

**NORTH DAKOTA REAL ESTATE COMMISSION
BISMARCK, NORTH DAKOTA**

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
North Dakota Real Estate Commission
Bismarck, North Dakota

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the North Dakota Real Estate Commission as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the North Dakota Real Estate Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the North Dakota Real Estate Commission, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 North Dakota Real Estate Commission and to meet our other ethical responsibilities, in accordance with the 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.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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 North Dakota Real Estate 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 generally accepted auditing standards 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 generally accepted auditing standards 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 North Dakota Real Estate 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 North Dakota Real Estate 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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of employer's share of net pension liability, schedule of employer's contributions – pension, schedule of employer's share of net OPEB liability, schedule of employer's contributions – OPEB and budgetary comparison schedule, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis. Such information is the responsibility of management, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2025 on our consideration of North Dakota Real Estate 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 North Dakota Real Estate 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 North Dakota Real Estate Commission's internal control over financial reporting and compliance.



BRADY, MARTZ & ASSOCIATES, P.C.
BISMARCK, NORTH DAKOTA

January 21, 2025

NORTH DAKOTA REAL ESTATE COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2023

ASSETS

Current assets	
Cash and cash equivalents	\$ 665,703
Prepaid expenses	6,770
Investments	457,163
Total current assets	<u>1,129,636</u>
Noncurrent assets	
Capital assets, net	<u>178,073</u>
Total assets	<u>1,307,709</u>

DEFERRED OUTFLOWS OF RESOURCES

Cost sharing defined benefit plan - pension	495,396
Cost sharing defined benefit plan - OPEB	<u>16,229</u>
Total deferred outflows of resources	<u>511,625</u>

LIABILITIES

Current liabilities	
Accounts payable	7,269
Salaries and benefits payable	8,034
Unearned revenue	260,300
Interest payable	44
Lease liability	27,479
Total current liabilities	<u>303,126</u>
Long-term liabilities	
Due after one year:	
Accrued compensated absences	22,846
Net pension liability	610,085
Net OPEB liability	23,644
Lease liability	32,370
Total long-term liabilities	<u>688,945</u>
Total liabilities	<u>992,071</u>

DEFERRED INFLOWS OF RESOURCES

Cost sharing defined benefit plan - pension	241,922
Cost sharing defined benefit plan - OPEB	<u>238</u>
Total deferred inflows of resources	<u>242,160</u>

NET POSITION

Net investment in capital assets	118,224
Restricted for recovery	132,183
Unrestricted	<u>334,696</u>
Total net position	<u>\$ 585,103</u>

See Notes to the Financial Statements

NORTH DAKOTA REAL ESTATE COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

Functions/Programs		Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for	Operating	
Governmental Activities:	Expenses	Services	Grants and Contributions	Governmental Activities
Primary government:				
Licensing and regulation	\$ 684,995	\$ 609,682	\$ -	\$ (75,313)
General revenues:				
Interest income				7,170
Total change in net position				(68,143)
Net position, beginning of year				653,246
Net position, end of year				\$ 585,103

See Notes to the Financial Statements

NORTH DAKOTA REAL ESTATE COMMISSION
GOVERNMENTAL FUNDS BALANCE SHEET
JUNE 30, 2023

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
ASSETS			
Current assets			
Cash and cash equivalents	\$ 607,397	\$ 58,306	\$ 665,703
Due from (to) other funds	(512)	512	-
Prepaid expenses	6,770	-	6,770
Investments	383,798	73,365	457,163
	<hr/>	<hr/>	<hr/>
Total assets	<u>\$ 997,453</u>	<u>\$ 132,183</u>	<u>\$ 1,129,636</u>
LIABILITIES			
Current liabilities			
Accounts payable	\$ 7,269	\$ -	\$ 7,269
Salaries and benefits payable	8,034	-	8,034
Unearned revenue	260,300	-	260,300
	<hr/>	<hr/>	<hr/>
Total liabilities	<u>275,603</u>	<u>-</u>	<u>275,603</u>
FUND BALANCE			
Non-spendable	6,770	-	6,770
Restricted for recovery	-	132,183	132,183
Unassigned	715,080	-	715,080
	<hr/>	<hr/>	<hr/>
Total fund balance	<u>721,850</u>	<u>132,183</u>	<u>854,033</u>
	<hr/>	<hr/>	<hr/>
Total liabilities and fund balance	<u>\$ 997,453</u>	<u>\$ 132,183</u>	<u>\$ 1,129,636</u>

See Notes to the Financial Statements

NORTH DAKOTA REAL ESTATE COMMISSION
RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2023

Total governmental fund balances	\$	854,033
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Amounts reported in governmental activities in the statement of net position are different because:

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

Cost of capital assets	233,851	
Less accumulated depreciation	(115,143)	
Lease assets	114,164	
Less accumulated amortization	(54,799)	
Net capital and lease assets		178,073

Deferred outflows relating to the cost sharing defined benefit plan for pension in the governmental activities are not financial resources, and therefore not reported in the governmental funds	495,396
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Deferred outflows relating to the OPEB liability plan in the governmental activities are not financial resources, and therefore are not reported in the governmental funds	16,229
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Deferred inflows relating to the cost sharing defined benefit plan for pension in the governmental activities are not financial resources, and therefore not reported in the governmental funds	(241,922)
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Deferred inflows relating to the OPEB liability plan in the governmental activities are not financial resources, and therefore are not reported in the governmental funds	(238)
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Liabilities that, because they are not due and payable in the current period, do not require current resources to pay and are therefore not reported in the fund statements:

Net pension liability	(610,085)	
Net OPEB liability	(23,644)	
Lease liability	(59,849)	
Accrued interest	(44)	
Compensated absences	(22,846)	
		(716,468)

Net position of governmental activities	\$	585,103
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See Notes to the Financial Statements

NORTH DAKOTA REAL ESTATE COMMISSION
GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2023

