

# **AUDIT REPORT**

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

For the Years Ended December 31, 2021 and 2020

**RATH & MEHRER, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

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For the Years Ended December 31, 2021 and 2020

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HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

LIST OF OFFICIALS

Al Mautz	Commission President
Darren Mund	Commission Vice President
Bret Johnsrud	Commissioner
Scott Leintz	Commissioner
Dan Nelson	Commissioner
Dan Frei	Park Board Director and Secretary
Monte Erhardt	Clerk

# Rath & Mehrer, P.C.

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## INDEPENDENT AUDITOR'S REPORT

Governing Board  
Hazen Parks and Recreation Commission  
Hazen, North Dakota

### **Report on the Audit of Financial Statements**

#### **Opinions**

We have audited the modified cash basis financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Hazen Parks and Recreation Commission, as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the commission's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the commission as of December 31, 2021 and 2020, and the respective changes in modified cash basis financial position, and where applicable, cash flows thereof for the years then ended in accordance with the modified cash basis of accounting described in Note 1.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the commission and to meet our ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Emphasis of Matter - Basis of Accounting**

We 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. Our opinions are not modified with respect to this matter.



## **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting described in Note 1, and for 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.

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- \* Exercise professional judgment and maintain professional skepticism throughout the audit.
- \* Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- \* Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the commission's internal control. Accordingly, no such opinion is expressed.
- \* Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- \* Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the commission's ability to continue as a going concern for a reasonable period of time.

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

### Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the commission's basic financial statements. The budgeting comparison information and the schedules of fund activity arising from cash transactions are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgeting comparison information and the schedules of fund activity arising from cash transactions are fairly stated, in all material respects, in relation to the basic financial statements as a whole on the basis of accounting described in Note 1.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 18, 2022 on our consideration of the commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the commission's internal control over financial reporting and compliance.



Rath and Mehrer, P.C.

Bismarck, North Dakota

March 18, 2022



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Statement of Net Position - Modified Cash Basis  
December 31, 2021

	Governmental Activities
<b><u>ASSETS:</u></b>	
Cash and Investments	713,457.93
Capital Assets (net of accumulated depreciation):	
Land	168,880.00
Buildings and Infrastructure	1,440,190.00
Machinery and Vehicles	63,477.00
	1,672,547.00
 Total Capital Assets	 
 Total Assets	 2,386,004.93
 <b><u>LIABILITIES:</u></b>	
Long-Term Liabilities:	
Due Within One Year:	
Bank Loans Payable	79,199.64
Due After One Year:	
Bank Loans Payable	429,004.63
Compensated Absences Payable	16,855.00
	525,059.27
 Total Liabilities	 
 <b><u>NET POSITION:</u></b>	
Net Investment in Capital Assets	1,164,342.73
Restricted for:	
Special Purposes	382,546.14
Unrestricted	314,056.79
	1,860,945.66
 Total Net Position	 1,860,945.66

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Statement of Net Position - Modified Cash Basis  
December 31, 2020

	Governmental Activities
<b><u>ASSETS:</u></b>	
Cash and Investments	506,202.61
Capital Assets (net of accumulated depreciation):	
Land	168,880.00
Buildings and Infrastructure	1,490,736.00
Machinery and Vehicles	78,576.00
Total Capital Assets	1,738,192.00
 Total Assets	 2,244,394.61
 <b><u>LIABILITIES:</u></b>	
Long-Term Liabilities:	
Due Within One Year:	
Bank Loans Payable	73,068.59
Due After One Year:	
Bank Loans Payable	508,204.27
Compensated Absences Payable	19,038.00
Total Liabilities	600,310.86
 <b><u>NET POSITION:</u></b>	
Net Investment in Capital Assets	1,156,919.14
Restricted for:	
Special Purposes	309,002.54
Unrestricted	178,162.07
 Total Net Position	 1,644,083.75

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



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2021

	Program Revenues		Net (Expense) Revenue and Changes in Net Position
Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
<u>Governmental Activities:</u>			
General Government	170,841.62	35,000.00	(135,841.62)
Culture and Recreation	417,096.58	328,400.75	(88,695.83)
Other	8,771.93		(8,771.93)
Interest on Long-Term Debt	17,031.71		(17,031.71)
<hr/>			
Total Governmental Activities	613,741.84	328,400.75	(250,341.09)
<hr style="border-top: 1px dashed black;"/>			
<u>General Revenues:</u>			
Taxes:			
Property taxes; levied for general purposes			147,629.15
Property taxes; levied for special purposes			36,411.13
Sales taxes			154,184.66
State aid - not restricted to specific program			39,522.59
Earnings on investments and other revenue			89,455.47
Total General Revenues			467,203.00
Change in Net Position			216,861.91
Net Position - January 1			1,644,083.75
Net Position - December 31			1,860,945.66

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2020

	Program Revenues		Net (Expense) Revenue and Changes in Net Position
Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
<u>Governmental Activities:</u>			
General Government	188,596.31	40,000.00	(148,596.31)
Culture and Recreation	493,935.36	248,552.40	(245,382.96)
Other	3,950.91		(3,950.91)
Interest on Long-Term Debt	20,911.07		(20,911.07)
Total Governmental Activities	707,393.65	248,552.40	(418,841.25)
<u>General Revenues:</u>			
Taxes:			
Property taxes; levied for general purposes			148,354.79
Property taxes; levied for special purposes			38,159.15
Sales taxes			145,196.86
State aid - not restricted to specific program			33,262.45
Earnings on investments and other revenue			106,937.52
Total General Revenues			471,910.77
Change in Net Position			53,069.52
Net Position - January 1			1,591,014.23
Net Position - December 31			1,644,083.75

