

**OAK LAND COOPERATIVE COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 7, 2015
7:00 PM -
DISTRICT OFFICE BOARD ROOM**

**OUR VISION
NO BOUNDARIES TO LEARNING**

**OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC &
EXTRA-CURRICULAR PROGRAMS**

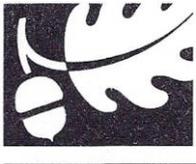
AGENDA

1. CALL TO ORDER – ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVE AGENDA
4. BUSINESS (Minutes 12.3.14, Treasurer's Report Nov.2014, Coop Center Bills for Approval and Payment for Nov.2014). 3
5. REPORTS
 - a. Area Learning Center Update – Commentary by Rebecca Fuller
 - Current Enrollment
 - Programming Updates
 - b. Career/Tech Ed Update – Commentary by Steve Hammero
6. NON-ACTION ITEMS
 - a. Discussion on Scholarships for Oak Land Cooperative Graduates - Commentary by Rebecca Fuller
 - b. Update on Chemical Health Specialist in St. Francis - Commentary by Rebecca Fuller

7. ACTION ITEMS

- a. Receive and Accept Oak Land Cooperative Center FY 14 Audit Report by Jackie Huegel, MMKR -Commentary by Rebecca Fuller 52
- b. Receive and Accept \$1,000 Donation from Thrivent Financial - Commentary by Rebecca Fuller
- c. Second Reading and Adoption of the Oak Land Cooperative Center Governing Board Compensation Policy - Commentary by Jenni Caulk 56
- d. Confirm Next Meeting Date – Wednesday, February 25, 2015, at 7:00 p.m., at the Cambridge-Isanti Community Room

8. ADJOURNMENT



Oak Land

COOPERATIVE CENTER

DISTRICT 957-51

625C Main Street North | Cambridge, MN 55008-1269 | 763/552-6262 | Fax. 763/552-6269

Providing Alternative Programs and Career / Technical Services
for Cambridge-Isanti, Princeton, and St. Francis Schools

Rebecca Fuller, Director
rfuller@cambridge.k12.mn.us

Oak Land Cooperative Center Governing Board Regular Meeting Wednesday, December 3, 2014, 7:00 p.m. Bridge Street, St. Francis

I. CALL TO ORDER – ROLL CALL

Vice-Chair Hawkins called the meeting was called to order at 7:00 p.m. Members present were Amy Kelly, Chuck Nagle, David Roberts and Chad Young. Jenni Caulk was absent. Rebecca Fuller and Steve Hammero were also in attendance.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said by all.

III. APPROVE AGENDA

The motion to approve the agenda was made by Mr. Roberts and seconded by Mr. Young. The motion carried unanimously.

IV. BUSINESS

- **Minutes of October 22, 2014:** Ms. Kelly moved and Mr. Hawkins seconded the motion to approve the minutes of October 22, 2014.

The motion carried unanimously.

- **Treasurer’s Report for October, 2014:** Mr. Hawkins inquired as to the amount and percentage of the \$594,357.83 fund balance that is in the reserve, in accordance with the Oak Land Cooperative Fund Balance Policy. Ms. Fuller stated that she would get the calculation and amount for him.

Mr. Young moved and Ms. Kelly seconded the motion to approve the Treasurer’s and Accrual Reports for October, 2014, as presented and subject to audit.

The motion carried unanimously.

- **Consider Cooperative Center Bills, October, 2014, for Approval and Payment:** Mr. Roberts moved and Ms. Kelly seconded the motion to approve the Cooperative Center bills for October, 2014, as presented and subject to audit, for checks numbered 24916 through 24937, and wire transfers, in the total amount of \$167,347.82. Discussion: Ms. Fuller identified two new vendors: auditors and a software provider.

The motion carried unanimously.

V. REPORTS AND OLD BUSINESS

A. Area Learning Center Update – Commentary by Rebecca Fuller:

Ms. Fuller referred to a handout, “Community Events at Oak Land Cooperative High School Programs, Trimester 1, 2014-15:

- Globe College Speaker: Social Media and You
- Isanti County Victim Advocate, Brenda Skogman: Healthy Relationships/Domestic Violence/Power and Control Wheel.
- ASVAB Testing and Data Review with students

- Alexandria House (Anoka County) – Girls Groups on Domestic Abuse and mixed-group assemblies
- Field trips with instruction (Craft and World History Classes) to Minneapolis Institute of the Arts, studying several media; the movie, *Maze Runner*, studying Dystopian societies
- Isanti Lions Club Christmas Project
- Minneapolis College Fair
- MAAP (Minnesota Association of Alternative Programs) Fall Leadership Conference
- TAPP (Teenage Parent Program) – Partnered with Public Health- classes which meet weekly.
- Upcoming events: Holiday Coffee Bar at Oak West on December 19, 8-10 a.m.
- Bell ringing with the Salvation Army at County Market in St. Francis.
- Enrollment: Ms. Fuller referred to the 2014-2015 Oak Land n Cooperative Center Program Enrollment table.
 - Oak East Junior High – 8
 - PSWS (Princeton School Within a School) - 30
 - Oak West – 70 full-time, graduation plan students; 43 – Credit Makeup students
 - Princeton Credit Make-Up – 43
 - Bridge Street – 45 full-time, graduation plan students; 34 Credit Make-Up students
 - Targeted Services: Cambridge-Isanti – 167 students are enrolled; Princeton – 129 students are enrolled; Ogilvie – 100 students are enrolled; St. Francis – 0 students enrolled
 - Total graduates for FY 15 are 21: Oak West-12; Bridge Street-5, Princeton-4.
 - Ms. Fuller mentioned that a teen center is opening in Cambridge. Mr. Hawkins shared some details.

B. Career and Technical Education Update – Commentary by Steve Hammero:

Mr. Hammero stated that he attended the Annual Perkins Coordinators Meeting in November. He handed out a summary of the World’s Best Workforce and the legislation behind it. Unfunded mandates are of contentious concern. Other discussion included, but was not limited to:

- The vocational programs inventory is underway in Cooperative districts. Mr. Hammero is assisting both St. Francis and Cambridge-Isanti. The inventory requirement has been known since the spring of 2013, but parameters were not disclosed until November 11, 2014. The first training was November 24th, with a due date of December 5th. Regulations have changed three times. Mr. Hammero is working with Cooperative business managers.
- Perkins can be used for new programming but can no longer be used to supplant existing equipment. Mr. Hammero gave an example of a Cambridge-Isanti teacher who has been fixing 20-year old machinery himself. Always looking for ways to find funding to maintain aging machinery.
- Support for vocational education is strong in the Legislature.
- The Department is still struggling with internal leadership.
- Mr. Nagle commented on the “World’s Best Workforce.” While attending a SEE (Schools for Equity in Education) min-semina, Mr. Nagle stated that he heard about a Braham teacher who asked area businesses, “What do you need from us – what do we need to teach?” Businesses, then realizing the need, donated equipment needed to facilitate learning according to real-world work requirements. Mr. Hammero stated that Oak Land, historically, has had good business support for its vocational programs. Mr. Hawkins discussed ALC students taking classes, concurrently, at Cooperative high schools. Mr. Hammero described previous concurrent vocational course offerings with high schools. Mr. Hammero and Ms. Fuller will seek collaborative conversations regarding these issues with stakeholders.
- Mr. Hammero handed out a brochure, Bridge Street Learning Community – Credit Make-up Night School 2014-15. This brochure is a collaborative effort between the St. Francis Counseling Department and himself: outlining course offerings, program descriptions, the counselor referral process, and an Annual CLP (Continuous Learning Plan) which students take home for parental information and signature. The completed brochure is returned to the counseling department for their enrollment in Oak Land Credit Make-up programming.