	General Fund	Special Revenue Fund	Total
REVENUES			
Fees	\$ 589,988	\$ -	\$ 589,988
Fines and late penalties	19,000	-	19,000
Sales, net of costs	694	-	694
Interest income	6,851	319	7,170
	<u>616,533</u>	<u>319</u>	<u>616,852</u>
Total revenues			
	<u>616,533</u>	<u>319</u>	<u>616,852</u>
EXPENDITURES			
Auditing costs	11,250	-	11,250
Capital outlay	10,315	-	10,315
Credit card fees	17,532	-	17,532
Commissioners' expenses	20,880	-	20,880
Debt service:			
Principal retirement	27,236	-	27,236
Interest	664	-	664
Legal fees and investigation costs	24,795	-	24,795
Miscellaneous costs	1,720	-	1,720
Office equipment and maintenance	823	-	823
Office supplies	952	-	952
Payroll taxes	19,262	-	19,262
Postage	1,579	-	1,579
Printing costs	1,852	-	1,852
Professional fees	930	-	930
Property and liability insurance	1,817	-	1,817
Retirement and health insurance	100,039	-	100,039
Salaries	262,290	-	262,290
Staff education and training	2,609	-	2,609
Staff travel and expenses	4,728	-	4,728
Technology	45,343	-	45,343
	<u>556,616</u>	<u>-</u>	<u>556,616</u>
Total expenditures			
	<u>556,616</u>	<u>-</u>	<u>556,616</u>
Excess of revenues over (under) expenditures	59,917	319	60,236
OTHER FINANCING SOURCES			
Transfers in (out)	(4,700)	4,700	-
	<u>55,217</u>	<u>5,019</u>	<u>60,236</u>
Change in fund balance			
	55,217	5,019	60,236
Fund balance - beginning of year	666,633	127,164	793,797
	<u>666,633</u>	<u>127,164</u>	<u>793,797</u>
Fund balance - end of year	\$ 721,850	\$ 132,183	\$ 854,033
	<u>\$ 721,850</u>	<u>\$ 132,183</u>	<u>\$ 854,033</u>

See Notes to the Financial Statements

NORTH DAKOTA REAL ESTATE COMMISSION
RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

Net change in governmental fund balance	\$	60,236
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Amounts reported for the governmental activities
in the statement of activities are different because:

Governmental funds report capital outlays as expenditures.
However, in the statement of activities, the cost of those
assets is depreciated over their estimated useful lives.

Expenditures for capital assets	10,315	
Current year depreciation	(36,599)	
Current year amortization	<u>(27,399)</u>	
Total		(53,683)

Changes in deferred inflows relating to net pension liability		107,469
Changes in deferred inflows relating to net OPEB liability		3,458
Changes in deferred outflows relating to net pension liability		230,240
Changes in deferred outflows relating to net OPEB liability		7,507

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

Net change in compensated absences		(4,513)
Net change in net pension liability		(432,321)
Net change in net OPEB liability		(13,792)
Net change in accrued interest		20

Repayment of long-term debt reported as an expenditure
in the governmental funds but the repayment reduces
long-term liabilities in the statement of net position.
In the current year, these consist of:

Lease liability payments		<u>27,236</u>
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Change in net position of governmental activities	\$	<u>(68,143)</u>
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See Notes to the Financial Statements

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principle Activity

The North Dakota Real Estate Commission is responsible for licensing of real estate offices, salespeople, and brokers doing business in North Dakota. The Commission is composed of five members, three of whom must be active real estate brokers, who are appointed by the governor for a term of five years. The Commission has the authority to refuse, suspend or revoke a real estate license for cause. The Commission conducts audits of real estate brokers trust accounts. The Commission administers the Subdivided Lands Disposition Act which regulates the sale of out-of-state subdivided lands to residents of North Dakota. The Commission provides for registration and licensing of all subdivisions offering for sale more than five lots, parcels, units or interest in land located outside the state and sold to North Dakota residents.

Reporting Entity

In evaluating how to define the Commission for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity is made by applying the criteria set forth in Governmental Accounting Standards Board (GASB). The Commission has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the Commission are such that exclusion would cause the Commission's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include 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 upon the application of these criteria, the Commission is not includable as a component unit within another reporting entity and the Commission does not have a component unit.

Basis for Presentation

The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Pursuant to the provisions of GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, the full scope of the Commission's activities is considered to be governmental activity.

Basis of Accounting

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net position and the operating statements present increases (revenues) and decreases (expenses) in net total position. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized at the time the liability is incurred.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they become susceptible to accrual; generally, when they are both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The revenues that are determined to be susceptible to accrual are fees, fines and interest.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments are recorded only when payment is due and collectible.

When both restricted and unrestricted resources are available for use, it is at the Commission’s discretion to use restricted resources in accordance with North Dakota Century Code 43-23.2-02.

Governmental Funds

General Fund - The general fund is the principal operating fund of the Commission. It is used to account for all financial resources which are not accounted for in other funds.

Special Revenue Fund - The education, research, and recovery fund is used to account for the receipt and disbursement of monies which have been collected for the purpose of providing a reserve whereby aggrieved persons may make application for the payment of unsatisfied judgments against licensees and for the furnishing of education and research in the field of real estate for the benefit of licensees.

Cash and Cash Equivalents

Cash and cash equivalents includes non-interest bearing demand deposits and interest-bearing savings deposits deposited with financial institutions with terms of less than three months.

Investments

Investments consist of certificates of deposit carried at cost with a term of more than three months. The certificates of deposit had interest rates of 2.80 – 4.00 percent and terms of 6 – 12 months in 2023.

Capital Assets

Capital assets are reported at cost less accumulated depreciation. Equipment with an original cost of \$750 or more and an estimated useful life in excess of one year are capitalized and reported in the government-wide financial statements. Depreciation is computed on a straight-line basis over the estimated useful life of the assets, generally five years for equipment and seven years for furniture.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Unearned Revenue

Unearned revenues are the result of the license period overlapping two fiscal years. The portion applicable to the next fiscal year is reported as unearned revenue in the current fiscal year.

