

# State of Minnesota



## Office of the State Auditor

Julie Blaha  
State Auditor

Audit Practice Division

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### **Hubbard County Park Rapids, Minnesota**

Annual Financial Report and  
Management and Compliance Report

Year Ended December 31, 2023

# Hubbard County Park Rapids, Minnesota

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## **Introductory Section**

# Hubbard County Park Rapid, Minnesota

## Organization December 31, 2023

Office	Name	Term Expires
<b>Commissioners</b>		
1st District	David De La Hunt	January 2027
2nd District	Charlene Christenson	January 2025
3rd District	Tom Krueger	January 2027
4th District	Steve Keranen	January 2027
5th District	Ted Van Kempen	January 2027
<b>Officers</b>		
<b>Elected</b>		
Attorney	Jonathan Frieden	January 2027
Sheriff	Cory Aukes	January 2027
<b>Appointed</b>		
Administrator	Jeff Cadwell	Indefinite
Assessor	Maria Shepard	December 2024
Auditor/Treasurer	Kay Rave	December 2024
Environmental Services Director	Eric Buitenwerf	Indefinite
Facilities Maintenance Manager	Bobby Wilkins	Indefinite
Highway Engineer	Jed Nordin	April 2026
Human Resources Director	Gina Teems	Indefinite
Information Technology Director	Robb Warne	Indefinite
Land Commissioner	Cory Kimball	Indefinite
Recorder	Lauren Anderson	Indefinite
Social Services Director	Brian Ophus	Indefinite
Solid Waste Administrator	Josh Holte	Indefinite
Veterans Service Officer	Jerrold Bjerke	December 2026

## **Financial Section**



## Independent Auditor's Report

Board of County Commissioners  
Hubbard County  
Park Rapids, Minnesota

### Report on the Audit of the Financial Statements

#### **Opinions**

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Hubbard County, Minnesota, as of and for the year ended December 31, 2023, including the Heritage Community Enterprise Fund as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, as listed in the table of contents.

In our opinion, based on our audit and the reports of other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Hubbard County as of December 31, 2023, including the Heritage Community Enterprise Fund as of and for the year ended September 30, 2023, and the respective changes in financial position, and, where applicable, its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Heritage Community Enterprise Fund, a major fund, and the business-type activities as of September 30, 2023. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for Heritage Community Enterprise Fund is based solely on the report of the other auditors. We also did not audit the financial statements of the Hubbard County Housing and Redevelopment Authority (HRA), the discretely presented component unit. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Hubbard County HRA, is based solely on the report of the other auditors.

#### **Basis for Opinions**

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

#### **Substantial Doubt about the Heritage Community Enterprise Fund's Ability to Continue as a Going Concern**

The accompanying financial statements have been prepared assuming that the Heritage Community Enterprise Fund will continue as a going concern. As discussed in Note 4 to the financial statements, the other auditor's report on the

financial statements of the Heritage Community Enterprise Fund as of and for the year ended September 30, 2023, included a going concern section describing conditions that raised substantial doubt about the Heritage Community Enterprise Fund's ability to continue as a going concern because of a decrease in cash, increase in payables, and occupancy issues. Management's evaluation of the events and conditions and management's plans regarding those matters are also described in Note 4. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion on the financial statements is not modified with respect to this matter.

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

Management is responsible for the preparation and fair presentation of these 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 County'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 auditing standards generally accepted in the United States of America 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 auditing standards generally accepted in the United States of America 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 County'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; and
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the County'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 Management’s Discussion and Analysis, budgetary comparison schedules for the General Fund and each major special revenue fund, Schedule of Changes in Total OPEB Liability and Related Ratios – Other Postemployment Benefits, PERA retirement plan schedules, and Notes to the Required Supplementary Information 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, and other auditors, 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.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Hubbard County’s basic financial statements. The combining statements for the nonmajor governmental funds, budgetary comparison schedules for the nonmajor governmental funds, combining fiduciary funds financial statements, Schedule of Intergovernmental Revenue, and Schedule of Expenditures of Federal Awards and related notes, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, based on our audit and the report of other auditors, the Supplementary Information as identified above is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2025, on our consideration of Hubbard County’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Hubbard County’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 Hubbard County’s internal control over financial reporting and compliance.

/s/Julie Blaha

Julie Blaha  
State Auditor

February 5, 2025

/s/Chad Struss

Chad Struss, CPA  
Deputy State Auditor

## **Management's Discussion and Analysis**

# Hubbard County Park Rapids, Minnesota

## Management's Discussion and Analysis December 31, 2023 (Unaudited)

The management of Hubbard County offers readers of the County's financial statements this narrative overview and analysis of the financial activities of Hubbard County for the fiscal year ended December 31, 2023. The Management's Discussion and Analysis provides comparisons with the previous year and is designed to focus on the current year's activities, resulting changes, and currently known facts, and should be read in conjunction with the County's basic financial statements and the notes to the financial statements that follow this section.

### Financial Highlights

The total net position of governmental activities is \$117,310,742, of which \$97,849,108 is the net investment in capital assets, \$11,008,634 is restricted for specific purposes, and \$8,453,000 is unrestricted. The total net position of governmental activities increased by \$3,048,195 in 2023.

The total net position of business-type activities is (\$678,474), of which \$3,443,069 is the net investment in capital assets, \$109,933 is restricted for specific purposes, and (\$4,231,476) is unrestricted. The total net position of business-type activities increased by \$700,532 for the year ended September 30, 2023.

At the close of 2023, the County's governmental funds reported combined ending fund balances of \$30,943,787, a decrease of \$129,575 from the prior year. Of the total fund balance amount, \$1,438,805 is nonspendable, \$9,811,715 is legally or contractually restricted, \$9,817,242 is committed, \$6,994,387 is assigned for specific purposes, and \$2,881,638 is unassigned. Maintaining an adequate fund balance is necessary to provide County services throughout the year.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Hubbard County's basic financial statements, which are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other information in addition to the basic financial statements.

### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the County's finances. These statements include all assets, deferred outflows of resources, deferred inflows of resources, and liabilities using the full accrual basis of accounting, which is similar to the accounting used by most private-sector businesses. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The *Statement of Net Position* presents information on all of the County's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the County is improving or deteriorating.

The *Statement of Activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the

change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

In the *Statement of Net Position* and the *Statement of Activities*, we divide the County into three kinds of activities:

- Governmental activities – Most of the County’s basic services are reported here, including general government, public safety, highways and streets, sanitation, human services, health, culture and recreation, conservation of natural resources, and economic development. Property taxes and state and federal grants finance most of these activities.
- Business-type activities – The County charges fees to cover the costs of certain services it provides. Included here are the operations of the Heritage Community.
- Component units – The County includes a separate legal entity in its report. The Hubbard County Housing and Redevelopment Authority (HRA) is reported in a separate column. Although legally separate, this “component unit” is important because the County appoints a voting majority of the HRA Board, and the County can impose its will on the HRA.

The government-wide financial statements can be found as Exhibits 1 and 2 of this report.

## **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Hubbard County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental Funds:** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, fund level financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s short-term financing decisions. Both the Balance Sheet – Governmental Funds and the Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds provide a reconciliation to facilitate the comparison between governmental funds and governmental activities.

The County reports four governmental fund types: General, Special Revenue, Debt Service, and Permanent. Information is presented separately in the Governmental Funds Balance Sheet and in the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance for the General Fund, the Road and Bridge Special Revenue Fund, the Social Services Special Revenue Fund, and the Solid Waste Special Revenue Fund, all of which are considered to be major funds. Data from the Land Management Special Revenue Fund, the Building Bonds Debt Service Fund, and the Environmental Trust Permanent Fund are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in combining statements after the notes to the financial statements.

Hubbard County adopts annual budgets for its governmental funds. Budgetary comparisons have been provided for these funds to demonstrate compliance with their budgets.

**Proprietary Funds:** Hubbard County maintains one enterprise fund. The Heritage Community Enterprise Fund accounts for the combined activities of the County’s Heritage Living Center, Heritage Manor, and Heritage Cottages facilities, which provide long-term health care, adult day care, memory care, and assisted living senior housing services for the elderly. Financing is provided by user service charges. Proprietary funds provide the same type of information as the government-wide financial statements and are included in the Statement of Net Position and the Statement of Activities as business-type activities.

**Fiduciary Funds:** Fiduciary funds are used to account for assets held by the County as an agent for individuals, private organizations, or other governments. Hubbard County’s fiduciary funds consist of one private-purpose trust fund and several custodial funds. The fiduciary funds are not reflected in the government-wide financial statements because those resources are not available to support the County’s programs. The County is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

## **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information** – In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information*. The County also provides combining statements, budgetary comparison schedules, a schedule of intergovernmental revenue, a schedule of expenditures of federal awards, and related notes.

## **Government-Wide Financial Analysis**

Over time, net position serves as a useful indicator of the County’s financial position. The County’s assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$117,310,742 at the close of 2023. The largest portion of the County’s net position (approximately 83 percent) reflects its net investment in capital assets (i.e., land, permanent right-of-way, construction in progress, infrastructure, buildings and improvements, land improvements, machinery and equipment, software, and leased equipment). It should be noted that this amount is not available for future spending. Approximately nine percent of the County’s net position is restricted and eight percent of the County’s net position is unrestricted. The unrestricted net position amount of \$8,453,000 as of December 31, 2023, may be used to meet the County’s ongoing obligations to citizens.

**Net Position**

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2023	2022	2023	2022	2023	2022
<b>Assets</b>						
Current and other assets	\$ 36,365,883	\$ 37,115,109	\$ (1,027,882)	\$ (1,277,547)	\$ 35,338,001	\$ 35,837,562
Capital assets	101,241,800	97,470,302	13,728,699	14,315,803	114,970,499	111,786,105
<b>Total Assets</b>	<b>\$ 137,607,683</b>	<b>\$ 134,585,411</b>	<b>\$ 12,700,817</b>	<b>\$ 13,038,256</b>	<b>\$ 150,308,500</b>	<b>\$ 147,623,667</b>
Deferred outflows of resources	\$ 8,539,688	\$ 10,934,086	\$ 414,406	\$ 753,836	\$ 8,954,094	\$ 11,687,922
<b>Liabilities</b>						
Long-term liabilities	\$ 16,778,967	\$ 27,319,207	\$ 12,388,273	\$ 13,955,480	\$ 29,167,240	\$ 41,274,687
Other liabilities	2,874,331	3,468,131	354,033	632,342	3,228,364	4,100,473
<b>Total Liabilities</b>	<b>\$ 19,653,298</b>	<b>\$ 30,787,338</b>	<b>\$ 12,742,306</b>	<b>\$ 14,587,822</b>	<b>\$ 32,395,604</b>	<b>\$ 45,375,160</b>
Deferred inflows of resources	\$ 9,183,331	\$ 469,612	\$ 1,051,391	\$ 583,276	\$ 10,234,722	\$ 1,052,888
<b>Net position</b>						
Net investment in capital assets	\$ 97,849,108	\$ 93,224,174	\$ 3,443,069	\$ 3,410,826	\$ 101,292,177	\$ 96,635,000
Restricted	11,008,634	10,314,775	109,933	-	11,118,567	10,314,775
Unrestricted	8,453,000	10,723,598	(4,231,476)	(4,789,832)	4,221,524	5,933,766
<b>Total Net Position</b>	<b>\$ 117,310,742</b>	<b>\$ 114,262,547</b>	<b>\$ (678,474)</b>	<b>\$ (1,379,006)</b>	<b>\$ 116,632,268</b>	<b>\$ 112,883,541</b>

**Changes in Net Position**

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2023	2022	2023	2022	2023	2022
<b>Revenues</b>						
<b>Program revenues</b>						
Fees, charges, fines, and other	\$ 11,022,809	\$ 10,416,892	\$ 7,201,382	\$ 5,695,289	\$ 18,224,191	\$ 16,112,181
Operating grants and contributions	15,252,069	12,789,785	1,670,022	1,370,230	16,922,091	14,160,015
Capital grants and contributions	2,417,853	118,729	-	-	2,417,853	118,729
<b>General revenues</b>						
Property taxes	19,224,643	16,002,354	-	-	19,224,643	16,002,354
Transportation sales tax	1,926,202	1,927,276	-	-	1,926,202	1,927,276
Mortgage registry and deed tax	29,455	36,561	-	-	29,455	36,561
Grants and contributions not restricted to specific programs	1,508,469	1,123,286	-	-	1,508,469	1,123,286
Payments in lieu of tax	1,065,683	912,246	-	-	1,065,683	912,246
Investment earnings	1,310,820	292,166	(119)	2,563	1,310,701	294,729
Miscellaneous	210,365	251,344	-	-	210,365	251,344
<b>Total Revenues</b>	<b>\$ 53,968,368</b>	<b>\$ 43,870,639</b>	<b>\$ 8,871,285</b>	<b>\$ 7,068,082</b>	<b>\$ 62,839,653</b>	<b>\$ 50,938,721</b>
<b>Expenses</b>						
General government	\$ 8,906,878	\$ 6,321,517	\$ -	\$ -	\$ 8,906,878	\$ 6,321,517
Public safety	9,880,342	9,809,720	-	-	9,880,342	9,809,720
Highways and streets	12,391,033	9,109,940	-	-	12,391,033	9,109,940
Sanitation	5,317,506	4,180,526	-	-	5,317,506	4,180,526
Human services	10,985,503	10,266,189	-	-	10,985,503	10,266,189
Health	46,048	51,826	-	-	46,048	51,826
Culture and recreation	685,873	633,689	-	-	685,873	633,689
Conservation of natural resources	2,559,915	2,541,277	-	-	2,559,915	2,541,277
Economic development	72,000	72,000	-	-	72,000	72,000
Interest	75,075	106,493	-	-	75,075	106,493
Heritage Community	-	-	8,170,753	8,319,912	8,170,753	8,319,912
<b>Total Expenses</b>	<b>\$ 50,920,173</b>	<b>\$ 43,093,177</b>	<b>\$ 8,170,753</b>	<b>\$ 8,319,912</b>	<b>\$ 59,090,926</b>	<b>\$ 51,413,089</b>
<b>Change in net position before transfers and special item</b>	<b>\$ 3,048,195</b>	<b>\$ 777,462</b>	<b>\$ 700,532</b>	<b>\$ (1,251,830)</b>	<b>\$ 3,748,727</b>	<b>\$ (474,368)</b>
Transfers	-	54,560	-	(54,560)	-	-
Special item – capital contribution	-	-	-	2,623,788	-	2,623,788
<b>Change in net position after transfers and special item</b>	<b>\$ 3,048,195</b>	<b>\$ 832,022</b>	<b>\$ 700,532</b>	<b>\$ 1,317,398</b>	<b>\$ 3,748,727</b>	<b>\$ 2,149,420</b>
<b>Net Position – January 1</b>	<b>114,262,547</b>	<b>113,430,525</b>	<b>(1,379,006)</b>	<b>(2,696,404)</b>	<b>112,883,541</b>	<b>110,734,121</b>
<b>Net Position – December 31</b>	<b>\$ 117,310,742</b>	<b>\$ 114,262,547</b>	<b>\$ (678,474)</b>	<b>\$ (1,379,006)</b>	<b>\$ 116,632,268</b>	<b>\$ 112,883,541</b>

**Financial Analysis of the Government's Funds**

As noted earlier, the County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements, with a focus on short-term inflows, outflows, and balances of spendable resources. In particular, unrestricted fund balance may serve as a useful measure of the County's net resources available for spending at the end of the fiscal year.

## **Governmental Funds**

At the end of 2023, the County's governmental funds reported combined ending fund balances of \$30,943,787. Of this amount, approximately five percent constitutes nonspendable fund balance, 32 percent constitutes legally or contractually restricted fund balance, 32 percent constitutes committed fund balance, 22 percent constitutes specifically assigned fund balance, and nine percent constitutes unassigned fund balance.

The General Fund is the operating fund of the County. At the end of the current fiscal year, the General Fund's total fund balance was \$13,056,740. Unrestricted fund balance (committed, assigned, and unassigned) of the General Fund was \$8,347,403. As a measure of the General Fund's liquidity, it is useful to compare the unrestricted fund balance and total fund balance to total fund expenditures for 2023. Unrestricted fund balance represents 41 percent of total General Fund expenditures, while total fund balance represents 63 percent of that same amount.

In 2023, the fund balance amount in the General Fund increased by \$1,377,995, due to increased tax and intergovernmental revenues and increased general government and public safety expenditures.

The fund balance of the Road and Bridge Special Revenue Fund decreased by \$348,559 in 2023 due to maintenance and construction projects.

The fund balance of the Social Services Special Revenue Fund decreased \$1,042,832 from the prior year due to the budgeted use of fund balance.

The fund balance of the Solid Waste Special Revenue Fund decreased \$430,317 from the prior year due to increased special assessments revenue and increased salaries and wages, tipping fees, equipment purchases and professional and technical services expenditures.

## **Proprietary Fund**

The Heritage Community Enterprise Fund operating loss in 2023 was \$554,640.

Total resident services and ancillary revenues increased 26 percent, from \$5,707,524 in fiscal year 2022 to \$7,201,608 in fiscal year 2023. Total occupancy percentages increased from 51.6 percent in 2022 to 61 percent in 2023.

## **General Fund Budgetary Highlights**

Actual revenues were more than overall final budgeted revenues by \$3,784,017 with the largest positive variances in intergovernmental and investment earnings revenues. Overall final budgeted expenditures were less than actual expenditures by \$831,589 with the largest variance in human services.

## **Capital Assets and Long-Term Debt**

### **Capital Assets**

The County's investment in capital assets for its governmental activities as of December 31, 2023, and business-type activities as of September 30, 2023, amounted to \$114,970,499 (net of accumulated depreciation and amortization). The total increase in the County's investment in capital assets for the current fiscal year was three percent.



**Capital Assets (Net of Depreciation and Amortization)**

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2023	2022	2023	2022	2023	2022
Land	\$ 885,724	\$ 885,724	\$ 117,299	\$ 117,299	\$ 1,003,023	\$ 1,003,023
Permanent right-of-way	3,693,686	3,685,619	-	-	3,693,686	3,685,619
Construction in progress	2,538,377	1,023,006	-	-	2,538,377	1,023,006
Infrastructure	76,416,457	73,910,014	-	-	76,416,457	73,910,014
Buildings and improvements	12,645,106	13,421,636	13,184,004	13,689,807	25,829,110	27,111,443
Land improvements	185,434	206,828	11,683	14,393	197,117	221,221
Machinery and equipment	4,549,414	3,835,288	357,215	414,980	4,906,629	4,250,268
Software	65,810	96,403	-	-	65,810	96,403
Lease equipment	261,792	405,784	58,498	79,324	320,290	485,108
<b>Total Capital Assets</b>	<b>\$ 101,241,800</b>	<b>\$ 97,470,302</b>	<b>\$ 13,728,699</b>	<b>\$ 14,315,803</b>	<b>\$ 114,970,499</b>	<b>\$ 111,786,105</b>

Additional information on the County’s capital assets can be found in the notes to the financial statements.

**Long-Term Debt**

At the end of the current fiscal year, the County’s Governmental Activities had total debt outstanding of \$3,128,678 and the County’s Business-type activities had total debt outstanding of \$10,226,228 which is backed by the full faith and credit of the government.

**Outstanding Bonded Debt**

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2023	2022	2023	2022	2023	2022
G.O. Bonds, net of premium	\$ -	\$ -	\$ 1,740,748	\$ 1,972,563	\$ 1,740,748	\$ 1,972,563
G.O. Refunding Bonds, net of premium	3,128,678	3,879,962	-	-	3,128,678	3,879,962
G.O. Nursing Home Revenue Bonds, net of discount	-	-	8,485,480	8,849,829	8,485,480	8,849,829
<b>Total Long-Term Debt</b>	<b>\$ 3,128,678</b>	<b>\$ 3,879,962</b>	<b>\$ 10,226,228</b>	<b>\$ 10,822,392</b>	<b>\$ 13,354,906</b>	<b>\$ 14,702,354</b>

Minnesota statutes limit the amount of debt that a county may have to three percent of its total market value, excluding revenue bonds. At the end of 2023, overall debt of the County is below the three percent debt limit.

Hubbard County has received a bond rating from S&P Global Ratings.

Additional information on the County’s long-term debt can be found in the notes to the financial statements.

**Economic Factors and Next Year’s Budget**

The County depends on financial resources flowing from, or associated with, both the federal government and the State of Minnesota. Because of this dependency, the County is subject to changes in specific flows of intergovernmental revenues based on modifications to federal and state laws and federal and state appropriations. Revenue from intergovernmental sources, which includes federal and state revenues, totaled \$20,449,202 in 2023. This amounts to 37.6 percent of the total governmental fund revenue received in 2023. This compares to intergovernmental revenues in 2022 of \$15,496,192 or 34.7 percent, of the total governmental fund revenue received.

The Hubbard County Board of Commissioners, elected officials, and department managers take very seriously the spending of taxpayer dollars. The departments have reduced their spending as much as possible while still providing mandatory services to the taxpayers.

The average 2023 unemployment rate for Hubbard County was 4.33 percent. This is higher than the statewide average rate of 2.8 percent and higher than the national average rate of 3.63 percent.

Hubbard County's population at July 1, 2023, was estimated at 22,132, an increase of 788 since 2021 (the last statewide census showing Hubbard County's population of 21,344).

On December 19, 2023, Hubbard County set its 2024 revenue and expenditure budgets.

### **Requests for Information**

This annual financial report is designed to provide a general overview of Hubbard County for all those with an interest in the County's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Hubbard County Auditor/Treasurer, Hubbard County Courthouse, 301 Court Avenue, Park Rapids, Minnesota 56470.

## **Basic Financial Statements**

## **Government-Wide Financial Statements**

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 1**

**Statement of Net Position  
December 31, 2023  
Including the Business-Type Information  
As of September 30, 2023**

	Primary Government			Component Unit
	Governmental Activities	Business-Type Activities	Total	Hubbard County Housing and Redevelopment Authority
<b>Assets</b>				
Cash and pooled investments	\$ 28,391,882	\$ 202,520	\$ 28,594,402	\$ 161,099
Taxes receivable – delinquent	419,135	-	419,135	54,225
Accounts receivable – net	443,461	685,503	1,128,964	55,976
Accrued interest receivable	400,342	-	400,342	-
Contracts receivable	746,710	-	746,710	631,406
Leases receivable	23,327	-	23,327	-
Due from other governments	2,931,678	-	2,931,678	-
Internal balances	2,170,543	(2,170,543)	-	-
Prepaid items	-	107,245	107,245	6,487
Inventories	371,525	-	371,525	2,715
Restricted assets				
Cash and pooled investments				
Resident trust funds	-	15,364	15,364	-
Board-designated – bond fund	-	109,933	109,933	-
Board-designated – building fund	-	6,938	6,938	-
Minnesota Urban and Rural Homesteading	-	-	-	344,394
Tenant security deposits	-	15,158	15,158	60,483
Loan proceeds – construction fund	-	-	-	139
Investment	467,280	-	467,280	-
Capital assets				
Non-depreciable	7,117,787	117,299	7,235,086	537,040
Depreciable or amortizable – net of accumulated depreciation and amortization	94,124,013	13,611,400	107,735,413	4,291,388
<b>Total Assets</b>	<b>\$ 137,607,683</b>	<b>\$ 12,700,817</b>	<b>\$ 150,308,500</b>	<b>\$ 6,145,352</b>
<b>Deferred Outflows of Resources</b>				
Deferred other postemployment benefits outflows	\$ 98,291	\$ 4,163	\$ 102,454	\$ -
Deferred pension outflows	8,441,397	410,243	8,851,640	-
<b>Total Deferred Outflows of Resources</b>	<b>\$ 8,539,688</b>	<b>\$ 414,406</b>	<b>\$ 8,954,094</b>	<b>\$ -</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 1  
(Continued)**

**Statement of Net Position  
December 31, 2023  
Including the Business-Type Information  
As of September 30, 2023**

	Primary Government			Component Unit Hubbard County Housing and Redevelopment Authority
	Governmental Activities	Business-Type Activities	Total	
<b>Liabilities</b>				
Accounts payable	\$ 1,033,402	\$ 153,539	\$ 1,186,941	\$ 27,752
Salaries payable	941,021	98,254	1,039,275	-
Due to related parties	-	51,983	51,983	-
Contracts payable	365,914	-	365,914	-
Due to other governments	160,484	-	160,484	-
Deposits	-	-	-	60,483
Accrued interest payable	45,500	6,332	51,832	12,268
Unearned revenue	328,010	10,728	338,738	-
Unearned rents	-	-	-	12,370
Current liabilities payable from restricted assets	-	33,197	33,197	-
Long-term liabilities				
Due within one year	1,982,474	317,806	2,300,280	135,302
Due in more than one year	3,181,484	10,183,182	13,364,666	3,622,430
Other postemployment benefits liability	827,029	64,330	891,359	-
Net pension liability	10,787,980	1,822,955	12,610,935	-
<b>Total Liabilities</b>	<b>\$ 19,653,298</b>	<b>\$ 12,742,306</b>	<b>\$ 32,395,604</b>	<b>\$ 3,870,605</b>
<b>Deferred Inflows of Resources</b>				
Deferred other postemployment benefits inflows	\$ 333,277	\$ 37,368	\$ 370,645	\$ -
Deferred pension inflows	8,828,585	1,014,023	9,842,608	-
Deferred lease inflows	21,469	-	21,469	-
<b>Total Deferred Inflows of Resources</b>	<b>\$ 9,183,331</b>	<b>\$ 1,051,391</b>	<b>\$ 10,234,722</b>	<b>\$ -</b>
<b>Net Position</b>				
Net investment in capital assets	\$ 97,849,108	\$ 3,443,069	\$ 101,292,177	\$ 1,070,696
Restricted for				
General government	990,151	-	990,151	-
Public safety	1,622,430	-	1,622,430	-
Highways and streets	3,580,404	-	3,580,404	-
Culture and recreation	648,806	-	648,806	-
Conservation of natural resources	1,906,863	-	1,906,863	-
Debt service	1,484,844	109,933	1,594,777	-
Opioid remediation activities	307,856	-	307,856	-
Permanent fund principal	467,280	-	467,280	-
Minnesota Urban and Rural Homesteading	-	-	-	1,153,678
Unrestricted	8,453,000	(4,231,476)	4,221,524	50,373
<b>Total Net Position</b>	<b>\$ 117,310,742</b>	<b>\$ (678,474)</b>	<b>\$ 116,632,268</b>	<b>\$ 2,274,747</b>

# Hubbard County Park Rapids, Minnesota

## Statement of Activities For the Year Ended December 31, 2023 Including the Business-Type Information For the Year Ended September 30, 2023

	Expenses	Fees, Charges, Fines, and Other	Program Revenues Operating Grants and Contributions
<b>Functions/Programs</b>			
<b>Primary government</b>			
<b>Governmental activities</b>			
General government	\$ 8,906,878	\$ 952,252	\$ 731,814
Public safety	9,880,342	604,472	1,387,635
Highways and streets	12,391,033	1,876,255	6,610,548
Sanitation	5,317,506	4,957,387	72,441
Human services	10,985,503	1,182,787	5,493,109
Health	46,048	-	-
Culture and recreation	685,873	1,041	118,665
Conservation of natural resources	2,559,915	1,448,615	837,857
Economic development	72,000	-	-
Interest	75,075	-	-
<b>Total governmental activities</b>	<b>\$ 50,920,173</b>	<b>\$ 11,022,809</b>	<b>\$ 15,252,069</b>
<b>Business-type activities</b>			
Heritage Community	8,170,753	7,201,382	1,670,022
<b>Total Primary Government</b>	<b>\$ 59,090,926</b>	<b>\$ 18,224,191</b>	<b>\$ 16,922,091</b>
<b>Component unit</b>			
Hubbard County Housing and Redevelopment Authority	\$ 1,012,507	\$ 790,726	\$ -

**General Revenues**

Property taxes  
Transportation sales tax  
Mortgage registry and deed tax  
Grants and contributions not restricted to specific programs  
Payments in lieu of tax  
Investment earnings  
Miscellaneous