VI. NON-ACTION ITEMS

A. First Reading of the Oak Land Cooperative Center Governing Board Compensation Policy – Commentary by Rebecca Fuller:

Vice-Chair Hawkins read the proposed policy. Discussion included, but was not limited to:

- Mileage is not addressed in this policy.
- The second reading with include discussed changes.

B. Update on Chemical Health Specialist at the Bridge Street Learning Community – Commentary by Rebecca Fuller:

Ms. Fuller stated that Fairview is still looking at an additional day to the specialist's schedule. Mr. Roberts stated that he has been updated.

C. Discussion on Oak Land West Renovation - Commentary by Rebecca Fuller:

Ms. Fuller gave an overview of Health and Safety renovations that are being planned for the Cambridge-Isanti District Office. Oak Land West leases space in this building. Lengthy, detailed discussion included the benefits to Oak Land's building security, of closing class rooms and for the confidentiality factors that reconfiguration of the space would allow. Security at Bridge Street was also discussed. Ms. Fuller will seek information on multiple levels and will present details/proposals as they become known.

VII. ACTION ITEMS

A. Confirm Next Meeting Date – Wednesday, January 14, 2015, at 7:00 p.m., at the Princeton District Board Room

Mr. Roberts moved and Ms. Kelly seconded the motion to confirm the next Regular Oak Land Board Meeting.

Discussion: Due to the MSBA (Minnesota School Board Association) Conference, the next regular meeting will be moved to Wednesday, January 7, 2015, at 7:00 p.m., at the Princeton District Board Room.

The motion carried unanimously.

VIII. Adjourn:

There being no further business, the meeting adjourned at 8:02 p.m.

Respectfully submitted,
Amy Kelly, Clerk
Minutes by Dari Hogie

Oakland Cooperative Center # 0957 Trial Balance Summary Report

Periods: 201505 To: 201505

CompL	Fd Org	Pro Crs	Fin O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
0957	B 01	101 007			F Cash - PBC 1059436 ckg	B	100	00	80,286.81	0.00	6,515.17	73,771.64
0957	B 01	101 008			F Cash - PBC 40749 sav	B	100	00	514,071.02	145,889.87	103,427.65	556,533.24
Report Total:									\$594,357.83	\$145,889.87	\$109,942.82	\$630,304.88

Peoples Savings #40749	\$556,533.24
Peoples checking #1059436 Adj Balance	\$73,771.64
Grand Total	
	\$630,304.88

Oakland Cooperative Center # 0957

Payment Register by Bank and Check Number

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0957	ck2		15676	24938	Check	1 4254		BERNICK'S	Yes	Yes	No	USD	11/14/14	52.21
0957	ck2		15671	24939	Check	1 01194		cmERDC	Yes	Yes	No	USD	11/14/14	212.00
0957	ck2		15674	24940	Check	1 3791		COOP'S LOCKSMITH SERVICE	Yes	Yes	No	USD	11/14/14	200.00
0957	ck2		15672	24941	Check	1 02770		G & K SERVICES	Yes	Yes	No	USD	11/14/14	129.04
0957	ck2		15670	24942	Check	1 01010	*	I.S.D. #911 P*CARD	Yes	Yes	No	USD	11/14/14	2,814.13
0957	ck2		15677	24943	Check	1 4492		ISANTI COUNTY FAMILY SERVICES	Yes	No	No	USD	11/14/14	20.00
0957	ck2		15675	24944	Check	1 4071		KUNZA, JOEY	Yes	Yes	No	USD	11/14/14	455.00
0957	ck2		15673	24945	Check	1 3663		MENARDS	Yes	Yes	No	USD	11/14/14	32.45
0957	ck2		15678	24946	Check	1 01194		cmERDC	Yes	Yes	No	USD	11/21/14	747.21
0957	ck2		15684	24947	Check	1 3791		COOP'S LOCKSMITH SERVICE	Yes	Yes	No	USD	11/21/14	80.00
0957	ck2		15680	24948	Check	1 2107		CUB FOODS	Yes	Yes	No	USD	11/21/14	10.86
0957	ck2		15682	24949	Check	1 3496		DALMATION FIRE SUPPRESSION, IN	Yes	No	No	USD	11/21/14	685.20
0957	ck2		15685	24950	Check	1 4417		EAST CENTRAL SANITATION	Yes	Yes	No	USD	11/21/14	45.32
0957	ck2		15683	24951	Check	1 3544		I.S.D. #15 NUTRITION SERVICES	Yes	No	No	USD	11/21/14	400.00
0957	ck2		15686	24952	Check	1 4471		MAAP STARS- KONIE THEISEN-BRUDW	Yes	No	No	USD	11/21/14	405.00
0957	ck2		15687	24953	Check	1 4478		PAPCO INC	Yes	Yes	No	USD	11/21/14	108.22
0957	ck2		15681	24954	Check	1 3127		ST FRANCIS TRUE VALUE	Yes	Yes	No	USD	11/21/14	37.50
0957	ck2		15679	24955	Check	1 01633		STAR ISANTI-CHISAGO COUNTY	Yes	Yes	No	USD	11/21/14	81.03
													Bank Total:	\$6,515.17
0957	sav1		15688		Wire	1 01010		I.S.D. #911	No	Yes	No	USD	11/28/14	103,427.65
													Bank Total:	\$103,427.65
													Report Total:	\$109,942.82

* P*CARD REIMBURSEMENT

**OAK LAND COOPERATIVE CENTER
ACCRUAL REPORT
2014-15**

	AMOUNT													TOTAL YR.	CURRENT
	BUDGETED	31-Jul	31-Aug	30-Sep	31-Oct	31-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun	TO DATE	BALANCE
GOVERNING BOARD EXPENSES	6,193.00		662.05	9.22	1,523.24	57.95								2,252.46	3,940.54
OAKLAND COOP EXPENSES	100,839.00	5590.54	5,714.51	7,024.82	11,046.61	6,944.62								30,730.56	70,108.44
CAMBRIDGE WEST EXPENSES	694,154.00	10,742.41	16,178.28	45,577.56	71,775.40	47,396.78								191,670.43	502,483.57
CAMBRIDGE WEST CAPITAL EXPENSES	16,000.00		8,625.00	1,368.90		49.99								10,043.89	5,956.11
CAMBRIDGE TARGETED SERVICES	269,408.00	2,402.33	81,801.60	550.25	1,700.55	4,623.79								91,078.52	178,329.48
CAMBRIDGE EAST EXPENSES	110,615.00	1,275.95	1,387.62	11,702.41	12,417.85	9,074.45								35,858.28	74,756.72
CAMBRIDGE EAST CAPITAL EXPENSES	2,500.00		1,725.00											1,725.00	775.00
ST FRANCIS EXPENSES	570,910.00	4,144.98	9,818.47	40,675.09	64,035.42	40,603.95								159,277.91	411,632.09
ST FRANCIS CAPITAL EXPENSES	17,000.00		10,437.61	4,473.60										14,911.21	2,088.79
ST FRANCIS TARGETED SERVICES	202,074.00													0.00	202,074.00
PRINCETON EXPENSES	83,472.00	1,026.58	1,080.03	7,629.51	1,526.25	1,191.29								12,453.66	71,018.34
PRINCETON CAPITAL EXPENSES	390.00													0.00	390.00
PRINCETON TARGETED SERVICES	78,965.00				192.57									192.57	78,772.43
OGILVIE TARGETED SERVICES					3,129.93									3,129.93	-3,129.93
**** TOTAL EXPENSES FOR 13-14	2,152,520.00	25,182.79	137,430.17	119,011.36	167,347.82	109,942.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	553,324.42	1,599,195.58