Accrued Compensated Absences

Annual and sick leave are part of permanent employees' compensation as set forth in section 54-06-14 of the North Dakota Century Code. In general, accrued annual leave cannot exceed 30 days at year-end while sick leave is not limited. Employees earn annual leave at a variable rate based on years of employment, within a range from a minimum of one working day, to a maximum of two working days per month, established by the rules and regulations adopted by the employing unit. Employees are paid for all unused annual leave upon termination or retirement, per section 54-06-14 of the North Dakota Century Code. Employees vest in sick leave at ten years of credible service, at which time the employer is liable for 10% of the accumulated unused sick leave.

The government-wide financial statements present the cost of compensated absences as a liability. The governmental fund financial statements recognize compensated absences when the liability is incurred and payable from available expendable resources.

Fund Balance Classifications

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.

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. The Recovery Fund is considered to be restricted.

Committed – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Commission. Those committed amounts cannot be used for any other purpose unless the Commission removed 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 Commission's "intent" to be used for special purposes, but are neither restricted nor committed. The Commission members 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.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

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 Commission's discretion is used to determine whether to first use restricted resources or unrestricted resources, committed, assigned, and unassigned.

Net Position

The Statement of Net Position presents the reporting entity's assets and liabilities, with the difference reported as net position. The net position is reported in three categories:

Net investment in capital assets consists of capital assets, net of accumulated depreciation.

Restricted net position consists of funds received that are restricted for a specific purpose.

Unrestricted net position consists of net position which does not meet the definition of the preceding category. Unrestricted net position often is designated, to indicate that management does not consider them to be available for general operations. Unrestricted net position often has constraints on resources which are imposed by management, but can be removed or modified.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resource (expense/expenditure) until then. The Commission has two items that qualifies for reporting in this category named *cost sharing defined benefit - pension* and *cost sharing defined benefit - OPEB*, which represents actuarial differences within NDPERS pension and NDPERS OPEB plans as well as amounts paid to the plans after the measurement date.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Commission has two items that qualifies for reporting in this category named *cost sharing defined benefit - pension* and *cost sharing defined benefit - OPEB*, which represents actuarial differences within NDPERS pension and NDPERS OPEB plans. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the North Dakota Public Employees Retirement System (NDPERS) and additions to/deductions from NDPERS' fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Other Post-Employment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expenses, information about the fiduciary net position of the North Dakota Public Employee Retirement System (NDPERS) and additions to and deductions from NDPERS' fiduciary net position have been determined on the same basis as they are reported by NDPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Interfund Transactions

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and 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.

Leases

The determination of whether an arrangement contains a lease is made at inception by evaluating whether the arrangement conveys the right to use an identified asset and whether the Commission has control of the right to use asset. Control includes the right to obtain present service capacity and the right to determine the nature and manner of use of the underlying asset, as specified in the contract.

Leases with an initial lease term of more than 12 months, or that contain an option to purchase that the Commission is reasonably certain to exercise, are recognized based on the present value of lease payments over the lease term discounted using the interest rate implicit in the lease. In cases where the implicit rate is not readily determinable, the Commission uses its incremental borrowing rate based on the information available at the lease commencement date. The Commission has made an accounting policy election to use a risk free rate based on US Treasury Tbill rate as of the lease commencement. The Commission accounts for lease agreements with lease and nonlease components together as a single lease component for all underlying classes of assets.

The Commission continues to record rent expense for short term leases on a straight-line basis over the lease term. Short term leases have a term of 12 months or less at lease commencement and do not include an option to purchase the underlying asset that the Commission is reasonably certain to exercise.

The Commission's lease agreements do not include any material residual value guarantees or restrictive covenants.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

NOTE 2 DEPOSITS

In accordance with North Dakota statutes, the Commission maintains deposits at 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 deposits, 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, or instrumentalities, or by any county, city, 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 entity, and bonds issued by any other state of the United States or such other securities approved by the banking board.

At June 30, 2023, the carrying amount of deposits was \$1,122,866. The bank balance of these deposits as of June 30, 2023 was \$1,117,595. The difference results from checks outstanding or deposits not yet processed. Approximately \$525,000 of deposits are guaranteed by the State of North Dakota. The remaining deposits are covered by Federal Depository Insurance and a letter of credit.

Credit Risk

The Commission may invest idle funds as authorized in North Dakota statutes, as follows:

- a) 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.
- b) 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.
- c) Certificates of deposit fully insured by the federal deposit insurance corporation.
- d) Obligations of the state.

Concentration of Credit Risk

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

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

NOTE 3 CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2023:

	7/1/22	Additions	Deletions	6/30/23
Capital assets being depreciated:				
Intangible asset - software	\$ 108,140	\$ 10,315	\$ -	\$ 118,455
Furniture and equipment	65,396	-	-	65,396
Leasehold improvements	50,000	-	-	50,000
Lease assets - office space	114,164	-	-	114,164
	<u>337,700</u>	<u>10,315</u>	<u>-</u>	<u>348,015</u>
Less accumulated depreciation for:				
Intangible asset - software	(34,369)	(21,628)	-	(55,997)
Furniture and equipment	(36,676)	(9,971)	-	(46,647)
Leasehold improvements	(7,500)	(5,000)	-	(12,500)
Lease assets - office space	(27,399)	(27,399)	-	(54,798)
	<u>(105,944)</u>	<u>(63,998)</u>	<u>-</u>	<u>(169,942)</u>
Net investment in capital assets	<u>\$ 231,756</u>	<u>\$ (53,683)</u>	<u>\$ -</u>	<u>\$ 178,073</u>

The Commission has a lease from September 1, 2020 through August 31, 2025 with monthly installments of \$2,325.