**Total general revenues**

**Change in net position**

**Net Position – Beginning, as restated (see Note 6)**

**Net Position – Ending**

Net (Expense) Revenue and Changes in Net Position				Component Unit
Capital Grants and Contributions	Governmental Activities	Primary Government Business-Type Activities	Total	Hubbard County Housing and Redevelopment Authority
\$ -	\$ (7,222,812)	\$ -	\$ (7,222,812)	
-	(7,888,235)	-	(7,888,235)	
2,417,853	(1,486,377)	-	(1,486,377)	
-	(287,678)	-	(287,678)	
-	(4,309,607)	-	(4,309,607)	
-	(46,048)	-	(46,048)	
-	(566,167)	-	(566,167)	
-	(273,443)	-	(273,443)	
-	(72,000)	-	(72,000)	
-	(75,075)	-	(75,075)	
<b>\$ 2,417,853</b>	<b>\$ (22,227,442)</b>	<b>\$ -</b>	<b>\$ (22,227,442)</b>	
-	-	700,651	700,651	
<b>\$ 2,417,853</b>	<b>\$ (22,227,442)</b>	<b>\$ 700,651</b>	<b>\$ (21,526,791)</b>	
<b>\$ -</b>				<b>\$ (221,781)</b>
	\$ 19,224,643	\$ -	\$ 19,224,643	\$ 116,781
	1,926,202	-	1,926,202	-
	29,455	-	29,455	-
	1,508,469	-	1,508,469	-
	1,065,683	-	1,065,683	-
	1,310,820	(119)	1,310,701	3,029
	210,365	-	210,365	71,993
	<b>\$ 25,275,637</b>	<b>\$ (119)</b>	<b>\$ 25,275,518</b>	<b>\$ 191,803</b>
	\$ 3,048,195	\$ 700,532	\$ 3,748,727	\$ (29,978)
	<b>114,262,547</b>	<b>(1,379,006)</b>	<b>112,883,541</b>	<b>2,304,725</b>
	<b>\$ 117,310,742</b>	<b>\$ (678,474)</b>	<b>\$ 116,632,268</b>	<b>\$ 2,274,747</b>



## **Fund Financial Statements**

## **Governmental Funds**

**Hubbard County  
Park Rapids, Minnesota**

**Balance Sheet  
Governmental Funds  
December 31, 2023**

	<b>General</b>	<b>Road and Bridge</b>
<b><u>Assets</u></b>		
Cash and pooled investments	\$ 10,319,524	\$ 9,048,779
Investment	-	-
Taxes receivable – delinquent	277,026	70,043
Accounts receivable – net	177,796	5,571
Accrued interest receivable	400,342	-
Contracts receivable	-	-
Leases receivable	23,327	-
Due from other funds	3,094,914	32,200
Due from other governments	89,769	1,428,210
Advance to other funds	600,000	-
Inventories	-	371,525
	<b>\$ 14,982,698</b>	<b>\$ 10,956,328</b>
<b><u>Liabilities, Deferred Inflows of Resources, and Fund Balances</u></b>		
<b>Liabilities</b>		
Accounts payable	\$ 271,444	\$ 332,423
Salaries payable	485,377	133,173
Contracts payable	-	365,914
Due to other funds	38,703	95
Due to other governments	25,513	598
Unearned revenue	328,010	-
Advance from other funds	-	-
	<b>\$ 1,149,047</b>	<b>\$ 832,203</b>
<b>Deferred Inflows of Resources</b>		
Unavailable revenue		
Taxes	\$ 277,026	\$ 70,043
Charges for services	166,504	-
County state-aid highway allotments	-	883,407
Land and timber sales	-	-
Interest	311,912	-
Grants	-	-
Leases	21,469	-
	<b>\$ 776,911</b>	<b>\$ 953,450</b>

**Exhibit 3**

<u>Social Services</u>	<u>Solid Waste</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 3,061,023	\$ 2,336,676	\$ 3,625,880	\$ 28,391,882
-	-	467,280	467,280
69,313	-	2,753	419,135
46,617	213,477	-	443,461
-	-	-	400,342
-	-	746,710	746,710
-	-	-	23,327
16,400	95	-	3,143,609
874,730	78	-	2,392,787
-	-	-	600,000
-	-	-	371,525
<b><u>\$ 4,068,083</u></b>	<b><u>\$ 2,550,326</u></b>	<b><u>\$ 4,842,623</u></b>	<b><u>\$ 37,400,058</u></b>
\$ 383,274	\$ 41,248	\$ 5,013	\$ 1,033,402
238,149	54,896	29,426	941,021
-	-	-	365,914
54,059	3,954	337,364	434,175
18,551	115,822	-	160,484
-	-	-	328,010
-	600,000	-	600,000
<b><u>\$ 694,033</u></b>	<b><u>\$ 815,920</u></b>	<b><u>\$ 371,803</u></b>	<b><u>\$ 3,863,006</u></b>
\$ 69,313	\$ -	\$ 2,753	\$ 419,135
-	150,164	-	316,668
-	-	-	883,407
-	-	435,450	435,450
-	-	-	311,912
205,224	-	-	205,224
-	-	-	21,469
<b><u>\$ 274,537</u></b>	<b><u>\$ 150,164</u></b>	<b><u>\$ 438,203</u></b>	<b><u>\$ 2,593,265</u></b>

**Hubbard County  
Park Rapids, Minnesota**

**Balance Sheet  
Governmental Funds  
December 31, 2023**

	<b>General</b>	<b>Road and Bridge</b>
<b><u>Liabilities, Deferred Inflows of Resources, and Fund Balances</u></b> (Continued)		
<b>Fund Balances</b>		
Nonspendable	\$ 600,000	\$ 371,525
Restricted	4,109,337	2,704,822
Committed	5,465,765	3,793,718
Assigned	-	2,300,610
Unassigned	2,881,638	-
<b>Total Fund Balances</b>	<b>\$ 13,056,740</b>	<b>\$ 9,170,675</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b>\$ 14,982,698</b>	<b>\$ 10,956,328</b>

**Exhibit 3**  
**(Continued)**

<u>Social Services</u>	<u>Solid Waste</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ -	\$ -	\$ 467,280	\$ 1,438,805
453,799	-	2,543,757	9,811,715
351,992	88,662	117,105	9,817,242
2,293,722	1,495,580	904,475	6,994,387
-	-	-	2,881,638
<u>\$ 3,099,513</u>	<u>\$ 1,584,242</u>	<u>\$ 4,032,617</u>	<u>\$ 30,943,787</u>
<u>\$ 4,068,083</u>	<u>\$ 2,550,326</u>	<u>\$ 4,842,623</u>	<u>\$ 37,400,058</u>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 4**

**Reconciliation of Governmental Funds Balance Sheet to the  
Government-Wide Statement of Net Position—Governmental Activities  
December 31, 2023**

<b>Fund balance – total governmental funds (Exhibit 3)</b>	<b>\$</b>	<b>30,943,787</b>
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets, net of accumulated depreciation and amortization, used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		101,241,800
Deferred outflows of resources resulting from other postemployment benefits are not available resources and, therefore, are not reported in governmental funds.		98,291
Deferred outflows of resources resulting from pension obligations are not available resources and, therefore, are not reported in governmental funds.		8,441,397
Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as deferred inflows of resources – unavailable revenue in the governmental funds.		2,571,796
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds payable	\$ (2,730,000)	
Unamortized premiums on bonds	(398,678)	
Leases payable	(264,014)	
Compensated absences	(1,771,266)	
Other postemployment benefits liability	(827,029)	
Net pension liability	(10,787,980)	
Accrued interest payable	<u>(45,500)</u>	(16,824,467)
Deferred inflows of resources resulting from other postemployment benefits are not due and payable in the current period and, therefore, are not reported in the governmental funds.		(333,277)
Deferred inflows of resources resulting from pension obligations are not due and payable in the current period and, therefore, are not reported in the governmental funds.		<u>(8,828,585)</u>
<b>Net Position of Governmental Activities (Exhibit 1)</b>	<b>\$</b>	<b><u>117,310,742</u></b>

**Hubbard County  
Park Rapids, Minnesota**

**Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Funds  
For the Year Ended December 31, 2023**

	General	Road and Bridge
<b>Revenues</b>		
Taxes	\$ 12,357,805	\$ 5,205,537
Licenses and permits	307,821	-
Intergovernmental	6,262,642	8,970,973
Charges for services	909,621	1,788,845
Fines and forfeitures	57,640	-
Investment earnings	879,088	87,838
Gifts and contributions	216,791	-
Land and timber sales	-	-
Settlements	-	-
Miscellaneous	670,293	87,410
	<b>\$ 21,661,701</b>	<b>\$ 16,140,603</b>
<b>Expenditures</b>		
<b>Current</b>		
General government	\$ 8,607,376	\$ -
Public safety	8,976,462	-
Highways and streets	-	16,077,592
Sanitation	-	-
Human services	689,737	-
Public health	46,048	-
Culture and recreation	653,173	-
Conservation of natural resources	1,414,429	-
Economic development	72,000	-
<b>Intergovernmental</b>		
Highways and streets	-	405,335
<b>Debt service</b>		
Principal	131,722	20,937
Interest	10,129	2,841
	<b>\$ 20,601,076</b>	<b>\$ 16,506,705</b>
<b>Excess of Revenues Over (Under)</b>		
<b>Expenditures</b>	<b>\$ 1,060,625</b>	<b>\$ (366,102)</b>



**Exhibit 5**

<u>Social Services</u>	<u>Solid Waste</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 2,745,409	\$ -	\$ 813,222	\$ 21,121,973
-	475	-	308,296
4,977,493	96,620	141,474	20,449,202
565,828	4,867,257	-	8,131,551
-	-	-	57,640
525	-	39,414	1,006,865
-	-	-	216,791
-	-	1,564,923	1,564,923
49,385	-	-	49,385
624,061	51,744	10,139	1,443,647
<b>\$ 8,962,701</b>	<b>\$ 5,016,096</b>	<b>\$ 2,569,172</b>	<b>\$ 54,350,273</b>
\$ -	\$ -	\$ -	\$ 8,607,376
-	-	-	8,976,462
-	-	-	16,077,592
-	5,464,523	-	5,464,523
10,005,533	-	-	10,695,270
-	-	-	46,048
-	-	-	653,173
-	-	1,153,401	2,567,830
-	-	-	72,000
-	-	-	405,335
-	-	714,056	866,715
-	-	129,972	142,942
<b>\$ 10,005,533</b>	<b>\$ 5,464,523</b>	<b>\$ 1,997,429</b>	<b>\$ 54,575,266</b>
<b>\$ (1,042,832)</b>	<b>\$ (448,427)</b>	<b>\$ 571,743</b>	<b>\$ (224,993)</b>

**Hubbard County  
Park Rapids, Minnesota**

**Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Funds  
For the Year Ended December 31, 2023**

	General	Road and Bridge
<b>Other Financing Sources (Uses)</b>		
Transfers in	\$ 335,480	\$ -
Transfers out	(18,110)	-
Leases issued	-	-
	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 317,370</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 1,377,995</b>	<b>\$ (366,102)</b>
<b>Fund Balance – January 1</b>	<b>11,678,745</b>	<b>9,519,234</b>
<b>Increase (decrease) in inventories</b>	<b>-</b>	<b>17,543</b>
<b>Fund Balance – December 31</b>	<b>\$ 13,056,740</b>	<b>\$ 9,170,675</b>

**Exhibit 5**  
**(Continued)**

<u>Social Services</u>	<u>Solid Waste</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ -	\$ 18,110	\$ -	\$ 353,590
-	-	(335,480)	(353,590)
-	-	77,875	77,875
<u>\$ -</u>	<u>\$ 18,110</u>	<u>\$ (257,605)</u>	<u>\$ 77,875</u>
\$ (1,042,832)	\$ (430,317)	\$ 314,138	\$ (147,118)
4,142,345	2,014,559	3,718,479	31,073,362
-	-	-	17,543
<u>\$ 3,099,513</u>	<u>\$ 1,584,242</u>	<u>\$ 4,032,617</u>	<u>\$ 30,943,787</u>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 6**

**Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of Governmental Funds to the  
Government-Wide Statement of Activities—Governmental Activities  
For the Year Ended December 31, 2023**

**Net change in fund balance – total governmental funds (Exhibit 5) \$ (147,118)**

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

In the funds, under the modified accrual basis, receivables not available for expenditure are deferred. In the statement of activities, those revenues are recognized when earned. The adjustment to revenue between the fund statements and the statement of activities is the increase or decrease in revenue deferred as unavailable.

Unavailable revenue – December 31	\$ 2,571,796	
Unavailable revenue – January 1	<u>(2,593,656)</u>	(21,860)

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense. In the statement of activities, only the gain or loss on the disposal of capital assets is reported; whereas, in the governmental funds, the proceeds from the sale increase financial resources. The difference is the net book value of the assets disposed.

Expenditures for general capital assets and infrastructure	\$ 7,893,697	
Current year depreciation and amortization	<u>(4,122,199)</u>	3,771,498

Issuing long-term debt provides current financial resources to governmental funds, while the repayment of debt consumes current financial resources. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued; whereas, those amounts are deferred and amortized over the life of the debt in the statement of activities.

Principal repayments	\$ 695,000	
Amortization of premiums on bonds	<u>56,284</u>	751,284

Some capital assets additions are acquired through financing. In governmental funds, these arrangements are considered an other financing source, but in the statement of net position, the obligation is reported as a liability. Similarly, repayment of principal is an expenditure in the governmental funds but reduces the liability in the statement of net position.

Principal payments on leases	\$ 171,715	
Leases issued	(77,875)	
Leases terminated	<u>8,312</u>	102,152

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 6  
(Continued)**

**Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of Governmental Funds to the  
Government-Wide Statement of Activities—Governmental Activities  
For the Year Ended December 31, 2023**

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

Change in inventories	\$	17,543	
Change in deferred other postemployment benefits outflows		3,576	
Change in deferred pension outflows		(2,397,974)	
Change in accrued interest payable		11,583	
Change in compensated absences		(180,110)	
Change in other postemployment benefits liability		215,518	
Change in net pension liability		9,651,396	
Change in deferred other postemployment benefits inflows		(191,576)	
Change in deferred pension inflows		(8,537,717)	(1,407,761)
<b>Change in Net Position of Governmental Activities (Exhibit 2)</b>			<b><u><u>\$ 3,048,195</u></u></b>

## **Proprietary Fund**

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 7**

**Statement of Net Position  
Heritage Community Enterprise Fund  
For the Year Ended September 30, 2023**

**Assets**

**Current assets**

Cash and pooled investments	\$	202,520
Accounts receivable – net of allowance for uncollectible accounts of \$18,000		685,503
Prepaid items and other		107,245

**Total current assets** **\$ 995,268**

**Restricted assets**

Cash and pooled investments		
Resident trust funds	\$	15,364
Board-designated – bond fund		109,933
Board-designated – building fund		6,938
Tenant security deposits		15,158

**Total restricted assets** **\$ 147,393**

**Noncurrent assets**

Capital assets		
Non-depreciable	\$	117,299
Depreciable – net of accumulated depreciation		13,611,400

**Total noncurrent assets** **\$ 13,728,699**

**Total Assets** **\$ 14,871,360**

**Deferred Outflows of Resources**

Deferred other postemployment benefits outflows	\$	4,163
Deferred pension outflows		410,243

**Total Deferred Outflows of Resources** **\$ 414,406**

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 7  
(Continued)**

**Statement of Net Position  
Heritage Community Enterprise Fund  
For the Year Ended September 30, 2023**

**Liabilities**

**Current liabilities**

Accounts payable	\$	153,539
Salaries payable		98,254
Compensated absences payable		156,567
Due to related parties		51,983
Due to other funds		2,170,543
Accrued interest payable		6,332
Unearned revenue		10,728
Leases payable		11,239
General obligation bonds payable		150,000
Other postemployment benefits liability		3,304
		3,304

**Total current liabilities** **\$ 2,812,489**

**Current liabilities payable from restricted assets**

Tenant security deposits payable	\$	17,833
Resident trust funds payable		15,364
		15,364

**Total current liabilities payable from restricted assets** **\$ 33,197**

**Noncurrent liabilities**

Compensated absences payable	\$	58,791
Leases payable		48,163
General obligation bonds payable		10,076,228
Other postemployment benefits liability		61,026
Net pension liability		1,822,955
		1,822,955

**Total noncurrent liabilities** **\$ 12,067,163**

**Total Liabilities** **\$ 14,912,849**

**Deferred Inflows of Resources**

Deferred other postemployment benefits inflows	\$	37,368
Deferred pension inflows		1,014,023
		1,014,023

**Total Deferred Inflows of Resources** **\$ 1,051,391**

**Net Position**

Net investment in capital assets	\$	3,443,069
Restricted for debt service		109,933
Unrestricted		(4,231,476)
		(4,231,476)

**Total Net Position** **\$ (678,474)**



**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 8**

**Statement of Revenues, Expenses, and Changes in Net Position  
Heritage Community Enterprise Fund  
For the Year Ended September 30, 2023**

<b>Operating Revenues</b>	
Charges for services	\$ 6,124,444
Rental income	787,990
Intergovernmental	226
Miscellaneous	<u>288,948</u>
<b>Total Operating Revenues</b>	<b><u>\$ 7,201,608</u></b>
<b>Operating Expenses</b>	
Nursing services	\$ 2,929,535
Administration and fiscal services	1,341,517
Other care related	413,767
Dietary services	638,856
Laundry	189,579
Housekeeping services	122,885
Plant operations	462,444
Employee benefits	964,740
Depreciation and amortization	<u>692,925</u>
<b>Total Operating Expenses</b>	<b><u>\$ 7,756,248</u></b>
<b>Operating Income (Loss)</b>	<b><u>\$ (554,640)</u></b>
<b>Nonoperating Revenues (Expenses)</b>	
Investment earnings	\$ (119)
Gain on disposal of assets	5,191
Interest expense	(419,696)
Noncapital grant revenue	<u>1,669,796</u>
<b>Total Nonoperating Revenues (Expenses)</b>	<b><u>\$ 1,255,172</u></b>
<b>Change in net position</b>	<b>\$ 700,532</b>
<b>Net Position – October 1</b>	<b><u>(1,379,006)</u></b>
<b>Net Position – September 30</b>	<b><u><u>\$ (678,474)</u></u></b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 9**

**Statement of Cash Flows  
Heritage Community Enterprise Fund  
For the Year Ended September 30, 2023**

<b>Cash Flows from Operating Activities</b>	
Receipts from residents, programs, counties, and other revenue	\$ 6,904,104
Payments to employees	(4,210,743)
Payments to suppliers	<u>(2,912,603)</u>
<b>Net cash provided by (used in) operating activities</b>	<b><u>\$ (219,242)</u></b>
<b>Cash Flows from Noncapital Financing Activities</b>	
Noncapital grants	<b><u>\$ 1,669,796</u></b>
<b>Cash Flows from Capital and Related Financing Activities</b>	
Principal paid on long-term debt	\$ (603,250)
Interest paid on long-term debt	(419,348)
Purchase of capital assets	<u>(115,563)</u>
<b>Net cash provided by (used in) capital and related financing activities</b>	<b><u>\$ (1,138,161)</u></b>
<b>Cash Flows from Investing Activities</b>	
Investment earnings received	\$ (119)
Deposits to bond fund and reinvested interest	<u>(109,954)</u>
<b>Net cash provided by (used in) investing activities</b>	<b><u>\$ (110,073)</u></b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>\$ 202,320</b>
<b>Cash and Cash Equivalents – October 1</b>	<b><u>200</u></b>
<b>Cash and Cash Equivalents – September 30</b>	<b><u><u>\$ 202,520</u></u></b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 9  
(Continued)**

**Statement of Cash Flows  
Heritage Community Enterprise Fund  
For the Year Ended September 30, 2023**

<b>Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities</b>	
<b>Operating income (loss)</b>	<b>\$ (554,640)</b>
<b>Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities</b>	
Depreciation expense	\$ 692,925
(Increase) decrease in accounts receivable	(233,223)
(Increase) decrease in prepaid items	96,716
(Increase) decrease in deferred outflows of resources	339,430
Increase (decrease) in accounts payable	(185,350)
Increase (decrease) in salaries payable	(7,139)
Increase (decrease) in due to related parties	193,101
Increase (decrease) in tenant security deposits payable	2,952
Increase (decrease) in unearned revenue	(67,233)
Increase (decrease) in deferred inflows of resources	468,115
Increase (decrease) in net pension liability	(964,896)
<b>Total adjustments</b>	<b>\$ 335,398</b>
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>\$ (219,242)</b>
<b>Supplemental Disclosures of Noncash Operating, Financing, and Investing Activities</b>	
Right-to-use asset received in exchange for lease	\$ 57,269
Issuance of lease liability	(57,269)
<b>Cash Proceeds Received from Lease</b>	<b>\$ -</b>

## **Fiduciary Funds**

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 10**

**Statement of Fiduciary Net Position  
Fiduciary Funds  
December 31, 2023**

	Social Welfare Private-Purpose Trust Fund	Custodial Funds
<b><u>Assets</u></b>		
Cash and pooled investments	\$ 19,100	\$ 645,170
Taxes and special assessments receivable for other governments	-	940,543
Contracts receivable	-	145,623
<b>Total Assets</b>	<b>\$ 19,100</b>	<b>\$ 1,731,336</b>
<b><u>Liabilities</u></b>		
Due to others	\$ -	\$ 17,664
Due to other funds	-	538,891
Due to other governments	-	971,556
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ 1,528,111</b>
<b><u>Deferred Inflows of Resources</u></b>		
Prepaid taxes	\$ -	\$ 51,414
<b><u>Net Position</u></b>		
Restricted for individuals, organizations, and other governments	<b>\$ 19,100</b>	<b>\$ 151,811</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit 11**

**Statement of Changes in Fiduciary Net Position  
Fiduciary Funds  
For the Year Ended December 31, 2023**

	<u>Social Welfare Private-Purpose Trust Fund</u>	<u>Custodial Funds</u>
<b><u>Additions</u></b>		
Contributions from individuals	\$ 195,870	\$ 268,691
Interest earnings	-	731
Property tax collections for other governments	-	19,432,046
Fees collected for state	-	4,732,557
Payments from state	-	137,000
Payments from other entities	-	266,803
<b>Total Additions</b>	<b><u>\$ 195,870</u></b>	<b><u>\$ 24,837,828</u></b>
<b><u>Deductions</u></b>		
Beneficiary payments to individuals	\$ 197,696	\$ -
Payments of property tax to other governments	-	21,038,325
Payments to state	-	4,799,249
Payments to other individuals/entities	-	634,459
<b>Total Deductions</b>	<b><u>\$ 197,696</u></b>	<b><u>\$ 26,472,033</u></b>
<b>Change in Net Position</b>	<b>\$ (1,826)</b>	<b>\$ (1,634,205)</b>
<b>Net Position – January 1</b>	<b><u>20,926</u></b>	<b><u>1,786,016</u></b>
<b>Net Position – December 31</b>	<b><u>\$ 19,100</u></b>	<b><u>\$ 151,811</u></b>

# Hubbard County Park Rapids, Minnesota

## Notes to the Financial Statements As of and for the Year Ended December 31, 2023

### Note 1 – Summary of Significant Accounting Policies

The County’s financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as of and for the year ended December 31, 2023. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). The more significant accounting policies established in GAAP and used by the County are discussed below.

#### Financial Reporting Entity

Hubbard County was established February 26, 1883, and is an organized county having the powers, duties, and privileges granted counties by Minn. Stat. ch. 373. The County is governed by a five-member Board of Commissioners elected from districts within the County. The Board is organized with a chair and vice chair elected at the annual meeting in January of each year. The County Administrator, appointed by the Board, serves as the clerk of the Board but has no vote.

#### Blended Component Unit

A Joint Governmental Cooperative Fuel Facility was organized in 1997 under the authority of Minn. Stat. § 471.59. The Facility is operated, supervised, and controlled by the County. The governing body of the Facility is a Joint Powers Board, which consists of five members. Two of the members are appointed by the Hubbard County Board of Commissioners, two are appointed by the Park Rapids School Board, and the other member is appointed by the Park Rapids City Council. The County Highway Department is serving as the fiscal agent of the Joint Powers Board.

Although the Facility is separate from the County, it is reported as part of the County since it provides service almost entirely to the County. Title to the land, equipment, and structures of the Facility are in the name of the County. The activity of the Facility is recorded in the Road and Bridge Fund of the County. Separate financial statements are not prepared for the Facility.

#### Discretely Presented Component Unit

The following component unit of Hubbard County qualifies for inclusion in the financial reporting entity as a discretely presented component unit:

#### **Discretely Presented Component Unit of the County**

Component Unit	Component Unit Included in Reporting Entity Because	Separate Financial Statements
Hubbard County Housing and Redevelopment Authority (HRA) provides services pursuant to Minn. Stat. §§ 469.001-469.047.	The County Board appoints a voting majority of the HRA Board and can impose its will on the HRA.	Separate financial statements can be obtained at: Hubbard County Housing and Redevelopment Authority 1320 Neilson Avenue SE Bemidji, Minnesota 56601

# Hubbard County

## Park Rapids, Minnesota

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When included as part of the financial reporting entity, GAAP requires financial data for discretely presented component units to be presented in separate columns in the government-wide financial statements to emphasize that they are legally separate from the reporting entity.

### Joint Ventures and Jointly-Governed Organizations

The County participates in joint ventures and jointly-governed organizations, which are described in Note 4.

### Basic Financial Statements

#### Government-Wide Statements

The government-wide financial statements (the statement of net position and the statement of activities) display information about the primary government and its component units. These statements include the financial activities of the overall County government, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. 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 to external parties for support.

In the government-wide statement of net position, both the governmental and business-type activities columns present all assets, liabilities, deferred inflows and outflows of resources, and net position on a full accrual accounting basis with an economic resource focus. The County's net position is reported in three parts: (1) net investment in capital assets; (2) restricted net position; and (3) unrestricted net position. The County first utilizes restricted resources to finance qualifying activities.

The statement of activities demonstrates the degree to which the direct expenses of each function of the County's governmental and business-type activities are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function, segment, or activity. Program revenues include: (1) fees, charges, and fines paid by the recipients of goods, services, or privileges provided by a given function or activity; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues. The County does not allocate indirect expenses to functions within the financial statements.

#### Fund Financial Statements

The fund financial statements provide information about the County's funds, including its fiduciary funds and blended component unit. Separate statements for each fund category—governmental, proprietary, and fiduciary—are presented. The emphasis of governmental and proprietary fund financial statements is on major individual governmental and enterprise funds, with each displayed as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor funds.

The County reports the following major governmental funds:

The General Fund is the County's primary operating fund. It accounts for and reports all financial resources of the general government not accounted for in another fund.



# Hubbard County

## Park Rapids, Minnesota

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The Road and Bridge Special Revenue Fund accounts for restricted revenues from the federal and state government, as well as assigned property tax revenues used for the construction and maintenance of roads, bridges, and other projects affecting County roadways.

The Social Services Special Revenue Fund accounts for restricted revenues from the federal, state, and other oversight agencies, as well as assigned property tax revenues used for economic assistance and community social services programs.

The Solid Waste Special Revenue Fund accounts for restricted revenues from charges for services collected through special assessments, miscellaneous revenues, and revenue resources from the state for costs relating to disposal of the County's solid waste.

The County reports the following major enterprise fund:

The Heritage Community Enterprise Fund accounts for the combined activities of the County's Heritage Living Center, Heritage Manor, and Heritage Cottages facilities, which provide long-term health care, adult day care, memory care, and assisted living senior housing services for the elderly. Financing is provided by user service charges.

Additionally, the County reports the following funds:

Land Management Special Revenue Fund is used to account for proceeds from the sale or rental of lands forfeited to the state of Minnesota, pursuant to Minn. Stat. ch. 282, as well as financial transactions of various operations of the County forest.

The Building Bonds Debt Service Fund is used to account for the accumulation of restricted resources used for and the payment of principal, interest, and related costs.

The Environmental Trust Permanent Fund is used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for environmental purposes.

The Social Welfare Private-Purpose Trust Fund accounts for funds held in trust that the County is holding on behalf of individuals receiving social welfare assistance.

Custodial funds are safekeeping in nature. These funds account for monies the County holds for others in a fiduciary capacity.

### **Measurement Focus and Basis of Accounting**

The government-wide, proprietary fund, and fiduciary fund financial statements are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

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. Hubbard County considers all revenues to be available if they are collected within 60 days after the end of the current period. Property taxes are recognized as revenues in the year for which they are levied provided they are also available. Shared revenues are generally recognized in the period the appropriation goes into effect

## Hubbard County Park Rapids, Minnesota

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and the revenues are available. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met and are available. Property and other taxes, licenses, and interest are all considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, compensated absences, and claims and judgments, which are recognized as expenditures to the extent that they have matured. Proceeds of long-term debt and acquisitions under leases are reported as other financing sources.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or incidental activities.

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

### **Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Equity**

#### **Cash and Cash Equivalents**

The County has defined cash and cash equivalents for the purpose of the statement of cash flows for the proprietary fund to include cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Additionally, each fund's equity in the County's investment pool is treated as a cash equivalent because the funds can deposit or effectively withdraw cash at any time without prior notice or penalty.

