

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
PINGREE, NORTH DAKOTA

FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2020

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT

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PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
LIST OF OFFICIALS  
JUNE 30, 2020

BOARD OF EDUCATION

OFFICE

|                 |                |
|-----------------|----------------|
| Steve Homes     | President      |
| Jeremy Sorenson | Vice-President |
| Marvin Allen    |                |
| Trish Jungels   |                |
| Corey Bohl      |                |
| Brandon Wilson  |                |
| Brett McIlonie  |                |

ADMINISTRATION

|                   |                  |
|-------------------|------------------|
| Kurt Hayes        | Superintendent   |
| Kylee Ingebretson | Business manager |

**Harold J. Rotunda**  
Certified Public Accountant  
INDEPENDENT AUDITOR'S REPORT

School Board  
Pingree-Buchanan Public School District  
Pingree, North Dakota

I have audited the accompanying modified cash basis financial statements of the governmental activities, each major fund and aggregate remaining fund information of Pingree-Buchanan Public School District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District'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 modified cash basis of accounting described in Note 1; this includes determining that the modified cash 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 financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with U.S. generally accepted auditing standards 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 I 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 in 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

## **Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Pingree-Buchanan Public School District as of June 30, 2020, and the changes in the modified cash basis financial position and cash flows, where applicable, thereof for the years then ended, in conformance with the modified cash basis of accounting.

## **Basis of Accounting**

I draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. My opinion is not modified with respect to that matter.

## **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, I have also issued reports dated April 1, 2021, on my considerations of the District's internal control over financial reporting and on my 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 my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

West Fargo, North Dakota  
April 1, 2021

PINGREE-BUCHANAN PUBLIC SCHOOL  
 STATEMENT OF NET POSITION- MODIFIED CASH BASIS  
 JUNE 30, 2020

|                                                  | GOVERNMENTAL<br>ACTIVITIES |
|--------------------------------------------------|----------------------------|
| ASSETS                                           |                            |
| Cash and investments                             | 561,501.66                 |
| Capital assets (net of accumulated depreciation) | 1,110,056.00               |
| Total Assets                                     | 1,671,557.66               |
| LIABILITIES                                      |                            |
| Accounts Payable                                 |                            |
| Salaries and benefits payable                    | -                          |
| Long-term liabilities:                           |                            |
| Due within one year                              | 30,046.11                  |
| Due after one year                               | 36,588.93                  |
| Total liabilities                                | 66,635.04                  |
| NET POSITION                                     |                            |
| Net investment in capital assets                 | 1,043,420.96               |
| Restricted for:                                  |                            |
| Capital projects                                 | 58,800.43                  |
| Unrestricted                                     | 502,701.23                 |
| Total net position                               | 1,604,922.62               |

The accompanying notes are an integral part of these financial statements.

PINGREE-BUCHANAN PUBLIC SCHOOL  
 STATEMENT OF ACTIVITIES- MODIFIED CASH BASIS  
 YEAR ENDED JUNE 30, 2020

|                                               |              | Program Revenues        |                                       | Net (expense)<br>Revenue & Change<br>in Net Position |
|-----------------------------------------------|--------------|-------------------------|---------------------------------------|------------------------------------------------------|
|                                               | Expenses     | Charges for<br>Services | Operating grants<br>and Contributions | Governmental<br>Activities                           |
| Governmental Activities:                      |              |                         |                                       |                                                      |
| Instruction                                   |              |                         |                                       |                                                      |
| Regular                                       | 1,358,912.46 |                         | -                                     | (1,358,912.46)                                       |
| Special Education                             | 231,410.08   |                         | -                                     | (231,410.08)                                         |
| Vocational Education                          | 42,240.48    |                         | 8,915.89                              | (33,324.59)                                          |
| Support Services                              |              |                         |                                       | -                                                    |
| Administrative                                | 229,271.88   |                         |                                       | (229,271.88)                                         |
| Operation & maintenance                       | 243,348.46   |                         |                                       | (243,348.46)                                         |
| Pupil Transportation Services                 | 151,809.20   |                         | 118,296.10                            | (33,513.10)                                          |
| Extracurricular                               | 87,983.13    | 36,530.44               |                                       | (51,452.69)                                          |
| Other capital outlays                         | -            |                         |                                       | -                                                    |
| Food Service                                  | 111,397.51   | 39,957.29               | 31,482.51                             | (39,957.71)                                          |
| Debt Service                                  |              |                         |                                       |                                                      |
| Interest expense                              | -            |                         |                                       | -                                                    |
| Depreciation- Unallocated                     | 85,027.00    |                         |                                       | (85,027.00)                                          |
| Total Governmental Activities                 | 2,541,400.20 | 76,487.73               | 158,694.50                            | (2,306,217.97)                                       |
| General Revenues                              |              |                         |                                       |                                                      |
| Taxes:                                        |              |                         |                                       |                                                      |
| Property taxes, levied for general purposes   |              |                         |                                       | 792,480.96                                           |
| State aid not restricted to specific program: |              |                         |                                       |                                                      |
| Per pupil aid                                 |              |                         |                                       | 1,381,727.01                                         |
| Interest income and other revenue             |              |                         |                                       | 42,949.35                                            |
| Total General Revenues                        |              |                         |                                       | 2,217,157.32                                         |
| Change in Net Position                        |              |                         |                                       | (89,060.65)                                          |
| Net Position- July1                           |              |                         |                                       | 1,693,983.27                                         |
| Net Position- June 30                         |              |                         |                                       | 1,604,922.62                                         |

