

**CITY OF HALSTAD
HALSTAD, MINNESOTA**

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

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CITY OF HALSTAD
ELECTED AND APPOINTED OFFICIALS
DECEMBER 31, 2021

CITY COUNCIL

Darin Johnson	Mayor	12/31/22
Brandon Mickelson	Vice Mayor/Trustee	12/31/24
Terri Trygg	Clerk	Appointed
Mike Trygg	Deputy Clerk	12/31/22
Alli Tice	Treasurer	Appointed
Shirley Weeding	Trustee	12/31/22
Donna Scholl	Trustee	12/31/24

UTILITIES COMMISSION

Tom Maroney	President	12/31/21
Ron Gotteberg	Secretary	12/31/22
Darin Johnson	Commission Member	12/31/23
Lucas Spaeth	Utilities Superintendent	Appointed

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and
Members of the City Council
City of Halstad
Halstad, Minnesota

Report on the Audit of the Financial Statements

Qualified and Unmodified Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Halstad, Minnesota, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Qualified Opinion on Governmental Activities

In our opinion, except for the effects of the matter described in the Basis for Qualified and Unmodified Opinions section of our report, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of the City of Halstad, Minnesota as of December 31, 2021, and the changes in the financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions on Business-Type Activities, each Major Fund, and Aggregate Remaining Fund Information

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, each major fund, and aggregate remaining fund information of the City of Halstad, Minnesota, as of December 31, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified and Unmodified 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 City of Halstad, Minnesota and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe the

audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified audit opinions.

Matter Giving Rise to the Qualified Opinion on Governmental Activities

Management has not adopted Governmental Accounting Standards Board No. 68, *Accounting and Financial Reporting for Pensions* for the Halstad Fire Relief Association. Accounting principles generally accepted in the United States of America require that assets, liabilities, deferred outflows of resources and deferred inflows of resources for defined benefit pension plans have an actuarial study to determine the effect on net position. The amount by which this departure would affect the assets, liabilities, deferred outflows of resources, deferred inflows of resources, and net position has not been determined.

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 City of Halstad, Minnesota'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 City of Halstad, Minnesota'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 City of Halstad, Minnesota'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 budgetary comparison schedule, schedule of City's contribution to PERA retirement fund, and schedule of City's and non-employer proportionate share of the net pension liability as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, 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 opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Halstad, Minnesota's basic financial statements. The combining statements and schedule of operating revenues and expenses – public utility departments 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 relate 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 combining statements and schedule of operating revenues and expenses – public utility departments are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the elected and appointed officials and statistical section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2022 on our consideration of the City of Halstad, Minnesota's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Halstad, Minnesota'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 City of Halstad, Minnesota's internal control over financial reporting and compliance.



**BRADY, MARTZ & ASSOCIATES, P.C.
THIEF RIVER FALLS, MINNESOTA**

June 27, 2022

CITY OF HALSTAD
STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2021

	Governmental Activities	Business-Type Activities	Total
Assets			
Current assets			
Cash and cash equivalents	\$ 906,876	\$ 825,469	\$ 1,732,345
Accounts receivable, net of allowance	2,609	178,464	181,073
Notes receivable, net of allowance	4,350	7,200	11,550
Internal balances	(23,993)	23,993	-
Taxes receivable	26,275	-	26,275
Special assessments receivable	312,130	-	312,130
Inventories	-	71,904	71,904
Total current assets	<u>1,228,247</u>	<u>1,107,030</u>	<u>2,335,277</u>
Non-current assets:			
Notes receivable	8,025	17,726	25,751
Nondepreciable capital assets:			
Land	47,413	64,219	111,632
Depreciable capital assets:			
Infrastructure	2,146,829	-	2,146,829
Building, improvements, and equipment	2,609,897	4,856,646	7,466,543
Less accumulated depreciation	<u>(1,615,111)</u>	<u>(2,630,828)</u>	<u>(4,245,939)</u>
Total capital assets (net of accumulated depreciation)	<u>3,189,028</u>	<u>2,290,037</u>	<u>5,479,065</u>
Total assets	<u>4,425,300</u>	<u>3,414,793</u>	<u>7,840,093</u>
Deferred Outflows of Resources			
Cost sharing defined benefit pension plan	-	166,596	166,596
Total deferred outflows of resources	<u>-</u>	<u>166,596</u>	<u>166,596</u>
Liabilities			
Current liabilities			
Accounts payable	5,147	94,034	99,181
Accrued employee benefits	-	3,265	3,265
Compensated absences	-	31,779	31,779
Accrued interest payable	16,400	-	16,400
Notes payable - due within one year	81,000	-	81,000
Unearned rent	-	460	460
Unearned revenue	46,375	-	46,375
Customer deposits	-	17,875	17,875
Total current liabilities	<u>148,922</u>	<u>147,413</u>	<u>296,335</u>
Long-term liabilities			
Notes payable	1,381,200	-	1,381,200
Net pension liability	-	192,170	192,170
Total long-term liabilities	<u>1,381,200</u>	<u>192,170</u>	<u>1,573,370</u>
Total liabilities	<u>1,530,122</u>	<u>339,583</u>	<u>1,869,705</u>
Deferred Inflows of Resources			
Cost sharing defined benefit pension plan	-	180,529	180,529
Total deferred inflows of resources	<u>-</u>	<u>180,529</u>	<u>180,529</u>
Net Position			
Net investment in capital assets	1,897,028	2,290,037	4,187,065
Restricted for economic development	73,147	-	73,147
Restricted for debt service	127,653	-	127,653
Unrestricted	<u>797,350</u>	<u>771,240</u>	<u>1,568,590</u>
Total net position	<u>\$ 2,895,178</u>	<u>\$ 3,061,277</u>	<u>\$ 5,956,455</u>

See Notes to the Financial Statements

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CITY OF HALSTAD
BALANCE SHEET – GOVERNMENTAL FUNDS
AS OF DECEMBER 31, 2021

	General	Tax Increment District 2-3	Economic Development Authority	Debt Service	Total Governmental Funds
Assets					
Cash and cash equivalents	\$ 679,567	\$ 77	\$ 64,120	\$ 163,112	\$ 906,876
Accounts receivable	2,353	-	256	-	2,609
Notes receivable, net of allowance	-	-	12,375	-	12,375
Taxes receivable	26,275	-	-	-	26,275
Special Assessments - Delinquent	-	-	-	2,720	2,720
Special Assessments - Noncurrent	-	-	-	309,410	309,410
Total assets	<u>\$ 708,195</u>	<u>\$ 77</u>	<u>\$ 76,751</u>	<u>\$ 475,242</u>	<u>\$ 1,260,265</u>
Liabilities					
Accounts payable	\$ 5,147	\$ -	\$ -	\$ -	\$ 5,147
Unearned revenue	42,771	-	3,604	-	46,375
Due to other funds	23,993	-	-	-	23,993
Total liabilities	<u>71,911</u>	<u>-</u>	<u>3,604</u>	<u>-</u>	<u>75,515</u>
Deferred inflows of resources					
Unavailable revenues	26,275	-	-	312,130	338,405
Fund balance					
Restricted for economic development	-	-	73,147	-	73,147
Restricted for debt service	-	77	-	163,112	163,189
Assigned for housing rehab program	14,431	-	-	-	14,431
Unassigned	595,578	-	-	-	595,578
Total fund balance	<u>610,009</u>	<u>77</u>	<u>73,147</u>	<u>163,112</u>	<u>846,345</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 708,195</u>	<u>\$ 77</u>	<u>\$ 76,751</u>	<u>\$ 475,242</u>	<u>\$ 1,260,265</u>

See Notes to the Financial Statements

CITY OF HALSTAD
RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO NET POSITION OF
GOVERNMENTAL ACTIVITIES
AS OF DECEMBER 31, 2021

Total governmental funds balance	\$	846,345
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore not reported in the governmental fund.</p>		
Capital assets	\$ 4,804,139	
Accumulated depreciation	<u>(1,615,111)</u>	3,189,028
<p>Other long-term assets are not available to pay for current-period expenditures and, therefore, are unavailable in the governmental funds.</p>		
Property taxes		26,275
Special assessments receivable		312,130
<p>Short-term liabilities not due and payable in the current period and therefore are not included in the governmental funds</p>		
Accrued interest payable		(16,400)
<p>Long-term liabilities not due and payable in the current period and therefore are not included in the funds:</p>		
Notes payable		<u>(1,462,200)</u>
Net position of governmental activities	\$	<u>2,895,178</u>