#### **Deposits and Investments**

The cash balances of substantially all funds are pooled and invested by the County Auditor/Treasurer for the purpose of increasing earnings through investing activities. Pooled and fund investments, if any, are reported at their fair value at December 31, 2023. A market approach is used to value all investments other than external investment pools, which are measured at net asset value. Pursuant to Minn. Stat. § 385.07, investment earnings on cash and pooled investments are credited to the General Fund. Other funds receive investment earnings based on state statutes, grant agreements, contracts, and bond covenants. Pooled investment earnings for 2023 were \$958,804.

Hubbard County invests in an external investment pool, the Minnesota Association of Governments Investing for Counties (MAGIC) Fund, which is created under a joint powers agreement pursuant to Minn. Stat. § 471.59. The investment in the pool is measured at the net asset value per share provided by the pool.

#### **Receivables and Payables**

Activities between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (the current portion of interfund loans) or "advances from/to other funds" (the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due 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." Advances between funds, as reported in the fund financial statements, are offset by a

## Hubbard County Park Rapids, Minnesota

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nonspendable fund balance when occurring in the General Fund to indicate that they are not available for appropriation and are not expendable available financial resources.

Property taxes are levied as of January 1 on property values assessed as of the same date. The tax levy notice is mailed in March with the first half payment due on May 15 and the second half due on October 15 or November 15. Unpaid taxes at December 31 become liens on the respective property and are classified in the financial statements as delinquent taxes receivable.

Accounts receivable is shown net of an allowance for uncollectible balances. No allowance for uncollectible taxes/special assessments has been provided because such amounts are not expected to be material.

### Inventories and Prepaid Items

All inventories are valued at cost using the weighted average method. Inventories in governmental funds are recorded as expenditures when purchased rather than when consumed. Inventories in proprietary funds and at the government-wide level are recorded as expenses when consumed.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

### Restricted Assets

Certain funds of the County are classified as restricted on the statement of net position because the restriction is either imposed by law through constitutional provisions or enabling legislation or imposed externally by creditors, grantors, contributors, or laws or regulations of other governments. Therefore, their use is limited by applicable laws and regulations.

### Capital Assets

Capital assets, which include land; permanent right-of-way; construction in progress; infrastructure (e.g., roads, bridges, and similar items); buildings and improvements; land improvements; machinery and equipment; software; and right-to-use assets acquired under leasing arrangements, are reported in the applicable governmental or business-type activities column in the government-wide financial statements and in the Heritage Community Enterprise Fund. Capital assets are defined by the County's governmental activities as assets with initial useful lives extending beyond two years and a dollar amount for capitalization per asset of \$5,000, except all land, which is capitalized regardless of cost. Capital assets are defined by the Heritage Community Enterprise Fund as assets with initial useful lives extending beyond two years and a dollar amount for capitalization per asset of \$2,000, except all land, which is capitalized regardless of cost. Capital assets are recorded at historical cost or estimated historical cost when purchased or constructed. Donated capital assets are recorded at acquisition value (entry price) on the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extended the life of the asset are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Infrastructure, buildings and improvements, land improvements, and machinery and equipment are depreciated using the straight-line method over the following estimated useful lives, while right-to-use assets are amortized over the shorter of the underlying assets' estimated useful life or the lease term:

# Hubbard County Park Rapids, Minnesota

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## Estimated Useful Lives of Capital Assets

Assets	Years
Infrastructure	15-70
Buildings and improvements	25-40
Land improvements	20-30
Machinery and equipment	3-15
Software	3-15
Right-to-use equipment	3-5

All capital assets, other than land and construction in progress, of business-type activities are depreciated using the straight-line method over the following estimated useful lives, while right-to-use assets are amortized over the shorter of the underlying assets' estimated useful life or the lease term:

## Estimated Useful Lives of Capital Assets

Assets	Years
Buildings and improvements	5-25
Land improvements	5-15
Machinery and equipment	5-20
Right-to-use equipment	5-20

### Compensated Absences

The liability for compensated absences reported in the financial statements consists of unpaid, accumulated Paid Time Off (PTO), vacation, and sick leave balances. The liability is calculated using the vesting method, in which leave amounts for all employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. Compensated absences are accrued when incurred in the government-wide and proprietary fund financial statements. The current portion of this liability is estimated based on the employee's hourly wage and employee accrual rates, which varies based on years of service. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The compensated absences liability is liquidated by funds that have personal services expenditures.

### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents consumption of net assets that applies to a future period(s) and will not be recognized as an outflow of resources (expenditure/expense) until that time. The County reports deferred outflows of resources only under the full accrual basis of accounting associated with pension plans and other postemployment benefits (OPEB) and, accordingly, they are reported only in the statement of net position.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. The governmental funds report unavailable revenue from delinquent taxes receivable, grant receivables, and other long-term receivables. Unavailable revenue arises only under the modified accrual basis of accounting and, accordingly, is reported only in the governmental funds balance sheet. The unavailable revenue

# Hubbard County

## Park Rapids, Minnesota

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amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. Deferred inflows for leases represent the lease revenues per lease agreements the County expects to recognize in future periods. These amounts arise under both the modified and the full accrual basis of accounting and are reported in both the governmental funds balance sheet and the statement of net position. The fiduciary funds report prepaid property taxes for tax collections received prior to year-end that were not due until the following year. Since the property taxes were levied for use in a future year, the revenue is deferred and recognized in the period for which the amount is levied. These inflows occurred in the fiduciary funds under the full accrual basis of accounting and are only reported in the statement of fiduciary net position. The County also reports deferred inflows of resources associated with pension plans and OPEB. These inflows arise only under the full accrual basis of accounting and, accordingly, are reported only in the statement of net position.

### Pension Plans

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 of Minnesota (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year-end is June 30. 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. Plan investments are reported at fair value. The net pension liability is liquidated by funds that have personal services expenditures.

### Long-Term Obligations

In the government-wide financial statements and the proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are recognized as an expense in the period incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources when issued. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. Acquisitions under leases are reported as an other financing source at the present value of the future minimum lease payments as of the inception date.

### Net Position and Fund Balance

Net position in the government-wide and proprietary fund financial statements is classified in the following categories:

Net investment in capital assets – the amount of net position representing capital assets, net of accumulated depreciation, and reduced by outstanding debt attributed to the acquisition, construction, or improvement of the assets.

## Hubbard County Park Rapids, Minnesota

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Restricted net position – the amount of net position for which external restrictions have been imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position – the amount of net position that does not meet the definition of restricted or net investment in capital assets.

In the governmental fund financial statements, the County classifies fund balances as follows:

Nonspendable – amounts that cannot be spent because they either are not in spendable form or are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Restricted – includes fund balance amounts that are constrained for specific purposes which are either externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Committed – includes fund balance amounts that are constrained for specific purposes imposed by resolution of the County Board (which is the highest level of decision-making authority). To remove the constraint on a specified use of committed resources, the County Board shall pass a resolution.

Assigned – includes fund balance amounts that are intended to be used for specific purposes that are neither restricted nor committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the County Auditor/Treasurer who has been delegated that authority by County Board resolution.

Unassigned – the residual classification for the General Fund; it includes all spendable amounts not contained in the other fund balance classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted or committed.

It is the County’s policy to maintain an unrestricted fund balance in the General Fund of an amount not less than 35 to 50 percent of next year’s budgeted expenditures of the General Fund. Unrestricted fund balance can be “spent down” if there is an anticipated budget shortfall. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, the replenishment will be funded by tax levies within five years.

When both restricted and unrestricted resources are available for use, it is the County’s policy to use restricted resources first, then unrestricted resources as they are needed. When committed, assigned, or unassigned resources are available for use, it is the County’s policy to use resources in the following order: (1) committed, (2) assigned, and (3) unassigned.

### Net Resident Service Revenues

The Heritage Community’s Heritage Living Center net resident service revenues include room charges and ancillary services to residents and are recorded at established billing rates, net of contractual adjustments,

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resulting from agreements with third-party payors. Resident service revenues for Heritage Manor and Heritage cottages includes ancillary services, net of discounts.

Provisions for estimated third-party payor settlements are provided in the period the related services are rendered. Differences between the estimated amounts accrued and subsequent settlements are recorded in revenues in the year of settlement. Following is a reconciliation of gross resident service revenues to net resident service revenues:

### Reconciliation of Gross Resident Service Revenues to Net Resident Service Revenues

	Amount
Gross resident service revenues	\$ 7,001,011
Adjustments and allowances	(869,666)
Provisions for uncollectible accounts	(6,901)
Net Resident Service Revenues	<u>\$ 6,124,444</u>

### Third-Party Reimbursement Agreements

#### Medicaid

The Heritage Community's Heritage Living Center participates in the Medicaid program, which is administered by the Minnesota Department of Human Services (DHS). Medicaid and private-paying residents are classified into one of 48 Resource Utilization Groups (RUG) for purposes of establishing payment rates.

Nursing facilities are paid under the Value Based Nursing Facility Reimbursement system (VBR). Under the VBR system, care-related costs are reimbursed at actual cost subject to certain limitations. Other operating costs are reimbursed using a pricing model, which results in the rates of these costs being the same for all nursing facilities in the state. Certain other costs, such as qualifying employer health insurance costs, are reimbursed at an external fixed payment rate and will be cost based with no limitations. Reimbursement for historic property-related costs is a separate component of the rate that has been frozen since 2010. Additional reimbursement for new property-related costs is possible under certain conditions.

The VBR system includes a hold harmless provision which protects nursing home facilities from being paid at rates lower than those in effect December 31, 2015. Nursing facilities are also protected from significant decreases in rates in a single year due to changes in care-related costs.

By Minnesota Statute, a nursing facility may not charge private paying residents in multiple occupancy rooms per diem rates in excess of the approved Medicaid rates for similar services.

#### Medicare

The Heritage Community's Heritage Living Center participates in the Medicare program. This federal program is administered by the Centers for Medicare and Medicaid Services (CMS). Heritage Living Center is paid under the Medicare Prospective Payment System (PPS) for residents who are Medicare Part A eligible and meet the coverage guidelines for skilled nursing facility services (SNFs). The PPS is a per diem price-based system. Annual cost reports are required to be submitted to the designated Medicare Administrative Contractor, however, they do not contain a cost settlement. CMS recently finalized the Patient Driven Payment Model (PDPM) to replace the

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existing Medicare reimbursement system effective October 1, 2019. Under PDP, therapy minutes are removed as the primary basis for payment and instead uses the underlying complexity and clinical needs of a patient as a basis for reimbursement. In addition, PDP introduces variable adjustment factors that change reimbursement rates during the resident's length of stay.

Nursing facilities licensed for participation in the Medicare and Medicaid programs are subject to annual surveys. If it is determined that a nursing facility is not in substantial compliance with the requirements of participation, CMS may impose sanctions and penalties during the period of noncompliance, which would have a negative impact on the revenues of the nursing facility.

### Occupancy Percentages

During the year ended September 30, 2023, the Heritage Community's Heritage Living Center's occupancy percentage and the percentages of resident days covered under the Medicaid and Medicare programs were as follows:

**Heritage Community's Heritage Living Center's Occupancy  
Percentage and Percentages of Resident Days Covered  
Under the Medicaid and Medicare Programs**

	<u>Percentage</u>
Total occupancy	61.0%
Medicaid	67.2%
Medicare	9.1%

### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources; and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### Unearned Revenue

Governmental funds and government-wide financial statements report unearned revenue in connection with resources that have been received, but not yet earned.

### Land Management

The County manages approximately 138,000 acres of state-owned, tax-forfeited land. This land generates revenues primarily from recreational land leases and land and timber sales. Land management costs, including forestry costs such as site preparation, seedlings, tree planting, and logging roads, are accounted for as current operating expenditures. Revenues in excess of expenditures are distributed to the County and cities, towns, and school districts within the County according to state statute. Outstanding land leases and timber sales at year-end are recorded as contracts receivable.



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**Note 2 – Stewardship, Compliance, and Accountability**

**Deficits in Equity Accounts**

The Heritage Community Enterprise Fund had a deficit net position of \$678,474 as of September 30, 2023. This deficit will be eliminated with future revenues and transfers if necessary.

**Note 3 – Detailed Notes**

**Assets**

**Deposits and Investments**

Reconciliation of the County’s total deposits and investments to the basic financial statements as of December 31, 2023, are reported as follows:

<b>Reconciliation of the County’s Total Deposits and Investments to the Basic Financial Statements as of December 31, 2023</b>	
Governmental funds	
Cash and pooled investments	\$ 28,391,882
Restricted assets	
Investments	467,280
Proprietary funds	
Cash and pooled investments	202,520
Restricted assets	
Cash and pooled investments	
Resident trust funds	15,364
Board designated – building fund	6,938
Board designated – bond fund	109,933
Tenant security deposits	15,158
Fiduciary funds	
Cash and pooled investments	664,270
Total Cash and Pooled Investments	\$ 29,873,345
Deposits	\$ 23,604,528
Petty cash and change funds	2,835
Investments	6,265,982
Total Deposits, Cash on Hand, and Investments	\$ 29,873,345

**Deposits**

The County is authorized by Minn. Stat. §§ 118A.02 and 118A.04 to deposit its cash and to invest in certificates of deposit in financial institutions designated by the Board. The County is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution’s banking day, not covered by insurance or bonds.

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Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better and revenue obligations rated “AA” or better; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution not owned or controlled by the financial institution furnishing the collateral.

### Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the County’s deposits may not be returned to it. The County does not have a deposit policy for custodial credit risk. As of December 31, 2023, the County’s deposits were not exposed to custodial credit risk.

### Investments

The County may invest in the following types of investments as authorized by Minn. Stat. §§ 118A.04 and 118A.05:

- (1) securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as “high risk” by Minn. Stat. § 118A.04, subd. 6;
- (2) mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;
- (3) general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service;
- (4) time deposits fully insured by the Federal Deposit Insurance Corporation, the National Credit Union Administration, or banker’s acceptances of United States banks;
- (5) commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less; and
- (6) with certain restrictions, in repurchase agreements, securities lending agreements, joint powers investment trusts, and guaranteed investment contracts.

### Interest Rate Risk

Interest rate risk is the risk that changes in the market value of securities in the portfolio will fall due to changes in general interest rates. The County will minimize Interest rate risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to see securities on the open market prior to maturity.

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### Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. It is the policy of the County that when considering an investment, all depositories under consideration be cross-checked against existing investments, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined in the County's Investment policy.

### Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. At December 31, 2023, the County's investments were not exposed to custodial credit risk.

### Concentration of Credit Risk

The concentration of credit risk is the risk of loss that may be caused by the County's investment in a single issuer, excluding U.S. guaranteed investments, external investment pools, and mutual funds. The County's investment policy is to minimize this risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issue will be minimized.

The following table presents the County's deposit and investment balances at December 31, 2023, and information relating to potential investment risk:

## Hubbard County Park Rapids, Minnesota

### Cash and Investments and Information Relating to Potential Investment Risk as of December 31, 2023

Investment Type	Credit Risk		Concentration of Credit Risk	Interest Rate Risk	Carrying (Fair) Value
	Credit Rating	Rating Agency	Over 5 Percent of Portfolio	Maturity Date	
U.S. Government agency securities					
United States Treasury Notes	A-1+	S&P		2/22/2024	\$ 47,643
United States Treasury Notes	A-1+	S&P		3/28/2024	138,263
United States Treasury Notes	A-1+	S&P		4/2/2024	261,510
Total United States Treasury Notes			2%		\$ 447,416
Federal Home Loan Bank	AA+	S&P	2%	9/9/2024	\$ 499,270
Federal Home Loan Mortgage Corporation	AA+	S&P	2%	9/15/2025	\$ 499,475
1st SEC Bk of Wash Mountlake Terrace CTF DEP				2/20/2024	\$ 6,001
Bank Baroda, NY				3/28/2024	236,908
First Rep Bank San Francisco				4/4/2024	236,822
Charles Schwab Bk SSB Westlake TEX CTF Dep				4/5/2024	244,936
I H Miss VY CR EN Moline III SH CTF				9/16/2024	233,536
Keypoint CR UN San Jose Calif SH CTF				12/27/2024	248,598
Spokane Teachers CR UN Liberty Lake Wash SH CTF				2/25/2025	249,523
Live Oak Banking Co Wilmington				4/14/2026	248,385
PIMA FED CR UN Tucson Ariz SH CTF				2/17/2027	249,964
Pacific Western Bank Beverly Hills				3/22/2028	245,483
Leaders CR UN Jackson Tenn SH CTF				8/30/2028	253,585
Dannemora Fed CR UN Plattsburgh NY SH CTF				12/28/2028	249,361
Total Negotiable certificate of deposit			11%		\$ 2,703,102
MAGIC Portfolio			N/A	N/A	\$ 1,116,719
MAGIC Term			N/A	N/A	1,000,000
Total MAGIC					\$ 2,116,719
Total Investments					\$ 6,265,982
Deposits					\$ 23,604,528
Petty cash and change funds					2,835
Total Cash and Investments					\$ 29,873,345

The County measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and
- *Level 3:* Unobserved inputs.

## Hubbard County Park Rapids, Minnesota

At December 31, 2023, the County had the following recurring fair value measurements.

### Recurring Fair Value Measurements as of December 31, 2023

	December 31, 2023	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments by fair value level				
Debt securities				
U.S. Agencies	\$ 1,446,161	\$ -	\$ 1,446,161	\$ -
Negotiable certificates of deposit	2,703,102	-	2,703,102	-
<hr/>				
Total Investments Included in the Fair Value Hierarchy	\$ 4,149,263	\$ -	\$ 4,149,263	\$ -
<hr/>				
Investments measured at the net asset value (NAV)				
MAGIC Portfolio	\$ 1,116,719			
MAGIC Term	1,000,000			
<hr/>				
Total investments measured at NAV	\$ 2,116,719			
<hr/>				
Total Investments	\$ 6,265,982			

All Level 2 debt securities are valued using a market approach based on the securities' relationship to benchmark quoted prices.

MAGIC is a local government investment pool which is quoted at a net asset value (NAV). The County invests in this pool for the purpose of the joint investment with other counties to enhance the investment earnings accruing to each member. The MAGIC Fund currently consists of the MAGIC Portfolio and the MAGIC Term Series.

MAGIC Portfolio is valued using amortized cost. Shares of the MAGIC Portfolio are available to be redeemed upon proper notice without restrictions under normal operating conditions. There are no limits to the number of redemptions that can be made as long as the County has a sufficient number of shares to meet their redemption request. The MAGIC Fund's Board of Trustees can suspend the right of withdrawal or postpone the date of payment if the Trustees determine that there is an emergency that makes the sale of a Portfolio's securities or determination of its NAV not reasonably practical.

Shares of MAGIC Term Series are purchased to mature upon pre-determined maturity dates selected by the County at the time of purchase. Should the County need to redeem shares in a MAGIC Term Series prematurely, they must provide notice at least seven days prior to the premature redemption date. The value of a premature redemption is equal to the original price for such share, plus dividends thereon, at the projected yield, less such share's allocation of any losses incurred by the series, less a premature redemption penalty, if any.

## Hubbard County Park Rapids, Minnesota

### Receivables

Receivables as of December 31, 2023, for the County's governmental activities, and as of September 30, 2023, for the County's business-type activities, including any applicable allowances for uncollectible accounts, are as follows:

#### Receivables as of December 31, 2023

	Receivable	Less: Allowance for Uncollectible Accounts	Net Receivables	Amounts Not Scheduled for Collection During the Subsequent Year
<b>Governmental Activities</b>				
Taxes – delinquent	\$ 419,135	\$ -	\$ 419,135	\$ -
Accounts receivable	1,816,589	(1,373,128)	443,461	-
Accrued interest receivable	400,342	-	400,342	-
Contracts receivable	746,710	-	746,710	-
Leases receivable	23,327	-	23,327	6,980
Due from other governments	2,931,678	-	2,931,678	-
<b>Total Governmental Activities</b>	<b>\$ 6,337,781</b>	<b>\$ (1,373,128)</b>	<b>\$ 4,964,653</b>	<b>\$ 6,980</b>
<b>Business-Type Activities</b>				
Accounts receivable	\$ 703,503	\$ (18,000)	\$ 685,503	\$ -
<b>Total Business-Type Activities</b>	<b>\$ 703,503</b>	<b>\$ (18,000)</b>	<b>\$ 685,503</b>	<b>\$ -</b>

The County has entered into lease agreements as a lessor and, as of December 31, 2023, there are two active lease receivables for office space with various lessees. Fixed lease receipts range from \$150 per quarter to \$1,412 per month and extend to periods ending February 29, 2024, through May 30, 2025. During 2023, the General Fund received total principal and interest payments of \$16,019 and \$1,531, respectively.

### Capital Assets

Capital asset activity for the governmental activities for the year ended December 31, 2023, and for the business-type activities for the year ended September 30, 2023, was as follows:

## Hubbard County Park Rapids, Minnesota

### Governmental Activities

#### Changes in Capital Assets for the Year Ended December 31, 2023

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets not depreciated				
Land	\$ 885,724	\$ -	\$ -	\$ 885,724
Permanent right-of-way	3,685,619	8,067	-	3,693,686
Construction in progress	1,023,006	2,285,759	770,388	2,538,377
<b>Total capital assets not depreciated</b>	<b>\$ 5,594,349</b>	<b>\$ 2,293,826</b>	<b>\$ 770,388</b>	<b>\$ 7,117,787</b>
Capital assets depreciated				
Infrastructure	\$ 103,914,129	\$ 4,608,729	\$ -	\$ 108,522,858
Buildings and improvements	26,493,574	34,350	-	26,527,924
Land improvements	785,532	-	-	785,532
Machinery and equipment	13,025,652	1,686,606	488,761	14,223,497
Software	176,951	-	-	176,951
<b>Total capital assets depreciated</b>	<b>\$ 144,395,838</b>	<b>\$ 6,329,685</b>	<b>\$ 488,761</b>	<b>\$ 150,236,762</b>
Less: accumulated depreciation for				
Infrastructure	\$ 30,004,115	\$ 2,102,286	\$ -	\$ 32,106,401
Buildings and improvements	13,071,938	810,880	-	13,882,818
Land improvements	578,704	21,394	-	600,098
Machinery and equipment	9,190,364	933,765	450,046	9,674,083
Software	80,548	30,593	-	111,141
<b>Total accumulated depreciation</b>	<b>\$ 52,925,669</b>	<b>\$ 3,898,918</b>	<b>\$ 450,046</b>	<b>\$ 56,374,541</b>
<b>Total capital assets depreciated, net</b>	<b>\$ 91,470,169</b>	<b>\$ 2,430,767</b>	<b>\$ 38,715</b>	<b>\$ 93,862,221</b>
Capital assets amortized				
Leased equipment	\$ 593,961	\$ 91,734	\$ 56,400	\$ 629,295
Less: accumulated amortization for				
Leased equipment	188,177	223,281	43,955	367,503
<b>Total capital assets amortized, net</b>	<b>\$ 405,784</b>	<b>\$ (131,547)</b>	<b>\$ 12,445</b>	<b>\$ 261,792</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 97,470,302</b>	<b>\$ 4,593,046</b>	<b>\$ 821,548</b>	<b>\$ 101,241,800</b>

## Hubbard County Park Rapids, Minnesota

### Business-Type Activities

#### Changes in Capital Assets for the Year Ended September 30, 2023

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets not depreciated				
Land	\$ 117,299	\$ -	\$ -	\$ 117,299
Capital assets depreciated				
Buildings and improvements	\$ 19,545,619	\$ 85,287	\$ -	\$ 19,630,906
Land improvements	194,300	-	-	194,300
Machinery and equipment	1,333,297	30,276	-	1,363,573
Total capital assets depreciated	\$ 21,073,216	\$ 115,563	\$ -	\$ 21,188,779
Less: accumulated depreciation for				
Buildings and improvements	\$ 5,855,812	\$ 591,090	\$ -	\$ 6,446,902
Land improvements	179,907	2,710	-	182,617
Machinery and equipment	918,317	88,041	-	1,006,358
Total accumulated depreciation	\$ 6,954,036	\$ 681,841	\$ -	\$ 7,635,877
Total capital assets depreciated, net	\$ 14,119,180	\$ (566,278)	\$ -	\$ 13,552,902
Capital assets amortized				
Leased equipment	\$ 90,406	\$ 57,268	\$ 86,491	\$ 61,183
Less: accumulated amortization for				
Leased equipment	11,082	11,084	19,481	2,685
Total capital assets amortized, net	\$ 79,324	\$ 46,184	\$ 67,010	\$ 58,498
Business-type activities capital assets, net	\$ 14,315,803	\$ (520,094)	\$ 67,010	\$ 13,728,699

#### Depreciation and Amortization Expense Charged to Functions/Programs

Governmental Activities	
General government	\$ 314,707
Public safety	745,785
Highways and streets, including depreciation of infrastructure assets	2,505,400
Sanitation	403,607
Human services	59,334
Culture and recreation	30,726
Conservation of natural resources	62,640
Total Depreciation and Amortization Expense – Governmental Activities	<u>\$ 4,122,199</u>
Business-Type Activities	
Heritage Community	<u>\$ 692,925</u>



## Hubbard County Park Rapids, Minnesota

### Interfund Receivables, Payables, and Transfers

#### Due To/From Other Funds

##### Due To/From Other Funds as of December 31, 2023

Receivable Fund	Payable Fund	Amount	Purpose
General Fund	Land Management Special Revenue Fund	\$ 335,480	Forfeited tax sale reimbursement
	Social Services Special Revenue Fund	50,000	Reimbursement
	Tax and Penalty Fund	538,891	Negative cash
	Heritage Community Enterprise Fund	<u>2,170,543</u>	Reimbursement
Total Due to General Fund		<u>\$ 3,094,914</u>	
Road and Bridge Special Revenue Fund	General Fund	\$ 22,303	Charges for services
	Social Services Special Revenue Fund	4,059	Charges for services
	Solid Waste Special Revenue Fund	3,954	Charges for services
	Land Management Special Revenue Fund	<u>1,884</u>	Charges for services
Total Due to Road and Bridge Special Revenue Fund		<u>\$ 32,200</u>	
Social Services Special Revenue Fund	General Fund	<u>\$ 16,400</u>	Reimbursement
Solid Waste Special Revenue Fund	Road and Bridge Special Revenue Fund	<u>\$ 95</u>	Charges for services
Total Due To Other Funds		<u><u>\$ 3,143,609</u></u>	

The interfund receivables and payables are expected to be paid within one year of December 31, 2023.

#### Advance From/To Other Funds

##### Advances From/To Other Funds as of December 31, 2023

Receivable Fund	Payable Fund	Amount
General Fund	Solid Waste Special Revenue Fund	<u><u>\$ 600,000</u></u>

The advance to the Solid Waste Special Revenue Fund is to provide financing for a landfill closure. This balance will be paid by Solid Waste over four years, beginning in 2024.

# Hubbard County Park Rapids, Minnesota

## Interfund Transfers

### Interfund Transfers as of December 31, 2023

	Interfund Transfer In	Interfund Transfer Out
General Fund	\$ 335,480	\$ 18,110
Land Management Special Revenue Fund	-	335,480
Solid Waste Special Revenue Fund	18,110	-
Total	\$ 353,590	\$ 353,590

The General Fund transferred \$18,110 to the Solid Waste Special Revenue Fund for the Forfeited Tax Settlement. The Land Management Special Revenue Fund transferred \$335,480 to the General Fund for Forfeited Tax Settlement and the Solid Waste Levy.

## Liabilities

### Leases

#### Governmental Activities

The County has entered into lease agreements as a lessee for financing vehicles. Lease agreements range from three to five years and have been recorded at the present value of their future minimum lease payments as of the inception date. Lease payments are paid by the General Fund, Road and Bridge Special Revenue Fund, and Land Management Special Revenue Fund.

### Future Minimum Lease Obligations and Net Present Value of Minimum Lease Payments As of December 31, 2023

Year Ending December 31	Principal	Interest
2024	\$ 148,417	\$ 14,167
2025	63,816	7,848
2026	22,796	4,637
2027	18,285	2,508
2028	10,700	408
Total governmental activities lease payments	\$ 264,014	\$ 29,568

### Business-Type Activities

Heritage Community leases copiers, scanners, mailing equipment, and telephone system for various terms under long-term noncancelable lease agreements. The leases expire at various dates through December 2028 and provide varying renewal options. Implied interest rates are approximately 5.5 percent. During the year ended September 30, 2023, Heritage Community entered into a new lease agreement, therefore, writing off the net book value of the previously held leased asset and liability of approximately \$67,000 and \$72,000, respectively, resulting in a gain on disposal of assets, which nets to approximately \$5,000.

