

NORTH DAKOTA DAIRY
PROMOTION COMMISSION
SAINT PAUL, MINNESOTA

Audit Report

For the Two-Year Period Ended
June 30, 2012

ROBERT R. PETERSON
STATE AUDITOR

Office of the State Auditor
Division of State Audit

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Contents

<i>Independent Auditor’s Report</i>	<i>1</i>
<i>Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</i>	<i>3</i>
<i>Comparative Statement of Revenues and Expenditures (Budgetary Basis)</i>	<i>5</i>
<i>Notes to the Special-Purpose Financial Statements</i>	<i>6</i>
<i>Supplementary Information</i>	<i>9</i>
<i>Responses to LAFRC Audit Questions</i>	<i>9</i>
<i>LAFRC Audit Communications</i>	<i>10</i>
<i>Governance Communication</i>	<i>11</i>

Independent Auditor's Report

Honorable Jack Dalrymple, Governor

Members of the Legislative Assembly

Members of the North Dakota Dairy Promotion Commission

Mr. Jerry Messer, Chairman, North Dakota Dairy Promotion Commission

We have audited the special-purpose financial statements of revenues and expenditures of the North Dakota Dairy Promotion Commission for the two-year period ended June 30, 2012. These special-purpose financial statements are the responsibility of the management of the North Dakota Dairy Promotion Commission. Our responsibility is to express an opinion on these special-purpose financial statements based on our audit.

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

As discussed in Note 1, these special-purpose financial statements are intended to present the revenues and expenditures of only that portion of the governmental activities of the state of North Dakota that is attributable to the transactions of the North Dakota Dairy Promotion Commission. They do not purport to, and do not, present fairly the financial position of the state of North Dakota, in conformity with accounting principles generally accepted in the United States of America.

The accompanying special-purpose financial statements were prepared to provide state decision makers, including the Senate and House Agriculture Committees, with a comprehensive overview of the North Dakota Dairy Promotion Commission's operations in accordance with NDCC section 4-24-10. The revenues and expenditures are reported as discussed in the first note to the special-purpose financial statements. These special-purpose financial statements are not intended to be a presentation in conformity with generally accepted accounting principles.

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the revenues and expenditures of the North Dakota Dairy Promotion Commission for the two-year period ended June 30, 2012, in conformity with the basis of accounting described in Note 1 to the special-purpose financial statements.

In accordance with *Government Auditing Standards*, we have issued our report dated October 2, 2012 on our consideration of the North Dakota Dairy Promotion Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

This report is intended solely for the information of the Governor, North Dakota Dairy Promotion Commission, Legislative Audit and Fiscal Review Committee, the Senate and House agriculture committees, and management of the North Dakota Dairy Promotion Commission, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bob Peterson".

Robert R. Peterson
State Auditor

October 2, 2012



STATE OF NORTH DAKOTA
OFFICE OF THE STATE AUDITOR
STATE CAPITOL
600 E. BOULEVARD AVENUE - DEPT. 117
BISMARCK, NORTH DAKOTA 58505

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Honorable Jack Dalrymple, Governor

Members of the Legislative Assembly

Members of the North Dakota Dairy Promotion Commission

Mr. Jerry Messer, Chairman, North Dakota Dairy Promotion Commission

We have audited the special-purpose financial statements of revenues and expenditures of the North Dakota Dairy Promotion Commission for the two-year period ended June 30, 2012 and have issued our report thereon dated October 2, 2012. Our report was modified to indicate the statement of revenue and expenses was prepared in accordance with NDCC section 4-24-10 and is not intended to be a presentation in conformity with generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the North Dakota Dairy Promotion Commission is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the North Dakota Dairy Promotion Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the North Dakota Dairy Promotion Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the North Dakota Dairy Promotion Commission's internal control over financial reporting.

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 North Dakota Dairy Promotion Commission's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the North Dakota Dairy Promotion Commission's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the North Dakota Dairy Promotion Commission, Legislative Audit and Fiscal Review Committee, and members of the North Dakota Legislative Assembly, and is not intended to be and should not be used by anyone other than these specified parties.



Robert R. Peterson
State Auditor

October 2, 2012

Comparative Statement of Revenues and Expenditures

North Dakota Dairy Promotion Commission

For the Years Ended June 30, 2012 and 2011

	<u>June 30, 2012</u>	<u>June 30, 2011</u>
<u>Revenues</u>		
Assessments	\$ 333,552	\$ 355,441
Interest on Investments	763	1,794
Miscellaneous Revenue	25	25
Total Revenues	<u>\$ 334,340</u>	<u>\$ 357,260</u>
<u>Expenditures</u>		
Payments to Midwest Dairy Association	\$ 332,000	\$ 350,000
North Dakota Dairy Advancement	90,000	
Bank Fees		296
Legal	46	220
Audit		2,921
Printing	97	
Data Processing	29	29
Total Expenditures	<u>\$ 422,172</u>	<u>\$ 353,466</u>
Revenues Over/(Under) Expenditures	<u>\$ (87,832)</u>	<u>\$ 3,794</u>

See Notes to the Special-Purpose Financial Statements.