See Notes to the Financial Statements

CITY OF HALSTAD
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	General	Tax Increment District 2	Tax Increment District 2-3	Economic Development Authority	Capital Project	Debt Service	Total Governmental Funds
Revenues							
Property taxes	\$ 126,789	\$ -	\$ -	\$ -	\$ -	\$ 90,379	\$ 217,168
Special assessments	3,278	-	-	-	-	17,124	20,402
Licenses and permits	1,940	-	-	-	-	-	1,940
Intergovernmental	250,175	-	-	-	-	-	250,175
Charges for services	21,653	-	-	2,751	-	-	24,404
Fines and penalties	497	-	-	-	-	-	497
Interest	573	1	-	105	-	15,499	16,178
Contributions and donations	30,253	-	-	-	-	-	30,253
Rents	9,362	-	-	-	-	-	9,362
Reimbursements and refunds	315	-	-	-	-	-	315
Miscellaneous	66,495	-	-	1,461	-	-	67,956
Total receipts	511,330	1	-	4,317	-	123,002	638,650
Expenditures							
Current:							
General government	52,705	-	-	-	-	-	52,705
Public safety	110,614	-	-	-	-	-	110,614
Highways and streets	135,969	-	-	-	-	-	135,969
Culture and recreation	66,915	-	-	-	-	-	66,915
Economic development	-	-	-	9,685	-	-	9,685
Capital outlay	81,904	-	-	-	7,769	-	89,673
Debt service:							
Principal	-	4,000	-	-	-	57,000	61,000
Interest and other charges	-	2,920	6,520	-	-	36,974	46,414
Total disbursements	448,107	6,920	6,520	9,685	7,769	93,974	572,975
Excess (deficiency) of revenues over expenditures	63,223	(6,919)	(6,520)	(5,368)	(7,769)	29,028	65,675
Other financing sources (uses)							
Transfer out	(46,264)	-	-	-	-	-	(46,264)
Transfer in	-	40,350	-	10,000	36,141	-	86,491
Total other financing sources (uses)	(46,264)	40,350	-	10,000	36,141	-	40,227
Net change in fund balance	16,959	33,431	(6,520)	4,632	28,372	29,028	105,902
Fund balance - beginning	593,050	(33,431)	6,597	68,515	(28,372)	134,084	740,443
Fund balance - ending	\$ 610,009	\$ -	\$ 77	\$ 73,147	\$ -	\$ 163,112	\$ 846,345

See Notes to the Financial Statements

CITY OF HALSTAD

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021**

Net change in fund balance - total governmental funds \$ 105,902

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets are allocated over their estimated useful lives as depreciation expense.

Capital outlay	77,495
Current year depreciation	(180,957)
Gain on sale of capital asset	15,168

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.

Capital contribution from the School District	1,000,000
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Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.

Change in accrued interest payable	500
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Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment is shown as a reduction in long-term liabilities in the statement of net position.

61,000

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental funds.

Taxes receivable	1,850
Special assessments receivable	<u>(19,136)</u>

Changes in net position	<u><u>\$ 1,061,822</u></u>
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CITY OF HALSTAD
STATEMENT OF NET POSITION – PROPRIETARY FUNDS
AS OF DECEMBER 31, 2021

	Public Service Utilities Fund	Nonmajor Funds	Totals
Assets			
Current assets			
Cash and cash equivalents	\$ 738,007	\$ 87,462	\$ 825,469
Accounts receivable, net	174,424	4,040	178,464
Due from other funds	30,011	15,000	45,011
Notes receivable	7,200	-	7,200
Inventories	71,904	-	71,904
Total current assets	<u>1,021,546</u>	<u>106,502</u>	<u>1,128,048</u>
Non-current assets			
Notes receivable	17,726	-	17,726
Capital assets			
Land	55,697	8,522	64,219
Building, improvements, and equipment	4,526,258	330,388	4,856,646
Less accumulated depreciation	<u>(2,384,781)</u>	<u>(246,047)</u>	<u>(2,630,828)</u>
Total capital assets	<u>2,197,174</u>	<u>92,863</u>	<u>2,290,037</u>
Total assets	<u>3,236,446</u>	<u>199,365</u>	<u>3,435,811</u>
Deferred outflows of resources			
Cost sharing defined benefit pension plan	166,596	-	166,596
Total deferred outflows of resources	<u>166,596</u>	<u>-</u>	<u>166,596</u>
Liabilities			
Current liabilities			
Accounts payable	93,496	538	94,034
Accrued employee benefits	3,265	-	3,265
Compensated absences	31,779	-	31,779
Due to other funds	-	21,018	21,018
Unearned rent	-	460	460
Customer deposits	9,475	8,400	17,875
Total current liabilities	<u>138,015</u>	<u>30,416</u>	<u>168,431</u>
Long-term liabilities			
Net pension liability	192,170	-	192,170
Total long-term liabilities	<u>192,170</u>	<u>-</u>	<u>192,170</u>
Total liabilities	<u>330,185</u>	<u>30,416</u>	<u>360,601</u>
Deferred inflows of resources			
Cost sharing defined benefit pension plan	180,529	-	180,529
Total deferred inflows of resources	<u>180,529</u>	<u>-</u>	<u>180,529</u>
Net position			
Net investment in capital assets	2,197,174	92,863	2,290,037
Unrestricted	695,154	76,086	771,240
Total net position	<u>\$ 2,892,328</u>	<u>\$ 168,949</u>	<u>\$ 3,061,277</u>

See Notes to the Financial Statements

CITY OF HALSTAD
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION –
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Public Service Utilities Fund	Nonmajor Funds	Totals
Operating revenue			
Charges for services	\$ 1,334,602	\$ -	\$ 1,334,602
City departments - administration fee	24,780	-	24,780
Penalties	12,681	-	12,681
Rentals	-	99,955	99,955
Generator revenue	69,587	-	69,587
Other	13,194	4,315	17,509
	<u>1,454,844</u>	<u>104,270</u>	<u>1,559,114</u>
Total operating revenue			
Operating expenses			
Electric energy purchased	654,163	-	654,163
Sewer waste disposal	28,671	-	28,671
Salaries and wages	258,554	31,621	290,175
Heat, light and power	-	24,993	24,993
Repairs, maintenance and supplies	38,220	35,512	73,732
Professional services	7,850	-	7,850
Insurance	15,988	13,415	29,403
Payroll taxes and employee benefits	57,835	-	57,835
Depreciation	130,158	9,843	140,001
Dumpster rent and pickup	58,443	-	58,443
Generator expense	50,697	-	50,697
Other	107,227	20,109	127,336
	<u>1,407,806</u>	<u>135,493</u>	<u>1,543,299</u>
Total operating expenses			
Operating income (loss)	<u>47,038</u>	<u>(31,223)</u>	<u>15,815</u>
Non-operating revenues			
Insurance proceeds	-	24,850	24,850
Interest income	2,503	32	2,535
	<u>2,503</u>	<u>24,882</u>	<u>27,385</u>
Total non-operating revenues			
Net income before transfers	49,541	(6,341)	43,200
Transfers out	<u>(40,227)</u>	<u>-</u>	<u>(40,227)</u>
Change in net position	9,314	(6,341)	2,973
Net position, beginning	<u>2,883,014</u>	<u>175,290</u>	<u>3,058,304</u>
Net position, ending	<u>\$ 2,892,328</u>	<u>\$ 168,949</u>	<u>\$ 3,061,277</u>