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Balance Sheet - Modified Cash Basis  
Governmental Funds  
December 31, 2020

Major Funds

	General	Improvements	Hazen Bay	Public Relations	Other Governmental Funds	Total Governmental Funds
<u>ASSETS:</u>						
Cash and Investments	197,200.07	104,268.73	138,166.32	63,760.11	2,807.38	506,202.61
<hr style="border-top: 1px dashed black;"/>						
<u>FUND BALANCES</u>						
Restricted for:						
General Government					2,807.38	2,807.38
Improvements		104,268.73				104,268.73
Public Relations				63,760.11		63,760.11
Hazen Bay			138,166.32			138,166.32
Unassigned	197,200.07					197,200.07
<hr style="border-top: 1px solid black;"/>						
Total Fund Balances	197,200.07	104,268.73	138,166.32	63,760.11	2,807.38	506,202.61
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The accompanying notes are an integral part of these financial statements.



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Balance Sheet - Modified Cash Basis  
Governmental Funds  
December 31, 2021

Major Funds

	General	Improvements	Hazen Bay	Public Relations	Other Governmental Funds	Total Governmental Funds
<u>ASSETS:</u>						
Cash and Investments	330,911.79	110,258.18	196,881.16	75,185.26	221.54	713,457.93
=====						
<u>FUND BALANCES</u>						
Restricted for:						
General Government					221.54	221.54
Improvements		110,258.18				110,258.18
Public Relations				75,185.26		75,185.26
Hazen Bay			196,881.16			196,881.16
Unassigned	330,911.79					330,911.79
=====						
Total Fund Balances	330,911.79	110,258.18	196,881.16	75,185.26	221.54	713,457.93
=====						

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Reconciliation of Governmental Funds Balance Sheet  
to the Statement of Net Position - Modified Cash Basis  
For the Year Ended December 31, 2021

Total Fund Balances for Governmental Funds		713,457.93
<p>Total net position reported for government activities in the statement of net position is different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and are not reported in the governmental funds.</p>		
Cost of Capital Assets	2,507,726.00	
Less Accumulated Depreciation	(835,179.00)	
Net Capital Assets	1,672,547.00	1,672,547.00
<p>Long-term liabilities applicable to the commission's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Long-term liabilities -both current and long-term- are reported in the statement of net position. Balances at December 31, 2021 are:</p>		
Bank Loans Payable	(508,204.27)	
Compensated Absences Payable	(16,855.00)	
Total Long-Term Liabilities	(525,059.27)	(525,059.27)
Total Net Position of Governmental Activities		1,860,945.66

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Reconciliation of Governmental Funds Balance Sheet  
to the Statement of Net Position - Modified Cash Basis  
For the Year Ended December 31, 2020

Total Fund Balances for Governmental Funds		506,202.61
<p>Total net position reported for government activities in the statement of net position is different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and are not reported in the governmental funds.</p>		
Cost of Capital Assets	2,499,222.00	
Less Accumulated Depreciation	(761,030.00)	
Net Capital Assets	1,738,192.00	1,738,192.00
<p>Long-term liabilities applicable to the commission's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Long-term liabilities -both current and long-term- are reported in the statement of net position. Balances at December 31, 2020 are:</p>		
Bank Loans Payable	(581,272.86)	
Compensated Absences Payable	(19,038.00)	
Total Long-Term Liabilities	(600,310.86)	(600,310.86)
Total Net Position of Governmental Activities		1,644,083.75

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



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Statement of Revenues, Expenditures and Changes in Fund Balances  
Modified Cash Basis  
Governmental Funds  
For the Year Ended December 31, 2021

	Major Funds				Other Governmental Funds	Total Governmental Funds
	General	Improvements	Hazen Bay	Public Relations		
<b>Revenues:</b>						
Taxes	301,813.81	30,225.04			6,186.09	338,224.94
Participation and User Fees	111,485.80		170,943.35	45,971.60		328,400.75
Intergovernmental	74,522.59					74,522.59
Miscellaneous	79,838.38		2,545.94	7,071.15		89,455.47
<b>Total Revenues</b>	<b>567,660.58</b>	<b>30,225.04</b>	<b>173,489.29</b>	<b>53,042.75</b>	<b>6,186.09</b>	<b>830,603.75</b>
<b>Expenditures:</b>						
<b>Current:</b>						
General Government	173,024.62					173,024.62
Culture and Recreation	183,151.86	24,235.59	93,942.53	41,617.60		342,947.58
Other					8,771.93	8,771.93
Capital Outlay	8,504.00					8,504.00
<b>Debt Service:</b>						
Principal	54,339.45		18,729.14			73,068.59
Interest	14,928.93		2,102.78			17,031.71
<b>Total Expenditures</b>	<b>433,948.86</b>	<b>24,235.59</b>	<b>114,774.45</b>	<b>41,617.60</b>	<b>8,771.93</b>	<b>623,348.43</b>
<b>Net Change in Fund Balances</b>	<b>133,711.72</b>	<b>5,989.45</b>	<b>58,714.84</b>	<b>11,425.15</b>	<b>(2,585.84)</b>	<b>207,255.32</b>
<b>Fund Balance - January 1</b>	<b>197,200.07</b>	<b>104,268.73</b>	<b>138,166.32</b>	<b>63,760.11</b>	<b>2,807.38</b>	<b>506,202.61</b>
<b>Fund Balance - December 31</b>	<b>330,911.79</b>	<b>110,258.18</b>	<b>196,881.16</b>	<b>75,185.26</b>	<b>221.54</b>	<b>713,457.93</b>

