

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763**

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
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INTRODUCTORY SECTION

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
BOARD OF EDUCATION AND ADMINISTRATION
YEAR ENDED JUNE 30, 2013**

BOARD OF EDUCATION

William Cronin	Chair
Allison Janke	Vice-Chair
Jackie Berg	Clerk
Gary Wiersma	Treasurer
Jeri Madsen	Member
Anne Hemann	Member
Jon Sutherland	Member

ADMINISTRATION

Rich Dahman	Superintendent
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FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT

Board of Education
Independent School District No. 763
Medford, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 763, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District'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.

Auditors' 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 auditors' 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 entity'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 entity'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.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 763 as of June 30, 2013, and the respective changes in financial position and budgetary comparison for General Fund, Food Service Fund, and Community Service Fund, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Independent School District No. 763's 2012 financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and we expressed unmodified audit opinions on those audited financial statements in our report dated November 16, 2012. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the Schedule of Funding Progress for Postemployment Benefit Plan, 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 Independent School District No. 763's basic financial statements. The Uniform Financial Accounting and Reporting Standards Compliance Table is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Uniform Financial Accounting and Reporting Standards Compliance Table 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. 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.

Board of Education
Independent School District No. 763

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 2013, on our consideration of Independent School District No. 763'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 to describe the scope of our testing of internal control over financial reporting and compliance and the result 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 Independent School District No. 763's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Austin, Minnesota
November 18, 2013

REQUIRED SUPPLEMENTARY INFORMATION

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

This section of Medford Public Schools – Independent School District No. 763's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2013. Please read it in conjunction with the District's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Key financial highlights for the 2012-2013 fiscal years include the following:

- Net Position on June 30, 2012 was \$3,320,982 and on June 30, 2013 was \$3,233,354.
- Overall General Fund revenues were \$6,818,440 as compared to \$6,950,220 of expenditures and other financing uses.
- General Fund fund balance decreased \$131,780 from the prior year. The major factor contributing to the decrease was the increased cost of salaries, benefits and purchased services.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of the annual report consists of four parts – Independent Auditors' Report, required supplementary information which includes the management's discussion and analysis (this section), the basic financial statements, and supplemental information. The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are *district-wide financial statements* that provide both *short-term* and *long-term* information about the District's *overall* financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the District, reporting the District's operations in *more detail* than the district-wide statements.
- The *governmental funds statements* tell how basic services such as regular and special education were financed in the *short term* as well as what remains for future spending.

District-Wide Statements

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes *all* of the District's assets and liabilities. 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 district-wide statements report the District's *net position* and how it has changed. Net position – the difference between the District's assets and liabilities – is one way to measure the District's financial health or *position*.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District you need to consider additional non-financial factors such as changes in the District's property tax base and the condition of school buildings and other facilities.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

In the district-wide financial statements the District's activities are shown in one category:

- *Governmental activities* – Most of the District's basic services are included here, such as regular and special education, transportation, administration, food services, and community education. Property taxes and state aids finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's *funds* – focusing on its most significant or "major" funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs:

- Some funds are required by State law and by bond covenants.
- The District establishes other funds to control and manage money for particular purposes (e.g., repaying its long-term debts) or to show that it is properly using certain revenues (e.g., federal grants).

The District has two kinds of funds:

- *Governmental funds* – Most of the District's basic services are included in governmental funds, which 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 funds statements provide a detailed *short-term* view that helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the district-wide statements, we provide additional information at the bottom of the governmental funds statements that explains the relationship (or differences) between them.
- *Fiduciary funds* – The District is the trustee, or *fiduciary*, for assets that belong to others, such as the scholarship funds. The District is responsible for ensuring that the assets reported in these funds are used for only their intended purposes and by those to whom the assets belong. All of the District's fiduciary activities are reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position. We exclude these activities from the district-wide financial statements because the District cannot use these assets to finance its operations.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net Position

The District's *combined* net position was \$3,233,354 on June 30, 2013.

**Table A-1
The District's Net Position**

	Governmental Activities as of June 30,		Percentage Change
	2013	2012	
Current and Other Assets	\$ 5,312,884	\$ 5,427,029	(2.1)%
Capital and Non-Current Assets	13,123,212	13,452,579	(2.4)
Total Assets	18,436,096	18,879,608	(2.3)
Current Liabilities	2,441,221	2,384,217	2.4
Long-Term Liabilities	12,761,521	13,174,409	(3.1)
Total Liabilities	15,202,742	15,558,626	(2.3)
Net Position:			
Net Investment in			
Capital Assets	261,501	113,471	130.5
Restricted	299,417	453,792	(34.0)
Unrestricted	2,672,436	2,753,719	(3.0)
Total Net Position	\$ 3,233,354	\$ 3,320,982	(2.6)

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (CONTINUED)

Changes in Net Position

The District's total revenues were \$8,409,795 for the year ended June 30, 2013. Property taxes and state formula aid accounted for 77% of total revenue for the year (see Figure A-1.) Less than 1% came from other general revenues combined with investment earnings and the remaining 22% came from program revenues.