See Notes to the Financial Statements

CITY OF HALSTAD
STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Public Service Utilities Fund	Nonmajor Funds	Totals
Cash flows from operating activities:			
Receipts from customers and users	\$ 1,471,383	\$ 104,653	\$ 1,576,036
Receipts - other	-	24,850	24,850
Payments to suppliers	(949,116)	(93,905)	(1,043,021)
Payments to employees	(326,511)	(31,621)	(358,132)
Net cash provided (used) by operating activities	<u>195,756</u>	<u>3,977</u>	<u>199,733</u>
Cash flows from capital and related financing activities:			
Purchases of capital assets	(46,653)	-	(46,653)
Net cash provided (used) by capital and related financing activities	<u>(46,653)</u>	<u>-</u>	<u>(46,653)</u>
Cash flows from noncapital financing activities			
Transfer to TIF fund	(40,227)	-	(40,227)
Change in due to/from other funds	39,916	1,859	41,775
Net cash provided (used) by noncapital financing activities	<u>(311)</u>	<u>1,859</u>	<u>41,775</u>
Cash flows from investing activities			
Notes receivable proceeds	5,290	-	5,290
Issuance of notes receivable	(5,828)	-	(5,828)
Interest income	2,503	32	2,535
Net cash provided (used) by investing activities	<u>1,965</u>	<u>32</u>	<u>1,997</u>
Net increase (decrease) in cash and cash equivalents	150,757	5,868	196,852
Cash and cash equivalents, January 1	<u>587,250</u>	<u>81,594</u>	<u>668,844</u>
Cash and cash equivalents, December 31	<u>\$ 738,007</u>	<u>\$ 87,462</u>	<u>\$ 825,469</u>
Reconciliation of net operating income to			
Net cash provided (used) by operating activities:			
Operating income (loss)	\$ 47,038	\$ (31,223)	\$ 15,815
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation expense	130,158	9,843	140,001
Insurance proceeds	-	24,850	24,850
Change in assets and liabilities:			
Accounts receivable	16,139	(477)	15,662
Inventories	3,925	-	3,925
Deferred pension outflows	(126,454)	-	(126,454)
Accounts payable	8,218	124	8,342
Accrued expenses	(140)	-	(140)
Compensated absences	(758)	-	(758)
Unearned rent	-	60	60
Customer deposits	400	800	1,200
Net pension liability	(47,648)	-	(47,648)
Deferred pension inflows	164,878	-	164,878
Total adjustments	<u>148,718</u>	<u>35,200</u>	<u>183,918</u>
Net cash provided (used) by operating activities	<u>\$ 195,756</u>	<u>\$ 3,977</u>	<u>\$ 199,733</u>

See Notes to the Financial Statements

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS
AS OF DECEMBER 31, 2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Halstad operates under a City Council form of government. The financial statements of the City of Halstad have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

Reporting Entity

The financial statements of the City include those of independently administered organizations of which guardianship responsibility falls on the City. Guardianship responsibility is determined on the basis of taxing powers, budget authority, appointment of governing Board members, designation of management, and fiscal accountability including a guaranteed or moral responsibility for debt.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the City. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported as general revenues.

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

Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, deferred inflows/outflows of resources, net position, revenues, and expenditures or expenses, as appropriate. The City has the following funds:

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

1) Governmental Fund Types

Governmental fund types are those funds through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are paid; and the difference between governmental fund assets and liabilities, the fund equity, is referred to as "fund balance". The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following comprise the City's major governmental funds:

- a) General Fund – The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Many of the more important activities of the City, including operation of the City's general service departments such as public safety, are accounted for in this fund.
- b) Tax Increment District 2 – The Tax Increment Financing District No. 2 was established to acquire, demolish and develop two downtown lots into a dental office and parking lot. The financing cost of this project will be paid by future tax collections.
- c) Tax Increment District 2-3 – The Tax Increment Financing District No. 2-3 was established to provide upfront tax increment financing to a new grocery store and hardware store for the City. Future tax collections will be used for payments of principal, interest and fees out of this fund.
- d) Economic Development Authority (EDA) – The Economic Development Authority fund is to account for beautification projects, economic growth incentives and community events.
- e) Capital Projects Fund – The Capital Projects Fund accounts for all activities associated with the acquisition and construction of specific capital projects.
- f) Debt Service Fund – The Debt Service Fund accounts for receipts of property taxes used for payments of bond principal, interest and fees.

2) Proprietary Fund Types

Proprietary fund types are used to account for a government's ongoing organizations and activities, which are similar to those often found in the private sector. The measurement focus is upon income determination, financial position, and cash flows.

Enterprise Fund Types are used to finance and account for the acquisition, operation, and maintenance of the City's facilities and services, which are supported primarily by user charges. The following is the City's major enterprise fund:

- a) Utilities Fund – To account for the operation and maintenance of the City's water, electric, sewage and refuse disposal departments.

The City reports the following non-major Enterprise funds:

- a) John Wimmer Homes – This fund is used to account for the operations of the John Wimmer Homes Fund.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

- b) Sunrise Apartments – This fund is used to account for the operations of the Sunrise Apartment Fund.

Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the Proprietary Fund financial statements.

Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental Fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based upon the expenditures recorded and the availability criteria. In the other, monies are virtually unrestricted as to purpose of expenditure, and are usually revocable only for failure to comply with prescribed requirements. These resources are reflected as revenues at the time of receipt, or earlier if the susceptible to accrual criteria are met.

Licenses and permits, fines and forfeitures, charges for sales and services (other than utility), and miscellaneous revenues are generally recorded as revenue when received in cash, because they are generally not measurable until actually received. In the category of use of money and property, property rentals are recorded as revenue when received in cash, but investment earnings are recorded as earned, since they are measurable and available.

Property taxes are recognized as a receivable at the time an enforceable legal claim is established. Property taxes are considered available if received within 60 days of year-end.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a Proprietary Fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds and internal service funds are charges to customers for sales and services. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Budgets

The City submits a proposed budget and levy to the County Auditor's office by September 15. Truth in Taxation public hearings are held in December. The City must prepare a final budget and certify the levy to the County by December 31. A copy of the final budget and prior year revenue and expenditures must be submitted to the State Auditor's office. The City did not adopt an Economic Development Authority budget for 2021.

Cash and Cash Equivalents

Cash balances from all funds are combined and invested to the extent available in authorized investments. Earnings from such investments are allocated to respective funds on the basis of applicable cash balance participation by each fund. Investments for the City are reported at fair value.

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and investments with original maturities of three months or less.

Investments

Fair Value Measurements – The City accounts for all assets and liabilities that are being measured and reported on fair value basis in accordance with Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*. GASB 72 defines fair value, establishes a framework for measuring fair value and expands disclosures about fair value measurements.

When fair value measurements are required, various data is used in determining those values. This statement requires that assets and liabilities that are carried at fair value must be classified and disclosed in the following levels based on the nature of the data used.

Level 1: Quoted market prices in active markets for identical assets or liabilities.

Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data.

Level 3: Unobservable inputs that are not corroborated market data.

Property Taxes

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

The County spreads the levies over all taxable property in the City. Such taxes become receivables of the City as of January 1. Property taxes are payable in equal installments by property owners to the county as follows: Personal Property - February 28 and June 30; and Real Property - May 15 and October 15.

The County remits the collections to the City and other taxing districts three times a year, in January, July and December. Unpaid taxes at December 31 become liens on the respective property and are classified in the financial statements as taxes receivable. The receivable is fully offset by unavailable revenue as it is not available to finance current expenditures.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

Special assessments are levied against the benefited properties for the assessable costs of special assessment improvement projects in accordance with Minnesota Statutes. The City usually adopts the assessment rolls when the individual projects are complete or substantially complete. The assessments are collectible over a term of years generally consistent with the term of years of the related bond issue.

Collection of annual installments (including interest) is handled by the County in the same manner as property taxes. Property owners are allowed to prepay total future installments without interest or prepayment penalties.

Special assessments receivable includes the following components:

Unremitted – Amounts collected by Norman County and not remitted to the City.

Delinquent – Amounts billed to property owners but not paid.

Noncurrent – Assessment installments which will be billed to property owners in future years.

Accounts Receivable

Utility billings receivables are carried at the original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a monthly basis. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Utility billings receivables are written off when deemed uncollectible. Recoveries of receivables previously written off are recorded when received. A utility billing receivable is considered to be past due if any portion of the receivable balance is outstanding for more than 30 days. Management has determined that no allowance for doubtful accounts was necessary for the utility receivables as of December 31, 2021. Resident accounts receivable is carried at original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a monthly basis. At December 31, 2021, the allowance for doubtful receivables for resident accounts was \$1,200.

Notes Receivable

Notes receivable are made within the Economic Development Authority for economic growth; the Utility Fund also issues notes receivable for utility projects done for residents. Notes receivable are reviewed annually and an allowance is made for doubtful receivables, if considered necessary. Management has determined that no allowance was necessary as of December 31, 2021.