The accompanying notes are an integral part of these financial statements.

PINGREE-BUCHANAN PUBLIC SCHOOL  
 BALANCE SHEET- MODIFIED CASH BASIS- GOVERNMENTAL FUNDS  
 JUNE 30, 2020

|                                    | GENERAL    | BUILDING<br>FUND | OTHER<br>GOVERNMENTAL<br>FUNDS | TOTAL<br>GOVERNMENTAL<br>FUNDS |
|------------------------------------|------------|------------------|--------------------------------|--------------------------------|
| <b>ASSETS</b>                      |            |                  |                                |                                |
| Cash and investments               | 452,424.31 | 58,800.43        | 50,276.92                      | 561,501.66                     |
|                                    |            |                  |                                | -                              |
| Total Assets                       | 452,424.31 | 58,800.43        | 50,276.92                      | 561,501.66                     |
| <b>LIABILITIES</b>                 |            |                  |                                |                                |
| Accounts Payable                   |            |                  |                                | -                              |
| Salaries and benefits payable      | -          |                  |                                | -                              |
|                                    |            |                  |                                |                                |
| Total liabilities                  | -          | -                | -                              | -                              |
| <b>FUND BALANCE</b>                |            |                  |                                |                                |
| Restricted for Capital Projects    |            | 58,800.43        | -                              | 58,800.43                      |
| Assigned for Special Reserve       |            | -                | 23,812.27                      | 23,812.27                      |
| Assigned for Food Service          |            |                  | -                              | -                              |
| Assigned for Student Activity      |            |                  | 49,280.41                      | 49,280.41                      |
| Unassigned                         | 452,424.31 | -                | (22,815.76)                    | 429,608.55                     |
| Total fund balance                 | 452,424.31 | 58,800.43        | 50,276.92                      | 561,501.66                     |
| Total liabilities and fund balance | 452,424.31 | 58,800.43        | 50,276.92                      | 561,501.66                     |

The accompanying notes are an integral part of these financial statements.

PINGREE-BUCHANAN PUBLIC SCHOOL  
 RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE  
 SHEET TO THE STATEMENT OF NET POSITION  
 JUNE 30, 2020

|                                            |            |
|--------------------------------------------|------------|
| Total Fund Balances for Governmental Funds | 561,501.66 |
|--------------------------------------------|------------|

Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and are not reported in governmental funds

|                               |              |              |
|-------------------------------|--------------|--------------|
| Cost of capital assets        | 2,864,202.00 |              |
| Less accumulated depreciation | 1,754,146.00 |              |
| Net capital assets            |              | 1,110,056.00 |

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities- both current and long-term are reported in the statement of net assets. Balances at year end are:

|                       |             |
|-----------------------|-------------|
| Capital lease payable | (66,635.04) |
|-----------------------|-------------|

|                                               |              |
|-----------------------------------------------|--------------|
| Total Net Position of Governmental Activities | 1,604,922.62 |
|-----------------------------------------------|--------------|

The accompanying notes are an integral part of these financial statements.