PAYABLES (13-14 EXPENSES)

80,706.96 59,678.47

TOTAL EXPENSES INCLUDING 13-14

105,889.75 197,108.64

OAK LAND COOPERATIVE CENTER

Financial Statements and
Supplemental Information

Year Ended
June 30, 2014

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OAK LAND COOPERATIVE CENTER

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INTRODUCTORY SECTION

OAK LAND COOPERATIVE CENTER

Governing Board and Administration

Year Ended June 30, 2014

GOVERNING BOARD

Jenni Caulk	Chairperson	Cambridge-Isanti Public Schools
Gary Hawkins	Vice Chairperson	Cambridge-Isanti Public Schools
Chad Young	Clerk	Princeton Public Schools
Amy Kelly	Treasurer	St. Francis Public Schools
Chuck Nagle	Director	Princeton Public Schools
David Roberts	Director	St. Francis Public Schools

ADMINISTRATION

Rebecca Fuller	Director/Principal
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FINANCIAL SECTION

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PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

INDEPENDENT AUDITOR'S REPORT

To the Governing Board and Management of
Oak Land Cooperative Center

REPORT ON THE FINANCIAL STATEMENTS

We have audited the financial statements of the governmental activities and major fund of Oak Land Cooperative Center (the Cooperative) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Cooperative's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY 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; this includes 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.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Cooperative's preparation and fair presentation of the financial statements 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 Cooperative's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

(continued)

OPINIONS

In our opinion, the financial statements referred to on the previous page present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Cooperative as of June 30, 2014, and the respective changes in financial position thereof, and the budgetary comparison for the General Fund for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

As discussed in Note 1 of the notes to basic financial statements, the Cooperative has adopted a change in its application of accounting principles during the year ended June 30, 2014. Our opinion is not modified with respect to this matter.

OTHER MATTERS

Required Supplementary Information

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

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cooperative's basic financial statements. The introductory section, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table is presented for purposes of additional analysis as required by the Minnesota Department of Education, and is also not a required part of the basic financial statements of the Cooperative.

The UFARS Compliance Table is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

(continued)

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2014 on our consideration of the Cooperative's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Cooperative's internal control over financial reporting and compliance.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
December 19, 2014

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OAK LAND COOPERATIVE CENTER

Management's Discussion and Analysis Fiscal Year Ended June 30, 2014

This section of Oak Land Cooperative Center's (the Cooperative) financial statements presents management's discussion and analysis of the Cooperative's financial performance during the fiscal year ended June 30, 2014. Please read it in conjunction with the other components of the Cooperative's financial statements.

FINANCIAL HIGHLIGHTS

The Cooperative's assets exceeded its liabilities at June 30, 2014 by \$1,878,634 (net position), which is an increase of \$134,092 from the previous year.

At June 30, 2014, the Cooperative's General Fund reported an ending fund balance of \$874,830, an increase of \$124,907 from the previous year.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of the annual financial statements consists of the following parts:

- Independent Auditor's Report;
- Management's Discussion and Analysis; and
- Basic financial statements, including the government-wide financial statements, fund financial statements, and the notes to basic financial statements.

The following explains the two types of statements included in the basic financial statements:

Government-Wide Financial Statements

The government-wide financial statements (Statement of Net Position and Statement of Activities) report information about the Cooperative as a whole using accounting methods similar to those used by private sector companies. The Statement of Net Position includes *all* of the Cooperative's assets, deferred outflows of resources (if any), liabilities, and deferred inflows of resources (if any). All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide financial statements report the Cooperative's *net position* and how they have changed. Net position—the difference between assets, deferred outflows of resources (if any), liabilities, and deferred inflows of resources (if any)—is one way to measure the Cooperative's financial health or *position*. Over time, increases or decreases in the Cooperative's net position are indicators of whether its financial position is improving or deteriorating, respectively.

In the government-wide financial statements, the Cooperative's activities are all shown in one category titled "governmental activities." These activities, providing regular and vocational instruction to students, support services, and administration of the Cooperative's member districts, are primarily financed with state aids.

Table 1 is a summarized view of the Cooperative's Statement of Net Position:

Table 1		
Summary of Net Position		
	<u>2014</u>	<u>2013 Restated</u>
Assets		
Current assets	\$ 1,264,245	\$ 1,082,156
Capital assets, net of depreciation	<u>1,003,804</u>	<u>994,619</u>
Total assets	<u>\$ 2,268,049</u>	<u>\$ 2,076,775</u>
Liabilities		
Current liabilities	<u>\$ 389,415</u>	<u>\$ 332,233</u>
Net position		
Net investment in capital assets	\$ 1,003,804	\$ 994,619
Restricted	176,672	191,401
Unrestricted	<u>698,158</u>	<u>558,522</u>
Total net position	<u>\$ 1,878,634</u>	<u>\$ 1,744,542</u>

The Cooperative's financial position is the product of many factors. For example, the determination of the net investment in capital assets involves many assumptions and estimates, such as current and accumulated depreciation amounts. A conservative versus liberal approach to depreciation estimates, as well as capitalization policies, will produce a significant difference in the calculated amounts.

Table 2 is a summarized view of the Cooperative's Statement of Activities:

	<u>2014</u>	<u>2013 Restated</u>
Revenues		
Program revenues		
Charges for services	\$ 183,391	\$ 163,845
Operating grants and contributions	98,290	31,234
General revenues		
General grants and aids	1,873,429	1,790,125
Other	2,039	3,163
Total revenues	<u>2,157,149</u>	<u>1,988,367</u>
Expenses		
Administration	262,744	254,714
District support services	15,310	5,828
Elementary and secondary regular instruction	1,512,374	1,462,329
Vocational education instruction	10,606	23,733
Special education instruction	60,782	56,699
Instructional support services	101,381	89,408
Pupil support services	-	4,572
Sites and buildings	41,548	41,085
Unallocated depreciation	18,312	18,312
Total expenses	<u>2,023,057</u>	<u>1,956,680</u>
Change in net position	<u>\$ 134,092</u>	<u>\$ 31,687</u>

The Statement of Activities is presented on an accrual basis of accounting and includes all of the Cooperative's governmental activities. This statement includes depreciation expense, but excludes capital asset purchase costs.