Capital Assets

Capital assets, including land, construction in process, buildings, improvements, infrastructure, and equipment assets, are reported in the applicable governmental or business- type activities columns in the government-wide financial statements. Capital assets are defined by the City of Halstad as assets with an initial, individual cost of more than \$1,000 and an initial useful life of one year or greater. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at acquisition 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 the life of the asset are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

Buildings, improvements, infrastructure and equipment assets are depreciated using the straight-line method of depreciation over the following estimated useful lives:

Buildings	20-40 Years
Building Improvements	25 Years
Plant and Equipment	7-50 Years
Office Equipment	7 Years
Infrastructure	25-30 Years

Inventories

Inventories are stated at the lower of cost or net realizable value and consist of consumable supplies. The cost of these supplies is recorded as an expense at the time they are relieved from inventory for use. Inventories are determined by actual count and priced on the first-in, first-out basis.

Inter-fund Transactions

Transactions among City funds that would be treated as revenues and expenditures or expenses if they involved organizations external to City government are accounted for as revenues and expenditures or expenses in the funds involved.

Transactions, which constitute reimbursements to a fund for expenditures initially made from it, which are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the reimbursed fund.

Transactions, which constitute the transfer of resources from a fund receiving revenues to a fund through which the revenues are to be expended, are separately reported in the respective funds' operating statements.

Activity between funds that are representative of lending/borrowing arrangements at the end of the fiscal year are referred to as "due to/from other funds" or "advances to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Non-current portions of long-term inter-fund loan receivables are reported as advances within the Governmental Funds, and are offset equally by a fund balance reserve account which indicates that they do not constitute expendable available financial resources, and therefore, are not available for appropriation.

Compensated Absences

City employees having less than 10 years of consecutive full-time service shall earn vacation leave at the rate of 1 working day for each calendar month of full-time service. Each permanent employee with at least 10 consecutive years of full-time service shall earn vacation leave at the rate of 1 and ½ working days for each calendar month of full-time service.

An employee may accrue vacation leave to a maximum of 30 days. Any days over 30 will be paid at the employee's hourly wage providing one week's worth of vacation was taken during the calendar year. At no time shall an employee be permitted to cash out vacation time to collect money if they have less than 30 days accrued.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated for vacation leave accrued and unused to the date of separation.

Every probationary and permanent employee is entitled to sick leave with pay at the rate of 1 day for each calendar month of full-time service or major fraction thereof. Sick leave may be accumulated to a maximum of 200 days. Each employee has the option of after 60 days of accrued sick leave to take \$5/day in exchange for the additional sick leave days.

For Proprietary Fund types, these accumulations are recorded as expenses and liabilities of the appropriate fund in the fiscal year earned.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments, and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

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 City has one item reported on the statement of net position as *cost sharing defined benefit pension plan*, which represents actuarial differences with the PERA pension plan 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 City has one item of which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes and special assessments. These amounts are unavailable and recognized as an inflow of resources in the period that the amounts become available. The City also has one item reported on the statement of net position as *cost sharing defined benefit pension plan*, which represents actuarial differences with the PERA pension plan.

Net Position

Net position represents the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in the City's financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any long-term debt attributable to the acquisition, construction, or improvement of those assets. Restricted Net Position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Unrestricted Net Position is the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

that are not included in the determination of net investment in capital assets or the restricted component of net position.

Sometimes the government will fund outlays for a particular purpose for both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

Fund Balance

The City follows GASB Statement No.54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints and the purposes for which resources can be used:

Nonspendable – consists of amounts that are not in spendable form (such as inventory and prepaid items) or are required to be maintained intact.

Restricted – consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed – consists of amounts constrained to specific purposes by the government itself, using its highest level of decision making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint.

Assigned – consists of amounts a government intends to use for a specific purpose. These constraints are established by the Council and/or management. The Council delegates the power to assign fund balances to the City Clerk.

Unassigned – consists of amounts that are available for any purpose; positive amounts are reported only in the general fund.

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

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed, 2) assigned and 3) unassigned.

Use of Estimates

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses. Ultimate results could differ from those estimates.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

NOTE 2 DEPOSITS

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

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 investment companies registered under the Investment Companies Act of 1940, and all other forms of securities issued by the State of Minnesota, its boards, agencies or instrumentalities or by any county, city, township, school district, park district, or other political subdivision of the State of Minnesota, whether payable from special revenues or supported by the full faith and credit of the issuing body and bonds issued by another state of the United States or such other securities approved by the banking Board.

Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. Minnesota Statutes require that all City deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance or bonds. As of December 31, 2021, the City was not exposed to custodial credit risk.

NOTE 3 CAPITAL ASSETS

The following is a summary of governmental and business type capital assets for the year ended December 31, 2021:

<u>Governmental Type Activities</u>	<u>Balance</u> <u>1/1/21</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>12/31/21</u>
Capital assets, not being depreciated				
Land	\$ 47,413	\$ -	\$ -	\$ 47,413
Total capital assets not being depreciated	<u>47,413</u>	<u>-</u>	<u>-</u>	<u>47,413</u>
Capital assets, being depreciated				
Infrastructure	2,139,060	7,769	-	2,146,829
Building	296,235	1,000,000	-	1,296,235
Equipment	<u>1,246,745</u>	<u>121,652</u>	<u>(54,735)</u>	<u>1,313,662</u>
Total capital assets being depreciated	3,682,040	1,129,421	(54,735)	4,756,726
Less accumulated depreciation	<u>(1,452,131)</u>	<u>(180,957)</u>	<u>17,977</u>	<u>(1,615,111)</u>
Governmental activities capital assets, being depreciated, net	<u>2,229,909</u>	<u>948,464</u>	<u>(36,758)</u>	<u>3,141,615</u>
Total capital assets, net	<u>\$ 2,277,322</u>	<u>\$ 948,464</u>	<u>\$ (36,758)</u>	<u>\$ 3,189,028</u>

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

Depreciation expense was charged to government functions as follows:

General Government	\$ 2,547
Highways and Streets	112,298
Culture and Recreation	30,567
Public Safety	<u>35,545</u>
	<u>\$ 180,957</u>

Business Type Activities	Balance 1/1/21	Increases	Decreases	Balance 12/31/21
Capital assets, not being depreciated				
Land	\$ 64,219	\$ -	\$ -	\$ 64,219
Total capital assets not being depreciated	<u>64,219</u>	<u>-</u>	<u>-</u>	<u>64,219</u>
Capital assets, being depreciated				
Water	1,247,766	1,100	-	1,248,866
Sewer	948,029	4,484	-	952,513
Electric	2,026,710	39,292	-	2,066,002
General utilities	257,100	1,777	-	258,877
Sunrise Apartments	120,415	-	-	120,415
Wimmer Homes	<u>209,973</u>	<u>-</u>	<u>-</u>	<u>209,973</u>
Total capital assets being depreciated	4,809,993	46,653	-	4,856,646
Less accumulated depreciation	<u>(2,490,827)</u>	<u>(140,001)</u>	<u>-</u>	<u>(2,630,828)</u>
Total capital assets, being depreciated, net	<u>2,319,166</u>	<u>(93,348)</u>	<u>-</u>	<u>2,225,818</u>
Total capital assets, net	<u>\$ 2,383,385</u>	<u>\$ (93,348)</u>	<u>\$ -</u>	<u>\$ 2,290,037</u>

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

Water	\$ 15,408
Sewer	15,609
Electric	91,042
General utilities	8,099
Sunrise Apartments	4,961
Wimmer Homes	<u>4,882</u>
	<u>\$ 140,001</u>

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

NOTE 4 COMPENSATED ABSENCES

Compensated absences for the City are as follows:

	Balance	New		Balance	Due
Business Type Activities:	01/01/21	Issued	Retired	12/31/21	Within
Compensated Absences	\$ 32,537	\$ 31,800	\$ (32,558)	\$ 31,779	One Year
					\$ 31,779

NOTE 5 DEFINED BENEFIT PENSION PLANS – STATEWIDE

Substantially, all employees of the City are required by state law to belong to a pension plan administered by the Public Employees Retirement Association (PERA) which is administered on a statewide basis.

Disclosures relating to these plans follow:

Public Employees Retirement Association

A. Plan Description

The City participates in the following cost-sharing multi-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

1. General Employees Retirement Plan (General Employees Plan; accounted for in the General Employees Fund)

All full-time and certain part-time employees of the City are covered by the General Employees Plan. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

B. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

General Employees Plan Benefits

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first ten years of service and 1.7% for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7% for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

C. Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2021 and the City was required to contribute 7.50 percent for Coordinated Plan members. The City's contributions to the General Employees Fund for the year ended December 31, 2021 were \$25,033. The City's contributions were equal to the required contributions as set by state statute.