PINGREE-BUCHANAN PUBLIC SCHOOL  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
 IN FUND BALANCES- MODIFIED CASH BASIS- GOVERNMENTAL FUNDS  
 YEAR ENDED JUNE 30, 2020

|                                        | GENERAL      | BUILDING<br>FUND | OTHER<br>GOVERNMENTAL<br>FUNDS | TOTAL<br>GOVERNMENTAL<br>FUNDS |
|----------------------------------------|--------------|------------------|--------------------------------|--------------------------------|
| Property taxes                         | 708,893.21   | 58,527.87        | 25,059.88                      | 792,480.96                     |
| Other local sources                    | 39,470.58    | -                | 79,155.53                      | 118,626.11                     |
| State sources                          | 1,509,749.97 |                  | -                              | 1,509,749.97                   |
| Federal sources                        | -            |                  | 31,482.51                      | 31,482.51                      |
| Total Revenues                         | 2,258,113.76 | 58,527.87        | 135,697.92                     | 2,452,339.55                   |
| Current:                               |              |                  |                                |                                |
| Instruction                            |              |                  |                                |                                |
| Regular                                | 1,387,752.01 |                  |                                | 1,387,752.01                   |
| Special Education                      | 231,410.08   |                  |                                | 231,410.08                     |
| Vocational Education                   | 42,240.48    |                  |                                | 42,240.48                      |
| Support Services                       |              |                  |                                |                                |
| Administrative                         | 200,432.33   |                  |                                | 200,432.33                     |
| Operation & maintenance                | 243,348.46   |                  | -                              | 243,348.46                     |
| Pupil Transportation Services          | 168,309.20   |                  |                                | 168,309.20                     |
| Extracurricular                        | 69,037.28    |                  | 18,945.85                      | 87,983.13                      |
| Other capital outlays                  |              | -                | -                              | -                              |
| Food Service                           |              |                  | 111,397.51                     | 111,397.51                     |
| Debt Service                           |              |                  |                                |                                |
| Principal                              | 28,839.55    |                  | -                              | 28,839.55                      |
| Interest expense                       |              |                  | -                              | -                              |
| Total Expenditures                     | 2,371,369.39 | -                | 130,343.36                     | 2,501,712.75                   |
| Excess revenues (expenditures)         | (113,255.63) | 58,527.87        | 5,354.56                       | (49,373.20)                    |
| Other Financing Sources (Uses):        |              |                  |                                |                                |
| Transfers in                           | 25,059.88    | -                | 9,500.00                       | 34,559.88                      |
| Transfers out                          | (9,500.00)   |                  | (25,059.88)                    | (34,559.88)                    |
| Bond proceeds                          |              | -                |                                | -                              |
| Total other financing sources and uses | 15,559.88    | -                | (15,559.88)                    | -                              |
| Net change in fund balances            | (97,695.75)  | 58,527.87        | (10,205.32)                    | (49,373.20)                    |
| Fund Balance- beginning                | 550,120.06   | 272.56           | 60,482.24                      | 610,874.86                     |
| Fund Balance- ending                   | 452,424.31   | 58,800.43        | 50,276.92                      | 561,501.66                     |

The accompanying notes are an integral part of these financial statements.

PINGREE-BUCHANAN PUBLIC SCHOOL  
 RECONCILIATION OF GOVERNMENTAL STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2020

|                                                       |             |
|-------------------------------------------------------|-------------|
| Net Change in Fund Balances- Total Governmental Funds | (49,373.20) |
|-------------------------------------------------------|-------------|

The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current year.

|                                   |           |             |
|-----------------------------------|-----------|-------------|
| Current year capital outlay       | 16,500.00 |             |
| Current year depreciation expense | 85,027.00 | (68,527.00) |

Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.

|                                                    |           |
|----------------------------------------------------|-----------|
| Debt issued, net of related premiums and discounts |           |
| Principal retirement                               | 28,839.55 |

|                                                   |             |
|---------------------------------------------------|-------------|
| Change in Net Position of Governmental Activities | (89,060.65) |
|---------------------------------------------------|-------------|

The accompanying notes are an integral part of these financial statements.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
PINGREE, NORTH DAKOTA

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2020

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Pingree Buchanan Public School District (District) have been prepared on a modified cash basis of accounting. The modified cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Reporting Entity

The accompanying financial statements present the activities of the District. The District has considered all potential component units for which the District is financially accountable and other organizations for which the nature and significance of their relationships with the District such that exclusion would cause the District's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. This criteria includes appointing a voting majority of an organization's governing body and (1) the ability of the District to impose its will on that organization or (2) the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the District.