Notes to the Special-Purpose Financial Statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The responsibility for these special-purpose financial statements, the internal control structure, and compliance with laws and regulations belongs to the management of the North Dakota Dairy Promotion Commission. A summary of the significant accounting policies follows:

A. Reporting Entity

For financial reporting purposes, the North Dakota Dairy Promotion Commission includes all funds, programs, and activities over which it is financially accountable. The North Dakota Dairy Promotion Commission does not have any component units as defined by the Government Accounting Standards Board. The North Dakota Dairy Promotion Commission is part of the state of North Dakota as a reporting entity. The special-purpose financial statements report all expenditure activity in the administration program.

The North Dakota Dairy Promotion Commission was established by North Dakota Century Code (NDCC), chapter 4.1-05, and is responsible for funding of research, education programs, and market development efforts, to promote the increased sale and consumption of dairy products, as well as participation in programs under the auspices of state, regional, national, and international dairy promotion groups. In addition, the Commission is to provide for the safekeeping of records, inspection thereof, and penalties for violation of unpaid assessment fees. The Commission receives its funding through an assessment of ten cents per hundredweight of all milk or some product there from produced in the state of North Dakota. The Commission operates on a continuing appropriation and received no funding from the State Legislature.

B. Reporting Structure

The special-purpose financial statements include all activities of the reporting entity as defined above. These activities are funded from the North Dakota Dairy Promotion Commission's operating fund. The statement of revenues and expenditures is a combined statement to give the users an overview of the agency's activity.

C. Basis of Accounting

Revenues and expenditures on the statement of revenues and expenditures are principally reported on the modified accrual basis of accounting which is generally accepted accounting principles (GAAP) for governmental fund types. Because of the unique nature of North Dakota's accounting system and its appropriation laws, there are at times differences between the way expenditures are appropriated and GAAP. These differences are discussed below.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount can be determined, available means due and collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues are considered available if they are collected within one year after fiscal year end. Expenditures are recorded when goods or services are received. Exceptions include: principal and interest expenditures which are

recorded when due; compensated absences which are recorded when paid; and, claims and judgments.

As stated above, there can be differences between revenues and expenditures reported on the state's accounting system and budget basis and those reported by the Office of Management and Budget in the state's CAFR in accordance with GAAP. Basically there are two types of differences: accounting and statutory.

Accounting differences can include:

- A. Loan receipts and loan disbursements are accounted for as revenues and expenditures on the state's accounting system (and at times are budgeted as expenditures).
- B. Revenue reported on the statement of revenues and expenditures can differ from GAAP revenues because certain receivables are accrued for GAAP purposes while they were not recorded as revenue on the state's accounting system when they are received after the apply-back period.
- C. Certain transfers are sometimes recorded as revenues and expenditures on the state's accounting system.
- D. Expenditures recorded on the state's accounting system do not report expenditures relating to capital lease and other financing arrangements.

Statutory differences can occur because of North Dakota Century Code section 54-44.1-11. This section requires the Office of Management and Budget to cancel most unexpended appropriations 30 days after the end of each biennial period. Certain GAAP expenditures are not recorded as budgetary expenditures because the agency does not have the ability to pay the expenditures within 30 days after the end of the biennium. These are relatively rare occurrences, and when significant, will be clearly disclosed.

D. Other GAAP Reporting Differences

GAAP financial statements would include a balance sheet by fund type and account group. Revenues, expenditures, and expenses would also be reported by fund type. In addition, a statement of cash flows would have been prepared for proprietary fund type activities. GAAP financial statements would also provide more complete note disclosures. This type of information is available in the state's comprehensive annual financial report and the Office of Management and Budget's combining statements by department.

For this report, revenues and expenditures are reported on a departmental basis to give an overview of the North Dakota Dairy Promotion Commission's operations. All revenues and expenditures are included regardless of the nature of the activities (proprietary fund types are included with governmental fund types when applicable).

NOTE 2 – RELATED PARTIES

The North Dakota Dairy Promotion Commission contracts with the Midwest Dairy Association, a related organization through similar control and management, to implement and administer programs intended to contribute to the betterment of North Dakota's dairy farmers and the state's dairy industry. Such programs include, but are not limited to: nutrition affairs, Fuel Up to Play 60, producer relations and communications, strategic initiatives, consumer confidence, and dairy product and economic research. Under the terms of the contract, Midwest Dairy Association also provides the commission with administrative, financial, and reporting services. Payments under these contracts amounted to \$682,000 for the two-year period ended June 30, 2012. As of June 30, 2012, the remaining balance of the 2012 contract was \$165,000.