D. Pension Costs

At December 31, 2021, the City reported a liability of \$192,170 for its proportionate share of the General Employees Fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled \$5,948. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2020, through June 30, 2021, relative to the total employer contributions received from all of PERA's participating employers. The City's proportion share was 0.0045% at the end of the measurement period and .0040% for the beginning of the period.

City's proportionate share of net pension liability	\$ 192,170
State of Minnesota's proportionate share of the net pension liability associated with the City	5,948
Total	\$ 198,118

For the year ended December 31, 2021, the City recognized pension expense of \$23,639 for its proportionate share of General Employees Plan's pension expense. In addition, the City recognized an additional \$480 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the General Employees Fund.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

At December 31, 2021, the City reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 944	\$ 5,804
Changes in actuarial assumptions	117,336	3,659
Difference between projected and actual investment earnings	-	167,949
Changes in proportion	35,552	3,117
Contributions paid to PERA subsequent to the measurement date	12,764	-
Total	<u>\$ 166,596</u>	<u>\$ 180,529</u>

\$12,764 reported as net deferred outflows of resources related to pensions resulting from City contributions to the measurement date will be recognized as a reduction of the net pension liability in the year ending December 31, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

	Pension Expense
Year ending December 31:	Amount
2022	\$ 2,835
2023	10,481
2024	5,383
2025	(45,396)

E. Long-Term Expected Return on Investment

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.50%	5.10%
Private Markets	25.00%	5.90%
Fixed Income	25.00%	0.75%
International Equity	16.50%	5.30%

F. Actuarial Methods and Assumptions

The total pension liability in the June 30, 2021, actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 6.50 percent. This assumption is based

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.50 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the General Employees Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 29 years of service and 6.0 percent per year thereafter.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions for the General Employees Plan are reviewed every four years. The most recent four-year experience study for the General Employees Plan was completed in 2019. The assumption changes were adopted by the Board and became effective with the July 1, 2020 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2021.

General Employees Fund

Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuations.

G. Discount Rate

The discount rate used to measure the total pension liability in 2021 was 6.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

H. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease in Discount Rate (5.5%)	Discount Rate (6.5%)	1% Increase in Discount Rate (7.5%)
City's proportionate share of the net pension liability:	\$ 391,929	\$ 192,170	\$ 28,256

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

I. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

J. Halstad Firefighters' Relief Association

Plan Description

The City remits a state aid payment to the Halstad Firefighters' Relief Association (Association), a single-employer public retirement system that acts as an administrator for volunteer firefighters. All volunteer firefighters of the City are members of the Halstad Fire Department Relief Association. Retiring individuals receive a lump sum distribution in an amount equal to their respective account. The minimum retirement age is 50 and members are fully vested after 20 years. These benefit provisions and all other requirements are consistent with state statutes.

Funding Policy

The City passes through state aids allocated to the plan in accordance with state statutes. The state aid was \$14,745 for 2021.

Ten-Year Historical Trend Information

Ten-year historical trend information is available in the Association's financial reports.

Related Party Investments

As of December 31, 2021, and for the fiscal year then ended, the Association held no securities issued by the City or other related parties.

The City has elected not to implement Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions*, as it relates to the Halstad Firefighters' Relief Association.

NOTE 6 DEFINED CONTRIBUTION PLAN

Three council members of the City of Halstad are covered by the Defined Contribution Plan, a multiple-employer deferred compensation plan administered by PERA. The Defined Contribution Plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. *Minnesota Statutes*, Chapter 353D.03, specifies plan provisions, including the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes 5% of salary which is matched by the elected official's employer. For ambulance service personnel, employer contributions are determined by the employer, and for salaried employees, employee contributions must be a fixed percentage of salary. Employer contributions for volunteer personnel may be a unit value for each call or period of alert duty. Employees who are paid for their services may elect to make member contributions in an amount not to exceed the employer share. Employer and employee contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental Investment Fund. For administering the

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

plan, PERA receives 2 percent of employer contributions and twenty-five hundredths of one percent (0.0025) of the assets in each member's account annually.

Total contributions made by the City during fiscal year 2021 were:

Contribution Amount		Percentage of Covered Payroll		Required Rates
Employee	Employer	Employee	Employer	
\$ 765	\$ 765	5%	5%	5%

NOTE 7 COMMITTED AND CONTINGENCIES

The City of Halstad is a member of the Northern Municipal Power Agency. The Power Agency was incorporated on December 14, 1976, and is a municipal corporation and political subdivision of the State of Minnesota composed of ten Minnesota and two North Dakota cities. The Power Agency was organized for the purpose of providing its members with electrical power pursuant to Minnesota Statutes, Section 453. The Power Agency has issued Electrical System Revenue Bonds to finance the purchase of a 30% interest in the Coyote Station Unit No. 1 electrical generating plant near Beulah, North Dakota. Under the Statute, the bonds are not the obligation of the member cities, but of Northern Municipal Power Agency and are secured and payable solely from the revenues from the sale of electricity to member cities and to Minnkota Power Cooperative, Inc.

During 2018, the property within the tax increment financing district 2 was sold to a nonprofit which will not pay property taxes resulting in a possible loss for the City. As of December 31, 2021, the Tax Increment District owes an outside entity \$23,200 and has a zero cash position.

NOTE 8 INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

The composition of interfund balances and transfers as of December 31, 2021, is as follows:

Due from / to other funds:

Receivable	Payable	Amount
Public Service Utilities Fund	General Fund	\$ 23,993
Public Service Utilities Fund	Nonmajor Proprietary Funds	6,018
Nonmajor Proprietary Fund - Wimmer	Nonmajor Proprietary Fund - Sunrise	15,000
		\$ 45,011

The receivables are due to operating expenses at year end.

Transfers to / from other funds:

Transfer In	Transfer Out	Amount
Economic Development Authority	General Fund	\$ 10,000
Construction Project Fund	General Fund	36,141
Tax Increment District 2	General Fund	123
Tax Increment District 2	Public Service Utilities	40,227
		\$ 86,491

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

The transfer from the General fund to the Economic Development Authority is an annual transfer for economic development activities. The transfers from the General fund to the Construction Project Fund and Tax Increment District 2 was to eliminate the deficits in those funds.

NOTE 9 LONG-TERM DEBT

The City of Halstad issued debt on November 1, 2008 in the amount of \$53,200 payable to the Halstad Telephone Company with an interest rate of 3.00% and maturity date of February 3, 2026.

During 2019, the City issued a general obligation note, Series 2019A in the amount of \$1,349,000 to fund portions of the MNDOT Highway 75 project, and the City's Mill and Overlay project. The Note has an interest rate of 2.80% and a maturity date of February 1, 2035.

During 2020, the City issued a general obligation tax increment financing note, Series 2020A in the amount of \$147,000 to fund new grocery store and hardware store for the City. The Note has an interest rate of 3.0% and a maturity date of February 1, 2031.

During the year ended December 31, 2021, the following changes occurred in the liabilities reported in long-term debt:

	Balance 12/31/20	Additions	Reductions	Balance 12/31/21	Due Within One Year
Governmental Activities:					
Note Payable	\$ 27,200	\$ -	\$ 4,000	\$ 23,200	\$ 4,000
Taxable GO TIF Note Series 2020A	147,000	-	-	147,000	-
GO Note Series 2019A	1,349,000	-	57,000	1,292,000	77,000
Governmental Activities Total	<u>\$ 1,523,200</u>	<u>\$ -</u>	<u>\$ 61,000</u>	<u>\$ 1,462,200</u>	<u>\$ 81,000</u>

The debt service requirements for the governmental activities notes are as follows:

December 31,	Principal	Interest	Total
2022	\$ 81,000	\$ 40,144	\$ 121,144
2023	98,000	37,615	135,615
2024	100,000	34,805	134,805
2025	102,000	31,939	133,939
2026	105,000	29,002	134,002
2027-2031	554,200	98,922	653,122
2032-2035	422,000	24,052	446,052
	<u>\$ 1,462,200</u>	<u>\$ 296,479</u>	<u>\$ 1,758,679</u>

NOTE 10 NEW PRONOUNCEMENTS

GASB Statement No. 87, *Leases*, establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. This Statement requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

and consistency of information about governments' leasing activities. This Statement is effective for reporting periods beginning after June 15, 2021. Earlier application is encouraged.

GASB Statement No. 91, *Conduit Debt Obligations*, provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement clarifies the existing definition of a conduit debt obligation; establishes that a conduit debt obligation is not a liability of the issuer; establishes standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improves required note disclosures. This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. Earlier application is encouraged.