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Statement of Revenues, Expenditures and Changes in Fund Balances  
Modified Cash Basis  
Governmental Funds  
For the Year Ended December 31, 2020

	Major Funds				Other Governmental Funds	Total Governmental Funds
	General	Improvements	Hazen Bay	Public Relations		
<b>Revenues:</b>						
Taxes	293,551.65	32,033.69			6,125.46	331,710.80
Participation and User Fees	56,142.34		180,739.01	11,671.05		248,552.40
Intergovernmental	73,262.45					73,262.45
Miscellaneous	71,033.29	25,000.00	8,798.06	2,106.17		106,937.52
<b>Total Revenues</b>	<b>493,989.73</b>	<b>57,033.69</b>	<b>189,537.07</b>	<b>13,777.22</b>	<b>6,125.46</b>	<b>760,463.17</b>
<b>Expenditures:</b>						
<b>Current:</b>						
General Government	186,360.31					186,360.31
Culture and Recreation	171,452.60	99,016.00	138,941.67	11,226.09		420,636.36
Other					3,950.91	3,950.91
<b>Debt Service:</b>						
Principal	141,511.25		18,148.84			159,660.09
Interest	18,227.99		2,683.08			20,911.07
<b>Total Expenditures</b>	<b>517,552.15</b>	<b>99,016.00</b>	<b>159,773.59</b>	<b>11,226.09</b>	<b>3,950.91</b>	<b>791,518.74</b>
<b>Net Change in Fund Balances</b>	<b>(23,562.42)</b>	<b>(41,982.31)</b>	<b>29,763.48</b>	<b>2,551.13</b>	<b>2,174.55</b>	<b>(31,055.57)</b>
<b>Fund Balance - January 1</b>	<b>220,762.49</b>	<b>146,251.04</b>	<b>108,402.84</b>	<b>61,208.98</b>	<b>632.83</b>	<b>537,258.18</b>
<b>Fund Balance - December 31</b>	<b>197,200.07</b>	<b>104,268.73</b>	<b>138,166.32</b>	<b>63,760.11</b>	<b>2,807.38</b>	<b>506,202.61</b>

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Reconciliation of Governmental Funds Statement of Revenues, Expenditures  
and Changes in Fund Balances to the Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2021

Net Change in Fund Balances - Total Governmental Funds 207,255.32

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

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

Current Year Capital Outlay	8,504.00	
Current Year Depreciation Expense	(74,149.00)	(65,645.00)

The proceeds of debt issuances are reported as financing sources in governmental funds and thus contribute to the change in fund balance. In the statement of net position, issuing debt increases long-term liabilities and does not affect the statement of activities. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. This is the amount by which repayment of debt exceeded debt proceeds.

Debt Proceeds	0.00	
Repayment of Debt	73,068.59	73,068.59

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds.

Net Decrease in Compensated Absences		2,183.00

Change in Net Position of Governmental Activities		216,861.91

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



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Reconciliation of Governmental Funds Statement of Revenues, Expenditures  
and Changes in Fund Balances to the Statement of Activities - Modified Cash Basis  
For the Year Ended December 31, 2020

Net Change in Fund Balances - Total Governmental Funds (31,055.57)

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

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

Current Year Capital Outlay	0.00	
Current Year Depreciation Expense	(73,299.00)	(73,299.00)

The proceeds of debt issuances are reported as financing sources in governmental funds and thus contribute to the change in fund balance. In the statement of net position, issuing debt increases long-term liabilities and does not affect the statement of activities. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. This is the amount by which repayment of debt exceeded debt proceeds.

Debt Proceeds	0.00	
Repayment of Debt	159,660.09	159,660.09

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds.

Net Increase in Compensated Absences		(2,236.00)

Change in Net Position of Governmental Activities		53,069.52

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

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Notes to the Financial Statements  
December 31, 2021 and 2020

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the commission have been prepared on a modified cash basis, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

A. Financial Reporting Entity

The accompanying financial statements present the activities of the commission. The commission has considered all potential component units for which the commission is financially accountable and other organizations for which the nature and significance of their relationships with the commission are such that exclusion would cause the commission's financial statements to be misleading or incomplete. The Government 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 commission 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 commission.

Based on these criteria, there are no component units to be included within the Hazen Parks and Recreation Commission as a reporting entity.

B. Basis of Presentation

*Government-wide Financial Statements:* The statement of net position and the statement of activities display information about the primary government, the Hazen Parks and Recreation Commission. These statements include the financial activities of the overall government. 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 commission'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.



*Fund Financial Statements:* The fund financial statements provide information about the commission's governmental funds. 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 commission reports the following major governmental funds:

*General Fund.* This is the commission's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

*Improvements.* This fund accounts for a special levy used for various improvements and upkeep of park property.

*Hazen Bay.* This fund accounts for the daily operations of the Hazen Bay recreation and camping site.

*Public Relations.* This fund is used to accumulate donations and other revenues to help fund the summer baseball and softball programs.