Fund Financial Statements

The fund financial statements provide more detailed information about the Cooperative's *funds*. Funds are accounting devices used to keep track of specific sources of funding and spending on particular programs. The Cooperative maintains only one fund, the General Fund, to account for its activities. The General Fund is a "governmental" fund type. Governmental funds generally focus on: 1) how *cash and other financial assets* that can readily be converted to cash flow in and out, and 2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps determine whether there are more or less financial resources that can be spent in the near future to finance the Cooperative's programs. Because this information does not encompass the additional long-term focus of the government-wide financial statements, we provide additional information (reconciliation schedules) on the governmental fund statements that explain the relationship (or differences) between these two types of financial statement presentations.

Tables 3 and 4 give a summarized view of the Cooperative's General Fund financial position and activity:

	<u>2014</u>	<u>2013</u>
Total assets	<u>\$ 1,264,245</u>	<u>\$ 1,082,156</u>
Total liabilities	<u>\$ 389,415</u>	<u>\$ 332,233</u>
Total fund balance	<u>\$ 874,830</u>	<u>\$ 749,923</u>

	<u>2014</u>			<u>Variance Over (Under)</u>	<u>2013</u>
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>		<u>Actual</u>
Total revenue	\$ 2,082,613	\$ 1,987,815	\$ 2,157,149	\$ 169,334	\$ 1,988,367
Total expenditures	<u>2,082,613</u>	<u>1,979,497</u>	<u>2,032,242</u>	<u>52,745</u>	<u>1,924,114</u>
Excess of revenue over expenditures	<u>\$ —</u>	<u>\$ 8,318</u>	<u>\$ 124,907</u>	<u>\$ 116,589</u>	<u>\$ 64,253</u>

The Cooperative is required to adopt an operating budget prior to the beginning of its fiscal year, referred to above as the original budget. During the year, the Cooperative might amend that budget for known changes in circumstances such as enrollment levels, legislative funding, and employee contract settlements. The Cooperative amended its budget during the year, decreasing budgeted revenues by \$94,798 and expenditures by \$103,116, as reflected above.

Total revenue increased by \$168,782 from the prior year and was \$169,334 over budget. The change from the prior year was due to increased compensatory and state special education revenue. Revenues were over budget mainly in state sources as a result of the Cooperative budgeting conservatively in this area.

Total expenditures increased \$108,128 from the prior year mainly in elementary and secondary regular instruction and capital outlay. Expenditures were \$52,745 over budget mainly in salaries.

CAPITAL ASSETS AND LONG-TERM LIABILITIES

Capital Assets

Table 5 shows the Cooperative’s capital assets, together with changes from the previous year. The table also shows the total depreciation expense for fiscal years ending June 30, 2014 and 2013:

	<u>2014</u>	<u>2013</u>	<u>Change</u>
Land	\$ 156,256	\$ 156,256	\$ –
Land improvements	61,480	61,480	–
Buildings	1,120,431	1,084,246	36,185
Furniture and equipment	228,712	248,102	(19,390)
Less accumulated depreciation	<u>(563,075)</u>	<u>(555,465)</u>	<u>(7,610)</u>
Total	<u>\$ 1,003,804</u>	<u>\$ 994,619</u>	<u>\$ 9,185</u>
Depreciation expense	<u>\$ 38,319</u>	<u>\$ 41,754</u>	<u>\$ (3,435)</u>

More detailed information on the Cooperative’s capital assets can be found in the notes to basic financial statements.

Long-Term Liabilities

The Cooperative did not have any long-term liabilities as of June 30, 2014 and 2013.

FACTORS BEARING ON THE COOPERATIVE’S FUTURE

The Cooperative’s economic future depends upon the continued membership and the financial stability of its member districts and general education funding from the state government.

CONTACTING THE COOPERATIVE’S FINANCIAL MANAGEMENT

These financial statements are designed to provide our member districts, customers, and creditors with a general overview of the Cooperative’s finances and to demonstrate the Cooperative’s accountability for the money it receives. If you have questions about these statements or need additional financial information, contact the Cooperative at 625C North Main Street, Cambridge, Minnesota 55008.

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BASIC FINANCIAL STATEMENTS

OAK LAND COOPERATIVE CENTER

Statement of Net Position
as of June 30, 2014

	<u>Governmental Activities</u>
Assets	
Cash and temporary investments	\$ 26,461
Receivables	
Due from other governmental units	1,235,991
Prepaid items	1,793
Capital assets	
Not depreciated	156,256
Depreciated, net of accumulated depreciation	<u>847,548</u>
Total capital assets, net of accumulated depreciation	<u>1,003,804</u>
Total assets	<u><u>\$ 2,268,049</u></u>
Liabilities	
Accounts and contracts payable	\$ 738
Due to other governmental units	<u>388,677</u>
Total liabilities	389,415
Net position	
Net investment in capital assets	1,003,804
Restricted for	
Other purposes (state and other funding restrictions)	176,672
Unrestricted	<u>698,158</u>
Total net position	<u>1,878,634</u>
and, therefore, are not reported in the funds.	<u><u>\$ 2,268,049</u></u>

See notes to basic financial statements

OAK LAND COOPERATIVE CENTER

Statement of Activities
Year Ended June 30, 2014

Functions/Programs	Expenses	Program Revenues		Net (Expense)
		Charges for Services	Operating Grants and Contributions	Revenue and Changes in Net Position
				Governmental Activities
Governmental activities				
Administration	\$ 262,744	\$ -	\$ -	\$ (262,744)
District support services	15,310	-	-	(15,310)
Elementary and secondary regular instruction	1,512,374	183,391	-	(1,328,983)
Vocational education instruction	10,606	-	-	(10,606)
Special education instruction	60,782	-	98,290	37,508
Instructional support services	101,381	-	-	(101,381)
Sites and buildings	41,548	-	-	(41,548)
Unallocated depreciation	18,312	-	-	(18,312)
Total governmental activities	<u>\$ 2,023,057</u>	<u>\$ 183,391</u>	<u>\$ 98,290</u>	(1,741,376)
General revenues				
General grants and aids				1,873,429
Other general revenues				1,598
Investment earnings				441
Total general revenues				<u>1,875,468</u>
Change in net position				134,092
and, therefore, are not reported in the funds.				
Net position – beginning, as restated				<u>1,744,542</u>
Net position – ending				<u>\$ 1,878,634</u>

See notes to basic financial statements

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OAK LAND COOPERATIVE CENTER

Balance Sheet
 General Fund
 as of June 30, 2014

Assets	
Cash and temporary investments	\$ 26,461
Receivables	
Due from other governmental units	1,235,991
Prepaid items	<u>1,793</u>
Total assets	<u><u>\$ 1,264,245</u></u>
Liabilities	
Accounts and contracts payable	\$ 738
Due to other governmental units	<u>388,677</u>
Total liabilities	389,415
Fund balances	
Nonspendable	1,793
Restricted	176,672
Assigned	2,239
Unassigned	<u>694,126</u>
Total fund balances	<u><u>874,830</u></u>
Total liabilities and fund balances	<u><u>\$ 1,264,245</u></u>

Amounts reported for governmental activities in the Statement of Net Position differ because:

