	General	G.O. Refunding Bonds 2014A	G.O. Improvement Bonds 2017A	Parke Avenue	Other Governmental Funds	Total Governmental Funds
Cash Basis Assets - End of Year						
Cash	\$ 762,804	\$ 206,335	\$ 221,151	\$ 841,897	\$ 8,097	\$ 2,040,284
Cash Basis Fund Balances						
Restricted for TIF repayments	\$ -	\$ -	\$ -	\$ -	\$ 9,773	\$ 9,773
Restricted for debt service	-	206,335	221,151	-	-	427,486
Restricted for capital projects	-	-	-	841,897	-	841,897
Unassigned	762,804	-	-	-	(1,676)	761,128
	<u>\$ 762,804</u>	<u>\$ 206,335</u>	<u>\$ 221,151</u>	<u>\$ 841,897</u>	<u>\$ 8,097</u>	<u>\$ 2,040,284</u>

City of Glyndon, Minnesota

Proprietary Funds
Statement of Net Position
December 31, 2020

	Water	Sewer	Total
Assets			
Current Assets			
Cash	\$ 242,528	\$ 981,896	\$ 1,224,424
Restricted cash - replacement reserve	17,000	-	17,000
Accounts receivable	40,536	35,684	76,220
Special assessments receivable, current portion	-	69,518	69,518
Total current assets	<u>300,064</u>	<u>1,087,098</u>	<u>1,387,162</u>
Noncurrent Assets			
Capital assets			
Construction in progress	25,938	75,662	101,600
Buildings and equipment	3,304,202	11,661	3,315,863
Land improvements	-	1,807,386	1,807,386
Accumulated depreciation	<u>(676,060)</u>	<u>(299,132)</u>	<u>(975,192)</u>
Net capital assets	<u>2,654,080</u>	<u>1,595,577</u>	<u>4,249,657</u>
Other assets			
Special assessments receivable, net of current portion	-	366,770	366,770
Total assets	<u>2,954,144</u>	<u>3,049,445</u>	<u>6,003,589</u>
Liabilities			
Current Liabilities			
Accrued interest	13,164	3,519	16,683
Current portion of long-term debt	123,804	53,000	176,804
Accrued compensated absences	<u>3,114</u>	<u>3,114</u>	<u>6,228</u>
Total current liabilities	<u>140,082</u>	<u>59,633</u>	<u>199,715</u>
Noncurrent Liabilities			
Long-term debt, net of current portion	<u>1,206,604</u>	<u>507,000</u>	<u>1,713,604</u>
Total liabilities	<u>1,346,686</u>	<u>566,633</u>	<u>1,913,319</u>
Net Position			
Net investment in capital assets	1,323,672	1,035,577	2,359,249
Unrestricted	<u>266,786</u>	<u>1,447,235</u>	<u>1,714,021</u>
Total net position	<u>\$ 1,607,458</u>	<u>\$ 2,482,812</u>	<u>\$ 4,090,270</u>

City of Glyndon, Minnesota
Proprietary Funds
Statement of Changes in Net Position
Year Ended December 31, 2020

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Operating Revenue			
Sales	\$ 371,960	\$ 341,681	\$ 713,641
Operating Expenses			
Cost of sales and services	62,842	89,050	151,892
Administration	122,059	122,132	244,191
Depreciation	87,849	47,184	135,033
Total operating expenses	<u>272,750</u>	<u>258,366</u>	<u>531,116</u>
Operating Income	99,210	83,315	182,525
Nonoperating Revenue (Expense)			
Special assessments	-	6,829	6,829
Interest income	-	1,402	1,402
Miscellaneous revenue	17,280	-	17,280
Interest expense	<u>(37,210)</u>	<u>(6,467)</u>	<u>(43,677)</u>
Total nonoperating revenue (expense)	<u>(19,930)</u>	<u>1,764</u>	<u>(18,166)</u>
Change in Net Position	79,280	85,079	164,359
Net Position - Beginning	<u>1,528,178</u>	<u>2,397,733</u>	<u>3,925,911</u>
Net Position - Ending	<u>\$ 1,607,458</u>	<u>\$ 2,482,812</u>	<u>\$ 4,090,270</u>

City of Glyndon, Minnesota
Proprietary Funds
Statement of Cash Flows
Year Ended December 31, 2020