Based on these criteria, there are no component units.

B. BASIS OF PRESENTATION, BASIS OF ACCOUNTING

Government-wide statements: The statement of net assets and the statement of activities display information about the primary government, the District. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

Fund Financial Statements: The fund financial statements provide information about the District's funds including its fiduciary funds. Separate statements for each fund category - governmental and fiduciary - are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

The District reports the following major governmental funds:

General Fund. The General Fund is the primary operating fund of the District and always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Building fund. The Building fund is used to account for building construction and repairs.

C. Measurement Focus and Basis of Accounting

Government-wide Financial Statements. In the government-wide Statement of Net Assets and the Statement of Activities, activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting as defined below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus, as applied to the modified cash basis of accounting, is used as appropriate.

All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements presents sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Government-wide financial statements are prepared on the modified cash basis of accounting. This basis recognizes assets, net position, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements. In accordance with the modified cash basis of accounting, the District reports capital assets and debt. Payments for payroll benefit liabilities are reported in the year that they are incurred and budgeted. This basis is a comprehensive basis of accounting other than U.S. accounting principles generally accepted.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

If the District utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

Under the terms of grant agreements, the District funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the District's policy to first apply cost-reimbursement grant resources to such programs, and then by general revenues.

D. Budgets

Based upon available financial information and requests by the school board, the superintendent and business manager prepares the District budget. The budget is prepared for the general fund on the modified cash basis of accounting. The budget includes the proposed expenditures and the means of financing them. All annual appropriations lapse at year-end.

District taxes must be levied by the governing board on or before the fifteenth day of August. The taxes levied must be certified to the county auditor by August 25. The governing body of the District may amend its tax levy and budget for the current fiscal year on or before the tenth day of October of each year, but the certification must be filed with the county auditor by October 10. The current budget, except for property taxes, may be amended during the year for any revenues and appropriations not anticipated at the time the budget was prepared.

E. Cash and Investments

Cash includes amounts in demand deposits and money market accounts.

Investments consist of certificates of deposits stated at cost.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

F. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements.

Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant, and equipment of the district is depreciated using the straight line method over the following estimated useful lives:

| ASSETS                       | YEARS |
|------------------------------|-------|
| Permanent Buildings          | 50    |
| Temporary or Wood Structures | 20    |
| Vehicles                     | 10    |
| Equipment                    | 10    |

G. Long-Term Obligations

In the government-wide financial statements, long term debt and other long term obligations are reported as liabilities in the governmental activities statement of net assets. Bond premiums, discounts and issuance costs are recognized in the current period since the amounts are not material. In the fund financial statements, governmental fund types recognize bond premiums, discounts and issuance costs in the current period. The face amount of the debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs are reported as debt service expenditures.

H. Fund Balance

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form - inventories; or (b) legally or contractually required to be maintained intact.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

**Restricted** - This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed** - These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the school board-the District's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the school board removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**Assigned** - This classification reflects the amounts constrained by the District's "intent" to be used for specific purposes, but are neither restricted nor committed. The school board and superintendent have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as non-spendable and are neither restricted nor committed.

**Unassigned** - This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, the District's preference is to first use restricted resources, then unrestricted resources-committed, assigned, and unassigned-in order as needed.

The board has not set a General Fund minimum fund balance.

I. Interfund Transactions

In the governmental fund statements, transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions, except reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

In the government-wide financial statements, interfund transactions have been eliminated.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

J. Use of estimates

The preparation of financial statements in conformity with the Other comprehensive basis of accounting (OCBOA) used by the District requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

NOTE 2: LEGAL COMPLIANCE - BUDGETS

BUDGET AMENDMENTS

The school board did not amend the District budget for 2020.

EXPENDITURES OVER APPROPRIATIONS

The school district did not overspend the budget for any individual funds. No remedial action is required by the district.

NOTE 3 DEPOSITS AND INVESTMENTS

In accordance with North Dakota Statutes, the District maintains deposits at the depository banks designated by the governing board. All depositories are members of the Federal Reserve System.

Deposits must either be deposited with the Bank of North Dakota or in other financial institution situated and doing business within the state. Deposits, other than with the Bank of North Dakota, must be fully insured or bonded. In lieu of a bond, a financial institution may provide a pledge of securities equal to 110% of the deposit not covered by insurance or bonds.