Fund balances as reported above	\$ 874,830
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	
Cost of capital assets	1,566,879
Less accumulated depreciation	<u>(563,075)</u>
Net position of governmental activities	<u><u>\$ 1,878,634</u></u>

See notes to basic financial statements

OAK LAND COOPERATIVE CENTER

Statement of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual
 General Fund
 Year Ended June 30, 2014

	Budget		Actual	Over (Under) Budget
	Original	Final		
Revenue				
Local sources				
Investment earnings	\$ 2,150	\$ 400	\$ 441	\$ 41
Other	160,117	160,117	184,989	24,872
State sources	1,920,346	1,827,298	1,971,719	144,421
Total revenue	2,082,613	1,987,815	2,157,149	169,334
Expenditures				
Current				
Administration				
Salaries	53,780	103,718	197,579	93,861
Employee benefits	24,194	23,894	62,534	38,640
Purchased services	500	638	2,003	1,365
Other expenditures	640	640	628	(12)
Total administration	79,114	128,890	262,744	133,854
District support services				
Purchased services	17,955	16,224	15,062	(1,162)
Supplies and materials	1,000	1,000	248	(752)
Total district support services	18,955	17,224	15,310	(1,914)
Elementary and secondary regular instruction				
Salaries	961,600	814,126	752,720	(61,406)
Employee benefits	276,569	268,569	265,587	(2,982)
Purchased services	591,023	496,784	445,170	(51,614)
Supplies and materials	55,568	66,542	40,772	(25,770)
Capital expenditures	48,421	52,407	51,843	(564)
Other expenditures	1,700	1,990	1,983	(7)
Total elementary and secondary regular instruction	1,934,881	1,700,418	1,558,075	(142,343)
Vocational education instruction				
Other expenditures	-	-	180	180
Special education instruction				
Purchased services	-	28,864	60,475	31,611
Supplies and materials	-	-	307	307
Total special education instruction	-	28,864	60,782	31,918
Instructional support services				
Salaries	14,417	68,088	77,396	9,308
Employee benefits	2,532	2,532	15,912	13,380
Purchased services	463	1,100	4,577	3,477
Total instructional support services	17,412	71,720	97,885	26,165

(continued)

OAK LAND COOPERATIVE CENTER

Statement of Revenue, Expenditures, and Changes in Fund Balances
 Budget and Actual (continued)
 General Fund
 Year Ended June 30, 2014

	Budget		Actual	Over (Under) Budget
	Original	Final		
Expenditures (continued)				
Current (continued)				
Sites and buildings				
Salaries	–	–	3,244	3,244
Employee benefits	–	–	523	523
Purchased services	32,251	32,381	33,499	1,118
Total sites and buildings	<u>32,251</u>	<u>32,381</u>	<u>37,266</u>	<u>4,885</u>
Total expenditures	<u>2,082,613</u>	<u>1,979,497</u>	<u>2,032,242</u>	<u>52,745</u>
Net change in fund balances	<u>\$ –</u>	<u>\$ 8,318</u>	124,907	<u>\$ 116,589</u>
Fund balances				
Beginning of year			<u>749,923</u>	
End of year			<u>\$ 874,830</u>	
Amounts reported for governmental activities in the Statement of Activities differ because:				
Net change in fund balances reported above			\$ 124,907	
Capital outlays are reported in governmental fund as expenditures. In the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.				
Capital outlays			47,504	
Depreciation expense			<u>(38,319)</u>	
Change in net position of governmental activities			<u>\$ 134,092</u>	

See notes to basic financial statements

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OAK LAND COOPERATIVE CENTER

Notes to Basic Financial Statements
June 30, 2014

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

Oak Land Cooperative Center (the Cooperative) operates for the purpose of providing alternative education and technical/career planning to students of the Cooperative's member districts. The Cooperative's members include Cambridge-Isanti, Princeton, and St. Francis. The Cooperative is governed by a Governing Board, which consists of two directors from each of the participating districts. Upon dissolution, any remaining assets of the Cooperative are to be distributed among the participating entities in the same proportion as those member organizations contributed to the Cooperative when they joined.

The accounting policies of the Cooperative conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant policies.

B. Reporting Entity

A joint venture is a legal entity resulting from a contractual agreement that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain either an ongoing financial interest or an ongoing financial responsibility. The Cooperative, as described above, is considered a joint venture of its member organizations. The Cooperative utilizes Independent School District No. 911, Cambridge-Isanti Public Schools (the District) as its fiscal agent, through which it processes all financial transactions. Therefore, the Cooperative is reported as an agency fund in the District's financial statements.

As required by accounting principles generally accepted in the United States of America, these financial statements include the Cooperative (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit includes whether or not the primary government appoints the voting majority of the potential component unit's board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit. Based on these criteria, there are no component units required to be included in the Cooperative's financial statements.

C. Government-Wide Financial Statement Presentation

The government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all of the Cooperative's governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other internally directed revenues are reported instead as general revenues.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The government-wide financial statements are reported using the economic resources measurement focus and the 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. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met.

Depreciation expense that can be specifically identified by function is included as a direct expense of that function in the Statement of Activities. Depreciation expense relating to assets that serve multiple functions is presented as unallocated depreciation.

D. Fund Financial Statement Presentation

The accounts of the Cooperative are organized and presented in funds according to guidelines established by the Minnesota Department of Education. The Cooperative maintains only one governmental fund, the General Fund, which is used to account for all financial resources of the organization. The General Fund is reported as a major fund in the fund financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the current financial resources measurement focus only current assets and liabilities are included on the Balance Sheet. Operating statements of this fund present increases (revenue and other financing sources) and decrease (expenditures and other financing uses) in fund balances. Under the modified accrual basis of accounting transactions are recorded in the following manner:

1. Revenue Recognition – Revenue is recognized when it becomes measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Cooperative generally considers revenues to be available if they are collected within 60 days after year-end. All significant revenues are considered susceptible to accrual. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met. State revenue is recognized in the year to which it applies according to funding formulas established by Minnesota Statutes.

2. Recording of Expenditures – Expenditures are generally recorded when a liability is incurred. Capital asset acquisitions are reported as capital outlay expenditures in the General Fund within the applicable functional area.

E. Budgetary Information

The Cooperative adopts an annual budget for the General Fund prepared on the same basis of accounting as the financial statements. Legal budgetary control is at the fund level. Budgeted expenditure appropriations lapse at year-end. Actual expenditures exceeded budgeted amounts in the General Fund by \$52,745.

F. Cash and Temporary Investments

Cash and temporary investments include balances that are invested to the extent available in various securities as authorized by state law. Investments, if any, are reported at fair value. The Cooperative held no investments at June 30, 2014 or during the year then ended.

G. Receivables

When necessary, the Cooperative utilizes an allowance for uncollectible accounts to value its receivables. However, the Cooperative considers all of its current receivables to be collectible.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Prepaid Items

Certain payments to vendors reflect costs applicable to future periods and are recorded as prepaid items. Prepaid items are recorded as expenditures/expenses at the time of consumption.

I. Capital Assets

Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements. Capital assets are valued at historical cost, or estimated historical cost when actual historical cost is not available. Donated assets are recorded at their estimated fair market value on the date of donation. The Cooperative defines capital assets as those with an initial, individual cost of \$1,000 or more, which benefit more than one fiscal year. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount or scrapped when declared as no longer fit or needed, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 20 to 50 years for land improvements and buildings and 5 to 20 years for furniture and equipment. Land is not depreciated.