## Hubbard County Park Rapids, Minnesota

The scheduled maturities for the lease obligations as of September 30, 2023, are as follows:

### Future Minimum Lease Obligations and Net Present Value of Minimum Lease Payments As of September 30, 2023

Year Ending December 31	Principal	Interest
2024	\$ 10,632	\$ 2,896
2025	11,232	2,297
2026	11,865	1,663
2027	12,534	994
2028	13,139	320
Total business-type activities lease payments	<u>\$ 59,402</u>	<u>\$ 8,170</u>

### [Long-Term Debt](#)

#### [Governmental Activities](#)

#### [General Obligation Bonds](#)

Hubbard County General Obligation Refunding Bonds, Series 2020A, represent debt incurred to refund the General Obligation Correctional Facility Refunding Bonds, Series 2012, and the General Obligation Capital Improvement Plan Bonds, Series 2013, on February 1, 2021. These bonds, dated December 10, 2020, have an original issue amount of \$4,065,000. They carry a net interest rate of 4.00 percent and are due in annual installments of \$190,000 to \$760,000 beginning February 1, 2022, through February 2031. As a result of the refunding, the County realized an interest rate reduction, a gross savings of approximately \$272,340 and a present value savings of approximately \$263,631. The principal balance due and the premium on these bonds are \$2,730,000 and \$398,678, respectively, as of December 31, 2023.

#### [Debt Service Requirements](#)

### Debt Service Requirements as of December 31, 2023

Year Ending December 31	General Obligation Refunding Bonds, Series 2020A	
	Principal	Interest
2024	\$ 725,000	\$ 94,700
2025	760,000	65,000
2026	190,000	46,000
2027	195,000	38,300
2028	200,000	30,400
2029-2031	660,000	40,400
Subtotal	<u>\$ 2,730,000</u>	<u>\$ 314,800</u>
Bond premium	398,678	-
Total	<u>\$ 3,128,678</u>	<u>\$ 314,800</u>

# Hubbard County Park Rapids, Minnesota

## Changes in Long-Term Liabilities

Long-term liability activity for the governmental activities for the year ended December 31, 2023, was as follows:

### Changes in Long-Term Liabilities for the Year Ended December 31, 2023

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
General obligation refunding bonds, Series 2020A	\$ 3,425,000	\$ -	\$ 695,000	\$ 2,730,000	\$ 725,000
Add: bond premium	454,962	-	56,284	398,678	56,284
Leases	366,166	77,875	180,027	264,014	148,417
Compensated absences	1,591,156	1,311,214	1,131,104	1,771,266	1,109,057
 Governmental Activities Long-Term Liabilities	 \$ 5,837,284	 \$ 1,389,089	 \$ 2,062,415	 \$ 5,163,958	 \$ 2,038,758

The General Obligation Bonds are paid by the Building Bonds Debt Service Fund. Leases are paid by the General Fund, and the Road and Bridge and Land Management Special Revenue Funds.

## Business-Type Activities

### General Obligation Bonds

Hubbard County General Obligation Housing Revenue Refunding Bonds, Series 2014, \$1,795,000 General Obligation Housing Revenue Refunding Bonds dated April 22, 2014, due in annual installments of \$110,000 to \$160,000, with interest from 2.0 percent to 3.0 percent through August 2027. The balance due on these bonds is \$625,000 as of September 30, 2023.

Hubbard County General Obligation Nursing Home Revenue Bonds, Series 2014, represent debt incurred for the purpose of providing financing for the Heritage Capital Project, \$10,145,000 General Obligation Nursing Home Revenue Bonds dated December 31, 2014, due in annual installments of \$250,000 to \$2,685,000, with interest from 1.25 percent to 4.50 percent through October 1, 2039. These bonds were transferred to Heritage Living Center during fiscal year 2022 as part of the Heritage Center, LLC winddown transaction. \$9,275,000 was outstanding as of October 1, 2021, and was added to Heritage Living Center during the year ended September 30, 2022. The balance due on these bonds is \$8,570,000 as of September 30, 2023.

Hubbard County General Obligation Housing Development Revenue Bonds, Series 2017, \$1,460,000 General Obligation Housing Development Revenue Bonds dated November 15, 2017, due in annual installments of \$60,000 to \$125,000, with 3.0 percent interest through October 2034. These bonds were issued during fiscal year 2018 to defease the Series 2008 Bonds. The proceeds were put into an escrow account and then used to defease the Series 2008 Bonds on October 1, 2018. The balance due on these bonds is \$1,075,000 as of September 30, 2023.

## Hubbard County Park Rapids, Minnesota

### Debt Service Requirements

Debt service requirements for business-type activities at September 30, 2023, are as follows:

#### Debt Service Requirements as of September 30, 2023

Year Ending September 30	General Obligation Bonds	
	Principal	Interest
2024	\$ 150,000	\$ 200,749
2025	635,000	378,553
2026	655,000	357,640
2027	675,000	335,340
2028	535,000	312,290
2029-2033	2,970,000	1,235,405
2034-2041	4,650,000	627,030
<b>Total</b>	<b>\$ 10,270,000</b>	<b>\$ 3,447,007</b>

### Changes in Long-Term Liabilities

Long-term liability activity for the business-type activities for the year ended September 30, 2023, was as follows:

#### Changes in Long-Term Liabilities for the Year Ended September 30, 2023

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
General obligation revenue bonds, Series 2014	\$ 765,000	\$ -	\$ 140,000	\$ 625,000	\$ 150,000
General obligation nursing home revenue bonds, Series 2014	8,940,000	-	370,000	8,570,000	-
General obligation revenue bonds, Series 2017	1,160,000	-	85,000	1,075,000	-
Add: bond premium (discount)	(42,608)	-	1,164	(43,772)	-
Leases	82,585	57,269	80,452	59,402	11,239
Compensated absences	194,079	21,279	-	215,358	156,567
<b>Business-Type Activities Long- Term Liabilities</b>	<b>\$ 11,099,056</b>	<b>\$ 78,548</b>	<b>\$ 676,616</b>	<b>\$ 10,500,988</b>	<b>\$ 317,806</b>

### Fund Balances

Fund balances at year-end December 31, 2023, were as follows:

## Hubbard County Park Rapids, Minnesota

### Fund Balances as of December 31, 2023

	General Fund	Road and Bridge Special Revenue Fund	Social Services Special Revenue Fund	Solid Waste Special Revenue Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable for						
Inventories	\$ -	\$ 371,525	\$ -	\$ -	\$ -	\$ 371,525
Advance to other funds	600,000	-	-	-	-	600,000
Endowments	-	-	-	-	467,280	467,280
<b>Total nonspendable</b>	<b>\$ 600,000</b>	<b>\$ 371,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 467,280</b>	<b>\$ 1,438,805</b>
Restricted for						
AIS prevention	\$ 703,122	\$ -	\$ -	\$ -	\$ -	\$ 703,122
Attorney forfeitures	72,018	-	-	-	-	72,018
Attorney pretrial diversion program	7,565	-	-	-	-	7,565
Conceal and carry permits	132,829	-	-	-	-	132,829
Drug eradication	24,112	-	-	-	-	24,112
DWI assessment	73,288	-	-	-	-	73,288
DWI forfeitures	18,918	-	-	-	-	18,918
Enhanced 911	459,445	-	-	-	-	459,445
Government forfeitures	17,097	-	-	-	-	17,097
Law library	41,080	-	-	-	-	41,080
Missing heirs	7,682	-	-	-	-	7,682
Natural resources	144,828	-	-	-	-	144,828
Parks and recreation	648,806	-	-	-	-	648,806
Probation	44,370	-	-	-	-	44,370
Recorder's equipment	544,955	-	-	-	-	544,955
Recorder's technology	215,539	-	-	-	-	215,539
Sheriff's contingent fund	5,000	-	-	-	-	5,000
K-9 unit	15,846	-	-	-	-	15,846
Sentence to serve	103,269	-	-	-	-	103,269
Sheriff operations	29,764	-	-	-	-	29,764
Public safety aid	698,492	-	-	-	-	698,492
Statewide affordable housing aid	101,312	-	-	-	-	101,312
Transit tax projects	-	2,590,729	-	-	-	2,590,729
Fuel facility	-	114,093	-	-	-	114,093
Transit system	-	-	145,943	-	-	145,943
Opioid remediation	-	-	307,856	-	-	307,856
Forest development	-	-	-	-	808,261	808,261
Memorial forest	-	-	-	-	220,767	220,767
Natural resource improvements	-	-	-	-	29,885	29,885
Debt service	-	-	-	-	1,484,844	1,484,844
<b>Total restricted</b>	<b>\$ 4,109,337</b>	<b>\$ 2,704,822</b>	<b>\$ 453,799</b>	<b>\$ -</b>	<b>\$ 2,543,757</b>	<b>\$ 9,811,715</b>

## Hubbard County Park Rapids, Minnesota

### Fund Balances as of December 31, 2023 (Continued)

	General Fund	Road and Bridge Special Revenue Fund	Social Services Special Revenue Fund	Solid Waste Special Revenue Fund	Other Governmental Funds	Total Governmental Funds
Committed for						
Building maintenance	\$ 3,158,573	\$ -	\$ -	\$ -	\$ -	\$ 3,158,573
Building replacement	-	800,000	-	-	-	800,000
Capital outlay	-	900,000	-	-	-	900,000
County cars	117,252	-	-	-	-	117,252
County road projects	-	1,800,000	-	-	-	1,800,000
Departmental designations	969,422	-	-	-	-	969,422
Emergency management	1,086	-	-	-	-	1,086
Employee benefits/ severance	919,789	293,718	351,992	88,662	117,105	1,771,266
Employee flex plan	4,595	-	-	-	-	4,595
Employee group health	26,417	-	-	-	-	26,417
Investigations	106,702	-	-	-	-	106,702
SWAT team	11,752	-	-	-	-	11,752
Survey re-monumentation	150,177	-	-	-	-	150,177
<b>Total committed</b>	<b>\$ 5,465,765</b>	<b>\$ 3,793,718</b>	<b>\$ 351,992</b>	<b>\$ 88,662</b>	<b>\$ 117,105</b>	<b>\$ 9,817,242</b>
Assigned to						
Highways and streets	\$ -	\$ 1,709,528	\$ -	\$ -	\$ -	\$ 1,709,528
Equipment purchases	-	591,082	-	-	-	591,082
Human services	-	-	2,293,722	-	-	2,293,722
Conservation of natural resources	-	-	-	-	904,475	904,475
Sanitation	-	-	-	1,495,580	-	1,495,580
<b>Total assigned</b>	<b>\$ -</b>	<b>\$ 2,300,610</b>	<b>\$ 2,293,722</b>	<b>\$ 1,495,580</b>	<b>\$ 904,475</b>	<b>\$ 6,994,387</b>
Unassigned	\$ 2,881,638	\$ -	\$ -	\$ -	\$ -	\$ 2,881,638
<b>Total Fund Balances</b>	<b>\$ 13,056,740</b>	<b>\$ 9,170,675</b>	<b>\$ 3,099,513</b>	<b>\$ 1,584,242</b>	<b>\$ 4,032,617</b>	<b>\$ 30,943,787</b>

### Other Postemployment Benefits (OPEB)

#### Plan Description

Hubbard County administers an OPEB plan, a single-employer defined benefit health care plan, to eligible retirees and their dependents.

Hubbard County provides postemployment health care benefits for elected officials. Elected County officials and their dependents are eligible for the benefit for a number of years equal to 25 percent of the retiree's years in elective office, with that amount held by Hubbard County and used to provide insurance coverage as chosen by the leaving official. A prorated contribution is calculated for officials that served less than a four-year term. When an official's contribution is exhausted, the official has the choice to remain on the County health insurance plan as provided to all other retired and qualified terminated employees. The County finances the plan on a pay-as-you-go basis.

## Hubbard County Park Rapids, Minnesota

The County also provides health insurance benefits for eligible retired employees and their spouses under a single-employer self-insured plan. The County provides benefits for retirees as required by Minn. Stat. § 471.61, subd. 2b. Retirees are required to pay 100 percent of the total premium cost. Since the premium is determined on the entire active and retiree population, the retirees are receiving an implicit rate subsidy. This postemployment benefit is funded on a pay-as-you-go basis, usually paying retiree benefits out of the General Fund. A separate, audited GAAP-basis postemployment plan report is not issued.

No assets have been accumulated in a trust that meets the criteria in paragraph four of GASB 75. The OPEB plan does not issue a stand-alone financial report.

As of the actuarial valuation dates, the following employees were covered by the benefit terms:

### Employees Covered by the OPEB Benefit Terms

	Governmental Activities	Business-Type Activities	Total
Actuarial valuation date	January 1, 2023	October 1, 2023	
Inactive employees or beneficiaries currently receiving benefit payments	7	-	7
Active plan participants	216	37	253
Total	223	37	260

### Total OPEB Liability

The governmental activities total OPEB liability of \$827,029 was measured as of January 1, 2023, and was determined by an actuarial valuation as of January 1, 2023. The business-type activities total OPEB liability of \$64,330 was measured as of October 1, 2023, and was determined by an actuarial valuation as of that date. The OPEB liability is liquidated through funds that have personal services expenditures.

The total OPEB liability actuarial valuation in the fiscal year-ends December 31, 2023, and September 30, 2023, was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

### Governmental Activities

#### OPEB Actuarial Assumptions and Other Inputs

Inflation	2.50 percent
Salary increases	Graded by service years and contract group ranging from 10.25 percent for one year of service (11.75 percent for public safety) to 3.00 percent for 27 or more years of service
Health care cost trend	6.50 percent, decreasing to 5.00 percent over 6 years and then to 4.00 percent over the next 48 years



# Hubbard County Park Rapids, Minnesota

## Business-Type Activities

### OPEB Actuarial Assumptions and Other Inputs

Inflation	2.50 percent
Salary increases	10.25 percent for 1 year of service decreasing to 3.00 percent for 27 or more years of service
Health care cost trend	6.25 percent, decreasing to 5.00 percent over five years and then to 4.00 percent over the next 48 years

For the governmental activities, the current year discount rate is 4.00 percent, which increased from the prior year rate. For the business-type activities, the current year discount rate is 4.40 percent, which is a change from the prior year rate of 2.30 percent. The discount rate was selected from a yield for 20-year tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

For the governmental activities, mortality rates are based on Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2021 Generational Improvement Scale. For the business-type activities, mortality rates are based on Pub-2010 Public Retirement Plans General Headcount-Weighted Mortality Tables with MP-2018 Generational Improvement Scale.

## Changes in the Total OPEB Liability

### Changes in the Total OPEB Liability

Total OPEB liability	Governmental Activities December 31, 2023	Business-Type Activities September 30, 2023	Total
Balance – Beginning of Year	\$ 1,042,547	\$ 68,573	\$ 1,111,120
Changes for the year			
Service cost	\$ 85,306	\$ 4,423	\$ 89,729
Interest	21,915	1,652	23,567
Assumption Changes	(91,910)	(7,982)	(99,892)
Differences between expected and actual experience	(166,324)	-	(166,324)
Benefit payments	(64,505)	(2,336)	(66,841)
Net change	\$ (215,518)	\$ (4,243)	\$ (219,761)
Balance – End of Year	\$ 827,029	\$ 64,330	\$ 891,359

# Hubbard County Park Rapids, Minnesota

## OPEB Liability Sensitivity

The following presents the total OPEB liability of the County, calculated using the discount rate previously disclosed, as well as what the County's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

### Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

	Governmental Activities December 31, 2023		Business-Type Activities September 30, 2023	
	Total OPEB		Total OPEB	
	Discount Rate	Liability	Discount Rate	Liability
1% Decrease	3.00%	\$ 884,232	3.40%	\$ 68,672
Current	4.00%	827,029	4.40%	64,330
1% Increase	5.00%	774,050	5.40%	60,257

The following presents the total OPEB liability of the County, calculated using the health care cost trend previously disclosed, as well as what the County's total OPEB liability would be if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current health care cost trend rate:

### Sensitivity of the Total OPEB Liability to Changes in the Health Care Trend Rates

	Governmental Activities December 31, 2023		Business-Type Activities September 30, 2023	
	Total OPEB		Total OPEB	
	Health Care Trend Rate	Liability	Health Care Trend Rate	Liability
1% Decrease	5.50% Decreasing to 4.00%	\$ 750,993	5.25% Decreasing to 4.00%	\$ 58,164
Current	6.50% Decreasing to 5.00%	827,029	6.25% Decreasing to 5.00%	64,330
1% Increase	7.50% Decreasing to 6.00%	916,563	7.25% Decreasing to 6.00%	71,562

## OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

### Governmental Activities

For the year ended December 31, 2023, the governmental activities recognized OPEB expense of \$(27,518). The governmental activities reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

### Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB as of December 31, 2023

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$ 22,657	\$ 104,880
Differences between expected and actual experience	-	228,397
Contributions made subsequent to the measurement date	75,634	-
<b>Total</b>	<b>\$ 98,291</b>	<b>\$ 333,277</b>

## Hubbard County Park Rapids, Minnesota

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The \$75,634 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

### Schedule of Amortization of Deferred Outflows and Inflows of Resources Related to OPEB As of December 31, 2023

Year Ended December 31	OPEB Expense Amount
2024	\$ (59,105)
2025	(59,100)
2026	(44,018)
2027	(51,563)
2028	(32,280)
Thereafter	(64,554)

### Business-Type Activities

For the year ended September 30, 2023, the business-type activities recognized OPEB expense of \$(15,900). The business-type activities reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

### Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB as of September 30, 2023

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in actuarial assumptions	\$ -	\$ 27,117
Difference between actual and expected results	-	10,251
Contributions made subsequent to the measurement date	4,163	-
Total	\$ 4,163	\$ 37,368

The \$4,163 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended September 30, 2024. Other amounts reported as deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

### Schedule of Amortization of Deferred Outflows and Inflows of Resources Related to OPEB As of September 30, 2023

Year Ended September 30	OPEB Expense Amount
2024	\$ (21,994)
2025	(13,380)
2026	(1,994)

# Hubbard County

## Park Rapids, Minnesota

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### Total OPEB Expense

The total OPEB expense recognized by the County for the year ended December 31, 2023, was \$48,116.

### Changes in Actuarial Methods and Assumptions

The following changes in plan provisions, actuarial methods, and assumptions occurred in 2023:

#### Governmental Activities

- The health care trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2021 Generational Improvement Scale.
- The retirement, withdrawal, and salary increase rates for public safety employees were updated to reflect the latest experience study.
- The inflation rate was changed from 2.00 percent to 2.50 percent.
- The discount rate was changed from 2.00 percent to 4.00 percent.

#### Business-Type Activities

- The health care trend rates were updated.
- The inflation rate was changed from 2.00 percent to 2.50 percent.
- The discount rate was changed from 2.30 percent to 4.40 percent.

### Defined Benefit Pension Plans

#### Plan Description

All full-time and certain part-time employees of Hubbard County are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (the General Employees Plan), the Public Employees Police and Fire Plan (the Police and Fire Plan), and the Public Employees Local Government Correctional Service Retirement Plan (the Correctional Plan), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minn. Stat. chs. 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

The General Employees Plan (accounted for in the General Employees Fund) has multiple benefit structures with members belonging to the Coordinated Plan, the Basic Plan, or the Minneapolis Employees Retirement Fund. Coordinated Plan members are covered by Social Security, and the Basic Plan and Minneapolis Employees Retirement Fund members are not. The Basic Plan was closed to new members in 1967. The Minneapolis

## Hubbard County Park Rapids, Minnesota

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Employees Retirement Fund was closed to new members during 1978 and merged into the General Employees Plan in 2015. All new members must participate in the Coordinated Plan, for which benefits vest after three years of credited service. No Hubbard County employees belong to either the Basic Plan or the Minneapolis Employees Retirement Fund.

Police officers, firefighters, and peace officers who qualify for membership by statute are covered by the Police and Fire Plan (accounted for in the Police and Fire Fund). For members first hired after June 30, 2010, benefits vest on a prorated basis starting with 50 percent after five years and increasing ten percent for each year of service until fully vested after ten years.

Local government employees of a county-administered facility who are responsible for the direct security, custody, and control of the correctional facility and its inmates are covered by the Correctional Plan (accounted for in the Correctional Fund). For members hired after June 30, 2010, benefits vest on a prorated basis starting with 50 percent after five years and increasing ten percent for each year of service until fully vested after ten years.

### [Benefits Provided](#)

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefit provisions are established by state statute and can be modified only by the state legislature. Benefit increases are provided to benefit recipients each January.

General Employees Plan benefit recipients will receive a post-retirement increase equal to 50 percent of the cost-of-living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.00 percent and maximum of 1.50 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the 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 the June 30 before the effective date of the increase will receive a reduced prorated increase.

Police and Fire Plan benefit recipients will receive a 1.00 percent post-retirement increase. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

Correctional Plan benefit recipients will receive a post-retirement increase equal to 100 percent of the cost-of-living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.00 percent and maximum of 2.50 percent. If the Correctional Plan's funding status declines to 85 percent or below for two consecutive years, or 80 percent for one year, the maximum will be lowered from 2.50 percent to 1.50 percent. If on January 1, after the year of the 1.50 percent increase, the funding level increases above the applicable 85 percent or 80 percent funding status, the increase returns to 2.50 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the 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 the June 30 before the effective date of the increase will receive a reduced prorated increase.

## Hubbard County Park Rapids, Minnesota

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The benefit provisions stated in the following paragraph of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits, but are not yet receiving them, are bound by the provisions in effect at the time they last terminated their public service.

Benefits are based on a member's highest average salary for any 60 consecutive months of allowable service, age, and years of credit at termination of service. In the General Employees Plan, two methods are used to compute benefits for Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Coordinated Plan member is 1.20 percent of average salary for each of the first ten years of service and 1.70 percent of average salary for each remaining year. Under Method 2, the annuity accrual rate is 1.70 percent for Coordinated Plan members for each year of service. Only Method 2 is used for members hired after June 30, 1989. For Police and Fire Plan members, the annuity accrual rate is 3.00 percent of average salary for each year of service. For Correctional Plan members, the annuity accrual rate is 1.90 percent of average salary for each year of service.

For General Employees Plan 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. For Police and Fire Plan and Correctional Plan members, normal retirement age is 55, and for members who were hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90. Disability benefits are available for vested members and are based on years of service and average high-five salary.

### Contributions

Pension benefits are funded from member and employer contributions and income from the investment of fund assets. Rates for employer and employee contributions are set by Minn. Stat. ch. 353. These statutes are established and amended by the state legislature. Rates did not change from 2022.

#### Member and Employer Required Contribution Rates

	Member Required Contribution	Employer Required Contribution
General Employees Plan – Coordinated Plan members	6.50%	7.50%
Police and Fire Plan	11.80%	17.70%
Correctional Plan	5.83%	8.75%

#### Employer Contributions

##### For the Year Ended December 31, 2023

General Employees Plan	\$ 1,015,961
Police and Fire Plan	378,697
Correctional Plan	225,543

The contributions are equal to the statutorily required contributions as set by state statute.

# Hubbard County Park Rapids, Minnesota

## [Pension Costs](#)

### General Employees Plan

At December 31, 2023, the County reported a liability of \$9,455,882 for its proportionate share of the General Employees Plan's net pension liability of which \$1,822,955 was the Heritage Community's portion as of September 30, 2023. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The County's proportion of the net pension liability was based on the County's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2022, through June 30, 2023, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2023, the County's proportion was 0.1737 percent. It was 0.1653 percent measured as of June 30, 2022. The County recognized pension expense of \$1,310,203 for its proportionate share of the General Employees Plan's pension expense, of which \$58,200 was the Heritage Community's expense.

Legislation requires the State of Minnesota to contribute \$16 million to the General Employees Plan annually until September 15, 2031. The County recognized an additional \$1,171 as grant revenue and pension expense for its proportionate share of the State of Minnesota's pension expense related to the special funding situation.

#### General Employees Plan Employer's Share of the Net Pension Liability and the State's Related Liability

	Governmental Activities	Business-Type Activities	Total
The County's proportionate share of the net pension liability	\$ 7,632,927	\$ 1,822,955	\$ 9,455,882
State of Minnesota's proportionate share of the net pension liability associated with the County	210,319	50,255	260,574
<b>Total</b>	<b>\$ 7,843,246</b>	<b>\$ 1,873,210</b>	<b>\$ 9,716,456</b>

The County 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:

#### General Employees Plan Deferred Outflows of Resources and Deferred Inflows of Resources

	Governmental Activities		Business-Type Activities		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 245,772	\$ 46,727	\$ 59,867	\$ 12,558	\$ 305,639	\$ 59,285
Changes in actuarial assumptions	1,099,546	2,092,120	295,110	499,656	1,394,656	2,591,776
Difference between projected and actual investment earnings	-	248,587	-	68,173	-	316,760
Changes in proportion	842,814	-	-	433,636	842,814	433,636
Contributions paid to PERA subsequent to the measurement date	414,713	-	55,266	-	469,979	-
<b>Total</b>	<b>\$ 2,602,845</b>	<b>\$ 2,387,434</b>	<b>\$ 410,243</b>	<b>\$ 1,014,023</b>	<b>\$ 3,013,088</b>	<b>\$ 3,401,457</b>

## Hubbard County Park Rapids, Minnesota

The \$469,979 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

### General Employees Plan Schedule of Amortization of Deferred Outflows and Inflows of Resources

Year Ended December 31	Governmental Activities Pension Expense Amount	Business-Type Activities Pension Expense Amount	Total Pension Expense Amount
2024	\$ 458,853	\$ (161,445)	\$ 297,408
2025	(811,060)	(461,357)	(1,272,417)
2026	318,489	3,297	321,786
2027	(165,584)	(39,541)	(205,125)

#### Police and Fire Plan

At December 31, 2023, the County reported a liability of \$2,668,014 for its proportionate share of the Police and Fire Plan's net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The County's proportion of the net pension liability was based on the County's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2022, through June 30, 2023, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2023, the County's proportion was 0.1545 percent. It was 0.1656 percent measured as of June 30, 2022. The County recognized pension expense of \$791,967 for its proportionate share of the Police and Fire Plan's pension expense.

The State of Minnesota also contributed \$18 million to the Police and Fire Plan in the plan fiscal year ended June 30, 2023. The contribution consisted of \$9 million in direct state aid that meets the definition of a special funding situation and \$9 million in supplemental state aid that does not meet the definition of a special funding situation.

Legislation requires the State of Minnesota to pay direct state aid of \$9 million on October 1 each year until full funding is reached, or July 1, 2048, whichever is earlier. The County recognized an additional \$(6,476) as grant revenue and pension expense for its proportionate share of the State of Minnesota's pension expense related to the special funding situation.

### Police and Fire Plan Employer's Share of the Net Pension Liability and the State's Related Liability As of December 31, 2023

The County's proportionate share of the net pension liability	\$	2,668,014
State of Minnesota's proportionate share of the net pension liability associated with the County		107,521
Total	\$	2,775,535



## Hubbard County Park Rapids, Minnesota

Legislation also requires the State of Minnesota to contribute \$9 million to the Police and Fire Plan each year until the plan is 90 percent funded, or until the State Patrol Plan is 90 percent funded, whichever occurs later. The County also recognized \$13,905 as revenue, which results in a reduction of the net pension liability, for its proportionate share of the State of Minnesota’s on-behalf contribution to the Police and Fire Plan.

The County reported its proportionate share of the Police and Fire Plan’s deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**Police and Fire Plan  
Deferred Outflows of Resources and Deferred Inflows of Resources  
As of December 31, 2023**

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 743,315	\$ -
Changes in actuarial assumptions	3,196,602	3,749,538
Difference between projected and actual investment earnings	13,708	-
Changes in proportion	154,051	402,523
Contributions paid to PERA subsequent to the measurement date	194,739	-
Total	\$ 4,302,415	\$ 4,152,061

The \$194,739 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

**Police and Fire Plan  
Schedule of Amortization of  
Deferred Outflows and Inflows of Resources  
As of December 31, 2023**

Year Ended December 31	Pension Expense Amount
2024	\$ 158,062
2025	72,825
2026	662,713
2027	(195,529)
2028	(742,456)

### Correctional Plan

At December 31, 2023, the County reported a liability of \$487,039 for its proportionate share of the Correctional Plan’s net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The County’s proportion of the net pension liability was based on the County’s contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2022, through June 30, 2023, relative to the total employer contributions received from all of PERA’s participating employers. At June 30, 2023, the County’s

## Hubbard County Park Rapids, Minnesota

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proportion was 1.0774 percent. It was 0.9932 percent measured as of June 30, 2022. The County recognized pension expense of \$412,138 for its proportionate share of the Correctional Plan's pension expense.