Authorized collateral includes bills, notes, or bonds issued by the United State government, its agencies or instrumentalities, all bonds and notes guaranteed by the United States government, Federal Land Bank bonds, notes, warrants, and certificates of indebtedness, insured certificates of deposit, shares of investment companies registered under the Investment Companies Act of 1940, and all other forms of securities issued by the State of North Dakota, its boards, agencies, instrumentalities, or by any District, District, township, school district, park district, or other political subdivision of the State of North Dakota whether payable from special revenues or supported by the full faith and credit of the issuing body and bonds issued by another state of the United States, or such other securities approved by the banking board.

At June 30, 2020, the District's carrying amount of deposits was \$561,502. Of the bank balances, \$250,000 was covered by Federal Depository Insurance. The remaining balance was collateralized with securities held by the pledging financial institution's agent in the government's name.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

Credit Risk

State statutes authorize the District to invest in: (1) Bonds, treasury bills and notes, or other securities that are a direct obligation of, or an obligation insured or guaranteed by, the treasury of the United States, or its agencies, instrumentalities, or organizations created by an act of Congress. (2) Securities sold under agreements to repurchase written by a financial institution in which the underlying securities for the agreement to repurchase are the type listed above. (3) Certificates of Deposit fully insured by the federal deposit insurance corporation or the state. (4) Obligations of the state.

Concentration of Credit Risk

The District does not have a limit on the amount it may invest in any one issuer.

NOTE 4. DEFICIT IN FUND BALANCE

The District has a deficit of \$22,816 in the Food Service Fund. The deficit will be eliminated by grants and transfers.

NOTE 5: PROPERTY TAXES

The county treasurer acts as and agent to collect property taxes levied in the county for all taxing authorities. Any material tax collections are distributed after the end of each month.

Property taxes are levied as of January 1. The property taxes attach as an enforceable lien on property on January 1 and may be paid in two installments. The first installment includes one-half of the real estate taxes and all the special assessments and the second installment is the balance of the real estate taxes. The first installment is due by March 1 and the second installment is due by October 15. A 5% discount on property taxes is allowed if all taxes and special assessments are paid by February 15. After the due dates, the bill becomes delinquent and penalties are assessed.

Most property owners choose to pay property taxes and special assessments in a single payment on or before February 15 and receive the discount on the property taxes.

NOTE 6: CAPITAL ASSETS

The following is a summary of changes for the year ended June 30, 2020:

|                                   | Balance<br>July 1 | Increases | Decreases | Balance<br>June 30 |
|-----------------------------------|-------------------|-----------|-----------|--------------------|
| Capital assets, being Depreciated |                   |           |           |                    |
| Land                              | 6,000             |           |           | 6,000              |
| Buildings and Improvements        | 2,419,138         |           |           | 2,419,138          |
| Vehicles                          | 55,198            | 16,500    |           | 71,698             |
| Equipment                         | 367,366           |           |           | 367,366            |
| Total Cap Assets                  | 2,847,702         | 16,500    |           | 2,864,202          |
|                                   | -16-              |           |           |                    |

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

Less accumulated depreciation for:

|                       |           |        |           |
|-----------------------|-----------|--------|-----------|
| Buildings & Imp       | 1,529,124 | 33,619 | 1,562,743 |
| Vehicles              | 25,405    | 8,685  | 34,090    |
| Equipment             | 114,590   | 42,723 | 157,313   |
| Total Accumulated Dep | 1,669,119 | 85,027 | 1,754,146 |

Governmental Activities

|                     |           |           |
|---------------------|-----------|-----------|
| Capital Assets, Net | 1,178,583 | 1,110,056 |
|---------------------|-----------|-----------|

Depreciation Expense was charged to functions/programs of the school district as follows:

Governmental Activities:

|             |        |
|-------------|--------|
| Unallocated | 85,027 |
|-------------|--------|

NOTE 7: LONG-TERM DEBT

Changes in Long-Term Liabilities - During the year ended June 30, 2020, the following changes occurred in liabilities reported in long-term debt:

|               | Payable<br>2019 | Increases | Decreases | Payable<br>2020 | Due Within<br>One Year |
|---------------|-----------------|-----------|-----------|-----------------|------------------------|
| Notes Payable | 95,475          |           | 28,840    | 66,635          | 30,046                 |

NOTES PAYABLE

Notes payable due in semi-annual installments of \$16,000, including interest at 4.37%, through October 2024.