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Operating Activities			
Receipts from customers	\$ 373,547	\$ 345,113	\$ 718,660
Payments to suppliers	(63,840)	(108,520)	(172,360)
Payments to employees	(123,514)	(123,587)	(247,101)
	<u>186,193</u>	<u>113,006</u>	<u>299,199</u>
Capital and Related Financing Activities			
Principal payments on debt	(122,632)	(53,000)	(175,632)
Interest paid on debt	(40,143)	(6,077)	(46,220)
Special assessments received	-	41,761	41,761
Acquisition of capital assets	(1,984)	(12,834)	(14,818)
Interest received	-	1,402	1,402
Miscellaneous revenue	17,280	-	17,280
	<u>(147,479)</u>	<u>(28,748)</u>	<u>(176,227)</u>
Change in Cash	38,714	84,258	122,972
Cash Balance, Beginning	<u>220,814</u>	<u>897,638</u>	<u>1,118,452</u>
Cash Balance, Ending	<u>\$ 259,528</u>	<u>\$ 981,896</u>	<u>\$ 1,241,424</u>
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	\$ 99,210	\$ 83,315	\$ 182,525
Adjustments to reconcile operating income to net cash from operating activities			
Depreciation	87,849	47,184	135,033
Changes in assets and liabilities			
Accounts receivable	1,587	3,432	5,019
Accrued compensated absences	(1,455)	(1,455)	(2,910)
	<u>\$ 186,193</u>	<u>\$ 113,006</u>	<u>\$ 299,199</u>
Schedule of Noncash Capital and Related Financing Activity			
Capital assets acquired through trade	<u>\$ 13,460</u>	<u>\$ 4,873</u>	<u>\$ 18,333</u>

Note 1 - Summary of Significant Accounting Policies

The City of Glyndon, Minnesota's (the "City") financial statements are prepared using accounting practices prescribed or permitted by the State of Minnesota Office of the State Auditor, which practices differ from accounting principles generally accepted in the United States of America. Governmental fund financial statements are reported using the cash basis and proprietary fund financial statements are reported on the full accrual basis. The more significant accounting policies used by the City are discussed below.

Reporting Entity

The City's financial statements include all funds and account groups for which the City is financially accountable.

The City is a primary government because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. Additionally, the City is not included in any other governmental reporting entity.

Component units are legally separate organizations for which elected officials of the primary government are financially accountable. The City is financially accountable if it appoints a voting majority of the organization's governing body and is either:

1. able to impose its will on that organization or
2. there is potential for the organization to provide specific financial benefits to, or impose financial burdens on the City. The City may be financially accountable if an organization is fiscally dependent on the City.

There are no component units reported within these financial statements.

Government-Wide and Fund Financial Statements

The goal of government-wide financial statements is to present a broad overview of government's finances. The basic statements that form the government-wide financial statements are the statement of net position and the statement of activities. The effect of interfund activity has been removed from these statements. Governmental activities, which are normally financed through taxes and intergovernmental revenues, are reported separately from business-type activities, which are normally financed through user fees and charges for goods or services.

The statement of activities reports gross direct expenses by function reduced by program revenues. This results in a measurement of net revenue or expense for each of the government's activities. Direct expenses are those that are clearly identifiable with a specific function. Program revenues are directly associated with the function or business-type activity and include 1) charges for services and 2) operating or capital grants and contributions that are restricted to a particular function. Tax and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are prepared for governmental funds and proprietary funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Governmental funds financial statements are reported using the cash basis. Under this method, revenues are recognized only when the City receives cash, and expenditures are recognized only when the City disburses cash. For the cash basis funds, schedules of accounts receivable and accounts payable are displayed separately for informational purposes.

Proprietary funds are accounted for using the accrual basis of accounting. The revenues are recognized when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The City reports the following major governmental funds:

- *General Fund* – The general fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
- *G.O. Refunding Bonds 2014A Fund* – The City accounts for cash receipts and disbursements related to the debt service on these bonds, which were issued for the refunding of the 2004A and 2007 bonds.
- *G.O. Improvement Bonds 2017A Fund* – The City accounts for cash receipts and disbursements related to the debt service on these bonds, which were issued for the Southview Addition capital project.
- *Parke Avenue Fund* – The City accounts for cash receipts and disbursements related to the Parke Avenue capital project and related debt service.

The City reports the following major proprietary funds:

- *Water Fund* – The City accounts for revenues and expenses relating to the furnishing of water service to residents of the City in this fund.
- *Sewer Fund* – The City accounts for revenues and expenses relating to the furnishing of sewer service to residents of the City in this fund. The special assessments levied to retire the bonded indebtedness relating to the construction of the sewer system are also accounted for in this fund.