The following is the total lease expense for the year ended June 30, 2023:

Amortization expense by class of underlying asset	
Office space	\$ 27,399
Interest on lease liabilities	<u>644</u>
Total	<u>\$ 28,043</u>

Depreciation and amortization for the year ended June 30, 2023 is charged to licensing and regulation on the Statement of Activities.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

NOTE 4 LONG-TERM LIABILITIES

A summary of changes in long-term liabilities for the year ended June 30, 2023 is as follows:

	Balance 7/1/2022	Additions	Reductions	Balance 6/30/2023	Due Within One Year
Compensated absences	\$ 18,333	\$ 21,037	\$ (16,524)	\$ 22,846	\$ -
Lease liability	87,085	-	(27,236)	59,849	27,479
Total	<u>\$ 105,418</u>	<u>\$ 21,037</u>	<u>\$ (43,760)</u>	<u>\$ 82,695</u>	<u>\$ 27,479</u>

The following is a schedule by years of minimum rental payments required under the lease:

	Principal	Interest	Total
2024	\$ 27,479	\$ 421	\$ 27,900
2025	27,725	175	27,900
2026	<u>4,645</u>	<u>5</u>	<u>4,650</u>
Total future payments	<u>\$ 59,849</u>	<u>\$ 601</u>	<u>\$ 60,450</u>

The general fund will be used to liquidate compensated absences.

NOTE 5 PENSION PLAN

North Dakota Public Employees Retirement System (Main System)

The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDCC Chapter 54-52 for more complete information.

NDPERS is a cost-sharing multiple-employer defined benefit pension plan that covers substantially all employees of the state of North Dakota, its agencies and various participating political subdivisions. NDPERS provides for pension, death and disability benefits. The cost to administer the plan is financed through the contributions and investment earnings of the plan.

Responsibility for administration of the NDPERS defined benefit pension plan is assigned to a Board comprised of nine members. The Board consists of a Chairman, who is appointed by the Governor; one member appointed by the Attorney General; one member appointed by the State Health Officer; three members elected by the active membership of the NDPERS system, one member elected by the retired public employees and two members of the legislative assembly appointed by the chairman of the legislative management.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Pension Benefits

Benefits are set by statute. NDPERS has no provisions or policies with respect to automatic and ad hoc post-retirement benefit increases. Members of the Main System are entitled to unreduced monthly pension benefits beginning when the sum of age and years of credited service equal or exceed 85 (Rule of 85), or at normal retirement age (65). For members hired on or after January 1, 2016, the Rule of 85 was replaced with the Rule of 90 with a minimum age of 60. The monthly pension benefit is equal to 2.00% of their average monthly salary, using the highest 36 months out of the last 180 months of service, for each year of service. For members hired on or after January 1, 2020, the 2.00% multiplier was replaced with a 1.75% multiplier. The plan permits early retirement at ages 55-64 with three or more years of service. The Main Plan will be closed to new employees with the passage of House Bill 1040. The effective date is dependent upon NDPERS implementing the changes to set up a new defined contribution (DC) plan. If the DC plan is set up by December 31, 2023, then the effective date of the Main Plan closure will be January 1, 2024. If the changes cannot be accomplished by then, the effective date will be January 1, 2025.

Members may elect to receive the pension benefits in the form of a single life, joint and survivor, term-certain annuity, or partial lump sum with ongoing annuity. Members may elect to receive the value of their accumulated contributions, plus interest, as a lump sum distribution upon retirement or termination, or they may elect to receive their benefits in the form of an annuity. For each member electing an annuity, total payment will not be less than the members' accumulated contributions plus interest.

Death and Disability Benefits

Death and disability benefits are set by statute. If an active member dies with less than three years of service for the Main System, a death benefit equal to the value of the member's accumulated contributions, plus interest, is paid to the member's beneficiary. If the member has earned more than three years of credited service for the Main System, the surviving spouse will be entitled to a single payment refund, life-time monthly payments in an amount equal to 50% of the member's accrued normal retirement benefit, or monthly payments in an amount equal to the member's accrued 100% Joint and Survivor retirement benefit if the member had reached normal retirement age prior to date of death. If the surviving spouse dies before the member's accumulated pension benefits are paid, the balance will be payable to the surviving spouse's designated beneficiary.

Eligible members who become totally disabled after a minimum of 180 days of service, receive monthly disability benefits equal to 25% of their final average salary with a minimum benefit of \$100. To qualify under this section, the member has to become disabled during the period of eligible employment and apply for benefits within one year of termination. The definition of disabled is set by the NDPERS in the North Dakota Administrative Code.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Refunds of Member Account Balance

Upon termination, if a member of the Main System is not vested (is not 65 or does not have three years of service), they will receive accumulated member contributions and vested employer contributions, plus interest, or may elect to receive this amount at a later date. If the member has vested, they have the option of applying for a refund or can remain as a terminated vested participant. If a member terminated and withdrew their accumulated member contribution and is subsequently reemployed, they have the option of repurchasing their previous service.

Member and Employer Contributions

Member and employer contributions paid to NDPERS are set by statute and are established as a percent of salaries and wages. Member contribution rates are 7% and employer contribution rates are 7.12% of covered compensation. For members hired on or after January 1, 2020, member contribution rates are 7% and employer contribution rates are 8.26% of covered compensation. Employer contribution rates increase by 1% beginning January 1, 2024.