### C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

#### Measurement Focus

In the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent, financial or nonfinancial) associated with their activities are reported.

In the fund financial statements 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 present 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.

#### Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities and the fund financial statements, governmental activities are presented using a modified cash basis of accounting. This basis recognizes assets, liabilities, net position/fund equity, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements. This basis is a basis of accounting other than accounting principles generally accepted in the United States of America.

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 parks and recreation commission 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 financials would be presented on the accrual basis of accounting.

#### D. Cash and Investments

Cash includes amounts in demand deposits and money market accounts.

Investments consist of certificates of deposit stated at cost.

#### E. Capital Assets

Capital assets include plant and equipment. Assets are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the commission as assets with an initial, individual cost of \$5,000 or more. Such assets are recorded at 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 is not capitalized.

Capital assets are depreciated using the straight line method over the following estimated useful lives:

Buildings and Infrastructure	40 to 50 years
Machinery and Vehicles	5 to 10 years

#### F. Compensated Absences

Vested or accumulated vacation leave and vested sick leave are reported in the government-wide statement of net position. Compensation for unused vacation leave and 25% of vested sick leave will be granted to all full-time employees upon termination of employment with the parks and recreation commission.

No liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

#### 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 position. 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 Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

**Fund Balance** - Generally, fund balance represents the difference between the current assets and current liabilities. In the fund financial statements, governmental funds report fund classifications that comprise a hierarchy based primarily on the extent to which the commission is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

**Nonspendable** - Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash such as inventories or prepaid expenses) or (b) legally or contractually required to be maintained intact (i.e., endowment funds).

**Restricted** - Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the commission or through external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments (i.e., funds restricted by state statute, unspent bond proceeds, grants earned but not spent, debt covenants or taxes raised for a specific purpose).

**Committed** - Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the commission through the adoption of a resolution. The commission also may modify or rescind the commitment.

**Assigned** - Fund balances are reported as assigned when amounts are constrained by the commission's intent to be used for specific purposes, but are neither restricted nor committed.

**Unassigned** - Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The commission reports positive unassigned fund balance only in the general fund. Negative fund balances may be reported in all funds.

**Flow Assumptions** - When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the commission's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the commission's policy to use fund balance in the following order:

- \* Committed
- \* Assigned
- \* Unassigned

**Net Position** - Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the commission has not spent) for the acquisition, construction or improvement of those assets. Net position is reported as restricted as described in the fund balance section above. All other net position is reported as unrestricted.



### 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.

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

### J. Use of Estimates

The preparation of financial statements in conformity with the special purpose framework (SPF) used by the commission requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense); accordingly, actual results could differ from those estimates.

## Note 2 DEPOSITS AND INVESTMENTS

In accordance with North Dakota Statutes, the commission 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 institutions 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 deposits not covered by insurance or bonds.

Authorized collateral includes bills, notes or bonds issued by the United States government, its agencies or instrumentalities, all bonds and notes guaranteed by the United States government, Federal Land Bank bonds, bonds, notes, warrants, certificates of indebtedness, insured certificates of deposit, shares of investments 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 or instrumentalities or by any county, city, township, school district, park district or any 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 other securities approved by the banking board.

At December 31, 2021 the commission's carrying amount of deposits was \$713,458 and the bank balance was \$720,071. Of the bank balance, \$293,107 was covered by Federal Depository Insurance. The remaining balance of \$426,964 was collateralized with securities held by the pledging financial institution's agent in the government's name.

At December 31, 2020 the commission's carrying amount of deposits was \$506,203 and the bank balance was \$536,512. Of the bank balance, \$292,993 was covered by Federal Depository Insurance. The remaining balance of \$243,519 was collateralized with securities held by the pledging financial institution's agent in the government's name.

### Credit Risk

The commission may invest idle funds as authorized in North Dakota Statutes, as follows:

- (1) Bonds, treasury bills and notes, or other securities that are a direct 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 of the type listed above.
- (3) Certificates of deposit fully insured by the federal deposit insurance corporation.
- (4) Obligations of the State.

At December 31, 2021 the commission held certificates of deposit in the amount of \$83,177, which are all considered deposits.

At December 31, 2020 the commission held certificates of deposit in the amount of \$83,145, which are all considered deposits.

### Concentration of Credit Risk

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

### Note 3 PROPERTY TAXES

The county treasurer acts as an 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 4 CAPITAL ASSETS

The following is a summary of changes in capital assets for the years ended December 31:

	<u>2021</u>			<u>Balance December 31</u>
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>	
<b>Governmental Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	168,880			168,880
<i>Capital assets being depreciated:</i>				
Buildings and Infrastructure	2,046,840			2,046,840
Machinery and Vehicles	283,502	8,504		292,006
<b>Total</b>	<u>2,330,342</u>	<u>8,504</u>		<u>2,338,846</u>
<i>Less accumulated depreciation for:</i>				
Buildings and Infrastructure	556,104	50,546		606,650
Machinery and Vehicles	204,926	23,603		228,529
<b>Total</b>	<u>761,030</u>	<u>74,149</u>		<u>835,179</u>
<b>Total capital assets being depreciated, net</b>	<u>1,569,312</u>	<u>(74,149)</u>		<u>1,503,667</u>
<b>Governmental Activities Capital Assets, Net</b>	<u>1,738,192</u>	<u>(65,645)</u>	<u>-0-</u>	<u>1,672,547</u>