Amounts reported as program revenues include the following: amounts received from those who purchase, use or directly benefit from a program; amounts received from parties outside the City that are restricted to one or more specific programs; and earnings on investments that are legally restricted for a specific program. Revenues that do not meet the previous criteria are reported as general revenues, including all taxes.

Proprietary funds report operating revenues and expenses separately from nonoperating items. Operating revenues and expenses generally result from providing services or producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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

Other Significant Accounting Policies

Cash and Investments

The City maintains cash pools that are used by substantially all of the City funds. The City considers cash equivalents to include cash, savings accounts, and money market accounts. These are separately held for each fund and are stated at fair value. Investments consist of asset backed securities, mutual funds, preferred securities, and certificates of deposits with original maturities of over three months. These are separately held for each fund and are stated at fair value as of the balance sheet date.

Restricted Cash

The City is required to maintain a replacement reserve in the Water Fund in accordance with the Drinking Water Revolving Fund 2018A note payable. The amount at December 31, 2020 exceeds the minimum deposit requirement.

Receivables

All receivables are shown net of any allowance for uncollectibles, if applicable. There were no allowances recorded in the proprietary funds as of December 31, 2020.

Capital Assets

Capital assets of the proprietary funds are stated at cost if purchased or at acquisition value on the date received if donated, less accumulated depreciation. Major renewals and improvements are charged to the capital asset accounts and depreciated accordingly. Replacements, maintenance, and repairs are expensed currently. When items are disposed of, the cost and accumulated depreciation are eliminated from the accounts and any gain or loss is recognized at that time.

Depreciation is provided for the capital assets of the proprietary funds using the straight-line method over the following estimated useful lives:

Improvements other than buildings	20 – 50 years
Machinery and equipment	5 – 50 years
Buildings	50 years

The City's threshold amount for determining which purchases to include in the capital assets is items greater than \$5,000.

Compensated Absences

Vacation is earned at the following rates for full time employees: 1) during the first year of employment: 56 hours of vacation are earned; 2) beginning the second year of employment: 96 hours are earned; 3) beginning the third year, and each year thereafter, 8 additional hours are added to the vacation earned rate until a maximum of 225 hours per year is reached. The maximum vacation earned is reached in the 12th year of employment. Vacation is accrued in the proprietary funds and is considered long-term for reporting purposes. In all other funds, vacation is recorded as an expenditure when used.

Sick pay is earned and may be accumulated by City employees up to 130 days. Employees can use 33 percent of unused sick leave for severance pay upon retirement. Severance pay of 33 percent of sick pay is accrued in the water and sewer funds and is considered long-term for reporting purposes. In all other funds, sick pay is recorded as an expenditure when used.

Fund Equity

The following classifications describe the relative strength of the spending constraints:

- *Nonspendable Fund Balance* – amounts that are not in nonspendable form (such as inventory) or are required to be maintained intact.
- *Restricted Fund Balance* – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed Fund Balance* – amounts constrained to specific purposes by the City itself, using its highest level of decision-making authority (i.e., City Council). To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest level action to remove or change the constraint.
- *Assigned Fund Balance* – amounts the City intends to use for a specific purpose. Intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority.
- *Unassigned Fund Balance* – amounts that are available for any purpose. Positive amounts are reported only in the general fund.

Net Position

Net position represents the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in the City's financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any long-term debt attributable to the acquisition, construction, or improvement of those assets. Restricted net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Unrestricted net position is the net amount of assets, deferred by outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Property Taxes

Property tax levies are set by the City Council in October each year and are certified to Clay County for collection in the following year. In Minnesota, counties act as collection agents for all property taxes.

The county spreads all levies over assessable property. Such taxes become a lien on January 1 and receivable by the City at that date. Property taxes may be paid by taxpayers in two equal installments, on May 15 and October 15. The county provides tax settlements to the City in April, June, and November.

Special Assessments

Special assessments are levied against the benefited properties for the assessable costs of special assessment improvement projects in accordance with state statutes. The City usually adopts the assessment rolls when the individual projects are complete or substantially complete. The assessments are collectible over a term of years generally consistent with the term of years of the related bond issue. Collection of annual installments (including interest) is handled by the county in the same manner as property taxes. Property owners are allowed to prepay total future installments without interest or prepayment penalties. Special assessments are generally collected by county and remitted to the City at the same time property tax settlements are made.

Budgets

Annual budgets are adopted for the General Fund on the cash basis. Budgetary comparisons presented in this report are on this budgetary basis.

Appropriations are authorized by the City Council at the fund level, which are the legal levels of budgetary control. Administrative control is maintained through the establishment of more detailed line-item budgets. All unexpended appropriations lapse at year-end.