The County reported its proportionate share of the Correctional Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

### Correctional Plan Deferred Outflows of Resources and Deferred Inflows of Resources As of December 31, 2023

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 187,586	\$ 38,667
Changes in actuarial assumptions	1,041,891	2,221,933
Difference between projected and actual investment earnings	-	24,153
Changes in proportion	191,607	4,337
Contributions paid to PERA subsequent to the measurement date	115,053	-
Total	\$ 1,536,137	\$ 2,289,090

The \$115,053 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

### Correctional Plan Schedule of Amortization of Deferred Outflows and Inflows of Resources As of December 31, 2023

Year Ended December 31	Pension Expense Amount
2024	\$ 7,295
2025	(1,037,729)
2026	213,825
2027	(51,397)

#### Total Pension Expense

The total pension expense for all plans recognized by the County for the year ended December 31, 2023, was \$2,514,308.

# Hubbard County

## Park Rapids, Minnesota

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### Actuarial Assumptions

The total pension liability in the June 30, 2023, actuarial valuation was determined using the individual entry-age normal actuarial cost method and the following additional actuarial assumptions:

#### Actuarial Assumptions for the Year Ended June 30, 2023

	General Employees Fund	Police and Fire Fund	Correctional Fund
Inflation	2.25% per year	2.25% per year	2.25% per year
Active Member Payroll Growth	3.00% per year	3.00% per year	3.00% per year
Investment Rate of Return	7.00%	7.00%	7.00%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabled members were based on the Pub-2010 General Employee Mortality table for the General Employees Plan and the Pub-2010 Public Safety Employee Mortality tables for the Police and Fire and the Correctional Plans, with slight adjustments. Cost-of-living benefit increases for retirees are assumed to be 1.25 percent for the General Employees Plan and 2.00 percent for the Correctional Plan. For the Police and Fire Plan, cost-of-living benefit increases for retirees are 1.00 percent as set by state statute.

Actuarial assumptions used in the June 30, 2023, valuations were based on the results of actuarial experience studies. The experience study for the General Employees Plan was dated June 27, 2019. The experience study for the Police and Fire Plan was dated July 14, 2020. The experience study for the Correctional Plan was dated July 10, 2020. For all plans, a review of inflation and investment assumptions dated June 29, 2023, was utilized.

The long-term expected rate of return on pension plan investments is 7.00 percent. The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness of the long-term expected rate of return on a regular basis 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.

#### Pension Plan Investment Target Allocation and Best Estimates of Geometric Real Rates of Return for Each Major Asset Class

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

### Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent in 2023. This was an increase from the 6.50 percent, 5.40 percent, and 5.42 percent used in 2022 for the General Employees Plan, the Police and Fire Plan, and the Correctional Plan, respectively. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the fiduciary net position of the General Employees Plan, the Police and Fire Plan, and the

# Hubbard County

## Park Rapids, Minnesota

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Correctional Plan were projected to be available to make all projected future benefit payments of current active and inactive employees. 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.

### [Changes in Actuarial Assumptions and Plan Provisions](#)

The following changes in actuarial assumptions occurred in 2023:

#### [General Employees Plan](#)

- The investment return assumption and single discount rate were changed from 6.50 percent to 7.00 percent.
- A one-time direct state aid contribution of \$170.1 million occurred on October 1, 2023.
- The vesting period for those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- For Basic Plan members, a one-time, non-compounding benefit increase of 4.00 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- For Coordinated Plan members, a one-time, non-compounding benefit increase of 2.50 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.

#### [Police and Fire Plan](#)

- The investment return assumption was changed from 6.50 percent to 7.00 percent.
- The single discount rate changed from 5.40 percent to 7.00 percent.
- A one-time direct state aid contribution of \$19.4 million occurred on October 1, 2023.
- The vesting requirement for new hires after June 30, 2014, was changed from a graded 20-year vesting schedule to a graded ten-year vesting schedule, with 50 percent vesting after five years, increasing incrementally to 100 percent after ten years.
- A one-time, non-compounding benefit increase of 3.00 percent will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- Psychological treatment is required effective July 1, 2023, prior to approval for a duty disability benefit for a psychological condition relating to the member's occupation.
- A total and permanent duty disability benefit was added effective July 1, 2023.

#### [Correctional Plan](#)

- The investment return rate was changed from 6.50 percent to 7.00 percent.

## Hubbard County Park Rapids, Minnesota

- The single discount rate changed from 5.42 percent to 7.00 percent.
- A one-time direct state aid contribution of \$5.3 million occurred on October 1, 2023.
- A one-time, non-compounding benefit increase of 2.50 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- The maximum benefit increase will revert back to 2.50 percent, if the maximum increase is 1.50 percent and the Plan’s funding ratio improves to 85 percent for two consecutive years on a market value of assets basis.

### Pension Liability Sensitivity

The following presents the County’s proportionate share of the net pension liability calculated using the discount rate previously disclosed, as well as what the County’s proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

#### Sensitivity of the Employer’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate As of December 31, 2023

	Proportionate Share of the					
	General Employees Plan		Police and Fire Plan		Correctional Plan	
	Discount Rate	Net Pension Liability	Discount Rate	Net Pension Liability	Discount Rate	Net Pension Liability (Asset)
1% Decrease	6.00%	\$ 16,728,216	6.00%	\$ 5,293,658	6.00%	\$ 2,567,239
Current	7.00%	9,455,882	7.00%	2,668,014	7.00%	487,039
1% Increase	8.00%	3,474,112	8.00%	509,383	8.00%	(1,172,696)

### Pension Plan Fiduciary Net Position

Detailed information about the 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](http://www.mnpera.org).

### Defined Contribution Plan

Four elected officials of Hubbard County are covered by the Public Employees Defined Contribution Plan, a multiple-employer deferred compensation plan administered by PERA. The plan is established and administered in accordance with Minn. Stat. ch. 353D, which may be amended by the state legislature. The 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. For those qualified personnel who elect to participate, Minn. Stat. § 353D.03 specifies plan provisions, including the employee and employer contribution rates. An eligible elected official who decides to participate contributes five percent of salary, which is matched by the employer. Employee and employer contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental

# Hubbard County Park Rapids, Minnesota

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Investment Fund. For administering the plan, PERA receives two percent of employer contributions and 0.25 percent of the assets in each member account annually.

### Total Contributions by Dollar Amount and Percentage of Covered Payroll Made by the Employer For the Year Ended December 31, 2023

	Employee	Employer	
Contribution amount	\$ 6,033	\$ 6,033	
Percentage of covered payroll	5.00%	5.00%	

## Note 4 – Summary of Significant Contingencies and Other Items

### Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of the expenditures that may be disallowed by the grantor cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

The County is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the County Attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the County.

### Management Agreement

During 2023, the Heritage Community was managed by Ecumen and Knute Nelson.

Ecumen’s management agreement terminated effective September 28, 2023. During the year ended September 30, 2023, Heritage Living Center, Heritage Manor, and Heritage Cottages each incurred a monthly fee of \$18,000 per month, \$2,500 per month, and \$3,000 per month, respectively.

On September 1, 2023, Heritage Community entered into a management agreement with Knute Nelson. The agreement automatically renews for one year after the original 37-month term, unless 60 days’ notice is given by either party. Effective September 1, 2023, Heritage Living Center, Heritage Manor, and Heritage Cottages each incurred a monthly fee of 4.25 percent of gross annual operating revenues plus a \$3,500 monthly technology fee.

Management fees amounted to approximately \$324,500 for the year ended September 30, 2023. Heritage Community had unpaid amounts pertaining to the above transactions presented as Due to Related Parties on the combined statements of net position of approximately \$52,000 at September 30, 2023.

### Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. The County has entered into a joint powers agreement with other Minnesota counties to form the Minnesota Counties Intergovernmental Trust (MCIT) to cover workers’ compensation and property and casualty liabilities. To cover other risk, the County carries commercial insurance.

## **Hubbard County Park Rapids, Minnesota**

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There were no significant reductions in insurance from the prior year. The amount of settlements did not exceed insurance coverage for each of the past three fiscal years.

The Workers' Compensation Division of MCIT is self-sustaining based on the contributions charged, so that total contributions plus compounded earnings on these contributions will equal the amount needed to satisfy claims liabilities and other expenses. MCIT participates in the Workers' Compensation Reinsurance Association with coverage at \$500,000 per claim in 2023 and 2024. Should the MCIT Workers' Compensation Division liabilities exceed assets, MCIT may assess the County in a method and amount to be determined by MCIT.

The Property and Casualty Division of MCIT is self-sustaining, and the County pays an annual premium to cover current and future losses. MCIT carries reinsurance for its property lines to protect against catastrophic losses. Should the MCIT Property and Casualty Division liabilities exceed assets, MCIT may assess the County in a method and amount to be determined by MCIT.

In 2018, the County entered into an agreement with PrimeHealth to provide a mechanism for utilizing a pooled self-funded health insurance program under the authority granted to the counties in Minn. Stat. § 471.59. Premiums are paid to PrimeHealth, who provides bookkeeping services to the entity, including the payment of claims.

### **Tax Abatements**

The City of Park Rapids, Independent School District No. 309 (Park Rapids Area Schools) and the County have entered into a tax abatement agreement on August 15, 2023, pursuant to Minn. Stat., §§ 469.1812 through 469.1815, as amended. Under the statute a political subdivision may grant a current or prospective abatement of property taxes if it expects the benefits to the political subdivision of the proposed abatement agreement to at least equal the costs to the political subdivision of the proposed agreement and it will provide benefits such as increasing or preserving the tax base or providing the employment opportunities in the County. The abatement will equal the property tax calculated on increased annual net tax capacity above the base value established at the time of the tax abatement agreement each year for the duration of the abatement.

Heartland Lakes Development Commission, the developer, is to acquire, construct and equip an approximately 58-unit, 2 building multifamily workforce housing development on the abatement property to be owned and operated by the developer. With the project, the developer proposes to provide workforce housing and help alleviate a housing shortage in the County.

Part of the project is going to be financed through a loan of \$1,031,525 from the Hubbard County Housing Trust Fund, approved on August 15, 2023, that will be covered by tax abatements with the City of Park Rapids, Independent School District No. 309 (Park Rapids Area Schools) and the County. The share of the three participants will be in tax-payable years 2026 through 2041 (commencing August 1, 2026, and ending no later than February 1, 2041), and will be \$578,569, \$158,825 and \$294,131, respectively.

### **Joint Ventures**

#### **Hubbard County Family Services Collaborative**

The Hubbard County Family Services Collaborative was established in 1998 under the authority of Minn. Stat. §§ 124D.23 and 245.491. The Collaborative includes Hubbard County Social Services; Independent School District

## **Hubbard County Park Rapids, Minnesota**

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Numbers 306, 308, and 309; St. Joseph's Area Health Services; Mahube Community Head Start Program; Stellher Human Services, Inc.; Hubbard County Probation; and the Park Rapids, Akeley, Walker, Nevis Education Cooperative. The purpose of the Collaborative is to improve the social, emotional, educational, and economic outcomes for all Hubbard County children, adolescents, and their families by mitigating risk factors, enhancing protective factors, and creating an integrated service delivery system for children, adolescents, and their families with multiple and special needs.

Control of the Hubbard County Family Services Collaborative is vested in a governing board. The board consists of one representative from each of the nine members.

In the event of a withdrawal from the Hubbard County Family Services Collaborative, the withdrawing party shall give a 180-day notice. The withdrawing party shall remain liable for fiscal obligation incurred prior to the effective date of withdrawal, but shall incur no additional fiscal liability beyond the effective date of withdrawal. In the event of dissolution of the Hubbard County Family Services Collaborative, the net assets of the Collaborative at that time shall be divided among the member counties in the same proportion as their contributions paid.

Financing is provided by state grants and contributions from its members. Hubbard County, in an agent capacity, reports the cash transactions of the Hubbard County Family Services Collaborative as a custodial fund on the County's financial statements. During 2023, Hubbard County contributed \$136,955 to the Collaborative.

### **Kitchigami Regional Library**

The Kitchigami Regional Library was formed pursuant to Minn. Stat. § 134.20. It was formed January 1, 1992, and includes Beltrami, Cass, Crow Wing, Hubbard, and Wadena Counties, and nine separate cities. Control of the Library is vested in the Kitchigami Regional Library Board, which is composed of 19 members with three-year terms made up of the following: one member appointed by each City Council and two members appointed by each County Board, consisting of one County Commissioner and one lay person. Hubbard County appropriated \$223,258 to the Library for the year ended December 31, 2023. Separate financial information can be obtained from the Kitchigami Regional Library, PO Box 84, Pine River, Minnesota 56474, or [www.krls.org](http://www.krls.org).

### **Mississippi Headwaters Board**

The Mississippi Headwaters Board was established on February 22, 1980, by Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison Counties, pursuant to the provisions of Minn. Stat. § 471.59. The purpose of the Board is to prepare, adopt, and implement a comprehensive land use plan designed to protect and enhance the Mississippi River and related shoreline areas within the counties. The Board consists of eight members, one appointed from each participating county.

Funding is obtained through federal, state, local, and private sources. Crow Wing County maintains the accounting records of the Board. Hubbard County provided \$1,500 to this organization during 2023. Complete financial information can be obtained from the Mississippi Headwaters Board, Land Services Building, 322 Laurel Street, Brainerd, Minnesota 56401.

### **North Country Community Health Service**

The North Country Community Health Service was formed in 1979 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, and includes Beltrami, Clearwater, Hubbard, and Lake of the Woods Counties.



## **Hubbard County Park Rapids, Minnesota**

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The purpose of the Health Service is to develop and implement policies and procedures to promote efficiency and economy in the delivery of community health services.

Control of the Health Service is vested in the North Country Health Service Board of Health, which is composed of three members appointed by Beltrami County and two members appointed by each of the other member counties, as provided in the Health Service's bylaws.

In the event of dissolution of the North Country Community Health Service, the net assets of the Health Service at that time shall be divided among the member counties in the same proportion as their allocated share of subsidy funds as determined by the Minnesota Department of Health.

The Health Service has no long-term debt. Financing is provided by state and federal grants and appropriations from member counties. Clearwater County is the fiscal agent and reports the cash transactions of the Health Service appropriately on its financial statements.

Hubbard County did not contribute to the Health Service for the year ended December 31, 2023. Complete financial information can be obtained from the Clearwater County Auditor/Treasurer's Office or the Health Service's office located at 212 Main Avenue North, Bagley, Minnesota 56621.

### **Northwest Minnesota Regional Emergency Communication Board**

The Northwest Minnesota Regional Emergency Communication Board (formerly known as the Northwest Minnesota Regional Radio Board) was formed in 2008, pursuant to the authority conferred upon the member parties by Minn. Stat. §§ 471.59 and 403.39, and includes the City of Moorhead; the Counties of: Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau; and the White Earth Reservation.

The purpose of the Northwest Minnesota Regional Emergency Communication Board is to provide for regional administration of enhancements to the Statewide Public Safety Radio and Communication System (ARMER) owned and operated by the State of Minnesota and to enhance and improve interoperable public safety communications along with coordination of 911 and public safety broadband data services within the region.

The Northwest Minnesota Regional Emergency Communication Board is composed of one Commissioner of each county appointed by their respective County Board, one City Council member from the City appointed by its City Council, and one representative appointed by the Tribal Council from each tribal party to the agreement, as provided in the Northwest Minnesota Regional Emergency Communication Board's bylaws.

In the event of dissolution of the Northwest Minnesota Regional Emergency Communication Board, all property, assets, and funds of the Board shall be distributed to the parties of the agreement upon termination in direct proportion to their participation and contribution. Any city, county, or tribal entity that has withdrawn from the agreement prior to termination of the Board shall share in the distribution of property, assets, and funds of the Board only to the extent they shared in the original expense.

The Northwest Minnesota Regional Emergency Communication Board has no long-term debt. Financing is provided by appropriations from member parties and by state and federal grants. Hubbard County did not make any contributions during 2023. Complete financial information can be obtained from the Headwaters Regional Development Commission, 403 – 4th Street Northwest, Suite 310, Bemidji, Minnesota 56601.

# Hubbard County

## Park Rapids, Minnesota

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### Northwestern Counties Data Processing Security Association

The Northwestern Counties Data Processing Security Association (NCDPSA) was formed in 1994 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, and includes Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Pennington, Polk, Roseau, and Wadena Counties. Mahnommen County withdrew from the NCDPSA in 2017. The purpose of the NCDPSA is to provide a mechanism whereby the counties may cooperatively provide for a data processing disaster recovery plan and backup system.

Control of the NCDPSA is vested in the NCDPSA Joint Powers Board, which is composed of one County Commissioner appointed by each member County Board. In the event of dissolution, the net position of the NCDPSA at that time shall be distributed to the respective member counties in proportion to their contributions.

The NCDPSA has no long-term debt. Financing is provided by grants from the State of Minnesota and appropriations from member counties when needed. Hubbard County did not contribute to the NCDPSA for the year ended December 31, 2023. Clearwater County is the fiscal agent and reports the transactions of the NCDPSA as a custodial fund in its financial statements. Complete financial information can be obtained from the Clearwater County Auditor/Treasurer's Office, 213 North Main Avenue, Bagley, Minnesota 56621.

### Northwestern Minnesota Juvenile Center

The Northwestern Minnesota Juvenile Center ("Center") was established by Beltrami, Cass, Clearwater, Hubbard, Kittson, Lake of the Woods, Pennington, and Roseau Counties in 1971 under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, for the purpose of providing rehabilitation and other services to juveniles under the jurisdiction of the court system. The offices of the Center are located in Bemidji, with satellite homes at various locations.

Control of the Center is vested in the Northwestern Minnesota Juvenile Center Joint Powers Board, which is composed of at least one member appointed by each participating county, as provided in the Center's bylaws. At present, there are 13 directors: Beltrami, Cass, Hubbard, Pennington, and Roseau Counties have two directors each; the other member counties have one director each.

In the event of dissolution of the Center, the unexpended balance of monies and assets held by the Center will be divided among the member counties in the same proportion as their respective financial responsibilities.

Financing is provided by state and federal grants, charges for services, and appropriations from member counties. Adequate rates are charged so that the member counties do not experience any additional financial benefit or burden. Hubbard County made \$284,474 in payments to the Center in 2023. Beltrami County is the fiscal agent and reports the cash transactions of the Center appropriately on its financial statements. Complete financial information can be obtained from the Beltrami County Auditor/Treasurer's Office or at the Center's office, PO Box 247, 1231 – 5th Street Northwest, Bemidji, Minnesota 56619.

### Paul Bunyan Drug Task Force

The Paul Bunyan Drug Task Force was established July 16, 1992, under the authority of the Joint Powers Act, pursuant to Minn. Stat. § 471.59, and includes Beltrami, Cass, Hubbard, and Koochiching Counties; the Bureau of Indian Affairs; the Leech Lake and White Earth Reservations; and the Cities of Bemidji, International Falls, and Park

## **Hubbard County Park Rapids, Minnesota**

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Rapids. The purpose of the Paul Bunyan Drug Task Force is to assist member organizations in the investigation and prosecution of persons in violation of Minnesota statutes.

Control of the Paul Bunyan Drug Task Force is established by a majority vote represented with one vote from each member of the organization. In the event of dissolution of the Task Force, the net assets shall be liquidated to the member organizations based on the percentage of population of all member counties and cities.

The Paul Bunyan Drug Task Force has no long-term debt. During 2023, Hubbard County contributed \$3,500 to the Paul Bunyan Drug Task Force. Financing is provided by the proceeds from forfeitures and seizures pursuant to Minn. Stat. § 609.531. Beltrami County, in an agent capacity, reports the cash transactions of the Paul Bunyan Drug Task Force on its financial statements. Complete financial information can be obtained from the Beltrami County Auditor/Treasurer, Beltrami County Administration Building, 701 Minnesota Avenue Northwest, Suite 220, Bemidji, Minnesota 56601.

### **PrimeWest Health**

The PrimeWest Central County-Based Purchasing Initiative (since renamed PrimeWest Health) was established in December 1998 by a joint powers agreement with Big Stone, Douglas, Grant, McLeod, Meeker, Pipestone, Pope, Renville, Stevens, and Traverse Counties under the authority of Minn. Stat. § 471.59. Beltrami, Clearwater, and Hubbard Counties were later added to PrimeWest Health. Pipestone County has since joined Southwest Health and Human Services for public health and human services functions. The partnership is organized to directly purchase health care services for county residents who are eligible for Medical Assistance and General Assistance Medical Care as authorized by Minn. Stat. § 256B.692. County-based purchasing is the local control alternative favored for improved coordination of services to prepaid Medical Assistance programs in complying with Minnesota Department of Health requirements as set forth in Minn. Stat. chs. 62D and 62N.

Control of PrimeWest Health is vested in a Joint Powers Board of Directors, composed of two Commissioners from each member county (one active and one alternate). Each member of the Joint Powers Board of Directors is appointed by the County Commissioners of the county represented.

In the event of termination of the joint powers agreement, all assets owned pursuant to this agreement shall be sold, and the proceeds, together with monies on hand, will be distributed to the current members based on their proportional share of each member's county-based purchasing eligible population.

Financing is provided by Medical Assistance and General Assistance Medical Care payments from the Minnesota Department of Human Services, initial start-up loans from the member counties, and by proportional contributions from member counties, if necessary, to cover operational costs. Hubbard County did not contribute to PrimeWest Health during 2023. Complete financial information can be obtained from its administrative office at PrimeWest Health, 3905 Dakota Street, Suite 101, Alexandria, Minnesota 56308.

### **Jointly-Governed Organizations**

#### **Region Three – Northwest Minnesota Homeland Security Emergency Management Organization**

The Region Three – Northwest Minnesota Homeland Security Emergency Management Organization was established to provide for regional coordination of planning, training, purchase of equipment, and allocating emergency services and staff in order to better respond to emergencies and natural or other disasters within the

## **Hubbard County Park Rapids, Minnesota**

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region. Control is vested in the Board, which is composed of representatives appointed by each Board of County Commissioners. Hubbard County's responsibility does not extend beyond making this appointment.

### **MAHUBE-OTWA Community Action Partnership**

MAHUBE-OTWA Community Action Partnership is a non-profit human service agency serving Mahnomen, Hubbard, Becker, Otter Tail, and Wadena Counties in Northern Minnesota. MAHUBE-OTWA is governed by an 18-member Board, with three members that are residents from each of the counties in the agency's jurisdiction, plus three members are at-large from any of the five counties. The partnership serves low-income and elderly persons to provide services including Head Start programs, Family Development and Housing, Child Care Aware & Early Learning Scholarships, Child Passenger, Senior Programs, Energy Programs, and Family Health.

### **Minnesota Counties Computer Cooperative**

Under Minnesota Joint Powers Law, Minn. Stat. § 471.59, Minnesota counties have created the Minnesota Counties Computer Cooperative (MCCC) to jointly provide for the establishment, operation, and maintenance of data processing systems, facilities, and management information systems. During 2023, Hubbard County expended \$131,428 to the MCCC.

## Hubbard County Park Rapids, Minnesota

### Segment Information

The County issued revenue bonds to finance the Heritage Living Center, Heritage Manor, and Heritage Cottages facilities. The activity is reported in the Heritage Community Enterprise Fund. Summary financial information for each facility is presented as follows. Heritage Living Center provides care to chronically ill or convalescent persons. Heritage Manor provides assisted living senior housing services. Heritage Cottages provides housing with memory care services for seniors.

#### Condensed Statement of Net Position

	Heritage Living Center	Heritage Manor	Heritage Cottages
<b>Assets</b>			
Current assets	\$ 729,375	\$ 203,926	\$ 61,967
Interfund receivables	44,433	-	-
Restricted assets	25,928	113,676	7,789
Capital assets	12,314,756	386,274	1,027,669
<b>Total Assets</b>	<b>\$ 13,114,492</b>	<b>\$ 703,876</b>	<b>\$ 1,097,425</b>
Deferred Outflows of Resources	\$ 414,406	\$ -	\$ -
<b>Liabilities</b>			
Current liabilities payable from restricted assets	\$ 15,364	\$ 17,333	\$ 500
Interfund payables	-	17,119	27,314
Other current liabilities	1,044,095	1,473,295	295,099
Noncurrent liabilities	10,476,451	493,165	1,097,547
<b>Total Liabilities</b>	<b>\$ 11,535,910</b>	<b>\$ 2,000,912</b>	<b>\$ 1,420,460</b>
Deferred Inflows of Resources	\$ 1,051,391	\$ -	\$ -
<b>Net Position</b>			
Net investment in capital assets	\$ 3,769,838	\$ (256,891)	\$ (69,878)
Restricted – Expendable for debt service	-	102,144	7,789
Unrestricted	(2,828,241)	(1,142,289)	(260,946)
<b>Total Net Position</b>	<b>\$ 941,597</b>	<b>\$ (1,297,036)</b>	<b>\$ (323,035)</b>

## Hubbard County Park Rapids, Minnesota

### Condensed Statement of Revenues, Expenses, and Changes in Net Position

	Heritage Living Center	Heritage Manor	Heritage Cottages
Operating Revenues			
Charges for services	\$ 5,339,692	\$ 83,955	\$ 700,797
Rental income	533	446,634	340,823
Grant and contribution revenue	226	-	-
Miscellaneous	145,875	71,677	71,396
<b>Total Operating Revenues</b>	<b>\$ 5,486,326</b>	<b>\$ 602,266</b>	<b>\$ 1,113,016</b>
Operating Expenses			
Depreciation and amortization expense	\$ (534,047)	\$ (91,950)	\$ (66,928)
Other operating expenses	(5,219,977)	(859,521)	(983,825)
<b>Total Operating Expenses</b>	<b>\$ (5,754,024)</b>	<b>\$ (951,471)</b>	<b>\$ (1,050,753)</b>
<b>Operating Income (Loss)</b>	<b>\$ (267,698)</b>	<b>\$ (349,205)</b>	<b>\$ 62,263</b>
Nonoperating Revenues (Expenses)			
Investment income (Loss)	\$ (1,055)	\$ 395	\$ 541
Interest expense	(366,884)	(19,955)	(32,857)
Noncapital grant revenue	1,669,796	-	-
Gain (Loss) on disposal of assets	4,871	399	(79)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$ 1,306,728</b>	<b>\$ (19,161)</b>	<b>\$ (32,395)</b>
<b>Change in Net Position</b>	<b>\$ 1,039,030</b>	<b>\$ (368,366)</b>	<b>\$ 29,868</b>
<b>Beginning Net Position</b>	<b>(97,433)</b>	<b>(928,670)</b>	<b>(352,903)</b>
<b>Ending Net Position</b>	<b>\$ 941,597</b>	<b>\$ (1,297,036)</b>	<b>\$ (323,035)</b>

### Uncertainty Regarding Going Concern

During the years ended September 30, 2023, and 2022, Heritage Community experienced operating losses of \$554,640 and \$2,364,351 and income (loss) before transfers and special items of \$700,532 and (\$1,251,830), respectively, resulting in a net position of (\$678,474) and (\$1,379,006) as of September 30, 2023, and 2022, respectively. The operating losses in 2022 were the result of continued declines in occupancy, increases in the cost of providing resident care, and staffing challenges. During 2023, occupancy started to recover, and, along with increased reimbursement, resulted in an increase in revenue. Costs were monitored and adjusted for shifts in occupancy. Pool staff was utilized with the staffing shortages and cost Heritage Community over approximately \$950,000 in 2022. Increased staffing in 2023 reduced pool staffing costs by approximately \$300,000 or more, and pool use was completely eliminated in July 2023. Heritage Community transitioned management companies from Ecumen to Knute Nelson in September 2023.

Heritage Community had \$202,520 and \$200 in cash and cash equivalents at September 30, 2023, and September 30, 2022, respectively. Overall, the lower occupancy, higher costs of care, and staffing challenges contributed to difficulty in building cash reserves in 2022. Heritage Community was able to reduce the amount of dependency on the County throughout 2023 as it only required \$203,053 of added support from the County. Heritage Community is continuing efforts to increase skilled nursing occupancy and is expecting increased Medicaid and private pay reimbursement rates, which will result in improvement in the Heritage Community's operations and cash position. There is no assurance about Heritage Community's ability to continue as a going

# Hubbard County

## Park Rapids, Minnesota

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concern, however, there has been significant improvement in the efficiency and census throughout the organization to create a positive direction for Heritage Community. The combined financial statements do not include any adjustments that might be necessary if Heritage Community was unable to continue as a going concern.

### **Notes 5 – Subsequent Events**

#### **Bond Issue**

The County approved issuance of \$10 million General Obligation Jail Bonds, Series 2024A, on August 2, 2024.