	<u>2020</u>			<u>Balance December 31</u>
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>	
<b>Governmental Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	168,880			168,880
<i>Capital assets being depreciated:</i>				
Buildings and Infrastructure	2,046,840			2,046,840
Machinery and Vehicles	283,502			283,502
<b>Total</b>	<u>2,330,342</u>			<u>2,330,342</u>
<i>Less accumulated depreciation for:</i>				
Buildings and Infrastructure	505,558	50,546		556,104
Machinery and Vehicles	182,173	22,753		204,926
<b>Total</b>	<u>687,731</u>	<u>73,299</u>		<u>761,030</u>
<b>Total capital assets being depreciated, net</b>	<u>1,642,611</u>	<u>(73,299)</u>		<u>1,569,312</u>
<b>Governmental Activities Capital Assets, Net</b>	<u>1,811,491</u>	<u>(73,299)</u>	<u>-0-</u>	<u>1,738,192</u>



Depreciation expense was charged to functions/programs of the commission as follows for the years ended December 31:

	<u>2021</u>	<u>2020</u>
<u>Governmental Activities:</u>		
Culture and Recreation	74,149	73,299
	=====	=====

Note 5 LONG-TERM DEBT

Changes in Long-Term Liabilities. During the years ended December 31, 2021 and 2020, the following changes occurred in liabilities reported in the long-term liabilities - Governmental Activities:

	<u>2021</u>			<u>Balance December 31</u>	<u>Due Within One Year</u>
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>		
Bank Loans Payable	581,273		73,069	508,204	79,200
Compensated Absences *	19,038		2,183	16,855	
Total	<u>600,311</u>		<u>75,252</u>	<u>525,059</u>	<u>79,200</u>
	=====	=====	=====	=====	=====

  

	<u>2020</u>			<u>Balance December 31</u>	<u>Due Within One Year</u>
	<u>Balance January 1</u>	<u>Increases</u>	<u>Decreases</u>		
Bank Loans Payable	740,933		159,660	581,273	73,069
Compensated Absences *	16,802	2,236		19,038	
Total	<u>757,735</u>	<u>2,236</u>	<u>159,660</u>	<u>600,311</u>	<u>73,069</u>
	=====	=====	=====	=====	=====

\* The change in compensated absences is shown as a net change because changes in salary prohibit exact calculations of increases and decreases.

Outstanding debt at December 31, 2021 consists of the following:

Bank Loans Payable. The commission has entered into loan agreements to provide funds for the purpose of purchasing cabins/concession, a Pickup, Bobcat skidsteer, and construction of the park's RV park. Bank loans payable at December 31, 2021 are as follows:

\$177,235.19 Loan Payable with Union State Bank, due in annual installments of \$20,831.92 through October 1, 2023; interest is 3.5%.	39,569.01
\$20,820.00 Loan Payable with Union State Bank, due in annual installments of \$4,490.76 through October 22, 2019 and a final installment of \$1,496.92 on April 15, 2023; interest is at 3%.	5,862.10
\$700,000.00 Loan Payable with Union State Bank, due in annual installments of \$56,907.52 through October 22, 2030; interest is at 2.5%.	455,129.23
\$36,026.12 Loan Payable with Union State Bank, due in annual installments of \$7,870.10 through April 1, 2022; interest is at 3%.	7,643.93
Total Bank Loans Payable	<u>508,204.27</u>
	=====

The annual requirements to amortize the outstanding bank loans payable are as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>
2022	79,199.64	10,900.66
2023	68,153.59	11,082.77
2024	47,760.95	9,146.57
2025	48,971.56	7,935.96
2026	50,212.85	6,694.67
2027-2031	213,905.68	13,724.00
Total	<u>508,204.27</u>	<u>59,484.63</u>
	=====	=====

Note 6 RISK MANAGEMENT

The Hazen Parks and Recreation Commission 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 commission pays an annual premium to NDIRF for its general liability, automobile and public assets insurance coverage. The coverage by NDIRF is limited to losses of \$2,000,000 per occurrence for general liability and automobile.

The commission also participates in the North Dakota Fire and Tornado Fund and the State Bonding Fund. The commission pays an annual premium to the Fire and Tornado Fund to cover property damage to buildings and personal property. Replacement cost coverage is provided by estimating replacement cost in consultation with the Fire and Tornado Fund. The Fire and Tornado Fund is reinsured by a third party insurance carrier for losses in excess of \$1,000,000 per occurrence during a 12 month period. The State Bonding Fund currently provides the commission with a blanket fidelity bond coverage in the amount of \$285,456 for its employees. The State Bonding Fund does not currently charge any premium for this coverage.

The commission has worker's compensation with the Department of Workforce Safety and Insurance; and purchases commercial insurance for employee health and accident insurance.

Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

Note 7 PENSION PLAN

The commission provides benefits for all of its full-time employees, through a defined contribution plan with Nationwide Retirement System. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The commission contributes 7% of the employee's gross salary for the year. The employer contributions were \$8,017.01 and \$8,050.05 during the years ended December 31, 2021 and 2020, respectively.

Note 8 TAX ABATEMENTS

The commission has not entered into any tax abatement agreements that would reduce the commission's tax revenues for the years ended December 31, 2021 or 2020.