Any changes in the total budget of each fund must be approved by a majority vote of the City Council.

Note 2 - Deposits and Investments

Deposits

In accordance with Minnesota statutes, the City maintains deposits at those depositories authorized by the City Council. All such depositories are members of the Federal Reserve System.

The following is considered the most significant risk associated with deposits:

- *Custodial Credit Risk* – This is the risk that in the event of a bank failure, the City’s deposits may be lost.
- *Interest Rate Risk* – The City does not have a formal policy that limits investment maturities. However, the City does limit the maturities of certificates of deposit to less than one year as a means of managing its exposure to fair value losses arising from increasing interest rates.

Minnesota statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better; revenue obligations rated “AA” or better; irrevocable standard 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.

At December 31, 2020, all deposits were insured or collateralized by securities held by the City’s agent in the City’s name.

The following table presents the City’s deposit and investment balances at December 31, 2020:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (in Years)</u>	
		<u>Not Applicable</u>	<u>< 1</u>
Deposits	\$ 3,264,708	\$ 3,264,708	\$ -

Investments

Minnesota statutes authorize the City to invest in obligations of the U.S. Treasury, agencies and instrumentalities, bankers' acceptances, certain repurchase agreements and commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record. As of and during the year ended December 31, 2020, the City did not have any investments.

Note 3 - Capital Assets

Proprietary funds:

	Balance 12/31/19	Additions	Retirements	Balance 12/31/20
Capital assets not being depreciated				
Construction in progress	\$ 101,600	\$ -	\$ -	\$ 101,600
Capital assets being depreciated				
Buildings and equipment	3,316,924	21,488	22,549	3,315,863
Land improvements	1,795,723	11,663	-	1,807,386
Total capital assets, being depreciated	5,112,647	33,151	22,549	5,123,249
Less: accumulated depreciation				
Buildings and equipment	591,337	88,939	4,216	676,060
Land improvements	253,038	46,094	-	299,132
Total accumulated depreciation	844,375	135,033	4,216	975,192
Total capital assets, being depreciated, net	4,268,272	(101,882)	18,333	4,148,057
Total capital assets, net	\$ 4,369,872	\$ (101,882)	\$ 18,333	\$ 4,249,657

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

Water	\$ 87,849
Sewer	47,184
	<u>\$ 135,033</u>

Note 4 - City Indebtedness

Changes in long-term debt were as follows:

	Balance 12/31/19	Additions	Retired	Balance 12/31/20	Balance Due Within One Year
Governmental activities					
General obligation bonds	\$ 9,211,000	\$ -	\$ 348,000	\$ 8,863,000	\$ 418,000
Business-type activities					
General obligation revenue bonds	\$ 1,155,000	\$ -	\$ 60,000	\$ 1,095,000	\$ 60,000
Capital lease - direct borrowing	29,969	-	5,632	24,337	5,804
Notes payable	881,071	-	110,000	771,071	111,000
Compensated absences	9,138	10,184	13,094	6,228	6,228
Business-type activities long-term debt	\$ 2,075,178	\$ 10,184	\$ 188,726	\$ 1,896,636	\$ 183,032

The following is a summary of long-term debt as of December 31, 2020:

Type	Authorized and Issued	Final Year of Maturity	Interest Rate	Outstanding
Governmental activities				
General obligation bonds				
2014A refunding bond	\$ 1,995,000	2025	2.00% - 3.00%	\$ 940,000
2016A tax abatement note	164,000	2024	2.25%	98,000
2017A improvement bond	3,305,000	2039	2.00% - 3.75%	3,170,000
2019A general obligation bond	4,660,000	2040	2.00% - 3.125%	4,655,000
Total governmental activities				<u>\$ 8,863,000</u>
Business-Type Activities				
General obligation revenue bonds				
2014B water revenue bonds	\$ 1,370,000	2035	3.00% - 3.25%	<u>\$ 1,095,000</u>
Capital lease				
Butler Machinery - Generator	29,969	2024	3.00%	<u>24,337</u>
Notes payable				
Clean water revolving fund	1,170,000	2030	1.09%	560,000
Drinking water revolving fund	867,071	2022	2.38%	106,071
Drinking water revolving fund 2018A	115,035	2037	1.00%	105,000
Total business-type activities				<u>\$ 1,890,408</u>

General Obligation Bonds

General obligation bonds are direct obligations and pledge the full faith and credit of the City. The general obligations issued for general government are payable from the debt service funds primarily through special assessments and property taxes levied and collected. The general credit of the City is obligated only to the extent that liens foreclosed against properties involved in the special assessment districts are insufficient to retire outstanding bonds.