66,635

|                                   |              |
|-----------------------------------|--------------|
| 2021                              | 31,997       |
| 2022                              | 31,997       |
| 2023                              | <u>5,570</u> |
|                                   | 69,564       |
| Less amount representing interest | <u>2,929</u> |
| Principal balance remaining       | 66,635       |

NOTE 8: TRANSFERS

Transfers are used to 1)move unrestricted revenues to finance various programs 2)move sales tax revenues to fund programs and projects and 3)move revenues from the fund with collection authorization to the debt service funds as debt service principal and interest payments become due.

|                          | Transfer in | Transfer out |
|--------------------------|-------------|--------------|
| General Fund             | 25,060      | 9,500        |
| Food Service             | 9,500       |              |
| Special Reserve Fund     |             | 25,060       |
| Building                 |             |              |
| Total Governmental Funds | 34,560      | 34,560       |

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

NOTE 9: PENSION PLANS

North Dakota Teachers Fund for Retirement TFFR

The school district contributes to the North Dakota Teachers Fund for retirement (TFFR), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Dakota. TFFR provides for retirement, disability and survivor benefits to plan members and beneficiaries. Benefit and contribution provisions are administered in accordance with chapter 15-39.1 of the North Dakota Century Code. TFFR issues a publicly available financial report that includes financial statements and required supplementary information for TFFR. Detailed information about the report may be obtained on the NDPERS website.

Plan members are required to contribute 11.75% of their annual covered salary and the District is required to contribute 12.75% of the teacher's salary. The contributions requirements of plan members and the District are established and may be amended by the State legislature. The District's contributions to TFFR for the fiscal years ended June 30, 2020, 2019 and 2018 were \$112,347, \$96,482, and \$106,956, respectively.

North Dakota Public Employees Retirement System

The District participates in the North Dakota Public Employees Retirement System (PERS) administered by the State of North Dakota. Following is a brief description of the plan:

PERS is a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Dakota. PERS provides for retirement, disability and death benefits to plan members and beneficiaries. If an active employee dies with less than three years of credited service, a death benefit equal to the value of the employee's accumulated contributions, plus interest, is paid to the employee's beneficiary. If the employee has earned more than three years of credited service, the surviving spouse will be entitled to a single payment refund, lifetime monthly payments in an amount equal to 50% of the employees accrued normal retirement benefit, 60 monthly payments equal to the employee's accrued normal retirement benefit calculated as if the employee were age 65 the day before death occurred or monthly payments in an amount equal to the employee's accrued 100% joint and survivor retirement benefit if the member had reached normal retirement age prior to death. If the surviving spouse dies before the employee's accumulated pension benefits are paid, the balance will be paid to the surviving spouse's designated beneficiary.

PINGREE BUCHANAN PUBLIC SCHOOL DISTRICT  
Notes to Financial Statements- Continued

Eligible employees, who become totally disabled after a minimum of 180 days of service, receive monthly disability benefits that are equal to 25% of their final average salary with a minimum benefit of \$100. To qualify under this section, the employee must meet the criteria established by the Retirement Board for being considered totally disabled.

Employees are entitled to unreduced monthly pension benefits equal to 2% of their final average salary for each year of service beginning when the sum of age and years of credited service equal or exceed 85, or at the normal retirement age (65). The plan permits early retirement at ages 55-64, with three or more years of service.

Benefit and contribution provisions are administered in accordance with chapter 54-52 of the North Dakota Century Code. This state statute requires that 7% of the participants annual covered salary be contributed to the plan by either the employee or by the employer under a "salary reduction" agreement. The District had agreed to pay 100% of the member assessments in lieu of a salary increase. The District is required to contribute 7.12% of each participant's salary as the employer's share. The District is required to contribute 1.14% of each participating covered wage to a prefunded retiree health insurance program. The required contributions are determined using an entry age normal actuarial funding method and are included in state statute. The North Dakota Retirement Board was created by the State Legislature and is the governing authority of PERS. The District's contributions to PERS for the fiscal years ending June 30, 2020, 2019, and 2018 were \$16,379, \$15,866, and \$18,436, respectively, equal to the required contributions for the year.