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
General Fund  
For the Year Ended December 31, 2021

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Taxes	268,500.00	301,813.81	301,813.81	
Participation and User Fees	76,280.00	111,485.80	111,485.80	
Intergovernmental	70,700.00	74,522.59	74,522.59	
Miscellaneous	85,405.00	79,838.38	79,838.38	
<b>Total Revenues</b>	<b>500,885.00</b>	<b>567,660.58</b>	<b>567,660.58</b>	
<u>Expenditures:</u>				
Current:				
General Government	191,746.00	191,746.00	173,024.62	18,721.38
Culture and Recreation	299,302.62	299,302.62	183,151.86	116,150.76
Capital Outlay	8,504.00	8,504.00	8,504.00	
Debt Service:				
Principal	54,339.45	54,339.45	54,339.45	
Interest	14,290.93	14,290.93	14,928.93	(638.00)
<b>Total Expenditures</b>	<b>568,183.00</b>	<b>568,183.00</b>	<b>433,948.86</b>	<b>134,234.14</b>
<b>Net Change in Fund Balances</b>	<b>(67,298.00)</b>	<b>(522.42)</b>	<b>133,711.72</b>	<b>134,234.14</b>
<b>Fund Balance - January 1</b>	<b>197,200.07</b>	<b>197,200.07</b>	<b>197,200.07</b>	
<b>Fund Balance - December 31</b>	<b>129,902.07</b>	<b>196,677.65</b>	<b>330,911.79</b>	<b>134,234.14</b>



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
General Fund  
For the Year Ended December 31, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>Revenues:</b>				
Taxes	264,680.00	264,680.00	293,551.65	28,871.65
Participation and User Fees	107,500.00	107,500.00	56,142.34	(51,357.66)
Intergovernmental	76,900.00	76,900.00	73,262.45	(3,637.55)
Miscellaneous	76,510.00	76,510.00	71,033.29	(5,476.71)
<b>Total Revenues</b>	<b>525,590.00</b>	<b>525,590.00</b>	<b>493,989.73</b>	<b>(31,600.27)</b>
<b>Expenditures:</b>				
<b>Current:</b>				
General Government	182,538.00	182,538.00	186,360.31	(3,822.31)
Culture and Recreation	295,823.76	295,823.76	171,452.60	124,371.16
<b>Debt Service:</b>				
Principal	141,511.25	141,511.25	141,511.25	
Interest	18,227.99	18,227.99	18,227.99	
<b>Total Expenditures</b>	<b>638,101.00</b>	<b>638,101.00</b>	<b>517,552.15</b>	<b>120,548.85</b>
<b>Net Change in Fund Balances</b>	<b>(112,511.00)</b>	<b>(112,511.00)</b>	<b>(23,562.42)</b>	<b>88,948.58</b>
<b>Fund Balance - January 1</b>	<b>220,762.49</b>	<b>220,762.49</b>	<b>220,762.49</b>	
<b>Fund Balance - December 31</b>	<b>108,251.49</b>	<b>108,251.49</b>	<b>197,200.07</b>	<b>88,948.58</b>



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
Improvements Fund  
For the Year Ended December 31, 2021

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Taxes	31,500.00	31,500.00	30,225.04	(1,274.96)
<u>Expenditures:</u>				
Current:				
Culture and Recreation	45,000.00	45,000.00	24,235.59	20,764.41
Net Change in Fund Balances	(13,500.00)	(13,500.00)	5,989.45	19,489.45
Fund Balance - January 1	104,268.73	104,268.73	104,268.73	
Fund Balance - December 31	90,768.73	90,768.73	110,258.18	19,489.45

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
Improvements Fund  
For the Year Ended December 31, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Taxes	31,800.00	32,033.69	32,033.69	
Miscellaneous		25,000.00	25,000.00	
<b>Total Revenues</b>	<b>31,800.00</b>	<b>57,033.69</b>	<b>57,033.69</b>	
<u>Expenditures:</u>				
Current:				
Culture and Recreation	45,000.00	99,016.00	99,016.00	
<b>Net Change in Fund Balances</b>	<b>(13,200.00)</b>	<b>(41,982.31)</b>	<b>(41,982.31)</b>	
<b>Fund Balance - January 1</b>	<b>146,251.04</b>	<b>146,251.04</b>	<b>146,251.04</b>	
<b>Fund Balance - December 31</b>	<b>133,051.04</b>	<b>104,268.73</b>	<b>104,268.73</b>	

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
Hazen Bay Fund  
For the Year Ended December 31, 2021

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Participation and User Fees	139,750.00	170,943.35	170,943.35	
Miscellaneous	6,080.00	2,545.94	2,545.94	
<b>Total Revenues</b>	<b>145,830.00</b>	<b>173,489.29</b>	<b>173,489.29</b>	
<u>Expenditures:</u>				
Current:				
Culture and Recreation	137,649.08	137,649.08	93,942.53	43,706.55
Debt Service:				
Principal	18,729.14	18,729.14	18,729.14	
Interest	2,102.78	2,102.78	2,102.78	
<b>Total Expenditures</b>	<b>158,481.00</b>	<b>158,481.00</b>	<b>114,774.45</b>	<b>43,706.55</b>
<b>Net Change in Fund Balances</b>	<b>(12,651.00)</b>	<b>15,008.29</b>	<b>58,714.84</b>	<b>43,706.55</b>
<b>Fund Balance - January 1</b>	<b>138,166.32</b>	<b>138,166.32</b>	<b>138,166.32</b>	
<b>Fund Balance - December 31</b>	<b>125,515.32</b>	<b>153,174.61</b>	<b>196,881.16</b>	<b>43,706.55</b>