General Obligation Revenue Bonds

General obligation revenue bonds are payable from the water and sewer fund's utility revenues and, if required, by ad valorem tax levies.

Capital Lease

The city has entered into in a capital lease purchase agreement to finance the purchase of a generator. Payments are made from the water fund. The original cost of the capital leased generator is \$36,513 with total accumulated depreciation of \$1,750 as of December 31, 2020.

Notes Payable

Notes payable are payable from the water and sewer fund's utility revenues and, if required, by ad valorem tax levies.

Estimated principal and interest requirements to maturity will be as follows:

Years Ending December 31,	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2021	\$ 418,000	\$ 238,658	\$ 176,804	\$ 43,412
2022	429,000	226,951	180,051	39,562
2023	425,000	219,560	131,162	35,570
2024	481,000	208,662	132,391	32,796
2025	490,000	197,044	127,000	29,981
2026 - 2030	2,535,000	813,528	678,000	108,334
2031 - 2035	2,900,000	430,575	451,000	36,588
2036 - 2040	1,185,000	98,448	14,000	210
	<u>\$ 8,863,000</u>	<u>\$ 2,433,426</u>	<u>\$ 1,890,408</u>	<u>\$ 326,453</u>

Pledged Revenue

The City has pledged future revenues, net of specified operating expenses, to repay various debt issues of the City. The debt and information relating to the pledged revenues at December 31, 2020, are as follows:

	Purpose	Pledged Revenue Source	Approximate Amount of Revenue Pledged	Final Maturity Date	Issue Amount	2020		Total Principal and Interest Remaining
						Principal and Interest Paid	Net Revenues	
Business-type activities								
Revenue Bonds and Notes								
Water Fund	System Construction	Water Revenues	46%	2035	\$ 1,370,000	\$ 94,800	\$ 204,339	\$ 1,371,962
Water Fund	System Construction	Water Revenues	27%	2022	867,071	54,738	204,339	109,882
Water Fund	System Construction	Water Revenues	3%	2037	115,035	7,110	204,339	114,660
Sewer Fund	System Construction	Sewer Revenues	43%	2030	1,170,000	59,676	138,730	594,128

Note 5 - Operating Leases

The City has an agreement in place for leasing copier equipment. Future lease payments are as follows:

Years Ending December 31,	Principal
2021	<u>\$ 6,063</u>

The City made copier lease payments of \$6,162 in the year ended December 31, 2020.

Note 6 - Defined Benefit Pension Plans - Statewide

Plan Description

All full-time and certain part-time employees of the City of Glyndon, Minnesota, are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (accounted for in the General Employees Fund) and the Public Employees Police and Fire Retirement Plan (accounted for in the Police and Fire Fund), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356.

General Employees Plan 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. All police officers, firefighters and peace officers who qualify for membership by statute are covered by the Police and Fire Plan.

PERA provides retirement benefits as well as disability benefits to members and survivor benefits upon death of eligible members. Benefits are established by state statute. Benefits for members of the General Employees Plan vest after five years of credited service. Benefits for the Police and Fire Plan vest on a prorated basis from 50 percent after 10 years up to 100 percent after 20 years. The defined benefit retirement plan benefits are based on a member's highest average salary for any 5 years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first 10 years of service and 1.7% for each additional year. The rates are 2.2% and 2.7%, respectively, for Basic members. Under Method 2, the accrual rate for Coordinated members is 1.7% for all years of service, and 2.7% for Basic members. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

For all General Employee Plan members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Method 2 provides for unreduced retirement benefits at age 65 for members first hired prior to July 1, 1989 or age 66 (the age for unreduced Social Security benefits), for those first hired on or after that date. Early retirement may begin at age 55 with an actuarial reduction (about six percent per year) for members retiring prior to full retirement age.

Normal retirement age is 55 for Police and Fire plan members and 65 for Basic and Coordinated members hired prior to July 1, 1989. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement with an actuarial reduction in the member's benefit.

A full unreduced pension is earned when Police and Fire plan members meet the following conditions: age 55 and vested or age plus years of service total at least 90 if first hired prior to July 1, 1989.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree—no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service before retirement benefits begin.

The benefit provisions stated in the preceding paragraphs of this section are current provisions and apply to active plan participants.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for the General Employees and Police and Fire plans. That report may be obtained on the PERA's website at www.mnpera.org/about/financial/.