The member's account balance includes the vested employer contributions equal to the member's contributions to an eligible deferred compensation plan. The minimum member contribution is \$25 and the maximum may not exceed the following:

- 1 to 12 months of service – Greater of one percent of monthly salary or \$25
- 13 to 24 months of service – Greater of two percent of monthly salary or \$25
- 25 to 36 months of service – Greater of three percent of monthly salary or \$25
- Longer than 36 months of service – Greater of four percent of monthly salary or \$25

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2023, the Commission reported a liability of \$610,085 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on the Commission's share of covered payroll in the Main System pension plan relative to the covered payroll of all participating Main System employers. At June 30, 2022, the Commission's proportion was 0.021183 percent, which was an increase of 0.004128 from its proportion measured at June 30, 2021.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

For the year ended June 30, 2023, the Commission recognized pension expense of \$112,812. At June 30, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 3,182	\$ (11,654)
Changes of assumptions	364,839	(226,180)
Net difference between projected and actual earnings on pension plan investments	22,329	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	86,517	(4,088)
Employer contributions subsequent to the measurement date	<u>18,529</u>	<u>-</u>
Total	<u>\$ 495,396</u>	<u>\$ (241,922)</u>

\$18,529 reported as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:

2024	\$ 78,366
2025	72,535
2026	18,033
2027	66,011

Actuarial Assumptions

The total pension liability in the July 1, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary increases	3.5% to 17.75% including inflation

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Investment rate of return 5.10%, net of investment expenses
Cost-of-living adjustments None

For active members, inactive members and healthy retirees, mortality rates were based on the Sex-distinct Pub-2010 table for General Employees, with scaling based on actual experience. Respective corresponding tables were used for healthy retirees, disabled retirees, and active members. Mortality rates are projected from 2010 using the MP-2019 scale.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	30%	5.75%
International Equity	21%	6.45%
Private Equity	7%	9.20%
Domestic Fixed Income	23%	0.34%
Global Real Assets	19%	4.35%

Discount Rate

For PERS, GASB Statement No. 67 includes a specific requirement for the discount rate that is used for the purpose of the measurement of the Total Pension Liability. This rate considers the ability of the System to meet benefit obligations in the future. To make this determination, employer contributions, employee contributions, benefit payments, expenses and investment returns are projected into the future. The current employer and employee fixed rate contributions are assumed to be made in each future year. The Plan Net Position (assets) in future years can then be determined and compared to its obligation to make benefit payments in those years. In years where assets are not projected to be sufficient to meet benefit payments, which is the case for the PERS plan, the use of a municipal bond rate is required.

The Single Discount Rate (SDR) is equivalent to applying these two rates to the benefits that are projected to be paid during the different time periods. The SDR reflects (1) the long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits) and (2) a tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of this valuation, the expected rate of return on pension plan investments is 6.50%; the municipal bond rate is 3.69%; and the resulting Single Discount Rate is 5.10%.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Commission's proportionate share of the net pension liability calculated using the discount rate of 5.10 percent, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.10 percent) or 1-percentage-point higher (6.10 percent) than the current rate:

	1% Decrease 4.10%	Current Discount Rate 5.10%	1% Increase 6.10%
Employer's proportionate share of the net pension liability	\$ 805,270	\$ 610,085	\$ 449,844

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued NDPERS financial report.

NOTE 6 OTHER POST EMPLOYMENT BENEFITS

The following brief description of NDPERS is provided for general information purposes only. Participants should refer to NDAC Chapter 71-06 for more complete information.

NDPERS OPEB plan is a cost-sharing multiple-employer defined benefit OPEB plan that covers members receiving retirement benefits from the PERS, the HPRS, and Judges retired under Chapter 27-17 of the North Dakota Century Code a credit toward their monthly health insurance premium under the state health plan based upon the member's years of credited service. Effective July 1, 2015, the credit is also available to apply towards monthly premiums under the state dental, vision and long-term care plan and any other health insurance plan. Effective August 1, 2019 the benefit may be used for any eligible health, prescription drug plan, dental, vision, or long term care plan premium expense. The Retiree Health Insurance Credit Fund is advance-funded on an actuarially determined basis.

Responsibility for administration of the NDPERS defined benefit OPEB plan is assigned to a Board comprised of nine members. The Board consists of a Chairman, who is appointed by the Governor; one member appointed by the Attorney General; one member appointed by the State Health Officer; three members elected by the active membership of the NDPERS system, one member elected by the retired public employees and two members of the legislative assembly appointed by the chairman of the legislative management.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

OPEB Benefits

The employer contribution for the PERS, the HPRS and the Defined Contribution Plan is set by statute at 1.14% of covered compensation. The employer contribution for employees of the state board of career and technical education is 2.99% of covered compensation for a period of eight years ending October 1, 2015. Employees participating in the retirement plan as part-time/temporary members are required to contribute 1.14% of their covered compensation to the Retiree Health Insurance Credit Fund. Employees purchasing previous service credit are also required to make an employee contribution to the Fund. The benefit amount applied each year is shown as "*prefunded credit applied*" on the Statement of Changes in Plan Net Position for the OPEB trust funds. Beginning January 1, 2020, members first enrolled in the NDPERS Main System and the Defined Contribution Plan on or after that date will not be eligible to participate in RHIC. Therefore, RHIC will become for the most part a closed plan. There were no other benefit changes during the year.

Retiree health insurance credit benefits and death and disability benefits are set by statute. There are no provisions or policies with respect to automatic and ad hoc post-retirement benefit increases. Employees who are receiving monthly retirement benefits from the PERS, the HPRS, the Defined Contribution Plan, the Chapter 27-17 judges or an employee receiving disability benefits, or the spouse of a deceased annuitant receiving a surviving spouse benefit or if the member selected a joint and survivor option are eligible to receive a credit toward their monthly health insurance premium under the state health plan.