J. Risk Management

The Cooperative is exposed to various risks of loss related to torts: theft of, damage to and destruction of assets; errors and omissions; natural disasters; and injuries to employees for which the Cooperative carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three years. There were no significant reductions in the Cooperative's insurance coverage during the year ending June 30, 2014.

K. Net Position

In the government-wide financial statements, net position represents the difference between assets, deferred outflows of resources (if any), liabilities, and deferred inflows of resources (if any). Net position is displayed in three components:

- **Net Investment in Capital Assets** – Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.
- **Restricted Net Position** – Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.
- **Unrestricted Net Position** – All other elements of net position that does not meet the definition of “restricted” or “net investment in capital assets.”

The Cooperative applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

L. Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory, and other long-term assets.
- **Restricted** – Consists of amounts related to externally imposed constraints established by creditors, grantors, or contributors; or constraints imposed by state statutory provisions.
- **Committed** – Consists of internally imposed constraints that are established by resolution of the Governing Board. Those committed amounts cannot be used for any other purpose unless the Governing Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.
- **Assigned** – Consists of internally imposed constraints. These constraints consist of amounts intended to be used by the Cooperative for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds, assigned amounts represent intended uses established by the governing body itself or by an official to which the governing body delegates the authority.
- **Unassigned** – The residual classification for the General Fund.

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

M. 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 and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

N. Change in Accounting Principle/Restatement of Beginning Net position

The Cooperative contracts with the District to provide the staff that work at the Cooperative's various program sites. In previous years, the Cooperative reported liabilities in its government-wide financial statements for compensated absences and other post-employment benefits payable to these individuals. However, because these individuals are employees of the District, the liability for these benefits has also been accrued in the District's financial statements. Therefore, the Cooperative has changed its application of accounting principles and is no longer reporting these payroll benefits as liabilities in its government-wide financial statements. As a result, net position of the Cooperative's governmental activities as of June 30, 2013 has been restated, increasing by the \$41,598 cumulative effect of this change in accounting principle.

NOTE 2 – DEPOSITS

In accordance with applicable Minnesota Statutes, the Cooperative maintains deposits at depository banks authorized by the Governing Board.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the Cooperative’s deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated “A” or better; revenue obligations rated “AA” or better; irrevocable standard 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 that is not owned or controlled by the financial institution furnishing the collateral. The Cooperative’s deposit policies do not further limit depository choices.

At year-end, the carrying amount of the Cooperative’s deposits was \$26,461 while the balance on the bank records was \$32,295. At June 30, 2014, all deposits were fully covered by federal depository insurance, surety bonds, or by collateral held by the Cooperative’s agent in the Cooperative’s name.

NOTE 3 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2014 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets, not depreciated				
Land	\$ 156,256	\$ –	\$ –	\$ 156,256
Capital assets, depreciated				
Land improvements	61,480	–	–	61,480
Buildings	1,084,246	36,185	–	1,120,431
Furniture and equipment	248,102	11,319	(30,709)	228,712
Total capital assets, depreciated	<u>1,393,828</u>	<u>47,504</u>	<u>(30,709)</u>	<u>1,410,623</u>
Less accumulated depreciation for				
Land improvements	25,092	3,074	–	28,166
Buildings	312,591	26,323	–	338,914
Furniture and equipment	217,782	8,922	(30,709)	195,995
Total accumulated depreciation	<u>555,465</u>	<u>38,319</u>	<u>(30,709)</u>	<u>563,075</u>
Net capital assets, depreciated	<u>838,363</u>	<u>9,185</u>	<u>–</u>	<u>847,548</u>
Total capital assets, net	<u>\$ 994,619</u>	<u>\$ 9,185</u>	<u>\$ –</u>	<u>\$ 1,003,804</u>

NOTE 3 – CAPITAL ASSETS (CONTINUED)

Depreciation expense for the year ended June 30, 2014 was charged to the following governmental functions:

Elementary and secondary regular education	\$ 1,803
Vocational education instruction	10,426
Instructional support services	3,496
Sites and buildings	4,282
Unallocated	<u>18,312</u>
Total depreciation expense	<u>\$ 38,319</u>

NOTE 4 – FUND BALANCES

A. Classifications

At June 30, 2014, the Cooperative’s General Fund balance classifications are as follows:

Nonspendable for	
Prepaid items	\$ 1,793
Restricted for	
Staff development	8,138
Operating capital	149,439
Basic skills	13,338
Career and technical programs	<u>5,757</u>
Total restricted	<u>176,672</u>
Assigned for	
Student activities	2,239
Unassigned	<u>694,126</u>
Total fund balance	<u>\$ 874,830</u>

B. Minimum Fund Balance Policy

The Cooperative will strive to maintain a General Fund unassigned fund balance of not less than three months previous year’s operating expenditures used for the Cooperative’s General Fund operating budget. When the unassigned balance is projected to drop below its minimum fund balance, cooperative administration shall initiate measures to either generate additional revenue or to reduce expenditures through a budget reduction plan, or a combination of both. At June 30, 2014, the unassigned fund balance in the General Fund was approximately five months of operations assuming level spending throughout the year.

NOTE 5 – RELATED PARTY TRANSACTIONS

The Cooperative transacts business with the member school districts affiliated through common ownership of the joint venture.

A. Revenue and Receivables

The Cooperative charges the member school districts expenses generated in the ordinary course of business. Revenue from charges to the members in 2014, along with any remaining receivable at year-end is as follows:

	Fiscal 2014 Revenue	Receivable at June 30, 2014
Cambridge-Isanti Public Schools	\$ 63,625	\$ –
Princeton Public Schools	53,280	–
St. Francis Public Schools	60,461	20,735
	<u>\$ 177,366</u>	<u>\$ 20,735</u>

B. Fiscal Agent

The District acts as fiscal agent for the Cooperative. For that service, the Cooperative pays the District an amount equal to 3 percent of its annual expenditures. For the year ended June 30, 2014, total fiscal agent fees paid to the District were \$59,288. The Cooperative contracts with the District to provide the staff that work at the Cooperative's various program sites. Reimbursements paid to the District for these services are reported as salaries and employee benefits in the Cooperative's financial statements.

NOTE 6 – COMMITMENTS AND CONTINGENCIES

Operating Leases

The Cooperative leases space with the District for the Area Learning Center Program under a two-year lease term expiring June 30, 2015. Annual base rental payments under this agreement are \$50,555. During the year ended June 30, 2014, the Cooperative made lease payments of \$50,555. Future minimum lease payments for the year ended June 30, 2015 are \$50,555.

The Cooperative leases space with Independent School District No. 477, Princeton Public Schools for the Area Learning Center Program under a year-to-year lease. During the year ended June 30, 2014, the Cooperative made lease payments of \$6,561 under this agreement. The lease was renewed for a one-year period ending June 30, 2015. Future minimum lease payments for the year ended June 30, 2015 are \$6,561.