Funding Policy

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state Legislature. The City makes annual contributions to the pension plans equal to the amount required by state statutes. General Employees Basic Plan members and Coordinated Plan members were required to contribute 9.1 percent and 6.5 percent, respectively, of their annual covered salary in 2020. Police and Fire Plan members were required to contribute 11.8 percent of their annual covered salary beginning January 1, 2020. In 2020, the City was required to contribute the following percentages of annual covered payroll: 11.78 percent for Basic Plan members, 7.5 percent for Coordinated Plan members, and 17.70 percent for Police and Fire Plan members.

The City's contributions to the General Employees Fund for the years ending December 31, 2020, 2019 and 2018, were \$18,093, \$17,453, and \$18,920, respectively. The City's contributions to the Police and Fire Fund for the years ending December 31, 2020, 2019 and 2018, were \$43,480, \$30,776, and \$31,813, respectively.

Note 7 - Defined Contribution Plan

Five general employees, four full time police officers, and five council members of the City are covered by the Public Employees Defined Contribution Plan (Defined Contribution Plan accounted for in the Defined Contribution Fund), a multiple-employer deferred compensation plan administered by the Public Employees Retirement Association of Minnesota (PERA). The Defined Contribution Plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. Minnesota Statutes, Chapter 353.03, specifies plan provisions, including the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes five percent of salary which is matched by the elected official's employer. For ambulance service personnel, employer contributions are determined by the employer, and for salaried employees must be a fixed percentage of salary. Employer contributions for volunteer personnel may be a unit value for each call or period of alert duty. Employees who are paid for their services may elect to make member contributions in an amount not to exceed the employer share.

Employer and employee contributions are combined and used to purchase shares in one or more of the six accounts of the Minnesota Supplemental Investment Fund. For administering the plan, PERA receives 2 percent of employer contributions and twenty-five hundredths of one percent (0.25%) of the assets in each member's account annually.

Total contributions made by the City during fiscal year 2020 were:

Contribution Amount		Percentage of Covered Payroll		Required
Employee	Employer	Employee	Employer	Rate
\$ 785	\$ 785	5%	5%	5%

Note 8 - Transfers

A summary of the City's interfund transfers is as follows:

Transfers In	Transfers Out		
	Parke Avenue	Stockwood	Total
General Fund	\$ 108,245	\$ 55,071	\$ 163,316

Transfers are made for funding various projects, assisting with the meeting of debt service requirements, and closing out funds that are no longer being used.

Note 9 - Stewardship, Compliance, and Accountability

Deficit Fund Balance

The Centennial Addition fund had a deficit fund balance of \$1,676 at December 31, 2020.

No formal action is required or anticipated regarding this deficit. This deficit is expected to be eliminated in future years through TIF increments or transfers from other funds.

Excess of Disbursements Over Appropriations

Budget control for the General Fund is established by the fund's total appropriations. The General Fund had disbursements exceeding appropriations in the amount of \$236,327 for the year ended December 31, 2020. This over expenditure was covered by revenues in excess of appropriations and available fund balance.

Note 10 - Statement of Orders Issued

The City posts its City Council meetings monthly so Schedule 5, Statement of Orders Issued, is not required for the Minnesota State Auditor's Office.

Note 11 - Commitments and Contingencies

Settlement Agreement

Subsequent to year-end the City entered into a settlement agreement and release with an employee. Under the agreement dated February 25, 2021, the City agreed to provide monetary relief in consideration of the employee's (1) separation from employment, (2) years of service with the City, (3) release of all claims and potential claims arising out of and related to the employee's employment with the City, and (4) the dismissal of the pending arbitration currently pending as of the date of the agreement. The City agreed to pay the employee seven months of base pay wages, seven months-worth of the value of health insurance coverage, seven months-worth of contributions towards the employee's Health Savings Plan, and unused vacation and compensatory time at the date of the settlement. The total settlement amount of \$37,937 was paid out of the City's General Fund in March 2021. Due to the General Fund being reported using the cash basis of accounting, the settlement will be included in the Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis for 2021.

Construction Commitments

As of December 31, 2020, the city had incurred costs of approximately \$4,457,000 related to the Parke Avenue project. The project is expected to be completed during 2021 at an additional cost of approximately \$408,000.