Effective July 1, 2015, the credit is also available to apply towards monthly premiums under the state dental, vision and long-term care plan and any other health insurance plan. Effective August 1, 2019 the benefit may be used for any eligible health, prescription drug plan, dental, vision, or long term care plan premium expense. The benefits are equal to \$5.00 for each of the employee's, or deceased employee's years of credited service not to exceed the premium in effect for selected coverage. The retiree health insurance credit is also available for early retirement with reduced benefits.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the Commission reported a liability of \$23,644, for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2022 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net OPEB liability was based on the Commission's share of covered payroll in the OPEB plan relative to the covered payroll of all participating OPEB employers. At June 30, 2022, the Commission's proportion was 0.019698 percent, which was a decrease of 0.001984 from its proportion measured at June 30, 2021.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

For the year ended June 30, 2023, the Commission recognized OPEB expense of \$5,211. At June 30, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 561	\$ (203)
Changes of assumptions	5,956	-
Net difference between projected and actual earnings on OPEB plan investments	3,184	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	4,140	(35)
Employer contributions subsequent to the measurement date	<u>2,388</u>	<u>-</u>
Total	<u><u>\$ 16,229</u></u>	<u><u>\$ (238)</u></u>

\$2,388 reported as deferred outflows of resources related to OPEB resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ending June 30, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEBs will be recognized in OPEB expense as follows:

Year ending June 30:	
2024	\$ 3,756
2025	3,559
2026	3,201
2027	3,087

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Actuarial Assumptions

The total OPEB liability in the July 1, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	Not applicable
Investment rate of return	5.75%, net of investment expenses
Cost-of-living adjustments	None

For active members, inactive members and healthy retirees, mortality rates were based on the MortalityPub-2010 Healthy Retiree Mortality table (for General Employees), sex-distinct, with rates multiplied by 103% for males and 101% for females. Pub-2010 Disabled Retiree Mortality table (for General Employees), sex-distinct, with rates multiplied by 117% for males and 112% for females. Pub-2010 Employee Mortality table (for General Employees), sex-distinct, with rates multiplied by 92% for both males and females. Mortality rates are projected from 2010 using the MP-2019 scale.

The long-term expected investment rate of return assumption for the RHIC fund was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of RHIC investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Estimates of arithmetic real rates of return, for each major asset class included in the RHIC's target asset allocation as of July 1, 2022 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Broad US Equity	39%	5.75%
International Equities	26%	6.00%
Core-Plus Fixed Income	35%	0.22%

Discount Rate

The discount rate used to measure the total OPEB liability was 5.39%. The projection of cash flows used to determine the discount rate assumed plan member and statutory rates described in this report. For this purpose, only employer contributions that are intended to fund benefits of current RHIC members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries are not included. Based on those assumptions, the RHIC fiduciary net position was projected to be sufficient to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on RHIC investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

Sensitivity of the Employer's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the Plans as of June 30, 2023 calculated using the discount rate of 5.39%, as well as what the RHIC net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.39 percent) or 1-percentage-point higher (6.39 percent) than the current rate:

	1% Decrease 4.39%	Current Discount Rate 5.39%	1% Increase 6.39%
Employer's proportionate share of the net OPEB liability	\$ 30,180	\$ 23,644	\$ 18,157

NOTE 7 TRANSFERS

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and 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.

Transfers of \$4,700 were made from the general fund to the special revenue fund during the year ended June 30, 2023.

NOTE 8 RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts, theft, damage, destruction of assets, errors and omissions, injuries to employees and natural disasters. The Commission participates in the following funds or pools:

The Risk Management Fund (RMF) was created in 1995 and is an internal service fund to provide a self-insurance vehicle for the liability exposure of state agencies resulting from the elimination of the state's sovereign immunity. The RMF manages the tort liability of the state, its agencies' employees, and the University System. All state agencies participate in the RMF and their fund contribution was determined using a projected cost allocation approach. The statutory liability of the State is limited to a total of \$250,000 per person and \$1,000,000 per occurrence.

The Commission participates in the North Dakota Worker's Compensation Bureau, an Enterprise Fund of the State of North Dakota. The Bureau is a state insurance fund and a "no fault" insurance system covering the State's employers and employees financed by premiums assessed to employers. The premiums are available for the payment of claims to employees injured in the course of employment.

The Commission pays an annual premium to a third-party insurance carrier for employee dishonesty coverage in the amount of \$25,000.

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO FINANCIAL STATEMENTS – CONTINUED
JUNE 30, 2023

There have been no significant reductions in insurance coverage from the prior year and settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 NEW ACCOUNTING PRONOUNCEMENTS

GASB Statement No. 100, *Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*, enhances the accounting and financial reporting requirements for accounting changes and error corrections. The standard is effective for fiscal years beginning after June 15, 2023.

GASB Statement No. 101, *Compensated Absences*, updates the recognition and measurement guidance for compensated absences through aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The standard is effective for fiscal years beginning after December 15, 2023.

GASB Statement No. 102, *Certain Risk Disclosures*, requires entities to disclose critical information about their exposure to risks due to certain concentrations or limitations that could lead to financial distress or operational challenges. This statement is effective for fiscal years beginning after June 15, 2024.

GASB Statement No. 103, *Financial Reporting Model Improvements*, revises the requirements for management's discussion and analysis with the goal of making it more readable and understandable, requires unusual or infrequent items to be presented separately, defines operating and nonoperating revenues, includes a new section for noncapital subsidies for proprietary funds' statement of revenues, expenses and changes in net position, removes the option to disclose major component information in the notes and requires them to be shown individually or in combine financial statements following the fund financial statements and requires budgetary comparisons to be presented as RSI with new columns for variances between original-to-final budget and final budget-to-actual results. This statement is effective for fiscal years beginning after June 15, 2025.

GASB Statement No. 104, *Disclosure of Certain Capital Assets*, establishes requirements for certain types of capital assets to be disclosed separately in the capital assets note. These items include disclosing separately lease assets, intangible right-to-use assets, subscription assets and intangible assets. In addition, additional disclosures will be required for capital assets held for sale. This statement is effective for fiscal years beginning after June 15, 2025. Earlier application is encouraged.

Management has not yet determined what effect these pronouncements will have on the Commission's financial statements.

NOTE 10 SUBSEQUENT EVENTS

Subsequent events have been evaluated through January 21, 2025, which is the date these financial statements were available to be issued.