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
Hazen Bay Fund  
For the Year Ended December 31, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Participation and User Fees	142,750.00	180,739.01	180,739.01	
Miscellaneous	6,200.00	8,798.06	8,798.06	
<b>Total Revenues</b>	<b>148,950.00</b>	<b>189,537.07</b>	<b>189,537.07</b>	
<u>Expenditures:</u>				
Current:				
Culture and Recreation	133,570.08	139,281.27	138,941.67	339.60
Debt Service:				
Principal	18,148.84	18,148.84	18,148.84	
Interest	2,683.08	2,683.08	2,683.08	
<b>Total Expenditures</b>	<b>154,402.00</b>	<b>160,113.19</b>	<b>159,773.59</b>	<b>339.60</b>
<b>Net Change in Fund Balances</b>	<b>(5,452.00)</b>	<b>29,423.88</b>	<b>29,763.48</b>	<b>339.60</b>
<b>Fund Balance - January 1</b>	<b>108,402.84</b>	<b>108,402.84</b>	<b>108,402.84</b>	
<b>Fund Balance - December 31</b>	<b>102,950.84</b>	<b>137,826.72</b>	<b>138,166.32</b>	<b>339.60</b>



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
Public Relations Fund  
For the Year Ended December 31, 2021

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Participation and User Fees	7,000.00	45,971.60	45,971.60	
Miscellaneous	2,470.00	7,071.15	7,071.15	
<b>Total Revenues</b>	<b>9,470.00</b>	<b>53,042.75</b>	<b>53,042.75</b>	
<u>Expenditures:</u>				
Current:				
Culture and Recreation	22,450.00	41,617.60	41,617.60	
<b>Net Change in Fund Balances</b>	<b>(12,980.00)</b>	<b>11,425.15</b>	<b>11,425.15</b>	
<b>Fund Balance - January 1</b>	<b>63,760.11</b>	<b>63,760.11</b>	<b>63,760.11</b>	
<b>Fund Balance - December 31</b>	<b>50,780.11</b>	<b>75,185.26</b>	<b>75,185.26</b>	

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Budgetary Comparison Schedule - Modified Cash Basis  
Public Relations Fund  
For the Year Ended December 31, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<u>Revenues:</u>				
Participation and Uses Fees	6,500.00	11,671.05	11,671.05	
Miscellaneous	2,525.00	2,106.17	2,106.17	
<b>Total Revenues</b>	<b>9,025.00</b>	<b>13,777.22</b>	<b>13,777.22</b>	
<u>Expenditures:</u>				
Current:				
Culture and Recreation	22,450.00	22,450.00	11,226.09	11,223.91
<b>Net Change in Fund Balances</b>	<b>(13,425.00)</b>	<b>(8,672.78)</b>	<b>2,551.13</b>	<b>11,223.91</b>
<b>Fund Balance - January 1</b>	<b>61,208.98</b>	<b>61,208.98</b>	<b>61,208.98</b>	
<b>Fund Balance - December 31</b>	<b>47,783.98</b>	<b>52,536.20</b>	<b>63,760.11</b>	<b>11,223.91</b>

HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

NOTES TO THE BUDGETARY COMPARISON SCHEDULES  
December 31, 2021 and 2020

Note 1 SUMMARY OF SIGNIFICANT BUDGET POLICIES

Based upon available financial information and requests by the governing board, the commission clerk prepares the preliminary budget. The commission budget is prepared for the general and special revenue funds by function and activity on the cash basis of accounting. The preliminary budget includes the proposed expenditures and the means of financing them. All annual appropriations lapse at year-end.

The governing board holds a public hearing where any taxpayer may testify in favor of, or against, any proposed disbursements or tax levies requested in the preliminary budget. After the budget hearing and on or before October 7, the board adopts the final budget. The final budget must be filed with the county auditor by October 10. No expenditure shall be made, or liability incurred, in excess of the total appropriation by fund except as authorized by North Dakota Century Code Section 40-40-18. However, the governing board may amend the budget during the year for any receipts and appropriations not anticipated at the time the budget was prepared. The budget amendments must be approved by the board and the approval must be noted in the official proceedings of the board.

Note 2 LEGAL COMPLIANCE

Budget Amendments

The governing board approved the following amendments to the commission's budgets for the years ending December 31, 2021 and 2020:

	<u>2021</u>		
	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
	<u>Estimated Revenue</u>		
General Fund	500,885	66,776	567,661
<u>Special Revenue Funds</u>			
Hazen Bay	145,830	27,659	173,489
Public Relations	9,470	43,573	53,043
	<u>Appropriations</u>		
<u>Special Revenue Fund</u>			
Public Relations	22,450	19,168	41,618
	<u>2020</u>		
	<u>Original Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
	<u>Estimated Revenue</u>		
<u>Special Revenue Fund</u>			
Improvements	31,800	25,234	57,034
Hazen Bay	148,950	40,587	189,537
Public Relations	9,025	4,752	13,777
	<u>Appropriations</u>		
<u>Special Revenue Funds</u>			
Improvements	45,000	54,016	99,016
Hazen Bay	154,402	5,711	160,113



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Schedule of Fund Activity  
Arising from Cash Transactions  
For the Years Ended December 31, 2021 and 2020