All North Dakota Dairy Promotion Commission board members are also members of the North Dakota Division of Midwest Dairy Association board.

NOTE 3 – OTHER SIGNIFICANT ITEMS

The North Dakota Dairy Promotion Commission has cash and investment reserves of \$120,489. Based on the average monthly expenditures for fiscal year 2012, this amount represents approximately 3 months of expenditures.

In addition to the cash and investment reserves noted above, the Commission has an investment in Midwest Dairy Association (formerly American Dairy Association/Dairy Council of the Upper Midwest). Under the terms of a Dairy Research and Promotion Agreement dated July 1, 1993, the Commission provided capital of \$155,170 in the form of cash and equipment to the Midwest Dairy Association. This investment, along with investments made by the American Dairy Association of South Dakota and Minnesota Dairy Research and Promotion Council totaled \$1,500,000. These investments enabled the Midwest Dairy Association to commence operations, and provided working capital for the activities of coordinating and implementing dairy promotion, research, and education programs on behalf of dairy producers in North Dakota, Minnesota, and South Dakota.

In the event the Dairy Research and Promotion Agreement between the Commission and the Midwest Dairy Association is terminated, the Commission may receive a refund of its contributed capital. Upon termination, the Midwest Dairy Association has the right to determine the appropriate disposition of the Commission's capital contribution. However, until the capital is refunded in full, and as long as the Midwest Dairy Association exists, the Commission's contribution shall be considered an investment.

Supplementary Information

Responses to LAFRC Audit Questions

The Legislative Audit and Fiscal Review Committee (LAFRC) requests that certain items be addressed by auditors performing audits of state agencies.

- 1. What type of opinion was issued on the special-purpose financial statements?*

Unqualified.

- 2. Was there compliance with statutes, laws, rules, and regulations under which the agency was created and is functioning?*

Yes.

- 3. Was internal control adequate and functioning effectively?*

Yes.

- 4. Were there any indications of lack of efficiency in financial operations and management of the agency?*

No.

- 5. Has action been taken on findings and recommendations included in prior audit reports?*

Yes.

- 6. Was a management letter issued? If so, provide a summary below, including any recommendations and the management responses.*

No.

LAFRC Audit Communications

1. *Identify any significant changes in accounting policies, any management conflicts of interest, any contingent liabilities, or any significant unusual transactions.*

There were no significant changes in accounting policies; no management conflicts of interest were noted.

2. *Identify any significant accounting estimates, the process used by management to formulate the accounting estimates, and the basis for the auditor's conclusions regarding the reasonableness of those estimates.*

There were no significant accounting estimates.

3. *Identify any significant audit adjustments.*

None.

4. *Identify any disagreements with management, whether or not resolved to the auditor's satisfaction relating to a financial accounting, reporting, or auditing matter that could be significant to the special-purpose financial statements.*

We are pleased to report that no significant disagreements arose during the course of our audit.

5. *Identify any serious difficulties encountered in performing the audit.*

None.

6. *Identify any major issues discussed with management prior to retention.*

This is not applicable for audits conducted by the Office of the State Auditor.

7. *Identify any management consultations with other accountants about auditing and accounting matters.*

None.

8. *Identify any high-risk information technology systems critical to operations based on the auditor's overall assessment of the importance of the system to the agency and its mission, or whether any exceptions identified in the six audit report questions to be addressed by the auditors are directly related to the operations of an information technology system.*

ConnectND Finance is the most high-risk information technology system critical to the North Dakota Dairy Promotion Commission.

Governance Communication

October 2, 2012

To: The North Dakota Dairy Promotion Commission
The Legislative Audit and Fiscal Review Committee

We have audited the special-purpose financial statements of the governmental activities of North Dakota Dairy Promotion Commission for the two-year period ended June 30, 2012, and have issued our report thereon dated October 2, 2012. Professional standards require that we provide you with the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by North Dakota Dairy Promotion Commission are described in Note 1 to the special-purpose financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the period under audit. We noted no transactions entered into by the governmental unit during the audit period for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the special-purpose financial statements in a different period than when the transaction occurred.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No such misstatements were noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the special-purpose financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 2, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's special-purpose financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each two-year period prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. It should be noted that the retention of the State Auditor is a matter of state law and is not under the control of the North Dakota Dairy Promotion Commission.

This information is intended solely for the use of the North Dakota Dairy Promotion Commission and management of the North Dakota Dairy Promotion Commission and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Angela Klubberud
Auditor In Charge

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