NORTH DAKOTA REAL ESTATE COMMISSION
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Original and Final Budget	Actual	Variance
REVENUES			
Fees	\$ 532,375	\$ 589,988	\$ 57,613
Fines and late penalties	14,000	19,000	5,000
Sales, net of costs	2,250	694	(1,556)
Interest income	-	6,851	6,851
Total revenues	<u>548,625</u>	<u>616,533</u>	<u>67,908</u>
EXPENDITURES			
Auditing costs	11,500	11,250	250
Capital assets additions	3,600	10,315	(6,715)
Credit card fees	22,500	17,532	4,968
Commissioners' expenses	36,730	20,880	15,850
Debt service:			
Principal retirement	-	27,236	(27,236)
Interest	-	664	(664)
Legal fees and investigation costs	35,000	24,795	10,205
Miscellaneous costs	1,500	1,720	(220)
Office equipment and maintenance	1,600	823	777
Office supplies	3,000	952	2,048
Payroll taxes	20,623	19,262	1,361
Postage	3,000	1,579	1,421
Printing costs	2,000	1,852	148
Professional fees	1,000	930	70
Property and liability insurance	1,525	1,817	(292)
Rent	27,900	-	27,900
Retirement and health insurance	99,626	100,039	(413)
Salaries	265,659	262,290	3,369
Staff education and training	1,200	2,609	(1,409)
Staff travel and expenses	7,640	4,728	2,912
Technology	47,999	45,343	2,656
Total expenditures	<u>593,602</u>	<u>556,616</u>	<u>36,986</u>
Excess of revenues over (under) expenditures	(44,977)	59,917	104,894
OTHER FUNDING SOURCES			
Transfers in (out)	<u>-</u>	<u>(4,700)</u>	<u>(4,700)</u>
Change in fund balance	<u>\$ (44,977)</u>	55,217	<u>\$ 100,194</u>
Fund balance - beginning of year		<u>666,633</u>	
Fund balance - end of year		<u>\$ 721,850</u>	

See Notes to the Required Supplementary Information

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
LAST 10 FISCAL YEARS*

	Employer's proportion of the net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	Employer's covered- employee payroll	Employer's proportionate share of the net pension liability (asset) as a percentage of its covered- employee payroll	Plan fiduciary net position as a percentage of the total pension liability
2023	0.02118%	\$ 610,085	\$ 244,795	249.22%	54.47%
2022	0.01706%	177,764	191,864	92.65%	78.26%
2021	0.01738%	546,684	191,683	285.20%	48.91%
2020	0.01674%	196,170	174,450	112.45%	71.66%
2019	0.00814%	137,405	93,003	147.74%	63.53%
2018	0.00911%	146,428	127,077	115.23%	61.98%
2017	0.01261%	122,897	123,079	99.85%	70.46%
2016	0.01382%	93,940	78,558	119.58%	77.15%
2015	0.00933%	59,188	78,558	75.34%	77.70%

* Complete data for this schedule is not available prior to 2015.

See Notes to the Required Supplementary Information

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF EMPLOYER'S CONTRIBUTIONS – PENSION
LAST 10 FISCAL YEARS*

	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered- employee payroll	Contributions as a percentage of covered-employee payroll
2023	\$ 18,529	\$ (18,529)	\$ -	\$ 253,234	7.32%
2022	17,902	(17,902)	-	244,795	7.31%
2021	13,661	(13,661)	-	191,864	7.12%
2020	13,648	(13,648)	-	191,683	7.12%
2019	12,421	(12,421)	-	174,450	7.12%
2018	6,744	(9,097)	(2,353)	93,003	9.78%
2017	9,200	(9,053)	147	127,077	7.12%
2016	9,349	(8,763)	586	123,079	7.12%
2015	5,593	(5,593)	-	78,558	7.12%

* Complete data for this schedule is not available prior to 2015.

See Notes to the Required Supplementary Information

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF EMPLOYER'S SHARE OF NET OPEB LIABILITY
LAST 10 FISCAL YEARS*

	Employer's proportion of the net OPEB <u>liability (asset)</u>	Employer's proportionate share of the net OPEB <u>liability (asset)</u>	Employer's covered- <u>employee payroll</u>	Employer's proportionate share of the net OPEB liability (asset) as a percentage of its covered- <u>employee payroll</u>	Plan fiduciary net position as a percentage of the total OPEB <u>liability</u>
2023	0.019698%	\$ 23,644	\$ 203,358	11.63%	56.28%
2022	0.017714%	9,852	191,864	5.13%	76.63%
2021	0.016815%	14,145	191,683	7.38%	63.38%
2020	0.015602%	12,531	174,096	7.20%	63.13%
2019	0.007644%	6,020	93,003	6.47%	61.89%
2018	0.008597%	6,800	93,003	7.31%	59.78%

* Complete data for this schedule is not available prior to 2018.

See Notes to the Required Supplementary Information

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF EMPLOYER'S CONTRIBUTIONS – OPEB
LAST 10 FISCAL YEARS*

	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered- employee payroll	Contributions as a percentage of covered-employee payroll
2023	\$ 2,388	\$ (2,388)	\$ -	\$ 209,459	1.14%
2022	2,318	(2,318)	-	203,358	1.14%
2021	2,252	(2,252)	-	191,864	1.17%
2020	2,025	(1,812)	213	191,683	0.95%
2019	981	(1,599)	(618)	174,096	0.92%
2018	1,081	(1,457)	(376)	93,003	1.57%

* Complete data for this schedule is not available prior to 2018.

See Notes to the Required Supplementary Information

NORTH DAKOTA REAL ESTATE COMMISSION
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2023

NOTE 1 CHANGES OF BENEFIT TERMS

NDPERS Pension Plan

The interest rate earned on member contributions will decrease from 6.50 percent to 6.00 percent effective January 1, 2023 (based on the adopted decrease in the investment return assumption). New Main System members who are hired on or after January 1, 2020 will have a benefit multiplier of 1.75 percent (compared to the current benefit multiplier of 2.00 percent). The fixed employer contribution for new members of the Main System will increase from 7.12 percent to 8.26 percent. For members who terminate after December 31, 2019, final average salary is the higher of the final average salary calculated on December 31, 2019 or the average salary earned in the three highest periods of twelve consecutive months employed during the last 180 months of employment. There have been no other changes in plan provisions since the previous actuarial valuation as of July 1, 2020.