PERS issues a publicly available financial report that includes financial statements and required supplementary information for PERS. That report may be obtained on the NDPERS website.

NOTE 10: RISK MANAGEMENT

The District is exposed to various risks of loss relating to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In 1986 state agencies and political subdivisions of the State of North Dakota joined together to form the North Dakota Insurance Reserve Fund (NDIRF), a public entity risk pool currently operating as a common risk management and insurance program for the state and over 2,000 political subdivisions. The school district pays an annual premium to NDIRF for its general liability and automobile insurance coverage. The coverage by NDIRF is limited to losses of one million dollars per occurrence. The State Bonding Fund currently provides the District with blanket fidelity bond coverage for its employees. The State Bonding fund does not currently charge any premium for this coverage. The district has workers compensation with the Workforce, Safety and Insurance and purchases commercial insurance for personal property, building, inland marine, and boiler and machinery.

PINGREE-BUCHANAN PUBLIC SCHOOL DISTRICT

REPORTS IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

JUNE 30, 2020

PINGREE-BUCHANAN PUBLIC SCHOOL DISTRICT  
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# Harold J. Rotunda

## Certified Public Accountant

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### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

#### Independent Auditor's Report

School Board  
Pingree-Buchanan Public School District  
Pingree, North Dakota

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pingree-Buchanan Public School District as of and for the years ended June 30, 2020, and the related notes to the financial statements, which collectively comprise basic financial statements, and have issued my report thereon dated April 1, 2021.

#### Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Pingree-Buchanan Public School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, I do not express an opinion on the effectiveness of 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.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify one deficiency in internal control, described in the accompanying schedule of findings that I consider to be a significant deficiency (2020-1 and 2020-2).

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Pingree-Buchanan Public School District's financial statements are free of material misstatement, I 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

## **District's Response to Findings**

Pingree-Buchanan Public School District's response to the finding identified in my audit is described in the accompanying schedule of findings. Pingree-Buchanan Public School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the result 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.

Harold Rotunda, CPA  
April 1, 2021

PINGREE-BUCHANAN PUBLIC SCHOOL DISTRICT  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2020

**2020-001 Segregation of Duties**

**Criteria**

To provide reasonable assurance that segregation of duties takes place while also taking into account the size of the District.

**Condition**

The Business Manager of the District is responsible for all accounting functions involved. The employee handles all income of monies, prepares the receipts documents, prepares the deposits, issues all checks and distributes them, receives the bank statements and does the reconciliations. The employee also records the receipts and disbursements to the journals and maintains the general ledger. Considering the size of the District, it is not feasible to obtain proper segregation of duties and the degree of internal control is severely limited.

**Cause**

The Business Manager is the only employee and due to the District's size, they are unable to hire additional staff.

**Effect**

Lack of segregation of duties leads to a limited degree of internal control.

**Recommendation**

The District should separate the duties when it becomes feasible.

**Management's Response**

Some procedures to promote segregation of duties have been implemented. Funds are counted by other individuals prior to being given to the Business Manager to receipt and deposit at the various financial institutions. The Superintendent reviews bills before payments are made. The Board reviews and approves all checks written. The District will segregate other duties when feasible.

PINGREE-BUCHANAN PUBLIC SCHOOL DISTRICT  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2020

**2020-002 Financial Statement Preparation**

**Criteria**

An appropriate system of internal controls requires that a District make a determination that financial statements and the underlying general ledger accounts are properly stated in compliance with the modified cash basis of accounting. This requires the District's personnel to maintain a working knowledge of current modified cash basis of accounting required financial statement disclosures.

**Condition**

The District's auditor prepared the financial statements for the years ended. In addition, adjusting entries were proposed to bring the financial statements into compliance with the modified cash basis of accounting (MCB). An appropriate system of internal controls requires that a District must make a determination that financial statements and the underlying general ledger accounts are properly stated in compliance with MCB. This requires the District's personnel to maintain a working knowledge of current accounting principles in accordance with MCB.

**Cause**

The District does not have the resources to prepare full modified cash basis financial statements.

**Effect**

The District currently does not maintain the working knowledge of current accounting principles for the modified cash basis and required financial statement disclosures to make a determination that financial statements are properly stated in compliance with the modified cash basis.

**Recommendation**

Compensating controls could be provided through client preparation of the financial statement preparation and/or review function.

**Management's Response**

Management agrees that it is currently not cost-effective.