Other Supplementary Information
December 31, 2020

City of Glyndon, Minnesota

City of Glyndon, Minnesota
 Budgetary Comparison Schedule, General Fund – Cash Basis
 Year Ended December 31, 2020

	<u>Original and Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
Receipts			
Property taxes	\$ 338,797	\$ 248,590	\$ (90,207)
Special assessments	100,000	107,622	7,622
Licenses and permits	9,100	18,528	9,428
Intergovernmental	485,315	535,834	50,519
Charges for services	189,900	210,340	20,440
Interest earnings	1,000	7,215	6,215
Fines and forfeits	30,000	25,369	(4,631)
Miscellaneous	14,546	138,135	123,589
	<u>1,168,658</u>	<u>1,291,633</u>	<u>122,975</u>
Disbursements			
General government	456,337	565,394	(109,057)
Public safety	442,500	442,239	261
Streets and parks	114,370	215,281	(100,911)
Sanitation	157,178	156,518	660
Community center	13,600	8,135	5,465
Debt service:			
Principal	-	23,000	(23,000)
Interest and fees	-	2,464	(2,464)
Capital outlay	2,000	9,281	(7,281)
	<u>1,185,985</u>	<u>1,422,312</u>	<u>(236,327)</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	(17,327)	(130,679)	(113,352)
Other Financing Sources			
Insurance reimbursement	-	5,672	5,672
Transfers in	-	163,316	163,316
	<u>-</u>	<u>168,988</u>	<u>168,988</u>
Net Change in Cash Basis Fund Balances	<u>\$ (17,327)</u>	38,309	<u>\$ 55,636</u>
Cash Basis Fund Balance - Beginning		<u>724,495</u>	
Cash Basis Fund Balance - Ending		<u>\$ 762,804</u>	

City of Glyndon, Minnesota
 Nonmajor Governmental Funds
 Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis
 Year Ended December 31, 2020

	Special Revenue Funds		Debt Service Fund	Total Other Governmental Funds
	Centennial Addition	TIF District	Stockwood	
Receipts				
TIF increments	\$ (1,676)	\$ 45,393	\$ -	\$ 43,717
Disbursements				
TIF repayments	2,638	40,854	-	43,492
Debt service				
Interest and other charges	-	1,152	-	1,152
Total disbursements	2,638	42,006	-	44,644
Excess (Deficiency) of Receipts Over (Under) Disbursements	(4,314)	3,387	-	(927)
Other Financing Uses				
Transfers out	-	-	(55,071)	(55,071)
Net Change in Cash Basis Fund Balance	(4,314)	3,387	(55,071)	(55,998)
Cash Basis Fund Balance, Beginning	2,638	6,386	55,071	64,095
Cash Basis Fund Balance, Ending	\$ (1,676)	\$ 9,773	\$ -	\$ 8,097

City of Glyndon, Minnesota
 Nonmajor Governmental Funds
 Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis
 Year Ended December 31, 2020

	<u>Special Revenue Funds</u>		<u>Debt Service Fund</u>	<u>Total Other Governmental Funds</u>
	<u>Centennial Addition</u>	<u>TIF District</u>	<u>Stockwood</u>	
Cash Basis Assets - End of Year				
Cash	\$ (1,676)	\$ 9,773	\$ -	\$ 8,097
Cash Basis Fund Balance				
Restricted for TIF repayments	\$ -	\$ 9,773	\$ -	\$ 9,773
Unassigned	(1,676)	-	-	(1,676)
	<u>\$ (1,676)</u>	<u>\$ 9,773</u>	<u>\$ -</u>	<u>\$ 8,097</u>

City of Glyndon, Minnesota
General Fund by Department

Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis
Year Ended December 31, 2020

	General Operations Department	Rescue Squad Department	Fire Department	Total General Fund
Receipts				
Property taxes	\$ 223,915	\$ 9,850	\$ 14,825	\$ 248,590
Special assessments	107,622	-	-	107,622
Licenses and permits	18,528	-	-	18,528
Intergovernmental	461,436	-	74,398	535,834
Interest earnings	7,215	-	-	7,215
Charges for services	199,185	-	11,155	210,340
Fine and forfeits	25,369	-	-	25,369
Miscellaneous	130,135	7,000	1,000	138,135
Total receipts	1,173,405	16,850	101,378	1,291,633
Disbursements				
Current				
General government	565,394	-	-	565,394
Public safety	353,773	2,645	85,821	442,239
Streets and parks	215,281	-	-	215,281
Sanitation	156,518	-	-	156,518
Culture and recreation	8,135	-	-	8,135
Debt service				
Principal	23,000	-	-	23,000
Interest and other charges	2,464	-	-	2,464
Capital outlay	9,281	-	-	9,281
Total disbursements	1,333,846	2,645	85,821	1,422,312
Excess (Deficiency) of Receipts Over (Under) Disbursements	(160,441)	14,205	15,557	(130,679)
Other Financing Sources				
Insurance reimbursement	5,672	-	-	5,672
Transfers in	163,316	-	-	163,316
Total other financing sources	168,988	-	-	168,988
Net Change in Cash Basis Fund Balances	8,547	14,205	15,557	38,309
Cash Basis Fund Balances, Beginning	603,077	35,112	86,306	724,495
Cash Basis Fund Balances, Ending	\$ 611,624	\$ 49,317	\$ 101,863	\$ 762,804