NDPERS RHIC OPEB Plan

Beginning January 1, 2020, members first enrolled in the NDPERS Main System and the Defined Contribution Plan on or after that date will not be eligible to participate in RHIC. Therefore, RHIC will become for the most part a closed plan. There have been no other changes in plan provisions since the previous actuarial valuation as of July 1, 2019.

NOTE 2 CHANGES OF ASSUMPTIONS

NDPERS Pension Plan

The investment return assumption was updated from 7.00% to 6.50% beginning with the actuarial valuation as of July 1, 2022. All other actuarial assumptions used in the actuarial valuation as of July 1, 2022 were based on an experience review for the period from July 1, 2014 to July 1, 2019, and were adopted for first use commencing with the actuarial valuation as of July 1, 2020.

NDPERS RHIC OPEB Plan

The investment return assumption was updated from 6.50% to 5.75% beginning with the actuarial valuation as of July 1, 2022. All actuarial assumptions and the actuarial cost method are unchanged from the last actuarial valuation as of July 1, 2021.

**INDEPENDENT AUDITOR'S 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**

To the Board of Commissioners
North Dakota Real Estate Commission
Bismarck, 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 and each major fund of the North Dakota Real Estate Commission, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the North Dakota Real Estate Commission's basic financial statements and have issued our report thereon dated January 21, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the North Dakota Real Estate Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the North Dakota Real Estate Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the North Dakota Real Estate Commission's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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 have not been identified. However, as described in the accompanying schedule of findings and responses, we did identify certain deficiencies in internal control that we consider to be a material weakness and significant deficiencies.

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. We consider the deficiency described in the accompanying schedule of findings and responses as item 2023-003 to be a material weakness.

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. We consider the deficiencies described in the accompany schedule of findings and responses as items 2023-001 and 2023-002 to be significant deficiencies.

Report on Compliance and Other Matters

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

North Dakota Real Estate Commission's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the North Dakota Real Estate Commission's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. North Dakota Real Estate Commission's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

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



BRADY, MARTZ & ASSOCIATES, P.C.
BISMARCK, NORTH DAKOTA

January 21, 2025

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2023

2023-001 Significant Deficiency: Preparation of Financial Statements

Criteria

An appropriate system of internal control requires the Commission to prepare financial statements in compliance with accounting principles generally accepted in the United States of America.

Condition

The Commission's personnel prepare periodic financial information for internal use that meets the needs of management and the Commission. However, the Commission currently does not prepare financial statements, including accompanying note disclosures, as required by accounting principles generally accepted in the United States of America. The Commission has elected to have the auditors assist in the preparation of the financial statements and notes.

Cause

The Commission elected to not allocate resources for the preparation of the financial statements.

Effect

There is an increased risk of material misstatement to the Commission's financial statements.

Recommendation

We recommend the Commission consider the additional risk of having the auditors assist in the preparation of the financial statements and note disclosures and consider preparing them in the future. As a compensating control the Commission should establish an internal control policy to document the annual review of the financial statements and schedules and to review a financial statement disclosure checklist.

Views of Responsible Officials and Planned Corrective Actions

Due to the financial, efficiency and time constraints, it has been determined by North Dakota Real Estate Commission's management that it is in the best interest of North Dakota Real Estate Commission and all interested parties to have the footnotes to the financial statements prepared by the auditing firm at the time of the audit.

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES - CONTINUED
FOR THE YEAR ENDED JUNE 30, 2023

2023-002 Significant Deficiency: Segregation of Duties

Criteria

Generally, a system of internal control has the proper separation of duties between authorization, custody, record keeping and reconciliation.

Condition

There is not a system in place for accounting duties to be properly segregated between authorization, custody, record keeping and reconciliation.

Cause

The Commission is subject to size and budget constraints limiting the number of personnel within the accounting department.

Effect

The design of the internal control over financial reporting could adversely affect the ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Recommendation

We recommend the Commission review their internal controls over the accounting functions to determine if additional procedures can be implemented that are cost effective. The Commission should constantly be aware of this condition. Compensating controls that mitigate the related risks could be (or are) provided through appropriate oversight of the performance of these functions and review of the financial reports by individuals with knowledge of current operations and accounting principles.

Views of Responsible Officials and Planned Corrective Actions:

This condition is a repeat from prior years and the Commission has segregated the accounting duties to the appropriate individuals to the extent possible. Because of the very limited number of staff available for the Commission, all of the accounting duties cannot be totally segregated in such a way as to eliminate this reportable condition. The only alternative available to the Commission would be the hiring of additional staff, and current cash flows do not justify it. The Commission has reviewed the internal controls and procedures in place and believes the procedures in place provide adequate controls under these circumstances.

NORTH DAKOTA REAL ESTATE COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES - CONTINUED
FOR THE YEAR ENDED JUNE 30, 2023

2023-003 Material Weakness: Journal Entries

Criteria

The Commission is required to maintain internal controls at a level where support for general ledger accounts can be developed and a determination can be made that the general ledger accounts are properly reflected in accordance with accounting principles generally accepted in the United States of America (GAAP).

Condition

During our audit, adjusting journal entries were proposed in order to properly reflect the financial statements in accordance with GAAP.

Cause

The Commission's internal controls have not been designed to address the specific training needs required of its personnel to identify the adjustments necessary to properly reflect the financial statements in accordance with GAAP.

Effect

The Commission's financial statements were materially misstated prior to adjustments detected as a result of audit procedures.

Recommendation

Accounting personnel will need to determine the proper balance in each general ledger account prior to audit.

Views of Responsible Officials and Planned Corrective Actions

Due to the financial, efficiency and time constraints, it has been determined by the Commission and the management of the North Dakota Real Estate Commission that it is in the best interest of the North Dakota Real Estate Commission and all interested parties to have adjustments proposed by the auditing firm in order for the general ledger accounts to be reflected on a GAAP basis.