The Cooperative leases space to Allina Health System for the Dellwood Recovery Program. The lease is for a 46 month period ending June 30, 2015, and calls for monthly rental payments of \$644. The Cooperative received rental payments of \$6,443 during the year ended June 30, 2014 under this agreement. Future sublease amounts due for the year ending June 30, 2015 are \$7,731.

The Cooperative also leases space to the District's Moving Forward Program. The lease is for a two-year period ending June 30, 2015, and calls for semiannual rental payments of \$4,988. The Cooperative received rental payments of \$9,975 during the year ended June 30, 2014 under this agreement. Future sublease amounts due for the year ending June 30, 2015 are \$9,975.

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OTHER REQUIRED REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Governing Board and Management of
Oak Land Cooperative Center

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 and major fund of Oak Land Cooperative Center (the Cooperative) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Cooperative's basic financial statements, and have issued our report thereon dated December 19, 2014.

INTERNAL CONTROL OVER FINANCIAL REPORTING

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

(continued)

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Cooperative'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 determination of financial statement amounts. 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*.

PURPOSE OF THIS REPORT

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

Malloy, Montague, Karnowski, Radosevich & Co., P. A.
Minneapolis, Minnesota
December 19, 2014

INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE

To the Governing Board and Management of
Oak Land Cooperative Center

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 and major fund of Oak Land Cooperative Center (the Cooperative) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Cooperative's basic financial statements, and have issued our report thereon dated December 19, 2014.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards for school districts. Our audit included all of the listed categories, except public indebtedness, which is not applicable to the Cooperative.

In connection with our audit, nothing came to our attention that caused us to believe that the Cooperative failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, except as described in the Schedule of Findings as item 2014-001. 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 Cooperative's noncompliance with the above referenced provisions.

The Cooperative's response to the legal compliance finding identified in our audit has been included in the Schedule of Findings. The Cooperative's response was not subject to the auditing procedures applied in our audit of the financial statements and, accordingly, we express no opinion on it.

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

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
December 19, 2014

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OAK LAND COOPERATIVE CENTER

Schedule of Findings
Year Ended June 30, 2014

FINDINGS – MINNESOTA LEGAL COMPLIANCE AUDIT

2014-001 PROPER PUBLIC PURPOSE

Criteria – Minnesota Constitution, Attorney General Opinion 442a-17.

Condition – The Minnesota Constitution prohibits governments from passing any local or special law that authorizes public taxation for a private purpose. Thus, a public expenditure must always be for a public purpose. Public purpose is defined as an activity that will benefit the community as a body or is directly related to functions of government, and does not have a primary objective to benefit a private interest. The Oak Land Cooperative Center (the Cooperative) authorized a disbursement for a year-end pizza party for students for which there is no express authority in Minnesota laws.

Context – One of twenty-five disbursements tested was not in compliance. This is a current year finding.

Cause – The Cooperative authorized a disbursement for which there is no express authority in Minnesota laws.

Effect – This disbursement was not in compliance with state legal requirements requiring all expenditures to be for a public purpose.

Recommendation – We recommend that the Cooperative only disburse funds for expenditures that meet the public purpose criteria or are expressly authorized by Minnesota laws.

Corrective Action Plan

Actions Planned – The Cooperative will review claims and disbursement payment procedures to ensure future compliance with this statute.

Official Responsible – Rebecca Fuller, Director/Principal.

Planned Completion Date – June 30, 2015.

Disagreement With or Explanation of Finding – The Cooperative agrees with the finding.

Plan to Monitor – Rebecca Fuller, Director/Principal, will review the Cooperative's procedures for approval and payment of invoices with employees responsible for processing disbursements.

OAK LAND COOPERATIVE CENTER

Uniform Financial Accounting and Reporting Standards
Compliance Table
June 30, 2014

		Audit	UFARS	Audit – UFARS
General Fund				
Total revenue		\$ 2,157,149	\$ 2,157,149	\$ –
Total expenditures		\$ 2,032,242	\$ 2,032,241	\$ 1
Nonspendable				
460	Nonspendable fund balance	\$ 1,793	\$ 1,793	\$ –
Restricted/reserve				
403	Staff development	\$ 8,138	\$ 8,138	\$ –
405	Deferred maintenance	\$ –	\$ –	\$ –
406	Health and safety	\$ –	\$ –	\$ –
407	Capital projects levy	\$ –	\$ –	\$ –
408	Cooperative revenue	\$ –	\$ –	\$ –
409	Alternative facility program	\$ –	\$ –	\$ –
413	Projects funded by COP	\$ –	\$ –	\$ –
414	Operating debt	\$ –	\$ –	\$ –
416	Levy reduction	\$ –	\$ –	\$ –
417	Taconite building maintenance	\$ –	\$ –	\$ –
423	Certain teacher programs	\$ –	\$ –	\$ –
424	Operating capital	\$ 149,439	\$ 149,439	\$ –
426	\$25 taconite	\$ –	\$ –	\$ –
427	Disabled accessibility	\$ –	\$ –	\$ –
428	Learning and development	\$ –	\$ –	\$ –
434	Area learning center	\$ –	\$ –	\$ –
435	Contracted alternative programs	\$ –	\$ –	\$ –
436	State approved alternative program	\$ –	\$ –	\$ –
438	Gifted and talented	\$ –	\$ –	\$ –
and, the	441 Basic skills programs	\$ 13,338	\$ 13,338	\$ –
	445 Career and technical programs	\$ 5,757	\$ 5,757	\$ –
	448 Achievement and integration	\$ –	\$ –	\$ –
	449 Safe schools levy	\$ –	\$ –	\$ –
	450 Pre-kindergarten	\$ –	\$ –	\$ –
	451 QZAB payments	\$ –	\$ –	\$ –
	452 OPEB liability not in trust	\$ –	\$ –	\$ –
	453 Unfunded severance and retirement levy	\$ –	\$ –	\$ –
Restricted				
464	Restricted fund balance	\$ –	\$ –	\$ –
Committed				
418	Committed for separation	\$ –	\$ –	\$ –
461	Committed fund balance	\$ –	\$ –	\$ –
Assigned				
462	Assigned fund balance	\$ 2,239	\$ 2,239	\$ –
Unassigned				
422	Unassigned fund balance	\$ 694,126	\$ 694,126	\$ –
Food Service				
Total revenue		\$ –	\$ –	\$ –
Total expenditures		\$ –	\$ –	\$ –
Nonspendable				
460	Nonspendable fund balance	\$ –	\$ –	\$ –
Restricted				
452	OPEB liability not in trust	\$ –	\$ –	\$ –
464	Restricted fund balance	\$ –	\$ –	\$ –
Unassigned				
463	Unassigned fund balance	\$ –	\$ –	\$ –
Community Service				
Total revenue		\$ –	\$ –	\$ –
Total expenditures		\$ –	\$ –	\$ –
Nonspendable				
460	Nonspendable fund balance	\$ –	\$ –	\$ –
Restricted/reserve				
426	\$25 taconite	\$ –	\$ –	\$ –
431	Community education	\$ –	\$ –	\$ –
432	ECFE	\$ –	\$ –	\$ –
444	School readiness	\$ –	\$ –	\$ –
447	Adult basic education	\$ –	\$ –	\$ –
452	OPEB liability not in trust	\$ –	\$ –	\$ –
Restricted				
464	Restricted fund balance	\$ –	\$ –	\$ –
Unassigned				
463	Unassigned fund balance	\$ –	\$ –	\$ –