City of Glyndon, Minnesota
Schedule of Accounts Receivable
December 31, 2020

<u>Fund and Source</u>	<u>Purpose</u>	<u>Amount</u>
General Fund		
Utility Customers	Garbage collection	\$ 22,116
Clay County	Special Assessments - current portion	<u>297,702</u>
		<u>\$ 319,818</u>

City of Glyndon, Minnesota
 Schedule of Accounts Payable
 December 31, 2020

<u>Fund and Vendor</u>	<u>Purpose</u>	<u>Amount</u>
General Fund		
Fuchs Sanitation Inc.	Refuse/Garbage Disposal	\$ 11,490
Individual	Termination Settlement	37,937
Parke Avenue Fund		
Clay County Highway Department	Parke Avenue Construction	406,674
BNSF Railway	Partridge Crossing	<u>58,174</u>
		<u>\$ 514,275</u>



Additional Reports
December 31, 2020

City of Glyndon, Minnesota



Independent Auditors Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Mayor,
City Council and Clerk Treasurer
City of Glyndon, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining funds of the City of Glyndon, Minnesota, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 27, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) 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 City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control 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, 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. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings as items 2020-001, 2020-002, and 2020-003, that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City'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*.

City's Response to Findings

The City's responses to the findings identified in our audit are described in the separately issued corrective action plan and the accompanying schedule of findings. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Fargo, North Dakota
April 27, 2021



Minnesota Legal Compliance

To the Honorable Mayor,
City Council and Clerk Treasurer
City of Glyndon, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining funds of the City of Glyndon, Minnesota, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 27, 2021.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, 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 City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Eide Bailly LLP".

Fargo, North Dakota
April 27, 2021

Section I – Financial Statement Findings

**2020-001 Segregation of Duties
Material Weakness**

Criteria – A good system of internal control requires an adequate segregation of duties so that no one individual has incompatible responsibilities. No one person should have more than one duty relating to the authorization (approval), custody of assets (check signers), record keeping, and reconciliation functions.

Condition – The City has a lack of segregation of duties due to a limited staff.

Cause – There is a limited number of office employees involved in the internal control process.

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

Recommendation – While we recognize that your staff may not be large enough to permit complete segregation of duties in all material respects for an effective system of internal control, the functions should be reviewed to determine if additional segregation of duties is feasible and to improve the efficiency and effectiveness of financial management and financial statement accuracy for the City. Segregation of authorization, custody of assets, record keeping and reconciliation functions would assist in mitigating the risk of fraud or misstatements to the financial statements.

Views of Responsible Officials – Due to cost constraints, there will be no further administrative employees added.

2020-002 **Material Journal Entries**
Material Weakness

Criteria – A good system of internal accounting control involves sufficient training of personnel to foster an adequate system for recording and processing entries material to the financial statements. In addition, a good system also involves adequate oversight by the Council.

Condition – During the course of our engagement, we proposed numerous material audit adjustments that would not have been identified as a result of the City’s existing internal controls, and therefore could have resulted in a material misstatement of the City’s financial statements.

Cause – The City does not have an internal control system designed to identify all necessary adjustments.

Effect – This control deficiency could result in a material misstatement to the financial statements that would not be prevented or detected.

Recommendation – The accounting staff and Council or council member should attend training and/or consult with a professional to identify and correct the inadequacies.

Views of Responsible Officials – The City will make an effort to review and reconcile all accounts in future years.

2020-003 **Preparation of Financial Statements**
Material Weakness

Criteria – A good system of internal accounting control contemplates the ability to internally prepare their financial statements.

Condition – The City does not have an internal control system designed to provide for the preparation of the financial statements being audited. The auditors were requested to, and did, draft the City’s financial statements and accompanying notes to the financial statements.

Cause – The City does not have an internal control system designed to provide for the preparation of the financial statements being audited.

Effect – The financial disclosures in the financial statements could be incomplete.

Recommendation – This circumstance is not unusual in a City of your size. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost or other considerations.

Views of Responsible Officials – Due to cost constraints, the City will continue to have the auditors draft the financial statements and accompanying notes to the financial statements.

Section II – Minnesota Legal Compliance Findings

None reported.