	Balance 1-1-21	Receipts	Transfers In	Transfers Out	Disbursements	Balance 12-31-21
<u>Major Governmental Funds:</u>						
General Fund	197,200.07	567,660.58			433,948.86	330,911.79
Improvements	104,268.73	30,225.04			24,235.59	110,258.18
Hazen Bay	138,166.32	173,489.29			114,774.45	196,881.16
Public Relations	63,760.11	53,042.75			41,617.60	75,185.26
<b>Total Major Governmental Funds</b>	<b>503,395.23</b>	<b>824,417.66</b>			<b>614,576.50</b>	<b>713,236.39</b>
<u>Non-Major Governmental Fund:</u>						
Share of Special Assessments	2,807.38	6,186.09			8,771.93	221.54
<b>Total All Funds</b>	<b>506,202.61</b>	<b>830,603.75</b>			<b>623,348.43</b>	<b>713,457.93</b>

	Balance 1-1-20	Receipts	Transfers In	Transfers Out	Disbursements	Balance 12-31-20
<u>Major Governmental Funds:</u>						
General Fund	220,762.49	493,989.73			517,552.15	197,200.07
Improvements	146,251.04	57,033.69			99,016.00	104,268.73
Hazen Bay	108,402.84	189,537.07			159,773.59	138,166.32
Public Relations	61,208.98	13,777.22			11,226.09	63,760.11
<b>Total Major Governmental Funds</b>	<b>536,625.35</b>	<b>754,337.71</b>			<b>787,567.83</b>	<b>503,395.23</b>
<u>Non-Major Governmental Fund:</u>						
Share of Special Assessments	632.83	6,125.46			3,950.91	2,807.38
<b>Total All Funds</b>	<b>537,258.18</b>	<b>760,463.17</b>			<b>791,518.74</b>	<b>506,202.61</b>

# Rath & Mehrer, P.C.

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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

Governing Board  
Hazen Parks and Recreation Commission  
Hazen, North Dakota

We 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 the Hazen Parks and Recreation Commission as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the commission's basic financial statements, and have issued our report thereon dated March 18, 2022.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the commission's internal control over financial reporting (internal control) as a basis for designing the 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 commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the commission'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the commission'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 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 our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2021-001 and 2021-002, that we consider to be significant deficiencies.



### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the commission's financial statements are free of 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*.

### **Commission's Response to Findings**

Government Auditing Standards require the auditor to perform limited procedures on the commission's response to the findings identified in our audit and described in the accompanying *Schedule of Findings and Responses*. The commission's response was not subjected to the other 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 commission's internal control or on compliance. This is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rath and Mehrer, P.C.

Bismarck, North Dakota

March 18, 2022



HAZEN PARKS AND RECREATION COMMISSION  
Hazen, North Dakota

Schedule of Findings and Responses  
For the Years Ended December 31, 2021 and 2020

**SECTION I - SUMMARY OF AUDIT RESULTS:**

Financial Statements

Type of Auditor's Report Issued:

Governmental Activities	Unmodified-Modified Cash Basis
Major Governmental Funds	Unmodified-Modified Cash Basis
Aggregate Remaining Fund Information	Unmodified-Modified Cash Basis

Internal control over financial reporting:

* Material weakness(es) identified?	<u>      </u> Yes	<u>  X  </u> No
* Significant deficiency(ies) identified?	<u>  X  </u> Yes	<u>      </u> None Reported
Noncompliance Material to financial statements noted?	<u>      </u> Yes	<u>  X  </u> No

**SECTION II - FINANCIAL STATEMENT FINDINGS:**

Significant Deficiencies

1. 2021-001 Segregation of Duties

*Criteria:* To ensure adequate internal control over financial reporting and prevent material misstatements due to errors or fraud, there should be a segregation of the functions of approval, custody of assets, posting and reconciliation.

*Condition:* The commission has one person responsible for most accounting functions. The employee is responsible to collect monies, deposit monies, issue checks, send checks to vendors, record receipts and disbursements in journals, maintain the general ledger and prepare bank reconciliations.

*Cause:* The commission does not have a large enough staff to properly segregate all duties.

*Effect:* A lack of segregation of duties leads to a limited degree of internal control.

*Recommendation:* We recommend that management and the governing board be aware of the lack of segregation of duties and implement controls whenever possible to mitigate this risk.

*Views of Responsible Officials:* The commission is aware of the condition and segregates duties whenever possible.

2. 2021-002 Financial Statement Preparation

*Criteria:* A good system of internal controls requires the commission to determine that the financial statements are prepared based on accounting principles generally accepted in the United States of America. This means that the commission must maintain knowledge of current accounting principles and required financial statement disclosures.

*Condition:* The commission's financial statements, including the accompanying note disclosures, are prepared by the commission's external auditors.

*Cause:* The commission feels it is more cost effective to have their external auditors prepare the complete financial statements and disclosures, rather than invest in ongoing specialized training that would be necessary.

*Effect:* Without the assistance of the auditors, the financial statements could be misstated or omit material financial statement disclosures.

*Recommendation:* We recommend that management be aware of this condition and be prepared and able to provide all necessary information and schedules to complete the financial statements and disclosures; and review and approve them prior to distribution.

*Views of Responsible Officials:* The commission will continue to have the external auditors prepare the financial statements, including note disclosures, but will review and approve them prior to external distribution.