### **Note 6 – Component Unit Disclosures – Hubbard County Housing and Redevelopment Authority (HRA)**

The Hubbard County Housing and Redevelopment Authority (HRA) was created in 1995 by the Hubbard County Board and operates as a local governmental unit for the purpose of providing housing and redevelopment services to the citizens of Hubbard County. The governing body consists of a five-member Board appointed by the Hubbard County Board.

### **Summary of Significant Accounting Policies**

#### **Measurement Focus**

The HRA is reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when a liability is incurred, regardless of the timing of related cash flows.

#### **Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position**

##### **Cash and Cash Equivalents**

Cash and cash equivalents are defined as short-term, highly liquid investments with maturity dates of three months or less at the time of purchase. Available cash balances are maintained in demand deposit accounts.

Restricted assets represent cash maintained in accordance with loan agreements, grant awards, and other agreements for the purpose of funding certain debt service payments, depreciation, contingency activities and improvements.

##### **Capital Assets**

Capital assets with useful lives of more than one year are stated at estimated historical cost and comprehensively reported in the statement of net position. Donated assets are stated at estimated fair market value on the date donated. The HRA generally capitalizes assets with a cost of \$5,000 or more (excluding stoves and refrigerators). The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated over the estimated useful lives of the assets using the straight-line method.

# Hubbard County Park Rapids, Minnesota

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The estimated useful lives for depreciable assets are as follows:

### Estimated Useful Lives of Capital Assets

Assets	Years
Buildings	30-40
Buildings and land improvements	10-15
Equipment	3-10

### 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 and disclosures. Accordingly, actual results could differ from those estimates.

### Reclassifications

Certain amounts reported in the prior year have been reclassified to conform with the current year's presentation with no effect on previously reported change in net assets.

### Prior Period Adjustment

In 2023, the Authority discovered an error in previously reported balances. These errors were corrected. As a result, beginning fund balance/net position has been restated as follows:

<b>Prior Period Adjustment</b>		Component Unit
Beginning Fund Balance/Net Position (previously reported)	\$	2,311,300
Prepaid Expenditure		(6,575)
Beginning Fund Balance/Net Position (as restated)	\$	2,304,725

## Detailed Notes on All Funds

### Deposits and Investments

The HRA's cash and investments at year-end were comprised of the following:

<b>Cash and Investments Composition as of December 31, 2023</b>		
Deposits	\$	566,115



# Hubbard County

## Park Rapids, Minnesota

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### Deposits

In accordance with Minnesota statutes, the HRA maintains deposits at those depository banks authorized by the Board. All such depositories are members of the Federal Reserve System. The HRA is required by Minnesota statutes to protect HRA deposits with insurance, surety bond, or collateral.

The market value of collateral pledged shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, not covered by insurance or bonds. Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better and revenue obligations rated "AA" or better; irrevocable standby letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution not owned or controlled by the financial institution furnishing the collateral.

The custodial credit risk for deposits is the risk that in the event of a bank failure, the HRA's deposits may not be recovered. The HRA's policy for custodial credit risk is to maintain compliance with Minnesota statutes that require all the HRA's deposits to be protected by insurance, surety bond, or pledged collateral. As of December 31, 2023, the HRA's deposits were not exposed to custodial credit risk.

### Investments

The HRA had no investments as of December 31, 2023.

### Contracts Receivable

Contracts receivable consists of amounts due from borrowers for the purchase or remodel of housing. The terms of the receivables range from zero to four percent, maturing from September 1, 2024, to September 1, 2029. At December 31, 2023, the HRA reported contracts receivable of \$631,406.

## Hubbard County Park Rapids, Minnesota

### Capital Assets

The HRA's capital asset activity for the year ended December 31, 2023, was as follows:

#### Changes in Capital Assets for the Year Ended December 31, 2023

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets not depreciated				
Land	\$ 537,040	\$ -	\$ -	\$ 537,040
Capital assets depreciated				
Buildings	\$ 5,123,996	\$ 26,838	\$ -	\$ 5,150,834
Equipment	166,886	-	-	166,886
Total capital assets depreciated	\$ 5,290,882	\$ 26,838	\$ -	\$ 5,317,720
Less: accumulated depreciation for				
Buildings	\$ 726,516	\$ 190,026	\$ -	\$ 916,542
Equipment	109,100	690	-	109,790
Total accumulated depreciation	\$ 835,616	\$ 190,716	\$ -	\$ 1,026,332
Total capital assets depreciated, net	\$ 4,455,266	\$ (163,878)	\$ -	\$ 4,291,388
Total Capital Assets, Net	\$ 4,992,306	\$ (163,878)	\$ -	\$ 4,828,428

### Long-Term Debt

Long-term debt outstanding at December 31, 2023, for the HRA consists of the following:

#### Long-Term Debt as of December 31, 2023

Type of Indebtedness	Final Maturity	Installment Amounts	Interest Rates (%)	Outstanding Balance December 31, 2023
Bank Mortgage	2032	\$2,637/month	5.00%	\$ 230,589
Bank Mortgage	2044	\$9,786/month	6.13%	1,562,917
Bank Mortgage	2045	\$11,139/month	3.75%	1,964,226
Total Long-Term Debt				<u>\$ 3,757,732</u>

# Hubbard County Park Rapids, Minnesota

## Debt Service Requirements

Debt service requirements as of December 31, 2023, are as follows:

### Debt Service Requirements as of December 31, 2023

Year Ended December 31	Principal	Interest
2024	\$ 135,302	\$ 143,667
2025	140,344	138,173
2026	145,187	132,696
2027	150,872	127,012
2028	156,608	121,270
2029-2033	828,252	510,186
2034-2038	884,193	346,995
2039-2043	1,075,657	155,534
2044-2048	241,317	6,659
Total	<u>\$ 3,757,732</u>	<u>\$ 1,682,192</u>

## Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2023, was as follows:

### Changes in Long-Term Liabilities for the Year Ended December 31, 2023

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
SCDP Mortgage	\$ 968	\$ -	\$ 968	\$ -	\$ -
Bank Mortgage	251,349	-	20,760	230,589	24,054
Bank Mortgage	1,610,314	-	47,397	1,562,917	50,091
Bank Mortgage	2,022,009	-	57,783	1,964,226	61,157
Long-Term Liabilities	<u>\$ 3,884,640</u>	<u>\$ -</u>	<u>\$ 126,908</u>	<u>\$ 3,757,732</u>	<u>\$ 135,302</u>

## Conduit Debt Obligation

Not included in the financial statements are various conduit debt obligations issued under the name of the Hubbard County Housing and Redevelopment Authority. The bonds are not secured by or payable from revenue or assets of the HRA. Neither the faith and credit nor the taxing power of the HRA is pledged to the payment of the principal and interest on the bonds nor is the HRA in any manner obligated to make any appropriations for payments on these bonds. At December 31, 2023, the aggregate principal amount of conduit debt obligations outstanding totaled \$1,700,000.

## Subsequent Events

Effective August 6, 2024, the Hubbard County Board of Commissioners voted to grant the Authority the full powers, duties, and responsibilities of an economic development authority as set forth in the EDA Act, in addition to the HRA's already existing powers, duties, and responsibilities of a housing and redevelopment authority under the HRA Act. The newly formed HRA-EDA board will consist of the five acting County Commissioners.

## **Required Supplementary Information**

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-1**

**Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 12,654,258	\$ 12,654,258	\$ 12,357,805	\$ (296,453)
Licenses and permits	208,400	208,400	307,821	99,421
Intergovernmental	3,031,126	3,031,126	6,262,642	3,231,516
Charges for services	927,295	927,295	909,621	(17,674)
Fines and forfeitures	34,750	34,750	57,640	22,890
Investment earnings	400,500	400,500	879,088	478,588
Gifts and contributions	165,000	165,000	216,791	51,791
Miscellaneous	456,355	456,355	670,293	213,938
<b>Total Revenues</b>	<b>\$ 17,877,684</b>	<b>\$ 17,877,684</b>	<b>\$ 21,661,701</b>	<b>\$ 3,784,017</b>
<b>Expenditures</b>				
<b>Current</b>				
<b>General government</b>				
Commissioners	\$ 279,080	\$ 279,080	\$ 241,512	\$ 37,568
District court	140,500	140,500	93,036	47,464
Law library	18,750	18,750	14,296	4,454
Administrator	794,803	794,803	809,929	(15,126)
County auditor/treasurer	600,499	600,499	570,393	30,106
Elections	53,106	53,106	64,465	(11,359)
Purchasing	15,750	15,750	20,454	(4,704)
Data processing	761,258	761,258	716,265	44,993
Attorney	1,003,549	1,003,549	960,006	43,543
Recorder	765,901	765,901	626,870	139,031
Surveyor	220,797	220,797	208,490	12,307
Assessor	720,341	720,341	640,070	80,271
Passports	3,900	3,900	3,169	731
Motor pool	52,500	52,500	26,298	26,202
Buildings and grounds	1,036,854	1,036,854	900,849	136,005
Veterans service officer	166,416	166,416	158,591	7,825
Insurance	-	-	287,062	(287,062)
Other general government	430,845	2,030,845	2,265,621	(234,776)
<b>Total general government</b>	<b>\$ 7,064,849</b>	<b>\$ 8,664,849</b>	<b>\$ 8,607,376</b>	<b>\$ 57,473</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-1  
(Continued)**

**Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2023**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Expenditures</b>				
<b>Current (Continued)</b>				
<b>Public safety</b>				
Sheriff	\$ 4,027,782	\$ 4,027,782	\$ 4,142,972	\$ (115,190)
Boat and water safety	93,035	93,035	56,429	36,606
Emergency services	50,177	50,177	41,953	8,224
Coroner	55,000	55,000	46,960	8,040
SWAT Team	-	-	773	(773)
Enhanced 911	83,343	83,343	175,758	(92,415)
Community corrections	3,942,311	3,942,311	4,142,597	(200,286)
Jail canteen	-	-	60,239	(60,239)
Sentence to serve	157,196	157,196	162,437	(5,241)
Probation and parole	174,550	174,550	146,344	28,206
<b>Total public safety</b>	<b>\$ 8,583,394</b>	<b>\$ 8,583,394</b>	<b>\$ 8,976,462</b>	<b>\$ (393,068)</b>
<b>Human services</b>				
Mahube Community Council	\$ -	\$ -	\$ 689,737	\$ (689,737)
<b>Public health</b>				
Nursing home	\$ -	\$ -	\$ 46,048	\$ (46,048)
<b>Culture and recreation</b>				
Historical society	\$ 13,000	\$ 13,000	\$ 20,883	\$ (7,883)
Parks	483,082	483,082	162,863	320,219
Agricultural society	266,688	266,688	266,688	-
Snowmobile and ski trails	165,000	165,000	202,739	(37,739)
<b>Total culture and recreation</b>	<b>\$ 927,770</b>	<b>\$ 927,770</b>	<b>\$ 653,173</b>	<b>\$ 274,597</b>
<b>Conservation of natural resources</b>				
County extension	\$ 164,185	\$ 164,185	\$ 159,255	\$ 4,930
Aquatic invasive species	402,672	402,672	393,825	8,847
Soil and water conservation	44,566	44,566	44,566	-
Environmental services	838,285	838,285	739,483	98,802
Natural resources grant	71,766	71,766	77,300	(5,534)
<b>Total conservation of natural resources</b>	<b>\$ 1,521,474</b>	<b>\$ 1,521,474</b>	<b>\$ 1,414,429</b>	<b>\$ 107,045</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-1  
(Continued)**

**Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Expenditures</b>				
<b>Current (Continued)</b>				
<b>Economic development</b>				
Economic development	\$ 72,000	\$ 72,000	\$ 72,000	\$ -
<b>Debt service</b>				
Principal	\$ -	\$ -	\$ 131,722	\$ (131,722)
Interest	-	-	10,129	(10,129)
<b>Total debt service</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 141,851</u>	<u>\$ (141,851)</u>
<b>Total Expenditures</b>	<u>\$ 18,169,487</u>	<u>\$ 19,769,487</u>	<u>\$ 20,601,076</u>	<u>\$ (831,589)</u>
<b>Excess of Revenues Over (Under)</b>				
<b>Expenditures</b>	<u>\$ (291,803)</u>	<u>\$ (1,891,803)</u>	<u>\$ 1,060,625</u>	<u>\$ 2,952,428</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	\$ 370,000	\$ 370,000	\$ 335,480	\$ (34,520)
Transfers out	(17,423)	(17,423)	(18,110)	(687)
<b>Total Other Financing Sources (Uses)</b>	<u>\$ 352,577</u>	<u>\$ 352,577</u>	<u>\$ 317,370</u>	<u>\$ (35,207)</u>
<b>Net Change in Fund Balance</b>	\$ 60,774	\$ (1,539,226)	\$ 1,377,995	\$ 2,917,221
<b>Fund Balance – January 1</b>	<u>11,678,745</u>	<u>11,678,745</u>	<u>11,678,745</u>	<u>-</u>
<b>Fund Balance – December 31</b>	<u>\$ 11,739,519</u>	<u>\$ 10,139,519</u>	<u>\$ 13,056,740</u>	<u>\$ 2,917,221</u>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-2**

**Budgetary Comparison Schedule  
Road and Bridge Special Revenue Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 4,800,000	\$ 4,800,000	\$ 5,205,537	\$ 405,537
Intergovernmental	8,043,151	8,043,151	8,970,973	927,822
Charges for services	-	-	1,788,845	1,788,845
Investment earnings	-	-	87,838	87,838
Miscellaneous	1,646,500	1,646,500	87,410	(1,559,090)
<b>Total Revenues</b>	<b>\$ 14,489,651</b>	<b>\$ 14,489,651</b>	<b>\$ 16,140,603</b>	<b>\$ 1,650,952</b>
<b>Expenditures</b>				
<b>Current</b>				
<b>Highways and streets</b>				
Administration	\$ 647,820	\$ 647,820	\$ 732,632	\$ (84,812)
Maintenance	3,182,736	3,182,736	2,573,445	609,291
Construction	9,897,087	9,897,087	9,789,080	108,007
Equipment maintenance and shop	1,742,992	1,742,992	1,326,814	416,178
Fuel facility	26,954	26,954	31,611	(4,657)
Materials for resale	1,598,000	1,598,000	1,599,455	(1,455)
Other highways and streets	19,314	19,314	24,555	(5,241)
<b>Total highways and streets</b>	<b>\$ 17,114,903</b>	<b>\$ 17,114,903</b>	<b>\$ 16,077,592</b>	<b>\$ 1,037,311</b>
<b>Intergovernmental</b>				
Highways and streets	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 405,335</b>	<b>\$ (5,335)</b>
<b>Debt service</b>				
Principal	\$ -	\$ -	\$ 20,937	\$ (20,937)
Interest	-	-	2,841	(2,841)
<b>Total debt service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,778</b>	<b>\$ (23,778)</b>
<b>Total Expenditures</b>	<b>\$ 17,514,903</b>	<b>\$ 17,514,903</b>	<b>\$ 16,506,705</b>	<b>\$ 1,008,198</b>
<b>Net Change in Fund Balance</b>	<b>\$ (3,025,252)</b>	<b>\$ (3,025,252)</b>	<b>\$ (366,102)</b>	<b>\$ 2,659,150</b>
<b>Fund Balance – January 1</b>	<b>9,519,234</b>	<b>9,519,234</b>	<b>9,519,234</b>	<b>-</b>
<b>Increase (decrease) in inventories</b>	<b>-</b>	<b>-</b>	<b>17,543</b>	<b>17,543</b>
<b>Fund Balance – December 31</b>	<b>\$ 6,493,982</b>	<b>\$ 6,493,982</b>	<b>\$ 9,170,675</b>	<b>\$ 2,676,693</b>



**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-3**

**Budgetary Comparison Schedule  
Social Services Special Revenue Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 2,732,265	\$ 2,732,265	\$ 2,745,409	\$ 13,144
Intergovernmental	4,537,682	4,537,682	4,977,493	439,811
Charges for services	620,589	620,589	565,828	(54,761)
Investment earnings	-	-	525	525
Settlements	-	-	49,385	49,385
Miscellaneous	328,182	328,182	624,061	295,879
<b>Total Revenues</b>	<b>\$ 8,218,718</b>	<b>\$ 8,218,718</b>	<b>\$ 8,962,701</b>	<b>\$ 743,983</b>
<b>Expenditures</b>				
<b>Current</b>				
<b>Human services</b>				
Income maintenance	\$ 2,601,218	\$ 2,601,218	\$ 2,636,472	\$ (35,254)
Social services	5,907,481	5,907,481	6,659,509	(752,028)
Transportation	567,599	567,599	709,552	(141,953)
<b>Total Expenditures</b>	<b>\$ 9,076,298</b>	<b>\$ 9,076,298</b>	<b>\$ 10,005,533</b>	<b>\$ (929,235)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (857,580)</b>	<b>\$ (857,580)</b>	<b>\$ (1,042,832)</b>	<b>\$ (185,252)</b>
<b>Fund Balance – January 1</b>	<b>4,142,345</b>	<b>4,142,345</b>	<b>4,142,345</b>	<b>-</b>
<b>Fund Balance – December 31</b>	<b>\$ 3,284,765</b>	<b>\$ 3,284,765</b>	<b>\$ 3,099,513</b>	<b>\$ (185,252)</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-4**

**Budgetary Comparison Schedule  
Solid Waste Special Revenue Fund  
For the Year Ended December 31, 2023**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Licenses and permits	\$ 700	\$ 700	\$ 475	\$ (225)
Intergovernmental	75,000	75,000	96,620	21,620
Charges for services	4,812,225	4,812,225	4,867,257	55,032
Miscellaneous	20,000	20,000	51,744	31,744
<b>Total Revenues</b>	<b>\$ 4,907,925</b>	<b>\$ 4,907,925</b>	<b>\$ 5,016,096</b>	<b>\$ 108,171</b>
<b>Expenditures</b>				
<b>Current</b>				
<b>Sanitation</b>				
Solid waste	\$ 3,205,767	\$ 3,205,767	\$ 3,265,571	\$ (59,804)
Recycling	1,476,872	1,476,872	1,246,182	230,690
Demolition landfill	900,000	900,000	952,770	(52,770)
<b>Total Expenditures</b>	<b>\$ 5,582,639</b>	<b>\$ 5,582,639</b>	<b>\$ 5,464,523</b>	<b>\$ 118,116</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ (674,714)</b>	<b>\$ (674,714)</b>	<b>\$ (448,427)</b>	<b>\$ 226,287</b>
<b>Other Financing Sources (Uses)</b>				
Transfers in	20,000	20,000	18,110	(1,890)
<b>Net Change in Fund Balance</b>	<b>\$ (654,714)</b>	<b>\$ (654,714)</b>	<b>\$ (430,317)</b>	<b>\$ 224,397</b>
<b>Fund Balance – January 1</b>	<b>2,014,559</b>	<b>2,014,559</b>	<b>2,014,559</b>	<b>-</b>
<b>Fund Balance – December 31</b>	<b>\$ 1,359,845</b>	<b>\$ 1,359,845</b>	<b>\$ 1,584,242</b>	<b>\$ 224,397</b>

**Hubbard County  
Park Rapids, Minnesota**

**Schedule of Changes in Total OPEB Liability and Related Ratios  
Other Postemployment Benefits  
December 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Total OPEB Liability</b>		
Service cost	\$ 89,729	\$ 122,920
Interest	23,567	24,365
Changes of benefit terms		-
Differences between expected and actual experience	(166,324)	(44,942)
Changes of assumption or other inputs	(99,892)	(600)
Benefit payments	(66,841)	(58,814)
Other changes	-	-
<b>Net change in total OPEB liability</b>	<b>\$ (219,761)</b>	<b>\$ 42,929</b>
<b>Total OPEB Liability – Beginning</b>	<b><u>1,111,120</u></b>	<b><u>1,068,191</u></b>
<b>Total OPEB Liability – Ending</b>	<b><u><u>\$ 891,359</u></u></b>	<b><u><u>\$ 1,111,120</u></u></b>
Covered-employee payroll	\$ 14,044,221	\$ 15,436,892
Total OPEB liability (asset) as a percentage of covered-employee payroll	6.35%	7.20%

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

**Exhibit A-5**

<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
\$ 122,997	\$ 110,222	\$ 97,669	\$ 82,486
34,935	41,464	34,714	32,469
-	-	92,123	-
(105,732)	(23,235)	(78,577)	-
(29,285)	33,032	(27,041)	-
(64,836)	(86,383)	(59,269)	(65,444)
-	-	-	30,830
\$ (41,921)	\$ 75,100	\$ 59,619	\$ 80,341
<b>1,110,112</b>	<b>1,035,012</b>	<b>975,393</b>	<b>895,052</b>
<b>\$ 1,068,191</b>	<b>\$ 1,110,112</b>	<b>\$ 1,035,012</b>	<b>\$ 975,393</b>
\$ 15,640,685	\$ 14,437,555	\$ 13,887,636	\$ 13,363,027
6.83%	7.69%	7.45%	7.30%

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-6**

**Schedule of Proportionate Share of Net Pension Liability  
PERA General Employees Retirement Plan  
December 31, 2023**

Measurement Date	Employer's Proportion of the Net Pension Liability/ Asset	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability Associated with Hubbard County (b)	Employer's Proportionate Share of the Net Pension Liability and the State's Related Share of the Net Pension Liability (Asset) (a + b)	Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2023	0.1737 %	\$ 9,455,882	\$ 260,574	\$ 9,716,456	\$ 14,196,968	66.60 %	83.10 %
2022	0.1653	12,719,572	372,881	13,092,453	12,459,375	102.09	76.67
2021	0.1672	7,140,615	218,039	7,358,654	12,364,844	57.75	87.00
2020	0.1620	9,712,640	299,332	10,011,972	12,160,591	79.87	79.06
2019	0.1581	8,740,994	271,655	9,012,649	11,528,130	75.82	80.23
2018	0.1572	8,720,811	285,959	9,006,770	11,284,201	77.28	79.53
2017	0.1533	9,786,570	123,006	9,909,576	10,320,226	94.83	75.90
2016	0.1499	12,171,137	159,004	12,330,141	9,618,314	126.54	68.91
2015	0.1478	7,659,764	N/A	7,659,764	9,012,354	84.99	78.19

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.  
The measurement date for each year is June 30.  
N/A – Not Applicable

**Hubbard County  
Park Rapids, Minnesota**

*Exhibit A-7*

**Schedule of Contributions  
PERA General Employees Retirement Plan  
December 31, 2023**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2023	\$ 1,015,961	\$ 1,015,961	\$ -	\$ 14,300,199	7.10 %
2022	937,710	937,710	-	12,933,549	7.25
2021	921,584	921,584	-	12,651,430	7.28
2020	915,057	915,057	-	12,811,274	7.14
2019	850,550	850,550	-	11,692,992	7.27
2018	820,478	820,478	-	11,661,024	7.04
2017	758,901	758,901	-	10,567,075	7.18
2016	718,199	718,199	-	9,887,946	7.26
2015	655,012	655,012	-	9,097,536	7.20

This schedule is intended to show information for ten years. Additional years will be displayed as they become available. The County's year-end is December 31.

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-8**

**Schedule of Proportionate Share of Net Pension Liability  
PERA Public Employees Police and Fire Plan  
December 31, 2023**

Measurement Date	Employer's Proportion of the Net Pension Liability/Asset	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	State's Proportionate Share of the Net Pension Liability Associated with Hubbard County (b)	Employer's Proportionate Share of the Net Pension Liability and the State's Related Share of the Net Pension Liability (Asset) (a + b)	Covered Payroll (c)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2023	0.1545 %	\$ 2,668,014	\$ 107,521	\$ 2,775,535	\$ 2,029,355	131.47 %	86.47 %
2022	0.1656	7,206,258	314,747	7,521,005	2,011,166	358.31	70.53
2021	0.1477	1,140,087	51,242	1,191,329	1,745,294	65.32	93.66
2020	0.1400	1,845,350	43,474	1,888,824	1,579,319	116.84	87.19
2019	0.1387	1,476,602	N/A	1,476,602	1,462,514	100.96	89.26
2018	0.1350	1,438,961	N/A	1,438,961	1,423,030	101.12	88.84
2017	0.1340	1,809,159	N/A	1,809,159	1,375,562	131.52	85.43
2016	0.1330	5,337,521	N/A	5,337,521	1,277,137	417.93	63.88
2015	0.1290	1,465,742	N/A	1,465,742	1,177,598	124.47	86.61

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.  
The measurement date for each year is June 30.  
N/A – Not Applicable

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-9**

**Schedule of Contributions  
PERA Public Employees Police and Fire Plan  
December 31, 2023**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2023	\$ 378,697	\$ 378,697	\$ -	\$ 2,139,535	17.70 %
2022	327,751	327,751	-	1,851,700	17.70
2021	352,408	352,408	-	1,991,009	17.70
2020	301,756	301,756	-	1,704,840	17.70
2019	255,882	255,882	-	1,509,998	16.95
2018	232,512	232,512	-	1,435,259	16.20
2017	227,351	227,351	-	1,403,400	16.20
2016	215,093	215,093	-	1,327,734	16.20
2015	195,192	195,192	-	1,204,889	16.20

This schedule is intended to show information for ten years. Additional years will be displayed as they become available. The County's year-end is December 31.



**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-10**

**Schedule of Proportionate Share of Net Pension Liability  
PERA Public Employees Local Government Correctional Service Retirement Plan  
December 31, 2023**

Measurement Date	Employer's Proportion of the Net Pension Liability/ Asset	Employer's Proportionate Share of the Net Pension Liability (Asset) (a)	Covered Payroll (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2023	1.0774 %	\$ 487,039	\$ 2,496,323	19.51 %	95.94 %
2022	0.9932	3,301,397	2,155,614	153.15	74.58
2021	0.9140	(150,152)	1,997,648	(7.52)	101.61
2020	0.8400	227,926	1,827,913	12.47	96.67
2019	0.8236	114,027	1,742,719	6.54	98.17
2018	0.8483	139,520	1,713,791	8.14	97.64
2017	0.7600	2,166,008	1,524,580	142.07	67.89
2016	0.7900	2,885,981	1,481,175	194.84	58.16
2015	0.7700	119,042	1,382,657	8.61	96.95

This schedule is intended to show information for ten years. Additional years will be displayed as they become available. The measurement date for each year is June 30.

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit A-11**

**Schedule of Contributions  
PERA Public Employees Local Government Correctional Service Retirement Plan  
December 31, 2023**

Year Ending	Statutorily Required Contributions (a)	Actual Contributions in Relation to Statutorily Required Contributions (b)	Contribution (Deficiency) Excess (b - a)	Covered Payroll (c)	Actual Contributions as a Percentage of Covered Payroll (b/c)
2023	\$ 225,543	\$ 225,543	\$ -	\$ 2,577,636	8.75 %
2022	196,778	196,778	-	2,248,885	8.75
2021	182,233	182,233	-	2,082,661	8.75
2020	175,932	175,932	-	2,010,655	8.75
2019	153,098	153,098	-	1,749,697	8.75
2018	154,077	154,077	-	1,760,884	8.75
2017	142,684	142,684	-	1,630,677	8.75
2016	131,469	131,469	-	1,502,504	8.75
2015	123,408	123,408	-	1,410,377	8.75

This schedule is intended to show information for ten years. Additional years will be displayed as they become available. The County's year-end is December 31.

**Hubbard County  
Park Rapids, Minnesota**

Notes to the Required Supplementary Information  
For the Year Ended December 31, 2023

**Note 1 – General Budget Policies**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. All annual appropriations lapse at fiscal year-end.

In July, budget sheets are distributed to department managers and must be returned to the Auditor’s Office by the end of July. In August, preliminary budgets are distributed to the Board, and budget hearings are scheduled from August to December. On or before September 15, proposed levies must be set by the County Board. A final budget must be prepared and adopted no later than December 31.

The appropriated budget is prepared by fund, function, and department. The County’s department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require approval of the County Board. The legal level of budgetary control (the level at which expenditures may not legally exceed appropriations) is the departmental level.

**Note 2 – Excess of Expenditures Over Budget**

The following departments had expenditures in excess of budget for the year ended December 31, 2023:

**Excess of Expenditures Over Budget for the Year Ended December 31, 2023**

	Expenditures	Final Budget	Excess
General Fund			
Current			
General Government			
Administrator	\$ 809,929	\$ 794,803	\$ 15,126
Elections	64,465	53,106	11,359
Purchasing	20,454	15,750	4,704
Insurance	287,062	-	287,062
Other general governments	2,265,621	2,030,845	234,776
Public Safety			
Sheriff	4,142,972	4,027,782	115,190
SWAT Team	773	-	773
Enhanced 911	175,758	83,343	92,415
Community corrections	4,142,597	3,942,311	200,286
Jail canteen	60,239	-	60,239
Sentence to Serve	162,437	157,196	5,241
Human services			
Mahube Community Council	689,737	-	689,737
Public health			
Nursing home	46,048	-	46,048

# Hubbard County Park Rapids, Minnesota

## Excess of Expenditures Over Budget for the Year Ended December 31, 2023 (Continued)

	Expenditures	Final Budget	Excess
General Fund (Continued)			
Culture and recreation			
Historical Society	20,883	13,000	7,883
Snowmobile and ski trails	202,739	165,000	37,739
Conservation of Natural Resources			
Natural resource grant	77,300	71,766	5,534
Debt service			
Principal	131,722	-	131,722
Interest	10,129	-	10,129
Road and Bridge Special Revenue Fund			
Current			
Highway and streets			
Administration	732,632	647,820	84,812
Fuel facility	31,611	26,954	4,657
Materials for resale	1,599,455	1,598,000	1,455
Other highway and streets	24,555	19,314	5,241
Intergovernmental			
Highways and Streets	405,335	400,000	5,335
Debt service			
Principal	20,938	-	20,938
Interest	2,841	-	2,841
Social Service Special Revenue Fund			
Current			
Human services			
Income maintenance	2,636,472	2,601,218	35,254
Social services	6,659,509	5,907,481	752,028
Transportation	709,552	567,599	141,953
Solid Waste Special Revenue Fund			
Current			
Sanitation			
Solid waste	3,265,571	3,205,767	59,804
Demolition landfill	952,770	900,000	52,770

### **Note 3 – Employer Contributions to Other Postemployment Benefits**

Assets have not been accumulated in a trust that meets the criteria in paragraph four of GASB Statement 75 to pay related benefits.

#### Governmental Activities

##### 2023

- The health care trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2020 Generational Improvement Scale to the Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Safety) with MP-2021 Generational Improvement Scale.

## Hubbard County Park Rapids, Minnesota

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- The retirement, withdrawal, and salary increase rates for public safety employees were updated to reflect the latest experience study.
- The inflation rate was changed from 2.00 percent to 2.50 percent.
- The discount rate was changed from 2.00 percent to 4.00 percent.

### 2022

- No changes occurred in 2022.

### 2021

- The health care trend rates, mortality tables, and salary increase rates were updated.
- The retirement and withdrawal rates for non-public safety employees were updated.
- The inflation rate was changed from 2.50 percent to 2.00 percent.
- The discount rate was changed from 2.90 percent to 2.00 percent.

### 2020

- The discount rate was changed from 3.80 percent to 2.90 percent.

### 2019

- The postemployment subsidized benefit provided to elected officials was changed to remove the sunset date of December 31, 2014, for benefit accruals. All elected service is used to determine the postemployment subsidized medical benefit at termination or retirement.
- The health care trend rates were changed to better anticipate short-term and long-term medical increases.
- The mortality tables were updated from the RP-2014 White Collar Mortality Tables with MP-2016 Generational Improvement Scale (with blue collar adjustment for police and fire personnel) to the RP-2014 White Collar Mortality Tables with MP-2018 Generational Improvement Scale (with blue collar adjustment for police and fire personnel).
- The retirement and withdrawal tables for police and fire employees were updated.
- The discount rate was changed from 3.30 percent to 3.80 percent.

### 2018

- The discount rate used changed from 3.50 percent to 3.30 percent.
- The actuarial cost method was changed from projected unit credit to entry age as prescribed by GASB 75.

# Hubbard County Park Rapids, Minnesota

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## Business-Type Activities

### 2023

- The health care trend rates were updated.
- The inflation rate changed from 2.00 percent to 2.50 percent.
- The discount rate changed from 2.30 percent to 4.40 percent.

### 2022

- The health care trend rates and salary increase rates were updated.
- The inflation rate was changed from 2.50 percent to 2.00 percent.
- The discount rate was changed from 3.00 percent to 2.30 percent.

### 2021

- No changes occurred in 2021.

### 2020

- The health care trend rates changed from 6.25 to 6.50 percent.
- Salary increases changes from 3.00 to a range of 3.25-11.25 percent, based on years of service.
- The mortality tables were updated from the RP-2011 White Collar Mortality Tables with MP-2016 Generational Improvement Scale to the Pub-2010 Public Retirement Plans General Headcount-Weighted Mortality Tables with MP-2018 Generational Improvement Scale.
- The discount rate was changed from 3.50 percent to 3.00 percent.

### 2019

- No changes occurred in 2019.

### 2018

- The actuarial cost method was changed from projected unit credit to entry age as prescribed by GASB 75.

## **Note 4 – Defined Benefit Pension Plans – Changes in Significant Plan Provisions, Actuarial Methods, and Assumptions**

The following changes were reflected in the valuation performed on behalf of the Public Employees Retirement Association for the fiscal year June 30:

# Hubbard County

## Park Rapids, Minnesota

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### General Employees Retirement Plan

#### 2023

- The investment return assumption and single discount rate were changed from 6.50 percent to 7.00 percent.
- A one-time direct state aid contribution of \$170.1 million occurred on October 1, 2023.
- The vesting period for those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- For Basic Plan members, a one-time, non-compounding benefit increase of 4.00 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- For Coordinated Plan members, a one-time, non-compounding benefit increase of 2.50 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.

#### 2022

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

#### 2021

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

#### 2020

- The price inflation assumption was decreased from 2.50 percent to 2.25 percent.
- The payroll growth assumption was decreased from 3.25 percent to 3.00 percent.
- 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 percent 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 two to five 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

## Hubbard County Park Rapids, Minnesota

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Pub-2010 General Employee Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 Disabled Annuitant Mortality table to the Pub-2010 General/Teacher Disabled Retiree 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 percent Joint and Survivor option changed from 35 percent to 45 percent. The assumed number of married female new retirees electing the 100 percent Joint and Survivor option changed from 15 percent to 30 percent. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.
- Augmentation for current privatized members was reduced to 2.00 percent for the period July 1, 2020, through December 31, 2023, and 0.00 percent thereafter. Augmentation was eliminated for privatizations occurring after June 30, 2020.

### 2019

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

### 2018

- The mortality projection scale was changed from Scale MP-2015 to Scale MP-2017.
- The assumed benefit increase rate was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter, to 1.25 percent per year.
- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Post-retirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90 percent funding to 50 percent of the Social Security cost of living adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.
- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to the Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.



# Hubbard County

## Park Rapids, Minnesota

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### 2017

- The Combined Service Annuity (CSA) loads were changed from 0.80 percent for active members and 60 percent for vested and non-vested deferred members (30 percent for deferred Minneapolis Employees Retirement Fund members). The revised CSA loads are now 0.00 percent for active member liability, 15 percent for vested deferred member liability, and 3.00 percent for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year for all years to 1.00 percent per year through 2044 and 2.50 percent per year thereafter.
- Minneapolis Employees Retirement Fund plan provisions change the employer supplemental contribution to \$21 million in calendar years 2017 and 2018 and returns to \$31 million through calendar year 2031. The state's required contribution is \$16 million in PERA's fiscal years 2018 and 2019 and returns to \$6 million annually through calendar year 2031.

### 2016

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2035 and 2.50 percent per year thereafter, to 1.00 percent for all future years.
- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was also changed from 7.90 percent to 7.50 percent.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

### Public Employees Police and Fire Plan

### 2023

- The investment return assumption was changed from 6.50 percent to 7.00 percent.
- The single discount rate changed from 5.40 percent to 7.00 percent.
- A one-time direct state aid contribution of \$19.4 million occurred on October 1, 2023.
- The vesting requirement for new hires after June 30, 2014, was changed from a graded 20-year vesting schedule to a graded ten-year vesting schedule, with 50 percent vesting after five years, increasing incrementally to 100 percent after ten years.
- A one-time, non-compounding benefit increase of 3.00 percent will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- Psychological treatment is required effective July 1, 2023, prior to approval for a duty disability benefit for a psychological condition relating to the member's occupation.
- A total and permanent duty disability benefit was added effective July 1, 2023.

# Hubbard County

## Park Rapids, Minnesota

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### 2022

- The single discount rate changed from 6.50 percent to 5.40 percent.
- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

### 2021

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent.
- The inflation assumption was changed from 2.50 percent to 2.25 percent.
- The payroll growth assumption was changed from 3.25 percent to 3.00 percent.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety Mortality table. The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.
- The base mortality table for disabled annuitants was changed from the RP-2014 Healthy Annuitant Mortality table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety Disabled Annuitant Mortality table (with future mortality improvement according to Scale MP-2020).
- Assumed rates of salary increase were modified as recommended in the July 14, 2020, experience study. The overall impact is a decrease in gross salary increase rates.
- Assumed rates of retirement were changed as recommended in the July 14, 2020, experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes result in more assumed terminations.
- Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities.
- Assumed percent married for active female members was changed from 60 percent to 70 percent. Minor changes to form of payment assumptions were applied.

### 2020

- The mortality projection scale was changed from Scale MP-2018 to Scale MP-2019.

### 2019

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

### 2018

- The mortality projection scale was changed from Scale MP-2016 to Scale MP-2017.
- Post-retirement benefit increases changed to 1.00 percent for all years with no trigger.

## Hubbard County Park Rapids, Minnesota

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- An end date of July 1, 2048, was added to the existing \$9.0 million state contribution. Additionally, annual state aid will equal \$4.5 million in fiscal years 2019 and 2020, and \$9.0 million thereafter, until the plan reaches 100 percent funding, or July 1, 2048, if earlier.
- Member contributions were changed effective January 1, 2019, and January 1, 2020, from 10.80 percent to 11.30 and 11.80 percent of pay, respectively. Employer contributions were changed effective January 1, 2019, and January 1, 2020, from 16.20 percent to 16.95 and 17.70 percent of pay, respectively. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

### 2017

- The assumed salary increases were changed as recommended in the June 30, 2016, experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates.
- The assumed rates of retirement were changed, resulting in fewer retirements.
- The CSA load was 30 percent for vested and non-vested, deferred members. The CSA load has been changed to 33 percent for vested members and 2.00 percent for non-vested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality table assumed for healthy retirees.
- The assumed termination rates were decreased to 3.00 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- The assumed percentage of married female members was decreased from 65 percent to 60 percent.
- The assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.
- The assumed percentage of female members electing joint and survivor annuities was increased.
- The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter.
- The single discount rate was changed from 5.60 percent per annum to 7.50 percent per annum.

## Hubbard County Park Rapids, Minnesota

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### 2016

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2037 and 2.50 percent per year thereafter, to 1.00 percent for all future years.
- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was changed from 7.90 percent to 5.60 percent.
- The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

### Public Employees Local Government Correctional Service Retirement Plan

### 2023

- The investment return rate was changed from 6.50 percent to 7.00 percent.
- The single discount rate changed from 5.42 percent to 7.00 percent.
- A one-time direct state aid contribution of \$5.3 million occurred on October 1, 2023.
- A one-time, non-compounding benefit increase of 2.50 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.
- The maximum benefit increase will revert back to 2.50 percent, if the maximum increase is 1.50 percent and the Plan's funding ratio improves to 85 percent for two consecutive years on a market value of assets basis.

### 2022

- The single discount rate changed from 6.50 percent to 5.42 percent.
- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.
- The benefit increase assumption was changed from 2.00 percent per annum to 2.00 percent per annum through December 31, 2054, and 1.50 percent per annum thereafter.

### 2021

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent.
- The inflation assumption was changed from 2.50 percent to 2.25 percent.
- The payroll growth assumption was changed from 3.25 percent to 3.00 percent.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety Mortality table. The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.
- The base mortality table for disabled annuitants was changed from the RP-2014 Healthy Annuitant Mortality

## Hubbard County Park Rapids, Minnesota

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table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety Disabled Annuitant Mortality table (with future mortality improvement according to Scale MP-2020).

- Assumed rates of salary increase were modified as recommended in the July 10, 2020, experience study. The overall impact is a decrease in gross salary increase rates.
- Assumed rates of retirement were changed as recommended in the July 10, 2020, experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed as recommended in the July 10, 2020, experience study. The new rates predict more terminations, both in the three-year select period (based on service) and the ultimate rates (based on age).
- Assumed rates of disability were lowered.
- Assumed percent married for active members was lowered from 85 percent to 75 percent.
- Minor changes to form of payment assumptions were applied.

### 2020

- The mortality projection scale was changed from Scale MP-2018 to Scale MP-2019.

### 2019

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

### 2018

- The single discount rate was changed from 5.96 percent per annum to 7.50 percent per annum.
- The mortality projection scale was changed from Scale MP-2016 to Scale MP-2017.
- The assumed post-retirement benefit increase was changed from 2.50 percent per year to 2.00 percent per year.
- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Post-retirement benefit increases were changed from 2.50 percent per year with a provision to reduce to 1.00 percent if the funding status declines to a certain level, to 100 percent of the Social Security cost of living adjustment, not less than 1.00 percent and not more than 2.50 percent, beginning January 1, 2019. If the funding status declines to 85 percent for two consecutive years, or 80 percent for one year, the

## Hubbard County Park Rapids, Minnesota

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maximum increase will be lowered to 1.50 percent.

- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

### 2017

- The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016 and is applied to healthy and disabled members. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the RP-2014 disabled annuitant mortality table (with future mortality improvement according to Scale MP-2016).
- The CSA load was 30 percent for vested and non-vested, deferred members. The CSA load has been changed to 35 percent for vested members and 1.00 percent for non-vested members.
- The single discount rate was changed from 5.31 percent per annum to 5.96 percent per annum.

### 2016

- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was changed from 7.90 percent to 5.31 percent.
- The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

## **Supplementary Information**

**Hubbard County**  
**Park Rapids, Minnesota**

Nonmajor Governmental Funds

Nonmajor Special Revenue Fund

Land Management Special Revenue Fund – to account for proceeds from the sale or rental of lands forfeited to the state of Minnesota, pursuant to Minn. Stat. ch. 282, as well as financial transactions of various operations of the County forest.

Nonmajor Debt Service Fund

Building Bonds Debt Service Fund – To account for the accumulation of restricted resources used for and the payment of principal, interest, and related costs.

Nonmajor Permanent Fund

Environmental Trust Permanent Fund – to account for and report nonspendable and restricted net proceeds from the sale of land donated by the Department of Natural Resources pursuant to Minnesota statutes.



**Hubbard County  
Park Rapids, Minnesota**

**Exhibit B-1**

**Combining Balance Sheet  
Nonmajor Governmental Funds  
December 31, 2023**

	Land Management Special Revenue Fund	Building Bonds Debt Service Fund	Environmental Trust Permanent Fund	Total
<b><u>Assets</u></b>				
Cash and pooled investments	\$ 2,111,151	\$ 1,484,844	\$ 29,885	\$ 3,625,880
Investment	-	-	467,280	467,280
Taxes receivable – delinquent	-	2,753	-	2,753
Contracts receivable	746,710	-	-	746,710
<b>Total Assets</b>	<b>\$ 2,857,861</b>	<b>\$ 1,487,597</b>	<b>\$ 497,165</b>	<b>\$ 4,842,623</b>
<b><u>Liabilities, Deferred Inflows of Resources, and Fund Balances</u></b>				
<b>Liabilities</b>				
Accounts payable	\$ 5,013	\$ -	\$ -	\$ 5,013
Salaries payable	29,426	-	-	29,426
Due to other funds	337,364	-	-	337,364
<b>Total Liabilities</b>	<b>\$ 371,803</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 371,803</b>
<b>Deferred Inflows of Resources</b>				
Unavailable revenue				
Taxes	\$ -	\$ 2,753	\$ -	\$ 2,753
Land and timber sales	435,450	-	-	435,450
<b>Total Deferred Inflows of Resources</b>	<b>\$ 435,450</b>	<b>\$ 2,753</b>	<b>\$ -</b>	<b>\$ 438,203</b>
<b>Fund Balances</b>				
Nonspendable	\$ -	\$ -	\$ 467,280	\$ 467,280
Restricted	1,029,028	1,484,844	29,885	2,543,757
Committed	117,105	-	-	117,105
Assigned	904,475	-	-	904,475
<b>Total Fund Balances</b>	<b>\$ 2,050,608</b>	<b>\$ 1,484,844</b>	<b>\$ 497,165</b>	<b>\$ 4,032,617</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b>\$ 2,857,861</b>	<b>\$ 1,487,597</b>	<b>\$ 497,165</b>	<b>\$ 4,842,623</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit B-2**

**Combining Statement of Revenues, Expenditures, and Changes in Fund Balance  
Nonmajor Governmental Funds  
For the Year Ended December 31, 2023**

	Land Management Special Revenue Fund	Building Bonds Debt Service Fund	Environmental Trust Permanent Fund	Total
<b>Revenues</b>				
Taxes	\$ -	\$ 813,222	\$ -	\$ 813,222
Intergovernmental	135,721	5,753	-	141,474
Investment earnings	-	21,974	17,440	39,414
Land and timber sales	1,564,923	-	-	1,564,923
Miscellaneous	8,924	-	1,215	10,139
<b>Total Revenues</b>	<b>\$ 1,709,568</b>	<b>\$ 840,949</b>	<b>\$ 18,655</b>	<b>\$ 2,569,172</b>
<b>Expenditures</b>				
<b>Current</b>				
Conservation of natural resources	1,151,354	-	2,047	1,153,401
<b>Debt service</b>				
Principal	19,056	695,000	-	714,056
Interest	6,372	123,600	-	129,972
<b>Total Expenditures</b>	<b>\$ 1,176,782</b>	<b>\$ 818,600</b>	<b>\$ 2,047</b>	<b>\$ 1,997,429</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ 532,786</b>	<b>\$ 22,349</b>	<b>\$ 16,608</b>	<b>\$ 571,743</b>
<b>Other Financing Sources (Uses)</b>				
Transfers out	\$ (335,480)	\$ -	\$ -	\$ (335,480)
Leases issued	77,875	-	-	77,875
<b>Total Other Financing Sources (Uses)</b>	<b>\$ (257,605)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (257,605)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 275,181</b>	<b>\$ 22,349</b>	<b>\$ 16,608</b>	<b>\$ 314,138</b>
<b>Fund Balance – January 1</b>	<b>1,775,427</b>	<b>1,462,495</b>	<b>480,557</b>	<b>3,718,479</b>
<b>Fund Balance – December 31</b>	<b>\$ 2,050,608</b>	<b>\$ 1,484,844</b>	<b>\$ 497,165</b>	<b>\$ 4,032,617</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit B-3**

**Budgetary Comparison Schedule  
Land Management Special Revenue Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Intergovernmental	\$ 110,000	\$ 110,000	\$ 135,721	\$ 25,721
Charges for services	500	500	-	(500)
Land and timber sales	2,069,800	2,069,800	1,564,923	(504,877)
Miscellaneous	34,500	34,500	8,924	(25,576)
<b>Total Revenues</b>	<b><u>\$ 2,214,800</u></b>	<b><u>\$ 2,214,800</u></b>	<b><u>\$ 1,709,568</u></b>	<b><u>\$ (505,232)</u></b>
<b>Expenditures</b>				
<b>Current</b>				
<b>Conservation of natural resources</b>				
Forfeited land	\$ 932,552	\$ 932,552	\$ 949,155	\$ (16,603)
Access road	48,500	48,500	8,926	39,574
Forest development	170,000	170,000	179,204	(9,204)
Miscellaneous	19,200	19,200	14,069	5,131
<b>Total conservation of natural resources</b>	<b><u>\$ 1,170,252</u></b>	<b><u>\$ 1,170,252</u></b>	<b><u>\$ 1,151,354</u></b>	<b><u>\$ 18,898</u></b>
<b>Debt service</b>				
Principal	\$ -	\$ -	\$ 19,056	\$ (19,056)
Interest	-	-	6,372	(6,372)
<b>Total debt service</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 25,428</u></b>	<b><u>\$ (25,428)</u></b>
<b>Total Expenditures</b>	<b><u>\$ 1,170,252</u></b>	<b><u>\$ 1,170,252</u></b>	<b><u>\$ 1,176,782</u></b>	<b><u>\$ (6,530)</u></b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b><u>\$ 1,044,548</u></b>	<b><u>\$ 1,044,548</u></b>	<b><u>\$ 532,786</u></b>	<b><u>\$ (511,762)</u></b>
<b>Other Financing Sources (Uses)</b>				
Transfers out	\$ (680,000)	\$ (680,000)	\$ (335,480)	\$ 344,520
Leases issued	-	-	77,875	77,875
<b>Total Other Financing Sources (Uses)</b>	<b><u>\$ (680,000)</u></b>	<b><u>\$ (680,000)</u></b>	<b><u>\$ (257,605)</u></b>	<b><u>\$ 422,395</u></b>
<b>Net Change in Fund Balance</b>	<b><u>\$ 364,548</u></b>	<b><u>\$ 364,548</u></b>	<b><u>\$ 275,181</u></b>	<b><u>\$ (89,367)</u></b>
<b>Fund Balance – January 1</b>	<b><u>1,775,427</u></b>	<b><u>1,775,427</u></b>	<b><u>1,775,427</u></b>	<b><u>-</u></b>
<b>Fund Balance – December 31</b>	<b><u>\$ 2,139,975</u></b>	<b><u>\$ 2,139,975</u></b>	<b><u>\$ 2,050,608</u></b>	<b><u>\$ (89,367)</u></b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit B-4**

**Budgetary Comparison Schedule  
Building Bonds Debt Service Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes	\$ 1,636,200	\$ 818,100	\$ 813,222	\$ (4,878)
Intergovernmental	-	-	5,753	5,753
Investment earnings	-	-	21,974	21,974
<b>Total Revenues</b>	<b><u>\$ 1,636,200</u></b>	<b><u>\$ 818,100</u></b>	<b><u>\$ 840,949</u></b>	<b><u>\$ 22,849</u></b>
<b>Expenditures</b>				
<b>Debt service</b>				
Principal	\$ 818,100	\$ 818,100	\$ 695,000	\$ 123,100
Interest	-	-	123,600	(123,600)
<b>Total Expenditures</b>	<b><u>\$ 818,100</u></b>	<b><u>\$ 818,100</u></b>	<b><u>\$ 818,600</u></b>	<b><u>\$ (500)</u></b>
<b>Net Change in Fund Balance</b>	<b><u>\$ 818,100</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 22,349</u></b>	<b><u>\$ 22,349</u></b>
<b>Fund Balance – January 1</b>	<b><u>1,462,495</u></b>	<b><u>1,462,495</u></b>	<b><u>1,462,495</u></b>	<b><u>-</u></b>
<b>Fund Balance – December 31</b>	<b><u><u>\$ 2,280,595</u></u></b>	<b><u><u>\$ 1,462,495</u></u></b>	<b><u><u>\$ 1,484,844</u></u></b>	<b><u><u>\$ 22,349</u></u></b>

**Hubbard County  
Park Rapids, Minnesota**

*Exhibit B-5*

**Budgetary Comparison Schedule  
Environmental Trust Permanent Fund  
For the Year Ended December 31, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Investment earnings	\$ 2,000	\$ 2,000	\$ 17,440	\$ 15,440
Miscellaneous	<u>1,000</u>	<u>1,000</u>	<u>1,215</u>	<u>215</u>
<b>Total Revenues</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 18,655</b>	<b>\$ 15,655</b>
<b>Expenditures</b>				
<b>Current</b>				
<b>Conservation of natural resources</b>				
Natural resources	<u>2,600</u>	<u>2,600</u>	<u>2,047</u>	<u>553</u>
<b>Net Change in Fund Balance</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 16,608</b>	<b>\$ 16,208</b>
<b>Fund Balance – January 1</b>	<u>480,557</u>	<u>480,557</u>	<u>480,557</u>	<u>-</u>
<b>Fund Balance – December 31</b>	<u><u>\$ 480,957</u></u>	<u><u>\$ 480,957</u></u>	<u><u>\$ 497,165</u></u>	<u><u>\$ 16,208</u></u>

**Hubbard County  
Park Rapids, Minnesota**

Fiduciary Funds

Custodial Funds

Taxes and Penalties Custodial Fund – to account for the collection and settlement of taxes and penalties to various other governmental units.

State Revenue Custodial Fund – to account for the state’s share of collections and their payment to the state.

Jail Canteen Custodial Fund – to account for inmate deposits, inmate canteen purchases, and fees paid to various agencies.

Tax Forfeited Land Custodial Fund – to account for proceeds from the sale of tax forfeited land collected by the County to be distributed to local governments within the County.

Hubbard County Family Services Collaborative Custodial Fund – to account for the receipt and payment of federal, state, and local grants and membership contributions for the County’s Family Services Collaborative.

**Hubbard County  
Park Rapids, Minnesota**

**Combining Statement of Fiduciary Net Position  
Fiduciary Funds – Custodial Funds  
December 31, 2023**

	<u>Taxes and Penalties</u>	<u>State Revenue</u>
<b><u>Assets</u></b>		
Cash and pooled investments	\$ -	\$ 71,063
Taxes and special assessments receivable for other governments	940,543	-
Contracts receivable	-	-
	<hr/>	<hr/>
<b>Total Assets</b>	<b>\$ 940,543</b>	<b>\$ 71,063</b>
<b><u>Liabilities</u></b>		
Due to others	\$ 17,664	\$ -
Due to other funds	538,891	-
Due to other governments	648,883	71,063
	<hr/>	<hr/>
<b>Total Liabilities</b>	<b>\$ 1,205,438</b>	<b>\$ 71,063</b>
<b><u>Deferred Inflows of Resources</u></b>		
Prepaid taxes	\$ 51,414	\$ -
	<hr/>	<hr/>
<b><u>Net Position</u></b>		
Restricted for individuals, organizations, and other governments	<b>\$ (316,309)</b>	<b>\$ -</b>
	<hr/> <hr/>	<hr/> <hr/>

**Exhibit C-1**

<u>Jail Canteen</u>	<u>Tax Forfeited Land</u>	<u>Hubbard County Family Services Collaborative</u>	<u>Total Custodial Funds</u>
\$ 30,782	\$ 251,610	\$ 291,715	\$ 645,170
-	-	-	940,543
-	145,623	-	145,623
<u>\$ 30,782</u>	<u>\$ 397,233</u>	<u>\$ 291,715</u>	<u>\$ 1,731,336</u>
\$ -	\$ -	\$ -	\$ 17,664
-	-	-	538,891
-	251,610	-	971,556
<u>\$ -</u>	<u>\$ 251,610</u>	<u>\$ -</u>	<u>\$ 1,528,111</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,414</u>
<u><u>\$ 30,782</u></u>	<u><u>\$ 145,623</u></u>	<u><u>\$ 291,715</u></u>	<u><u>\$ 151,811</u></u>



**Hubbard County  
Park Rapids, Minnesota**

**Combining Statement of Changes in Fiduciary Net Position  
Fiduciary Funds – Custodial Funds  
For the Year Ended December 31, 2023**

	<u>Taxes and Penalties</u>	<u>State Revenue</u>
<b><u>Additions</u></b>		
Contributions from individuals	\$ -	\$ -
Interest earnings	-	-
Property tax collections for other governments	19,432,046	-
Fees collected for state	3,376,243	1,356,314
Payments from state	-	-
Payments from other entities	35,851	-
<b>Total Additions</b>	<b><u>\$ 22,844,140</u></b>	<b><u>\$ 1,356,314</u></b>
<b><u>Deductions</u></b>		
Payments of property tax to other governments	\$ 21,038,325	\$ -
Payments to state	3,381,711	1,417,538
Payments to other individuals/entities	4,785	-
<b>Total Deductions</b>	<b><u>\$ 24,424,821</u></b>	<b><u>\$ 1,417,538</u></b>
<b>Change in Net Position</b>	<b><u>\$ (1,580,681)</u></b>	<b><u>\$ (61,224)</u></b>
<b>Net Position – January 1</b>	<b><u>1,264,372</u></b>	<b><u>61,224</u></b>
<b>Net Position – December 31</b>	<b><u><u>\$ (316,309)</u></u></b>	<b><u><u>\$ -</u></u></b>

**Exhibit C-2**

<u>Jail Canteen</u>	<u>Tax Forfeited Land</u>	<u>Hubbard County Family Services Collaborative</u>	<u>Total Custodial Funds</u>
\$ 268,691	\$ -	\$ -	\$ 268,691
-	-	731	731
-	-	-	19,432,046
-	-	-	4,732,557
-	-	137,000	137,000
-	229,490	1,462	266,803
<u>\$ 268,691</u>	<u>\$ 229,490</u>	<u>\$ 139,193</u>	<u>\$ 24,837,828</u>
\$ -	\$ -	\$ -	\$ 21,038,325
-	-	-	4,799,249
260,564	251,610	117,500	634,459
<u>\$ 260,564</u>	<u>\$ 251,610</u>	<u>\$ 117,500</u>	<u>\$ 26,472,033</u>
\$ 8,127	\$ (22,120)	\$ 21,693	\$ (1,634,205)
22,655	167,743	270,022	1,786,016
<u>\$ 30,782</u>	<u>\$ 145,623</u>	<u>\$ 291,715</u>	<u>\$ 151,811</u>

## **Other Schedules**

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit D-1**

**Schedule of Intergovernmental Revenue  
For the Year Ended December 31, 2023**

	<b>Governmental Funds</b>
<b>Appropriations and Shared Revenue</b>	
<b>State</b>	
Highway users tax	\$ 8,947,765
Market value credit	134,324
Police aid	238,660
County program aid	1,005,725
PERA state aid	368,420
Enhanced 911	240,531
Out of home placement aid	14,891
Public safety aid	698,492
Statewide local housing aid	101,312
Local homeless prevention aid	7,209
Select Committee on Recycling and the Environment (SCORE)	72,440
Riparian protection aid	40,000
Aquatic invasive species aid	262,672
	<b>\$ 12,132,441</b>
<b>Total appropriations and shared revenue</b>	
<b>Reimbursement for Services</b>	
<b>State</b>	
Minnesota Department of Human Services	<b>\$ 1,467,575</b>
<b>Payments</b>	
<b>Local</b>	
Payments in lieu of taxes	<b>\$ 1,065,683</b>
<b>Grants</b>	
<b>State</b>	
Minnesota Department of Corrections	\$ 14,920
Human Services	1,747,227
Natural Resources	281,007
Transportation	271,280
Veterans Affairs	10,000
Board of Water and Soil Resources	98,800
Historical Society	118,665
Pollution Control Agency	24,180
Secretary of State	6,949
	<b>\$ 2,573,028</b>
<b>Total state</b>	<b>\$ 2,573,028</b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit D-1  
(Continued)**

**Schedule of Intergovernmental Revenue  
For the Year Ended December 31, 2023**

	<u>Governmental Funds</u>
<b>Grants (Continued)</b>	
<b>Federal</b>	
Department of Agriculture	\$ 303,084
Justice	34,500
Transportation	315,115
Treasury	794,242
Health and Human Services	1,737,379
Homeland Security	<u>26,155</u>
<b>Total federal</b>	<b><u>\$ 3,210,475</u></b>
<b>Total state and federal grants</b>	<b><u>\$ 5,783,503</u></b>
<b>Total Intergovernmental Revenue</b>	<b><u><u>\$ 20,449,202</u></u></b>

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit D-2**

**Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2023**

<b>Federal Grantor Pass-Through Agency Program or Cluster Title</b>	<b>Assistance Listing Number</b>	<b>Pass-Through Grant Numbers</b>	<b>Expenditures</b>
<b>U.S. Department of Agriculture</b>			
Passed Through Minnesota Department of Human Services SNAP Cluster State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	232MN101S2514	<b>\$ 303,084</b>
<b>U.S. Department of Justice</b>			
Passed Through Minnesota Department of Public Safety Crime Victim Assistance	16.575	A-CVS-2022-HUBBARAO-140	<b>\$ 23,000</b>
<b>U.S. Department of Transportation</b>			
Passed Through Minnesota Department of Transportation Formula Grants for Rural Areas and Tribal Transit Program	20.509	Agr#1051348	\$ 263,950
Passed Through Minnesota Department of Public Safety Highway Safety Cluster			
State and Community Highway Safety	20.600	A-ENFRC23-2023-HUBBSO-057	2,340
State and Community Highway Safety (Total State and Community Highway Safety 20.600 \$17,542)	20.600	A-OFFICR23-2023-HUBBSO-004	15,202
Minimum Penalties for Repeat Offenders for Driving While Intoxicated Highway Safety Cluster	20.608	A-ENFRC23-2023-HUBBSO-057	2,093
National Priority Safety Programs	20.616	A-ENFRC23-2023-HUBBSO-057	3,786
National Priority Safety Programs (Total National Priority Safety Programs 20.616 \$38,444)	20.616	A-OFFICR23-2023-HUBBSO-004	34,658
<b>Total U.S. Department of Transportation</b>			<b>\$ 322,029</b>
<b>U.S. Department of the Treasury</b>			
Direct COVID-19 – Coronavirus State and Local Fiscal Recovery Funds	21.027		<b>\$ 2,174,376</b>
<b>U.S. Department of Health and Human Services</b>			
Passed Through Minnesota Department of Human Services MaryLee Allen Promoting Safe and Stable Families Program	93.556	2201MNFPS	2,862
Temporary Assistance for Needy Families	93.558	2301MNTANF	237,715
Child Support Services	93.563	2301MNCSES	284,098
Child Support Services (Total Child Support Services 93.563 \$322,470)	93.563	2301MNCES	38,372
Refugee and Entrant Assistance State/Replacement Designee Administered Programs	93.566	2301MNRCA	1,028
CCDF Cluster			
Child Care and Development Block Grant	93.575	2301MNCCDF	7,641
Community-Based Child Abuse Prevention Grants	93.590	2202MNBCAP	3,923
Stephanie Tubbs Jones Child Welfare Services Program	93.645	2201MNCWSS	4,538
Foster Care – Title IV-E	93.658	2301MNFOST	168,631
Social Services Block Grant	93.667	2301MNSOSR	134,935

**Hubbard County  
Park Rapids, Minnesota**

**Exhibit D-2  
(Continued)**

**Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2023**

Federal Grantor Pass-Through Agency Program or Cluster Title	Assistance Listing Number	Pass-Through Grant Numbers	Expenditures
<b>U.S. Department of Health and Human Services</b>			
Passed Through Minnesota Department of Human Services (Continued)			
John H. Chafee Foster Care Program for Successful Transition to Adulthood	93.674	2301MNCILP	960
COVID-19 – Elder Abuse Prevention Interventions Program	93.747	2101MNAP6C	1,920
Children's Health Insurance Program Medicaid Cluster	93.767	2305MN5021	1,283
Medical Assistance Program	93.778	2305MN5ADM	914,727
Medical Assistance Program	93.778	2305MN5MAP	8,366
(Total Medical Assistance Program 93.778 \$923,093)			<hr/>
<b>Total U.S. Department of Health and Human Services</b>			<b>\$ 1,810,999</b>
<b>U.S. Department of Homeland Security</b>			
Passed Through Minnesota Department of Natural Resources			
Boating Safety Financial Assistance	97.012	R29CG70CBLA21	\$ 5,000
Passed Through Minnesota Department of Public Safety			
Emergency Management Performance Grants	97.042	A-EMPG-2021-HUBBARCO-030	<hr/> 21,155
<b>Total U.S. Department of Homeland Security</b>			<b>\$ 26,155</b>
<b>Total Federal Awards</b>			<b>\$ 4,659,643</b>

Hubbard County did not pass any federal awards through to subrecipients during the year ended December 31, 2023.

**Totals by Cluster**

Total expenditures for SNAP Cluster	\$ 303,084
Total expenditures for Highway Safety Cluster	55,986
Total expenditures for CCDF Cluster	7,641
Total expenditures for Medicaid Cluster	923,093

**Hubbard County**  
**Park Rapids, Minnesota**

Notes to the Schedule of Expenditures of Federal Awards  
As of and for the Year Ended December 31, 2023

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**Note 1 – Summary of Significant Accounting Policies**

**Reporting Entity**

The Schedule of Expenditures of Federal Awards presents the activities of federal award programs expended by Hubbard County. The County's reporting entity is defined in Note 1 to the financial statements.

**Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Hubbard County under programs of the federal government for the year ended December 31, 2023. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Hubbard County, it is not intended to and does not present the financial position, changes in net position, or cash flows of Hubbard County.

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note 2 – De Minimis Cost Rate**

Hubbard County has elected to not use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance, except for with grants that are administered through the Heritage Community. For the current year, \$1,380,134 of Assistance Listing Number 21.027 was administered by the Heritage Community.



**Hubbard County  
Park Rapids, Minnesota**

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**Note 3 – Reconciliation to Schedule of Intergovernmental Revenue**

**Reconciliation to Schedule of Intergovernmental Revenue**

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Federal grant revenue per Schedule of Intergovernmental Revenue	\$ 3,210,475
Grants received more than 60 days after year-end, considered unavailable revenue in 2023	
Formula Grants for Rural Areas and Tribal Transit Program (AL No. 20.509)	44,035
MaryLee Allen Promoting Safe and Stable Families (AL No. 93.556)	716
Temporary Assistance for Needy Families (AL No. 93.558)	77,146
Stephanie Tubbs Jones Child Welfare Services Program (AL No. 93.645)	712
Unavailable revenue in 2022, recognized as revenue in 2023	
Crime Victim Assistance (AL No. 16.575)	(11,500)
Formula Grants for Rural Areas and Tribal Transit Program (AL No. 20.509)	(37,121)
MaryLee Allen Promoting Safe and Stable Families (AL No. 93.556)	(1,308)
Community-Based Child Abuse Prevention Grants (AL No. 93.590)	(1,315)
Stephanie Tubbs Jones Child Welfare Services Program (AL No. 93.645)	(2,331)
Grants receipted into the Heritage Community Enterprise Fund	
COVID-19 – Coronavirus State and Local Fiscal Recovery Funds (AL No. 21.027)	<u>1,380,134</u>
Expenditures per Schedule of Expenditures of Federal Awards	<u>\$ 4,659,643</u>

## **Management and Compliance Section**



**Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards***

Independent Auditor's Report

Board of County Commissioners  
Hubbard County  
Park Rapids, 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, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Hubbard County, Minnesota, as of and for the year ended December 31, 2023, including the Heritage Community Enterprise Fund as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated February 5, 2025. Our report includes a reference to other auditors who audited the financial statements of the Heritage Community Enterprise Fund and the Hubbard County Housing and Redevelopment Authority discretely presented component unit, as described in our report on the County's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

**Report on Internal Control Over Financial Reporting**

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

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be a material weakness and significant deficiencies.

*A deficiency in internal control over financial reporting* 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 over financial reporting such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs as item 2023-002 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs as items 2023-001, and 2023-003 through 2023-005 to be significant deficiencies.

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

As part of obtaining reasonable assurance about whether Hubbard County'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*.

### **Minnesota Legal Compliance**

In connection with our audit, nothing came to our attention that caused us to believe that Hubbard County failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Counties*, 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 County's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

### **Hubbard County's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on Hubbard County's response to the findings identified in our audit and described in the accompanying Schedule of Findings and Questioned Costs and Corrective Action Plan. The County's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of This Report**

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

/s/Julie Blaha

Julie Blaha  
State Auditor

February 5, 2025

/s/Chad Struss

Chad Struss, CPA  
Deputy State Auditor



**Report on Compliance for Each Major Federal Program and Report on Internal  
Control Over Compliance Required by the Uniform Guidance**

Independent Auditor's Report

Board of County Commissioners  
Hubbard County  
Park Rapids, Minnesota

**Report on Compliance for the Major Federal Program**

***Opinion on the Major Federal Program***

We have audited Hubbard County's compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on Hubbard County's major federal program for the year ended December 31, 2023, including the Heritage Community Enterprise Fund for the year ended September 30, 2023. Hubbard County's major federal program is identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, based on our audit and the report of other auditors, Hubbard County complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2023, including the Heritage Community Enterprise Fund for the year ended September 30, 2023.

We did not audit \$1,380,134 of Assistance Listing Number 21.027 COVID-19 – Coronavirus State and Local Fiscal Recovery Funds, which is 63 percent of the major federal program, administered by the Heritage Community Enterprise Fund for the year ended December 31, 2023, including the Heritage Community Enterprise Fund for the year ended September 30, 2023. Those funds were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the federal program's compliance with the types of compliance requirements described in the OMB *Compliance Supplement*, is based solely on the report of the other auditors.

***Basis for Opinion on the Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Hubbard County and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of Hubbard County's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Hubbard County's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Hubbard County's compliance based on our audit. 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 auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Hubbard County's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit;
- identify and assess the risks of material noncompliance, 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 Hubbard County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances; and
- obtain an understanding of Hubbard County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Hubbard County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*/s/Julie Blaha*

Julie Blaha  
State Auditor

February 5, 2025

*/s/Chad Struss*

Chad Struss, CPA  
Deputy State Auditor

**Hubbard County  
Park Rapids, Minnesota**

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2023

**Section I – Summary of Auditor’s Results**

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles: **Unmodified**

Internal control over financial reporting:

- Material weaknesses identified? **Yes**
- Significant deficiencies identified? **Yes**

Noncompliance material to the financial statements noted? **No**

**Federal Awards**

Internal control over the major federal program:

- Material weaknesses identified? **No**
- Significant deficiencies identified? **None reported**

Type of auditor’s report issued on compliance for the major federal program: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? **No**

Identification of the major federal program:

<b>Assistance Listing Number</b>	<b>Name of Federal Program or Cluster</b>
21.027	COVID-19 – Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000.

Hubbard County qualified as a low-risk auditee? **No**

**Section II – Financial Statement Findings**

**2023-001      Documenting and Monitoring Internal Controls**

**Prior Year Finding Number:** 2022-001

**Year of Finding Origination:** 2007

**Type of Finding:** Internal Control Over Financial Reporting

**Severity of Deficiency:** Significant Deficiency

**Criteria:** County management is responsible for developing and monitoring its internal controls. This responsibility requires performing a risk assessment of existing controls over significant functions of the accounting system used to produce financial information for members of the County Board, management, and for external financial reporting. The risk assessment is intended to determine if the internal controls established by management are still effective or if changes are needed to maintain a sound internal control structure. Changes may be necessary



## Hubbard County Park Rapids, Minnesota

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due to such things as organizational restructuring, updates to information systems, or changes to services being provided.

**Condition:** The County has documented policies over significant functions and controls; however, there are no formal risk assessment and monitoring procedures in place to determine if the internal controls established by County management are still effective or if changes are needed to maintain a sound internal control structure.

**Context:** The internal control environment is constantly changing with changes in staffing, information systems, processes, and the services provided. Local governments may establish controls but fail to review those controls periodically to ensure they are appropriate for the changes that take place over time.

**Effect:** Changes that reduce or negate the effectiveness of internal controls may go unnoticed without formal risk assessment and monitoring procedures in place.

**Cause:** Due to limited time and resources, the County has been unable to establish a formal process for assessing risk and monitoring controls.

**Recommendation:** County management should develop a formal plan to assess risk and monitor the significant internal controls on a regular basis and no less than annually. The County should document the monitoring to show the results of the review, changes required, and who performed the work.

**View of Responsible Official:** Concur

**2023-002      Audit Adjustment**

**Prior Year Finding Number:** 2022-002

**Year of Finding Origination:** 2021

**Type of Finding:** Internal Control Over Financial Reporting

**Severity of Deficiency:** Material Weakness

**Criteria:** A deficiency in internal control over financial reporting 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 of the financial statements on a timely basis. Auditing standards define a material weakness as a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the County's financial statements will not be prevented, or detected and corrected, on a timely basis.

**Condition:** A material audit adjustment was identified that resulted in significant changes to the County's financial statements.

**Context:** The inability to detect significant misstatements in the financial statements increases the likelihood that the financial statements would not be fairly presented. The adjustment was found in the audit; however, independent external auditors cannot be considered part of the County's internal control.

**Effect:** The following audit adjustment was reviewed and approved by management and is reflected in the financial statements: the General Fund required an adjustment of \$2,170,543 to decrease cash and increase due from other funds to account for the reimbursement due from the Heritage Community Enterprise Fund for expenditures that were covered by the General Fund.

# Hubbard County

## Park Rapids, Minnesota

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**Cause:** Staff overlooked this activity when financial information was prepared.

**Recommendation:** We recommend the County review internal controls currently in place and design and implement procedures to improve internal controls over financial reporting which will prevent, or detect and correct, misstatements in the financial statements. The updated controls should include review of the balances and supporting documentation by a qualified individual to identify potential misstatements.

**View of Responsible Official:** Concur

**2023-003**      **Bank Reconciliation**

**Prior Year Finding Number:** 2022-004

**Year of Finding Origination:** 2022

**Type of Finding:** Internal Control Over Financial Reporting

**Severity of Deficiency:** Significant Deficiency

**Criteria:** Reconciliations are control activities designed to provide reasonable assurance that errors will be prevented and detected in a timely manner and involve the comparison of records or balances from different sources. Effective reconciliations properly account for any differences between the records or balances. This includes investigating why the differences exist and resolving them in a timely manner.

**Condition:** During 2023, the County delayed making needed adjustments to correct timing delays and errors recorded in cash in the general ledger. The adjustments relate to activity up to ten months prior to year-end.

**Context:** The identified adjustments were related to tax collections.

**Effect:** When accounting records are not reconciled on a regular basis, there is an increased risk that errors or irregularities will not be detected in a timely manner.

**Cause:** The County informed us there was turnover in experienced staff and they have not been able to investigate and correct the differences.

**Recommendation:** We recommend the County review procedures in place over preparation of the bank reconciliation as well as the timeliness of its completion. The County should make necessary adjustments to the general ledger in a timely manner to ensure bank records reconcile to the County's general ledger.

**View of Responsible Official:** Concur

**2023-004**      **Taxes and Penalties Custodial Fund Reconciliation**

**Prior Year Finding Number:** 2022-005

**Year of Finding Origination:** 2022

**Type of Finding:** Internal Control Over Financial Reporting

**Severity of Deficiency:** Significant Deficiency

**Criteria:** Reconciliations are control activities designed to provide reasonable assurance that errors will be detected in a timely manner. The County should perform a reconciliation of the cash balance in the Taxes and Penalties Custodial Fund periodically to ensure tax collections, settlements, and other activities are accounted for accurately.

## Hubbard County Park Rapids, Minnesota

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**Condition:** During review of the Taxes and Penalties Custodial Fund, the following issues were noted:

- the County did not record an interfund loan of \$538,891 needed due to a cash deficit;
- collections in the current and prior year of \$94,279 were not settled or distributed by the third settlement date;
- a remaining unidentified difference of \$195,501.

**Context:** The County did not complete a year-end reconciliation of the cash balance for the Taxes and Penalties Custodial Fund and did not identify accounting errors made during the year.

**Effect:** When accounting records are not reconciled on a regular basis, there is an increased risk that errors or irregularities will not be detected in a timely manner. Unidentified balances at year-end are an indication that amounts distributed to the County or another district may have been inaccurate.

**Cause:** The County indicated they have not been able to reconcile the Taxes and Penalties Custodial Fund due to time constraints and limited personnel.

**Recommendation:** We recommend the County balance the Taxes and Penalties Custodial Fund, ensure correct amounts are distributed, and perform periodic reconciliations of the cash balance for the Taxes and Penalties Fund in a timely manner.

**View of Responsible Official:** Concur

### 2023-005 Tax Levy

**Prior Year Finding Number:** N/A

**Year of Finding Origination:** 2023

**Type of Finding:** Internal Control Over Financial Reporting

**Severity of Deficiency:** Significant Deficiency

**Criteria:** Counties in Minnesota are required to calculate property taxes for each property owner, communicate property tax amounts, collect property taxes, and remit taxes assessed by other districts within the County.

**Condition:** During 2023, the County did not include \$489,083 of school district property taxes in the amounts assessed to property taxpayers.

**Context:** The County discovered the error and has subsequently assessed owners.

**Effect:** Property owners were assessed an incorrect amount of property taxes.

**Cause:** Not all school districts were included in the property tax calculation.

**Recommendation:** We recommend the County implement additional internal control procedures over property tax assessments.

**View of Responsible Official:** Concur

**Hubbard County  
Park Rapids, Minnesota**

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**Section III – Federal Award Findings and Questioned Costs**

No matters were reported.



## Hubbard County Administrator

301 Court Avenue  
Park Rapids, MN 56470

Email: jeff.cadwell@co.hubbard.mn.us  
Phone: 218.732.2336 • Fax: 218.732.2321

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### Representation of Hubbard County Park Rapids, Minnesota

Corrective Action Plan  
For the Year Ended December 31, 2023

**Finding Number: 2023-001**

**Finding Title: Documenting and Monitoring Internal Controls**

Name of Contact Person Responsible for Corrective Action:

Jeff Cadwell, Hubbard County Administrator

Corrective Action Planned:

Hubbard County has engaged a financial consultant to review county financial transactions processing and systems with the intention of implementing a new set of internal controls. Controls will be developed, and staff will be trained.

Anticipated Completion Date:

June 30, 2025

**Finding Number: 2023-002**

**Finding Title: Audit Adjustment**

Name of Contact Person Responsible for Corrective Action:

Marie Knutson, Finance Coordinator

Corrective Action Planned:

Hubbard County has engaged a financial consultant to review county financial transactions processing and systems with the intention of implementing a new set of internal controls. All JE and Audit adjustments will be entered into the county financial system within thirty days of receipt.

Anticipated Completion Date:

April 30, 2025



## Hubbard County Administrator

301 Court Avenue  
Park Rapids, MN 56470

Email: [jeff.cadwell@co.hubbard.mn.us](mailto:jeff.cadwell@co.hubbard.mn.us)  
Phone: 218.732.2336 • Fax: 218.732.2321

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**Finding Number: 2023-003**

**Finding Title: Bank Reconciliation**

Name of Contact Person Responsible for Corrective Action:

Marie Knutson, Finance Coordinator

Corrective Action Planned:

Hubbard County has engaged a financial consultant to review county financial transactions processing and systems with the intention of implementing a new set of internal controls. Controls will be developed, and staff will be trained.

Anticipated Completion Date:

June 30, 2025

**Finding Number: 2023-004**

**Finding Title: Taxes and Penalties Custodial Fund Reconciliation**

Name of Contact Person Responsible for Corrective Action:

Skylar Kastning, Deputy Auditor

Corrective Action Planned:

Staff have worked with tax system vendors to identify errors in the county tax and reconciliation process and have corrected them. Tax calculations, distributions and reconciliations will be correct for tax year 2025 and forward.

Anticipated Completion Date:

April 30, 2025

**Finding Number: 2023-005**

**Finding Title: Tax Levy**

Name of Contact Person Responsible for Corrective Action:

Skylar Kastning, Deputy Auditor

Corrective Action Planned:

Staff have worked with tax system vendors to identify errors in the county tax and reconciliation process and have corrected them. Tax calculations, distributions and reconciliations will be correct for tax year 2025 and forward.

Anticipated Completion Date:

April 30, 2025



## Hubbard County Auditor-Treasurer

301 Court Avenue  
Park Rapids, MN 56470

Email: [kay.rave@co.hubbard.mn.us](mailto:kay.rave@co.hubbard.mn.us)  
Phone: 218.732.3196 Fax: 218.732.3645

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**Representation of Hubbard County  
Park Rapids, Minnesota**  
Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2023

**Finding Number: 2022-001**  
**Year of Finding Origination: 2007**  
**Finding Title: Documenting and Monitoring Internal Controls**

**Summary of Condition:** The County has documented policies over significant functions and controls; however, there are no formal risk assessment and monitoring procedures in place to determine if the internal controls established by County management are still effective or if changes are needed to maintain a sound internal control structure.

**Summary of Corrective Action Previously Reported:** Department heads meet periodically to discuss and monitor internal controls; we revise procedures and/or re-assign duties as we find improvements. It is our goal to document internal controls and share with all department heads for consistency across departments

**Status:** Not Corrected. We are in the process of reviewing and formalizing our policies and procedures for internal controls and monitoring.

Corrective action taken was not significantly different than the action previously reported.

**Finding Number: 2022-002**  
**Year of Finding Origination: 2021**  
**Finding Title: Audit Adjustments**

**Summary of Condition:** Material audit adjustments were identified that resulted in significant changes to the County's financial statements.

**Summary of Corrective Action Previously Reported:** County staff will implement procedures over financial reporting that include review of balances, disclosures, and supporting documentation by a qualified individual to ensure the information is complete and accurate so the County's financial statements are fairly presented in accordance with GAAP.

**Status:** Not Corrected. Corrective action is ongoing training of new staff and procedures is significant due to retirements and replacements.



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301 Court Avenue  
Park Rapids, MN 56470

Email: [kay.rave@co.hubbard.mn.us](mailto:kay.rave@co.hubbard.mn.us)  
Phone: 218.732.3196 Fax: 218.732.3645

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Corrective action taken was not significantly different than the action previously reported.

**Finding Number: 2022-003**

**Year of Finding Origination: 2022**

**Finding Title: Journal Entry Approval**

**Summary of Condition:** Three of the four journal entries tested did not have documentation of review.

**Summary of Corrective Action Previously Reported:** Review and approve journal entries and retain documentation of the review

**Status:** Fully Corrected. Corrective action was taken.

**Finding Number: 2022-004**

**Year of Finding Origination: 2022**

**Finding Title: Bank Reconciliation**

**Summary of Condition:** During review of the County's December 2022 bank reconciliation, a number of adjustments were identified by the client to correct timing delays and errors in recorded cash in the general ledger, some of which were delayed as long as eight months. In addition, the bank reconciliation included an unreconciled difference of approximately \$714.

**Summary of Corrective Action Previously Reported:** All accounts will be reconciled monthly to Trial Balance Cash Balance. Differences will be investigated as discovered and corrected.

**Status:** Not Corrected. Corrections and review of balances to general ledger is ongoing. Corrective action taken was not significantly different than the action previously reported.

**Finding Number: 2022-005**

**Year of Finding Origination: 2022**

**Finding Title: Taxes and Penalties Custodial Fund Reconciliation**

**Summary of Condition:** The County did not complete a year-end reconciliation of the cash balance for the Taxes and Penalties Custodial Fund and did not identify accounting errors made during the year.

**Summary of Corrective Action Previously Reported:** Settlements have been reconciled to each school district; these reconciliations will be used in the future to maintain and prove accuracy.

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## Hubbard County Auditor-Treasurer

301 Court Avenue  
Park Rapids, MN 56470

Email: [kay.rave@co.hubbard.mn.us](mailto:kay.rave@co.hubbard.mn.us)  
Phone: 218.732.3196 Fax: 218.732.3645

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**Status:** Not Corrected. Reconciliation of accounting errors are due to timing and will reconcile in 2024. Corrective action taken was not significantly different than the action previously reported.

**Finding Number:** 2022-006

**Year of Finding Origination:** 2021

**Finding Title:** Activities Allowed and Unallowed, Allowable Costs/Cost Principles, and Reporting

**Program:** 93.778 Medical Assistance Program

**Summary of Condition:** For a portion of the year, salary and benefits for the Office Support Specialist position were allocated 30 percent to Income Maintenance costs on the DHS-2550 reports and 59 percent to Social Services costs on the DHS-2556 reports when the County's support indicated that it should have been allocated 33 percent and 53 percent, respectively. Additionally, revenues reported in the fourth quarter DHS-2556 report were understated.

**Summary of Corrective Action Previously Reported:** Staff allocations have been re calculated per DHS guidelines in the new County Payroll system.

**Status:** Fully Corrected. Corrective action was taken.

**Finding Number:** 2022-007

**Year of Finding Origination:** 2021

**Finding Title:** Reporting — LCTS Spending Report

**Program:** 93.778 Medical Assistance Program

**Summary of Condition:** Reviewing the 2022 LCTS Annual Spending Report, we noted that the amounts reported as spent reflected funds paid to the recipient school districts rather than the spending of the funds by the school districts on the Hubbard County Family Services' behalf. The classification of reported amounts into the specific spending categories was estimated based on set allocation rates rather than the actual uses of the funds. Support for the allocation rates used could not be provided.

**Summary of Corrective Action Previously Reported:** The prior year corrective action plan said the LCTS recipients have been given education on the importance of timely reporting, Hubbard County has provided recipients with the proper tools and timelines in order to meet the deadlines. DHS was notified of the tardiness from recipients and issued a warning to them. This corrective action plan did not seem to agree with the condition reported, but if you look at the corrective action plan for 2021, that the County will implement controls that ensure that costs submitted on the quarterly reports are accurate and



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301 Court Avenue  
Park Rapids, MN 56470

Email: [kay.rave@co.hubbard.mn.us](mailto:kay.rave@co.hubbard.mn.us)  
Phone: 218.732.3196 Fax: 218.732.3645

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consistent with DHS guidance. County staff will work with partner agencies to gather accurate data for reporting, it seems to be more in line with reported condition.

**Status:** Not Corrected. The School Districts within the LCTS did not follow the correct reporting procedures, despite the County and DHS informing them of the procedures. In discussions with DHS it was decided that the funding will be withheld in the future until the proper reporting is completed. The collaborative board completed a new Interagency Agreement and has designated Mahube-Ottwa as the Fiscal Agency for reporting, claiming, and receiving payments. Corrective action taken was not significantly different than the action previously reported.