GASB Statement No. 92, *Omnibus 2020*, provides additional guidance to improve consistency of authoritative literature by addressing practice issues identified during the application of certain GASB statements. This statement provides accounting and financial reporting requirements for specific issues related to leases, intra-entity transfers of assets, postemployment benefits, government acquisitions, risk financing and insurance-related activity of public entity risk pools, fair value measurements and derivative instruments. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021. Earlier application is encouraged.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, provides guidance to address accounting and financial reporting implications that result from the replacement of an interbank offered rate (IBOR), most notable, the London Interbank Offered Rate (LIBOR). As a result of global reference rate reform, LIBOR is expected to cease to exist in its current form at the end of 2021, prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates, by either changing the reference rate or adding or changing fallback provisions related to the reference rate. This statement provides exceptions and clarifications regarding hedging derivative instruments for such transactions that result from the replacement of IBOR. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021. Earlier application is encouraged.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, improves financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs) and also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). The statement provides definitions of PPPs and APAs and provides uniform guidance on accounting and financial reporting for transactions that meet those definitions. A PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. An APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

GASB Statement No. 96, *Subscription-Based Information Arrangements* provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs). A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

exchange or exchange-like transaction. Under this Statement, a government generally should recognize a right-to use subscription asset—an intangible asset—and a corresponding subscription liability. The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32* provides additional guidance for determining whether a primary government is financially accountable for a potential component unit. This Statement requires that the financial burden criterion in paragraph 7 of Statement No. 84, *Fiduciary Activities*, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement No. 67, *Financial Reporting for Pension Plans*, or paragraph 3 of Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, respectively. This Statement (1) requires that a Section 457 plan be classified as either a pension plan or an other employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities. The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately. The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021.

GASB Statement No. 99, *Omnibus 2022*, provides guidance on the following accounting matters:

- Classification and reporting of derivative instruments within the scope of Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument.
- Clarification of provisions in Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives.
- Clarification of provisions in Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, related to (a) the determination of the public-private and public-public partnership (PPP) term and (b) recognition and measurement of installment payments and the transfer of the underlying PPP asset.
- Clarification of provisions in Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short-term SBITA, and recognition and measurement of a subscription liability.

CITY OF HALSTAD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF DECEMBER 31, 2021

- Extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt.
- Accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP).
- Disclosures related to nonmonetary transactions.
- Pledges of future revenues when resources are not received by the pledging government.
- Clarification of provisions in Statement No. 34, *Basic Financial Statements— and Management’s Discussion and Analysis—for State and Local Governments*, as amended, related to the focus of the government-wide financial statement.
- Terminology updates related to certain provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.
- Terminology used in Statement 53 to refer to resource flows statements.

The requirements of this statement are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

Management has not yet determined what effect these statements will have on the City’s financial statements.

CITY OF HALSTAD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
BUDGET TO ACTUAL – GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2021

	Original and Final Budget	Actual	Variance with Final Budget
Revenues			
General property taxes	\$ 118,675	\$ 126,789	\$ 8,114
Special assessments	2,500	3,278	778
Licenses and permits	1,000	1,940	940
	<u>122,175</u>	<u>132,007</u>	<u>9,832</u>
Intergovernmental revenues			
Local government aid	205,422	210,527	5,105
Other intergovernmental revenue	-	19,503	19,503
State grants	5,000	5,400	400
Fire relief association aid	14,000	14,745	745
	<u>224,422</u>	<u>250,175</u>	<u>25,753</u>
Charges for services			
Fire protection fees	13,230	16,129	2,899
Street sweeping	-	801	801
Snow removal	1,500	4,723	3,223
	<u>14,730</u>	<u>21,653</u>	<u>6,923</u>
Fines and penalties	<u>750</u>	<u>497</u>	<u>(253)</u>
Miscellaneous revenues			
Gifts and donations	-	30,253	30,253
Interest on investments	1,000	573	(427)
Reimbursements and refunds	1,000	315	(685)
Rent	1,000	9,362	8,362
Other	2,200	66,495	64,295
	<u>5,200</u>	<u>106,998</u>	<u>101,798</u>
Total revenues	<u>367,277</u>	<u>511,330</u>	<u>144,053</u>
Expenditures			
General government			
Audit	7,500	8,350	(850)
Assessment services	200	1,607	(1,407)
Payroll expenses	17,363	22,080	(4,717)
County assessment	2,050	1,988	62
Insurance	8,330	8,523	(193)
Supplies and other	15,500	10,157	5,343
Total general government	<u>50,943</u>	<u>52,705</u>	<u>(1,762)</u>

See Notes to the Required Supplementary Information

CITY OF HALSTAD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
BUDGET TO ACTUAL – GENERAL FUND - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Original and</u> <u>Final Budget</u>	<u>Actual</u>	<u>Variance with</u> <u>Final Budget</u>
Public safety			
Police protection			
Contracted service	\$ 28,000	\$ 29,328	\$ (1,328)
Insurance	473	518	(45)
Animal control	250	-	250
Other	2,000	4,500	(2,500)
	<u>30,723</u>	<u>34,346</u>	<u>(3,623)</u>
Fire protection			
Volunteers compensation	8,000	8,281	(281)
Equipment and repairs	15,000	7,874	7,126
Hydrant rental	1,850	1,850	-
Telephone and utilities	7,000	7,445	(445)
Grant expense	-	595	(595)
County assessment	800	772	28
Insurance	8,965	6,239	2,726
Other expense	500	1,642	(1,142)
Education and training	6,000	5,780	220
Firemen's relief association	16,000	16,985	(985)
Capital outlay	-	62,477	(62,477)
	<u>64,115</u>	<u>119,940</u>	<u>(55,825)</u>
Rescue squad			
Volunteers' compensation	7,500	6,652	848
Repairs	500	895	(395)
Telephone and utilities	3,500	3,488	12
Equipment expenses	2,500	3,585	(1,085)
Insurance	4,475	3,169	1,306
Other	1,200	1,016	184
	<u>19,675</u>	<u>18,805</u>	<u>870</u>
Flood			
Capital outlay - Dike and flood protection	10,000	12,175	(2,175)
	<u>10,000</u>	<u>12,175</u>	<u>(2,175)</u>
Total public safety	<u>124,513</u>	<u>185,266</u>	<u>(60,753)</u>

See Notes to the Required Supplementary Information

CITY OF HALSTAD
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
BUDGET TO ACTUAL – GENERAL FUND - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2021

	Original and Final Budget	Actual	Variance with Final Budget
Highways and streets			
Streets and property maintenance	\$ 30,000	\$ 37,059	\$ (7,059)
Equipment repair and maintenance	70,000	67,787	2,213
Snow removal	15,000	16,282	(1,282)
Street lighting	9,600	9,600	-
Tree removal and replacement	200	796	(596)
Insurance	3,780	4,145	(365)
Other	2,741	300	2,441
Capital outlay	-	7,252	(7,252)
Total highways and streets	<u>131,321</u>	<u>143,221</u>	<u>(11,900)</u>
Culture and recreation			
Recreation programs			
Park and other expense	10,000	12,240	(2,240)
Community building (LRC)	20,000	14,795	5,205
School building	-	31,993	(31,993)
City beautification - projects	20,000	7,805	12,195
Economic Development Association	10,000	-	10,000
Other	500	82	418
Total culture and recreation	<u>60,500</u>	<u>66,915</u>	<u>(6,415)</u>
Total expenditures	<u>367,277</u>	<u>448,107</u>	<u>(80,830)</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>63,223</u>	<u>63,223</u>
Other financing sources (uses)			
Transfer Out	-	(46,264)	(46,264)
Total other financing sources (uses)	<u>-</u>	<u>(46,264)</u>	<u>(46,264)</u>
Net change in fund balance	<u>-</u>	<u>16,959</u>	<u>16,959</u>
Fund balance, beginning of year	<u>593,050</u>	<u>593,050</u>	<u>-</u>
Fund balance, end of year	<u>\$ 593,050</u>	<u>\$ 610,009</u>	<u>\$ 16,959</u>

See Notes to the Required Supplementary Information

CITY OF HALSTAD
SCHEDULE OF CITY'S CONTRIBUTION TO PERA RETIREMENT FUND
AS OF DECEMBER 31, 2021

Year Ended	Statutorily Required Contributions	Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	City's Covered Payroll	Contributions as a % of Covered Payroll
2015	\$ 16,343	\$ 16,343	\$ -	\$ 217,909	7.50%
2016	17,259	17,259	-	230,113	7.50%
2017	18,324	18,324	-	244,320	7.50%
2018	19,362	19,362	-	258,159	7.50%
2019	19,291	19,291	-	257,210	7.50%
2020	24,177	24,177	-	322,356	7.50%
2021	25,033	25,033	-	333,767	7.50%

The amounts presented for each year were determined as of the City's year end, which is December 31st.

The City implemented GASB Statement No. 68 and 71 for its fiscal year ended December 31, 2015. Information for the prior years is not available.

See Notes to the Required Supplementary Information

CITY OF HALSTAD
SCHEDULE OF CITY'S AND NON-EMPLOYER PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY
AS OF DECEMBER 31, 2021

Year Ended	City's Proportion of the Net Pension Liability (Asset)	City's Proportionate Share of the Net Pension Liability (Asset)	State Proportionate Share of the Net Pension Liability Associated with the City	Total	City's Covered Payroll	City's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.0036%	\$ 186,571	\$ -	\$ 186,571	\$ 206,893	90.2%	78.19%
2016	0.0036%	292,302	3,873	296,175	223,987	130.5%	68.91%
2017	0.0037%	236,205	2,962	239,167	237,715	99.4%	75.90%
2018	0.0038%	210,808	6,871	217,679	253,440	83.2%	79.53%
2019	0.0036%	199,036	6,333	205,369	258,028	77.1%	80.23%
2020	0.0040%	239,818	7,533	247,351	287,962	83.3%	79.06%
2021	0.0045%	192,170	5,948	198,118	325,335	59.1%	87.00%

The amounts presented for each year were determined as of the measurement date of the collective net pension liability, which is June 30th.

The City implemented GASB Statement No. 68 and 71 for its fiscal year ended December 31, 2015. Information for the prior years is not available.

See Notes to the Required Supplementary Information

CITY OF HALSTAD
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
AS OF DECEMBER 31, 2021

NOTE 1 - BUDGETARY COMPARISON

Budgets are prepared for City funds on the same basis and using the same accounting practices that are used to account and prepare financial reports for the funds. Budgets presented in this report for comparison to actual amounts are presented in accordance with accounting principles generally accepted in the United States of America. All appropriations lapse at year-end. Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting is not utilized in the governmental funds of the City.

The budget is adopted through the passage of a resolution. Administration can authorize the transfer of budgeted amounts within any fund. Any revisions that alter the total expenditures of any fund must be approved by the City Council. The annual appropriated budget is not legally binding on the City unless the City has a deficit fund balance, which exceeds 2.5% of expenditures. In the current year, the General fund saw expenses in excess of budgeted in the amount of \$80,830. The City did not adopt an Economic Development Authority budget for 2021.

NOTE 2 - DEFINED BENEFIT PLAN

General Employees Fund

2021 Changes

Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The mortality improvement scale was change from Scale MP-2019 to Scale MP-2020.

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

2020 Changes

Changes in Actuarial Assumptions:

- The price inflation assumption was decreased from 2.50% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.00%.
- Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25% less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.
- Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments.

CITY OF HALSTAD
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION - CONTINUED
AS OF DECEMBER 31, 2021

- The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the PUB-2010 General/Teacher disabled annuitant mortality table, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

Changes in Plan Provisions:

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 Changes

Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions:

- The employer supplemental contribution was changed prospectively, decreasing from \$31 million to \$21 million per year. The State's special funding contribution was changed prospectively, requiring \$16 million due per year through 2031.

2018 Changes

Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

2017 Changes

Changes in Actuarial Assumptions:

- The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 Changes

Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all years.
- The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

CITY OF HALSTAD
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION - CONTINUED
AS OF DECEMBER 31, 2021

2015 Changes

Changes in Plan Provisions:

- On January 1, 2015 the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by \$1.1 billion and increased the fiduciary plan net position by \$892 million. Upon consolidation, state and employer contributions were revised.

Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

CITY OF HALSTAD
COMBINING STATEMENT OF NET POSITION – NONMAJOR PROPRIETARY FUNDS
AS OF DECEMBER 31, 2021

	John Wimmer Homes	Sunrise Apartments	Totals
Assets			
Current assets			
Cash and cash equivalents	\$ 67,827	\$ 19,635	\$ 87,462
Due from other funds	15,000	-	15,000
Accounts receivable, net	<u>1,963</u>	<u>2,077</u>	<u>4,040</u>
Total current assets	<u>84,790</u>	<u>21,712</u>	<u>106,502</u>
Non-current assets			
Capital assets			
Land	3,522	5,000	8,522
Building, improvements, and equipment	209,973	120,415	330,388
Less accumulated depreciation	<u>(146,748)</u>	<u>(99,299)</u>	<u>(246,047)</u>
Total capital assets	<u>66,747</u>	<u>26,116</u>	<u>92,863</u>
Total assets	<u>151,537</u>	<u>47,828</u>	<u>199,365</u>
Liabilities			
Current liabilities			
Accounts payable	353	185	538
Due to other funds	1,513	19,505	21,018
Unearned rent	-	460	460
Customer deposits	<u>5,000</u>	<u>3,400</u>	<u>8,400</u>
Total Liabilities	<u>6,866</u>	<u>23,550</u>	<u>30,416</u>
Net position			
Net investment in capital assets	66,747	26,116	92,863
Unrestricted	<u>77,924</u>	<u>(1,838)</u>	<u>76,086</u>
Total net position	<u>\$ 144,671</u>	<u>\$ 24,278</u>	<u>\$ 168,949</u>

CITY OF HALSTAD
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
– NONMAJOR PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	John Wimmer Homes	Sunrise Apartments	Totals
Operating revenue			
Rentals	\$ 38,680	\$ 61,275	\$ 99,955
Other	<u>2,006</u>	<u>2,309</u>	<u>4,315</u>
Total operating revenue	<u>40,686</u>	<u>63,584</u>	<u>104,270</u>
Operating expenses			
Salaries and wages	9,898	21,723	31,621
Heat, light and power	5,189	19,804	24,993
Repairs, maintenance and supplies	6,298	29,214	35,512
Insurance	2,742	10,673	13,415
Depreciation	4,882	4,961	9,843
Other	<u>4,119</u>	<u>15,990</u>	<u>20,109</u>
Total operating expenses	<u>33,128</u>	<u>102,365</u>	<u>135,493</u>
Operating income (loss)	<u>7,558</u>	<u>(38,781)</u>	<u>(31,223)</u>
Non-operating revenues			
Insurance proceeds	-	24,850	24,850
Interest income	<u>32</u>	<u>-</u>	<u>32</u>
Total non-operating revenues	<u>32</u>	<u>24,850</u>	<u>24,882</u>
Change in net position	7,590	(13,931)	(6,341)
Net position, beginning	<u>137,081</u>	<u>38,209</u>	<u>175,290</u>
Net position, ending	<u>\$ 144,671</u>	<u>\$ 24,278</u>	<u>\$ 168,949</u>

CITY OF HALSTAD
COMBINING STATEMENT OF CASH FLOWS – NONMAJOR PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	John Wimmer Homes	Sunrise Apartments	Totals
Cash flows from operating activities:			
Receipts from customers and users	\$ 41,186	\$ 63,467	\$ 104,653
Receipts - other	-	24,850	24,850
Payments to suppliers	(17,995)	(75,910)	(93,905)
Payments to employees	(9,898)	(21,723)	(31,621)
Net cash provided (used) by operating activities	<u>13,293</u>	<u>(9,316)</u>	<u>3,977</u>
Cash flows from noncapital financing activities			
Change in due to/from other funds	<u>(14,664)</u>	<u>16,523</u>	<u>1,859</u>
Net cash provided (used) by noncapital financing activities	<u>(14,664)</u>	<u>16,523</u>	<u>1,859</u>
Cash flows from investing activities			
Interest income	<u>32</u>	<u>-</u>	<u>32</u>
Net cash provided (used) by investing activities	<u>32</u>	<u>-</u>	<u>32</u>
Net increase (decrease) in cash and cash equivalents	(1,339)	7,207	5,868
Cash and cash equivalents, January 1	<u>69,166</u>	<u>12,428</u>	<u>81,594</u>
Cash and cash equivalents, December 31	<u>\$ 67,827</u>	<u>\$ 19,635</u>	<u>\$ 87,462</u>
Reconciliation of net operating income to			
Net cash provided (used) by operating activities:			
Operating income (loss)	\$ 7,558	\$ (38,781)	\$ (31,223)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation expense	4,882	4,961	9,843
Insurance proceeds	-	24,850	24,850
Change in assets and liabilities:			
Accounts receivable	100	(577)	(477)
Accounts payable	353	(229)	124
Unearned rent	-	60	60
Customer deposits	<u>400</u>	<u>400</u>	<u>800</u>
Total adjustments	<u>5,735</u>	<u>29,465</u>	<u>35,200</u>
Net cash provided (used) by operating activities	<u>\$ 13,293</u>	<u>\$ (9,316)</u>	<u>\$ 3,977</u>

CITY OF HALSTAD
SCHEDULE OF OPERATING REVENUES AND EXPENSES – PUBLIC UTILITY DEPARTMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Electric Department	Water Department	Sewage Disposal Department	Refuse Disposal Department	Total
Operating revenues					
Halstad consumers	\$ 967,948	\$ 128,655	\$ 170,698	\$ 67,301	\$ 1,334,602
City departments - administration fee	24,780	-	-	-	24,780
Penalties	12,681	-	-	-	12,681
Generator revenue	69,587	-	-	-	69,587
Other	13,194	-	-	-	13,194
Total operating revenues	1,088,190	128,655	170,698	67,301	1,454,844
Operating expenses					
Production and distribution					
Salaries	98,922	27,931	31,378	-	158,231
Repair, maintenance and supplies	-	7,384	7,436	-	14,820
Electric energy purchased	654,163	-	-	-	654,163
Sewer waste disposal	-	-	28,671	-	28,671
Depreciation	91,042	15,408	15,609	-	122,059
Generator expenses	50,697	-	-	-	50,697
Dumpster rent and pickup	-	-	-	58,443	58,443
Truck expense	4,906	1,385	1,556	-	7,847
Miscellaneous and training	35,148	19,413	19,347	-	73,908
Total production and distribution	934,878	71,521	103,997	58,443	1,168,839
General and administrative					
Salaries - administrative and office	33,441	33,441	33,441	-	100,323
General supplies and maintenance	-	3,772	3,799	-	7,571
Office supplies and postage	2,660	2,661	2,661	-	7,982
Telephone	1,923	1,924	1,924	-	5,771
Depreciation	6,042	1,022	1,035	-	8,099
Professional fees and services	3,733	2,062	2,055	-	7,850
Insurance	9,996	2,822	3,170	-	15,988
PERA, social security, employee insurance and other	36,156	10,210	11,469	-	57,835
Miscellaneous	13,101	7,236	7,211	-	27,548
Total general and administrative	107,052	65,150	66,765	-	238,967
Total operating expenses	1,041,930	136,671	170,762	58,443	1,407,806
Operating income (loss)	\$ 46,260	\$ (8,016)	\$ (64)	\$ 8,858	\$ 47,038

CITY OF HALSTAD
UTILITY STATISTICS – ELECTRICAL UTILITIES STATISTICS (UNAUDITED)
LAST TEN YEARS

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Kilowatt hours sold										
Residential	2,722,499	2,754,323	2,823,001	2,864,972	2,759,617	2,758,247	2,864,149	2,942,617	2,847,267	2,647,759
Off peak heating	2,005,705	2,325,058	2,802,918	2,783,064	2,530,302	2,384,351	2,821,492	3,124,387	2,963,626	2,510,458
Commercial lighting	793,937	835,359	943,923	971,791	878,926	921,494	992,232	1,035,544	1,092,154	1,055,877
Power	1,303,448	1,138,333	1,250,345	1,571,975	1,458,388	1,623,535	1,724,877	1,627,901	1,647,448	1,505,821
City usage	265,538	239,122	223,269	279,281	253,107	220,327	246,040	243,293	244,353	189,148
Water and sewer department usage	<u>131,209</u>	<u>127,195</u>	<u>141,325</u>	<u>150,420</u>	<u>140,232</u>	<u>138,154</u>	<u>151,443</u>	<u>158,620</u>	<u>154,412</u>	<u>131,063</u>
Total KWH sold	7,222,336	7,419,390	8,184,781	8,621,503	8,020,572	8,046,108	8,800,233	9,132,362	8,949,260	8,040,126
Add										
Electric plant usage	<u>203,957</u>	<u>198,426</u>	<u>212,467</u>	<u>218,067</u>	<u>197,894</u>	<u>189,578</u>	<u>214,396</u>	<u>295,452</u>	<u>284,689</u>	<u>270,820</u>
	<u>7,426,293</u>	<u>7,617,816</u>	<u>8,397,248</u>	<u>8,839,570</u>	<u>8,218,466</u>	<u>8,235,686</u>	<u>9,014,629</u>	<u>9,427,814</u>	<u>9,233,949</u>	<u>8,310,946</u>
Total KWH purchased	<u>7,847,507</u>	<u>8,072,971</u>	<u>8,717,475</u>	<u>9,128,792</u>	<u>8,703,526</u>	<u>8,656,085</u>	<u>8,975,660</u>	<u>9,804,619</u>	<u>9,731,977</u>	<u>8,757,050</u>
Line loss	<u>(421,214)</u>	<u>(455,155)</u>	<u>(320,227)</u>	<u>(289,222)</u>	<u>(485,060)</u>	<u>(420,399)</u>	<u>38,969</u>	<u>(376,805)</u>	<u>(498,028)</u>	<u>(446,104)</u>
Loss percentage of KWH purchased	<u>5.37%</u>	<u>5.64%</u>	<u>3.67%</u>	<u>3.17%</u>	<u>5.57%</u>	<u>4.86%</u>	<u>(0.43%)</u> (1)	<u>3.84%</u>	<u>5.12%</u>	<u>5.09%</u>

(1) During 2015, the City changed its billing cycle to correspond with its purchases creating additional hours sold.

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INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

To the Honorable Mayor and
Members of the City Council
City of Halstad
Halstad, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of Halstad, Minnesota, as of and for the year ended December 31, 2021, and have issued our report thereon dated June 27, 2022. The governmental activities have a qualified report because the City did not adopt the provisions of Governmental Accounting Standards Board Statement No. 68 for the Fire Relief Association.

Legal Compliance

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

Purpose of the Report

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



BRADY, MARTZ & ASSOCIATES, P.C.
THIEF RIVER FALLS, MINNESOTA

June 27, 2022

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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 Honorable Mayor and
Members of the City Council
City of Halstad
Halstad, Minnesota

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Halstad as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 27, 2022. The governmental activities have a qualified report because the City did not adopt the provisions of Governmental Accounting Standards Board Statement No. 68 for the Fire Relief Association.

Report on Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control 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 City of Halstad, Minnesota's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Halstad, Minnesota's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City of Halstad, Minnesota's responses to the findings identified in our audit and described in the accompanying schedule of findings and responses. The City of Halstad, Minnesota'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 response.

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



BRADY, MARTZ & ASSOCIATES, P.C.
THIEF RIVER FALLS, MINNESOTA

June 27, 2022

CITY OF HALSTAD
SCHEDULE OF FINDINGS AND RESPONSES
DECEMBER 31, 2021

2021-001 – Significant Deficiency

Criteria

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

Condition

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

Cause

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

Effect

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

Recommendation

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

Views of Responsible Officials and Planned Corrective Actions

The City agrees with the recommendation and will review on an annual basis.

CITY OF HALSTAD
SCHEDULE OF FINDINGS AND RESPONSES - CONTINUED
DECEMBER 31, 2021

2021-002 – Significant Deficiency

Criteria

A proper system of internal control has the proper segregation 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 City 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 City review their internal controls over the accounting functions to determine if additional procedures can be implemented that are cost effective. The Council should constantly be aware of this condition. Compensating controls that mitigate the related risks 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

The City agrees with the recommendation and will review on an annual basis.

CITY OF HALSTAD
CORRECTIVE ACTION PLAN
DECEMBER 31, 2021

2021-001 FINDING

Contact Person – Alli Tice, Treasurer

Corrective Action Plan – Will obtain internal expertise to handle all aspects of external financial reporting when it becomes economically feasible.

Completion Date – Ongoing

2021-002 FINDING

Contact Person – Alli Tice, Treasurer

Corrective Action Plan – The City has the following procedures to mitigate the risk:

- 1) The City Council approves checks.
- 2) The City Council reviews bank reconciliations and bank statements.
- 3) The City Council approves the annual budget.

Completion Date – Ongoing