OAK LAND COOPERATIVE CENTER

Uniform Financial Accounting and Reporting Standards
Compliance Table (continued)
June 30, 2014

	Audit	UFARS	Audit – UFARS
Building Construction			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
Nonspendable			
460 Nonspendable fund balance	\$ -	\$ -	\$ -
Restricted/reserve			
407 Capital projects levy	\$ -	\$ -	\$ -
409 Alternative facility program	\$ -	\$ -	\$ -
413 Project funded by COP	\$ -	\$ -	\$ -
Restricted			
464 Restricted fund balance	\$ -	\$ -	\$ -
Unassigned			
463 Unassigned fund balance	\$ -	\$ -	\$ -
Debt Service			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
Nonspendable			
460 Nonspendable fund balance	\$ -	\$ -	\$ -
Restricted/reserve			
425 Bond refundings	\$ -	\$ -	\$ -
451 QZAB payments	\$ -	\$ -	\$ -
Restricted			
464 Restricted fund balance	\$ -	\$ -	\$ -
Unassigned			
463 Unassigned fund balance	\$ -	\$ -	\$ -
Trust			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
422 Net position	\$ -	\$ -	\$ -
Internal Service			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
422 Net position	\$ -	\$ -	\$ -
OPEB Revocable Trust Fund			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
422 Net position	\$ -	\$ -	\$ -
OPEB Irrevocable Trust Fund			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
422 Net position	\$ -	\$ -	\$ -
OPEB Debt Service Fund			
Total revenue	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -
Nonspendable			
460 Nonspendable fund balance	\$ -	\$ -	\$ -
Restricted			
425 Bond refundings	\$ -	\$ -	\$ -
464 Restricted fund balance	\$ -	\$ -	\$ -
Unassigned			
463 Unassigned fund balance	\$ -	\$ -	\$ -

Note: Statutory restricted deficits, if any, are reported in unassigned fund balances in the financial statements in accordance with accounting principles generally accepted in the United States of America.

December 19, 2014

To the Governing Board and Management of
Oak Land Cooperative Center

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA, *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of the governmental activities and major fund of Oak Land Cooperative Center (the Cooperative) as of and for the year ended June 30, 2014, and the related notes to the financial statements. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINION ON THE COOPERATIVE'S FINANCIAL STATEMENTS

We have issued an unmodified opinion on the Cooperative's financial statements. After performing our audit tests and procedures, we have concluded that the basic financial statements fairly present the Cooperative's financial position and changes in financial position for the year ended June 30, 2014.

REPORT ON INTERNAL CONTROLS AND COMPLIANCE OVER FINANCIAL REPORTING

We have reported no material weaknesses in the Cooperative's internal controls over financial reporting. The results of our testing also disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. It should be understood that internal controls are never perfected, and those controls which protect the Cooperative's funds from such things as fraud and accounting errors need to be continually reviewed by your management and modified as necessary.

REPORT ON COMPLIANCE WITH MINNESOTA LAWS AND REGULATIONS

We reported one finding based on our testing of the Cooperative's compliance with Minnesota laws and regulations. One of twenty five disbursements selected for testing was not in compliance with state legal requirements requiring all expenditures to be for a public purpose.

FOLLOW-UP ON PRIOR YEAR FINDINGS AND RECOMMENDATIONS

As part of our audit of the Cooperative's financial statements for the year ended June 30, 2014, we performed procedures to follow-up on any findings and recommendations that resulted from the prior year audit. In the prior year, it was determined that adjusting entries were necessary to keep the Cooperative's financial statements from being materially misstated. Auditing standards consider the identification by the auditor of a material misstatement that was not initially identified by the District to be indicative of a material weakness in the related internal control. We are pleased to report that no similar finding was noted for the current year.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Cooperative are described in Note 1 of the notes to basic financial statements.

The Cooperative made a change in the application of its accounting policies during the year ended June 30, 2014. In prior years, the Cooperative had reported liabilities for compensated absences and other post-employment benefits earned by the individuals working at its various program sites. However, since these individuals are employees of Independent School District No. 911, Cambridge-Isanti Public Schools (the District), and because the District is already accruing for these benefits, the Cooperative is no longer reporting these benefits as liabilities in its government-wide financial statements. As a result, the net position of the Cooperative's governmental activities as of June 30, 2013 was restated to reflect an increase of \$41,598 for the cumulative effect of this change in accounting principles.

We noted no transactions entered into by the Cooperative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements were:

General education revenue and certain other revenues are computed by applying an allowance per student to the number of students served by the Cooperative. Student attendance is accumulated in a state-wide database—MARSS. Because of the complexity of student accounting and because of certain enrollment options, student information is input by other school districts and the MARSS data for the current fiscal year is not finalized until after the Cooperative has closed its financial records. General education revenue and certain other revenues are computed using preliminary information on the number of students served in the resident district and also utilizing some estimates, particularly in the area of enrollment options.

Special education state aid includes an adjustment related to tuition billings to and from other school districts for special education services which are computed using formulas derived by the Minnesota Department of Education. Because of the timing of the calculations, this adjustment for the current fiscal year is not finalized until after the Cooperative has closed its financial records. The impact of this adjustment on the receivable and revenue recorded for state special education aid is calculated using preliminary information available to the Cooperative.

The depreciation of capital assets involves estimates pertaining to useful lives.

We evaluated the key factors and assumptions used by management to develop the estimates discussed above in determining that they are reasonable in relation to the financial statements taken as a whole.

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

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

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

DISAGREEMENTS WITH MANAGEMENT

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

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated December 19, 2014.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

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

OTHER AUDIT FINDINGS OR ISSUES

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

OTHER MATTERS

We applied certain limited procedures to Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table accompanying the financial statements, which is not RSI. With respect to the UFARS Compliance Table, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the UFARS Compliance Table to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

PURPOSE OF THIS REPORT

The purpose of this report is intended solely for the information and use of those charged with governance of the Cooperative, management, and those who have responsibility for oversight of the financial reporting process and is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.
Minneapolis, Minnesota

SCHOOL BOARD COMPENSATION POLICY

School Board members will be compensated as follows effective February 1, 2015:

1. School Board members will receive \$120.00 per meeting for regular and special School Board meetings.
2. Board members will receive \$50.00 for participating in all standing and ad hoc committees under four hours, and \$120.00 for committee meetings over four hours. Board members will receive this same compensation for attending any Board-related educational meetings, seminars, and conventions approved by the Board Chair.
3. The chair will receive an additional stipend per meeting as follows:

Chair \$15.00

Responsibilities included with this compensation:

- Review and sign school documents.
- Chair to meet with Director prior to Board meetings to review agenda.

The following activities are not eligible for reimbursement:

- Social functions (e.g. School Board seasonal parties, retirement parties).
- School activities/meetings where the School Board has not been officially invited or requested to attend.
- Informal meetings with school personnel.
- Phone calls related to School Board activities.
- Mileage incurred for all School Board activities

Source: Independent School District No. 957-51, Cambridge, MN

Reviewed: 12-3-14, 1-7-14

Approved: