# TGU PUBLIC SCHOOL DISTRICT NO. 60 TOWNER, NORTH DAKOTA

MANAGEMENT REPORT

AS OF JUNE 30, 2022

# AUDIT COMMITTEE LETTER

# **BradyMartz**

January 30, 2023

To the Audit Committee
The TGU Public School District No. 60

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of TGU Public School District No. 60 for the year ended June 30, 2022 and have issued our report thereon dated January 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 5, 2022. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by TGU Public School District No. 60 are described in Note 2 to the financial statements. No accounting policies were adopted, and the application of existing policies was not changed during 2022. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the TGU Public School District No. 60's financial statements were:

Management's estimates include assumptions used in determining the net pension liability for cost sharing defined benefit plans. We evaluated the key factors and assumptions used to determine future liabilities for defined benefit plans in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates include assumptions used in determining the net OPEB liability for its NDPERS OPEB cost sharing defined benefit plan. We evaluated the key factors and assumptions used to determine the future liability for the defined benefit plan in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected such misstatements which are included in the attached schedule, "appendix I" and "appendix Ia". There were no material misstatements detected as a result of audit procedures either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 30, 2023.

Management Consultations with Other Independent Accountants

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

## Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis, the Budgetary Comparison Schedule of the General Fund, Schedule of District's Contributions to the TFFR and NDPERS Pension Plans, Schedule of District's Contributions to the NDPERS OPEB Plan, Schedule of District's Proportionate Share of Net Pension Liability, and Schedule of District's Proportionate Share of Net OPEB Liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on combining non-major fund statements and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the roster of school officials, which accompany the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

#### Restriction on Use

This information is intended solely for the information and use of the Board of Education and management of TGU Public School District No. 60 and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Forady Martz

BRADY, MARTZ & ASSOCIATES, P.C.

GRAND FORKS, NORTH DAKOTA

# MANAGEMENT LETTER

# **Brady**Martz

To the Board of Education TGU Public School District No. 60 Towner, North Dakota

In planning and performing our audit of the financial statements TGU Public School District No. 60 for the year ended June 30, 2022, 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, we considered the District's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit, we became aware of deficiencies in internal control other than material weaknesses that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. A separate report dated January 30, 2023, contains our report on the material weaknesses in the District's internal control. This letter does not affect our report dated January 30, 2023, on the financial statements of TGU Public School District No. 60.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with TGU Public School District No. 60 personnel, and we will be pleased to discuss the comments in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing these recommendations.

This report is intended solely for the information and use of the Board of Education and management and should not be used for any other purpose. We did not audit the District's responses included in this letter, and accordingly, express no opinion on them.

We wish to take this opportunity to thank the Board of Education and management for the opportunity to provide these services and to extend our thanks to your personnel for their cooperation and assistance during our engagement.

If you have any questions in regard to our audit, or desire aid in the design or implementation of recommended changes in the control structure of your District, please do not hesitate to contact us.

BRADY, MARTZ & ASSOCIATES, P.C. GRAND FORKS, NORTH DAKOTA

January 30, 2023

Forady Martz

## TGU Public School District No. 60 Management Letter Memorandum For the Year Ended June 30, 2022

## 1. Observation:

During our walkthrough of cash disbursements, we noted that the District's current purchase order policy is to require a purchase order for most purchases. We noted several disbursements missing purchase orders. We also noted invoices are not currently formally reviewed and approved.

## Recommendation:

We recommend that all cash disbursements require a purchase order and they should be approved by the appropriate party prior to the check being cut. We also recommend the District implement a policy requiring all invoices to be formally reviewed with physical documentation of approval by the school superintendent prior to issuance of payment.

#### 2. Observation:

During our discussion with District management, it was noted there is currently no minimum fund balance policy.

#### Recommendation:

Recommend the District create and implement a minimum fund balance policy.

#### 3. Observation:

There are bank accounts in the EIN of the school district that do not actually belong to the school district.

#### Recommendation:

Recommend the school to not allow other parties to open financial accounts using the District's EIN and to have the current account owners move the accounts to their EIN numbers.

## 4. Observation:

It was noted that Head Start and Early Head Start drawdowns exceeded expenditures during the year and unearned revenue was necessary to record at year end.

## Recommendation:

Recommend for management to review grant drawdowns to ensure they are not drawing down in excess of expenditures incurred.

### 5. Observation:

It was noted while testing Head Start and Early Head Start health insurance payable the amounts withheld from employees and accrued for the employer share of health insurance are lower than the payments made for insurance over the course of the year.

# TGU Public School District No. 60 Management Letter Memorandum For the Year Ended June 30, 2022

## Recommendation:

Recommend the District review health insurance in the payroll module to ensure the proper amount of health insurance is being expended and accrued.

# CASH MANAGEMENT

As of June 30, 2022, cash balances in the various funds of the District totaled \$3,953,741, an increase of \$934,840 over 2021 balances. Cash by fund at June 30, 2022 and 2021 was as follows:

	2022	2021
General	\$ 2,368,564	\$ 2,364,908
Building	1,176,143	429,798
Headstart	171,025	31,527
Debt-Service	98,234	101,238
Hot Lunch	139,775	91,430
	\$ 3,953,741	\$ 3,018,901

Total interest earned during FYE June 30, 2022 was \$10,231.

## **BUDGETING**

District budgeting practices continue to be very effective. A summary of actual versus budget follows:

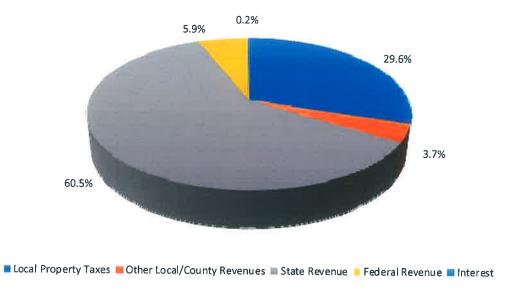
	Revenues		Expenditures		
	Actual	Budget	Actual	Budget	
General	\$ 6,091,105	\$ 5,629,211	\$ 6,069,899	\$ 6,194,314	

# **FUND BALANCES**

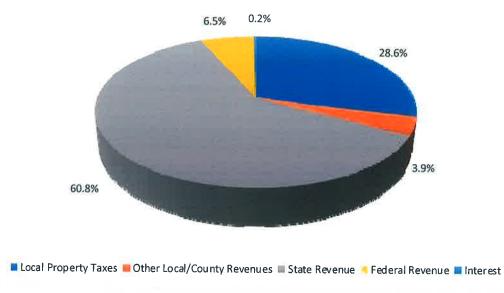
	2022	2021
General	\$ 2,056,098	\$ 2,126,348
Building	880,031	432,623
Headstart	(54,738)	(72,265)
Debt Service	99,668	101,670
Hot Lunch	139,775	91,430
	\$ 3,120,834	\$ 2,679,806

# **GRAPHS**

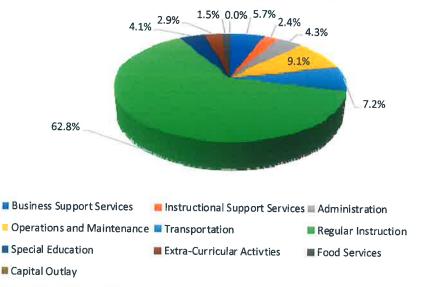
TGU PSD #60
2022 SOURCES OF GENERAL FUND REVENUES



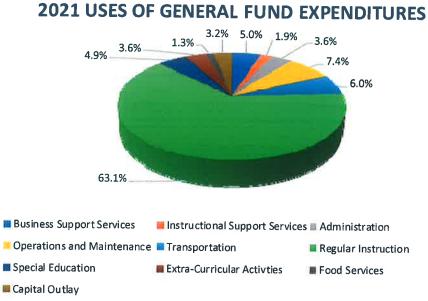
TGU PSD #60
2021 SOURCES OF GENERAL FUND REVENUES



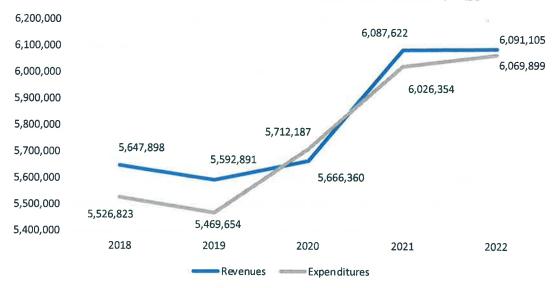
TGU PSD #60
2022 USES OF GENERAL FUND EXPENDITURES



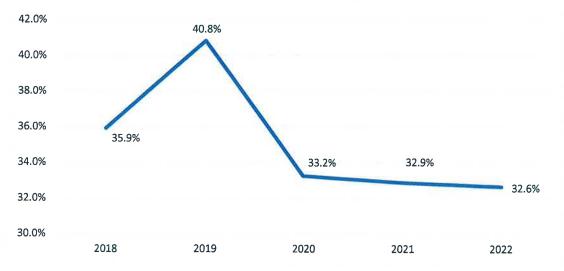
# TGU PSD #60 2021 USES OF GENERAL FUND EXPENDITURES



TGU PSD #60
GENERAL FUND REVENUES AND EXPENDITURES



TGU PSD #60
GENERAL FUND UNASSIGNED BALANCE AS A
PERCENTAGE OF EXPENDITURES



Client: Engagement: Period Ending: Trial Balance: Workpaper: Fund Level: Index:	18352 - TGU Public School District TGU Public School District #60 6/30/2022 2400,00 - TB 2200,00 - Adjusting Journal Entries Repr Fund Type GOV, FID	ort			
Account		escription	W/P Ref	Debit	Credit
Adjusting Journal Entral Adjusting Journal Entral To adjust property taxes 01 121 03 121 04 121 01 000 1110 01 499 03 000 1161	ies JE # 1 receivable and deferred revenues to actual at ye TAXES RECEIVABLE TAXES RECEIVABLE TAXES RECEIVABLE GENERAL FUND LEVY DEFERRED REVENUE	ar end	4250.00	29,367 40 750 46 1,191 91	21,833 26 7,534,14
03 499 04 000 1171 04 499 Total Adjusling Journal Entr			1250,00 and GL Detail	31,309,77	651,33 99,13 1,001,84 190.07 31,309,77
To adjust client coding o 04 121 04 000 1171 Total	receipt on 8/30/2021 #444577 for Humestead C TAXES RECEIVABLE SINKING AND INTEREST LEVY	redil		426 54 426.54	426,54 426.54
Adjusting Journal Entr To reverse PY receivable			4230_00		
01 000 4545 01 141 Total	CARL PERKINS VOCATIO ACCOUNTS RECEIVABLE			2,039.21	2,039.21 2,039,21
	e recorded to confirmations		4240,00		
05 000 4550 05 000 1990 Total	FEDERAL REVENUE OTHER LOCAL RECEIPTS			1,921,78	1,921,78 1,921,78
Adjusting Journal Entri To adjust 21st Century re			4230,00		
01 141 01 079 4575 Totał	ACCOUNTS RECEIVABLE 21ST CENTURY			7,681.52 7,681.52	7,681,52 7,681,52
Adjusting Journal Entri To adjust transfers from 9 03 000 5200 03 109 5200	es JE # 6 general fund to building fund to correct account ESSER FUNDS ESSER FUNDS		GL Detail	27,012.93 64,442.83	1,001,000
03 000 000 000 5300 000 Total	Transfers In			91,455.76	91,455.76 91,455.76
Adjusting Journal Entri To record USDA Commo 05 999 999 999 9999 999			4240.00		
	USDA COMMODITIES RECEIVED			21,994 89	21,994 89 21,994.89
Adjusting Journal Entri To adjust CTE receivable 01 000 3300	s and revenue to actual,		4225.00, 4225.02		
01 141 Total	CAREER & TECH ACCOUNTS RECEIVABLE			14,344,60	14,344 60 14,344,60
	ocessed in wrong period TOWNER BUS DRIVERS		4115 00	2,350 00	
01 461	SOCIAL SECURITY CASH IN BANK FICAMEDICARE/FED TAX PAYABLE STATE TAX PAYABLE			179 78	1,778 84 730 94 20 00
Adjusting Journal Entri To adjust ND DPI State A accordance with ND DPI	d Formula revenue for STARS Rewrite expenditi equest to record this revenue and expense	ures withheld from payments from ND DPI This is in	4225.00	2,529.78	2,529.78
61 660 660 600 2310 690	BOARD MISCELLANEOUS FOUNDATION AID/DR ED			30,008.00	30 008 00 30,008,00

Adjusting Journal E To record additional a	Entries JE # 11 accounts payable at YE	5105,00		
03 109 000 000 4220 03 421			298 717 33	
Total	The second of th	=	298,717,33	298,717,33 298,717,33
Adjusting Journal E To recode scholarshi	entries JE # 12  p income received and expenditures incurred into seperate fund	B and Board Minutes		
06 001 1727 06 101	Scholarships CASH 540 SCHOLARSHIPS		90,000 00 90,000 00	
07 101 06 001 000 410 3400	CASH		90,000,00 90,000,00	
06 101 07 000 1727	CASH SCHOLARSHIP DONATIONS			90,000 00 90,000 00 90,000 00
07 101 Total	CASH	=	360,000.00	90,000,00
	Total Adjusting Journal Entries	-	862,429.18	862,429,18
	Total All Journal Entries	=	862,429,18	862,429.18

Client: 18352 - TGU Public School District Engagement: TGU Public School District #60 Period Ending. 6/30/2022 Trial Balance: 2400,01 - HeadSlart TB Workpaper: 2200.01 - Adjusting Journal Entries Report - Head Start Fund Level: All Index: All Account Description W/P Ref Debit Credit Adjusting Journal Entries Adjusting Journal Entries JE # 1
To record prior year AJEs not recorded by client PY AJEs 01 101 CASH 10,905 58 01 121 ACCOUNTS RECEIVABLE 116.819 08 01 463 FEDERAL TAX PAYABLE 23,053 98 01 464 HEALTH INSURANCE PAYABLE 4,905 75 01 762 FUND BALANCE-UNRESERVED, 2,003,68 01 762 FUND BALANCE-UNRESERVED, 55.824 53 01 762 FUND BALANCE-UNRESERVED, 29,555 31 01 762 FUND BALANCE-UNRESERVED. 11,845 06 01 762 FUND BALANCE-UNRESERVED, 34,254,64 03 462 STATE TAX PAYABLE 1,316 12 03 464 HEALTH INSURANCE PAYABLE 1.845.86 03 762 FUND BALANCE-UNRESERVED, 6,256 50 03.762 FUND BALANCE-UNRESERVED. 10,496,98 03 762 FUND BALANCE-UNRESERVED, 33,092 95 01 101 CASH 5,922,53 01 101 CASH 29,555.31 01 121 ACCOUNTS RECEIVABLE 5,922.53 01 121 ACCOUNTS RECEIVABLE 34,254,64 01 464 HEALTH INSURANCE PAYABLE 2,003 68 01 468 DENTAL INSURANCE PAYABLE 4,905.75 01 500 Deferred Revenue 55,824,53 01 762 FUND BALANCE-UNRESERVED, 116.819.08 01 762 FUND BALANCE-UNRESERVED. 10,905 5B 01 762 FUND BALANCE-UNRESERVED. 23,053,98 03 101 10,496.98 03 464 HEALTH INSURANCE PAYABLE 7.572.62 03 468 DENTAL INSURANCE PAYABLE 1,845.86 03 500 Deferred Revenue 33,092,95 Total 342.176.02 342,176.02 Adjusting Journal Entries JE # 2 Client File To record Head Start and Early Head Start In-Kind revenue for December - June 2022 02 022 000 8360 490 NFS HEALTH/DISABILITY SERVICES 21,389,35 02 022 000 8360 890 NFS ADULT VOLUNTEERS 628 77 02 022 000 8360 891 NFS PARENT SERVICES 184.583 69 02 022 000 8360 893 NFS OTHER 8,414 20 04 030 000 8370 490 NFS HEALTH/DISABILITY SERVICES 04 030 000 8370 891 NFS PARENT SERVICES 1,008.37 133,072.18 04 030 000 8370 893 NFS OTHER 2.354.00 02 022 1600 HS NFS (IN-KIND) 215 016 01 04 030 1600 EHS NFS (IN-KIND) 136,434.55 351,450,56 351,450,56 Adjusting Journal Entrles JE#3 4230.00A To record deferred revenue as of June 30 01 022 4600 HS PA 22 OPERATING 125 775 7B 01 022 4700 HEALTH AND SAFETY GRANT 01 022 4701 TECHNOLOGY GRANT 10 30 01 022 4703 STABILIZATION GRANT 2.958.69 03 030 4703 STABILIZATION GRANT 2.635 47 03 030 4800 EHS PA 25 OPERATING GRANT 3,306 96 01 500 Deferred Revenue 125,775 78 01 500 Deferred Revenue 12,070 54 03 500 Deferred Revenue 3 306 96 03 500 Deferred Revenue 2.635.47 Total 143,788.75 143,788.75 Adjusting Journal Entries JE # 4 Client File To record Head Start and Early Head Start In-Kind revenue for July - November 2021 02 022 000 8360 490 NFS HEALTH/DISABILITY SERVICES 13 267 82 02 022 000 8360 890 NFS ADULT VOLUNTEERS 345 75 02 022 000 8360 891 NFS PARENT SERVICES 96 563 83 02 022 000 6350 893 NFS OTHER 5 394 23 04 030 000 8370 490 NFS HEALTH/DISABILITY SERVICES 560 70 04 030 000 8370 891 NFS PARENT SERVICES 41 893 74 04 030 000 8370 893 NFS OTHER 2.001 57 02 022 1600 HS NFS (IN-KIND) 115.571 63 04 030 1600 EHS NFS (IN-KIND) 44,456 01 Total 160,027-64 160,027.64

Adjusting Journal Entries JE#5		TB		
Client Trial Balance was out of balance 01 022 1990 Miscellaneous				
03 030 1100 Miscellaneous				1,276 75
Total			0.00	38 61
			0,00	1,315_36
Adjusting Journal Entries JE # 6 To recode recent of PV IRS overnamen	nt. In PY, this was recorded as a reduction of the payable and the receipt was recorded	GL		
b) are discrit as a reduction of expense				
01 022 000 3000 220 FICA/MEDICAI			23,053 98	
01 463 FEDERAL TAX Total	( PAYABLE			23,053 98
			23,053,98	23,053 98
Adjusting Journal Entries JE #7		Head Start GL		
To reverse prior year receivables		TIESS SILLY, SE		
01 022 000 1800 900 DONT USE - S 01 022 000 2000 900 DONT USE - S			27,301 38	
01 121 ACCOUNTS RI			89,517,70	
Total			116,819.08	116,819 08
COMPANIES DESIGNATION			110,819,00	116,819.08
Adjusting Journal Entries JE # 8 To recode Striving Readers Federal gran	Literature received from Davids Labor Door	L Detail and 4230,00A		
01 020 180 8370 900 STRIVING REA	ADERS PROFESSIONAL			
	ADERS PROFESSIONAL		2,324,44	
	ADERS CLASSROOM		6,380,00 624,12	
	ADERS CLASSROOM		10,633,71	
01 022 200 0370 910 STRIVING REA	NDERS CHILD CARE COLLABORATION NDERS CHILD CARE COLLABORATION		961 78	
01 022 200 8370 910 STRIVING REA	DERS CHILD CARE COLLABORATION		435 10	
01 022 200 8370 910 STRIVING REA	DERS CHILD CARE COLLABORATION		83 46 27 60	
01 022 200 8370 910 STRIVING REA	DERS CHILD CARE COLLABORATION		500 10	
01 022 000 2000 900 DONT USE - S' 01 022 4290 STRIVING REA				7,194.85
Total	DENO ONNI			14,775.46
			21,970,31	21,970,31
Adjusting Journal Entries JE#9		GL Detail and TB		
	account. Receipts for Telephone taxes and reimbursement from US Treasury.			
01 022 000 1000 820 TAXES & INTER			10,732,83	
01 022 1990 Miscellaneous F Total	Revenue			10,732.83
1000			10,732.83	10,732,83
Adjusting Journal Entries JE # 10		4230,00a		
To recode Head Start revenue that was co	oded to fund balance	4230.00a		
	E-HEADSTART COVID		973 47	
	E - HEADSTART E-HEADSTART COVID		303.28	
01 022 4600 HS PA 22 OPER			38 61	
	ERATING GRANT			1,276,75 38,61
Total			1,315,36	1,315.36
Adjusting Journal Entries JE # 11				
To reclass Stabilization Grant received ou	of expenditures	GL Detail		
01 022 000 8360 510 ANAMOOSE ST			2 350 00	
01 022 000 8360 520 DEVILS LAKE S	TABILIZATION GRANT		15,000 00	
01 022 000 8360 530 HARVEY STABI 01 022 000 8360 540 RUGBY STABIL	LIZATION GRANT		2,125 00	
01 022 000 8360 550 TOWNER STAB			4,400 00	
03 030 000 8360 520 DEVILS LAKE S			2,525 00 48,000 00	
01 022 4703 STABILIZATION 03 030 4703 STABILIZATION			40,000 00	26,400 00
03 030 4703 STABILIZATION Total	GRANT			48,000 00
			74,400.00	74,400.00
Adjusting Journal Entries JE # 12		GL Detail		
To reclass Health and Safety grant revenu		OL Delan		
01 022 400 8360 510 ANAMOOSE HE 01 022 400 8360 520 DEVILS LAKE H			7.000 00	
01 022 400 8360 530 HARVEY HEALT			6 000 00	
01 022 400 8360 540 RUGBY HEALTH	GRANT		7 700 00	
01 022 400 8360 550 TOWNER HEAL	TH GRANT		10 000 00 10 000 00	
01 022 4700 HEALTH AND S.	AFETY GRANT			40,700 00
. — 4991			40,700.00	40,700.00
Adjusting Journal Entries JE # 13		CL D-1 "		
To reclass Technology grant revenue out of	f expenditure accounts	GL Detail	(F)	
01 022 600 8360 510 ANAMOOSE TEG			1 304 00	
01 022 600 8360 520 DEVILS LAKE TE 01 022 600 8360 530 HARVEY TECHN	-CHNOLOGY GRANT		3,000 00	
01 022 600 6360 540 RUGBY TECHNO			3 000 00	
01 022 600 8360 550 TOWNER TECH	NOLOGY GRANT		2 000 00 1 604 00	
01 022 4701 TECHNOLOGY (	GRANT		1 504 00	10 908 00

Total				10,908,00	10,908.00
	vement grant revenue out of expenditure accounts	*	GL Detail		
01 022 200 8360 520 01 022 200 8360 530 01 022 200 8360 540 01 022 200 8360 550	ANAMOOSE QUALITY IMPROVEMENT DEVILS LAKE QUALITY HARVEY QUALITY IMPROVEMENT RUGGY QUALITY IMPROVEMENT TOWNER QUALITY IMPROVEMENT			1,500.00 4,500.00 1,500.00 2,250.00 1,500.00	
01 022 4702 Total	QUALITY IMPROVEMENT GRANT			11,250.00	11,250.00 11,250.00
	Total Adjusting Journal Entries			1,308,592.53	1,309,907.89
	Total All Journal Entries			1,308,592.53	1,309,907,89

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