**Table A-2
Change in Net Position**

	Governmental Activities for the Fiscal Year Ended June 30,		Total %
	2013	2012	Change
Revenues			
<u>Program Revenues</u>			
Charges for Services	\$ 489,593	\$ 498,234	(1.7)%
Operating Grants and Contributions	1,259,119	1,255,565	0.3
Capital Grants and Contributions	126,236	117,624	7.3
<u>General Revenues</u>			
Property Taxes	1,209,237	1,198,411	0.9
Unrestricted State Aid	5,279,734	5,081,593	3.9
Investment Earnings	16,711	20,301	(17.7)
Other	29,165	10,356	181.6
Total Revenues	8,409,795	8,182,084	
Expenses			
Administration	419,657	404,105	3.8
District Support Services	285,066	262,654	8.5
Regular Instruction	4,438,711	4,076,438	8.9
Vocational Education Instruction	189,177	189,936	(0.4)
Special Education Instruction	734,147	661,214	11.0
Instructional Support Services	149,943	139,767	7.3
Pupil Support Services	539,935	503,680	7.2
Sites and Buildings	533,500	622,481	(14.3)
Fiscal and Other Fixed Cost Programs	36,554	20,427	78.9
Food Service	432,585	435,444	(0.7)
Community Service	191,499	178,896	7.0
Interest and Fiscal Charges on Long-Term Liabilities	546,649	555,546	(1.6)
Total Expenses	8,497,423	8,050,588	5.6
Increase (Decrease) in Net Position	(87,628)	131,496	
Beginning Net Position	3,320,982	3,189,486	
Ending Net Position	\$ 3,233,354	\$ 3,320,982	

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (CONTINUED)

The total cost of all programs and services was \$8,497,423. Total expenditures surpassed revenues, decreasing net position \$87,628 compared to last year.

- Some of the cost was paid by the users of the District's programs (\$489,593).
- The federal and state governments subsidized certain programs with grants and contributions (\$1,385,355).
- Most of the District's costs (\$6,622,475), however, were paid for by District taxpayers and the taxpayers of our state.
- This portion of governmental activities was paid for with \$1,209,237 in property taxes, \$5,279,733 of state aid based on the statewide education aid formula, and with investment earnings and other general revenues.

Figure A-1 Sources of District's Revenues for Fiscal 2013

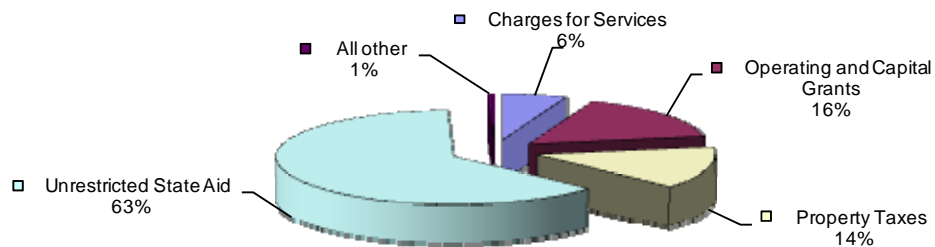
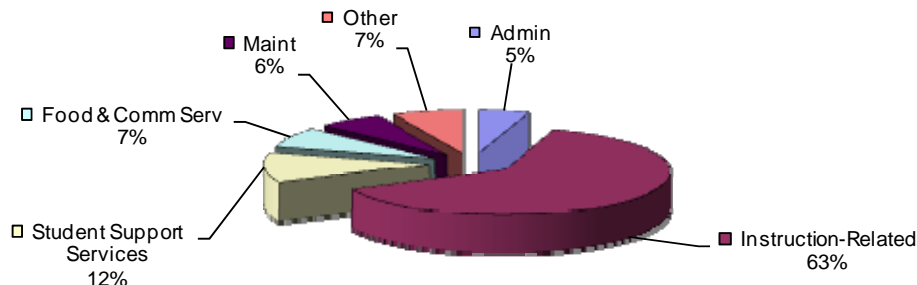


Figure A-2 District Expenses for Fiscal 2013



**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (CONTINUED)

Typically the District does not include in an analysis of all governmental funds a breakout of expenditures as depicted in Figure A-2. To do so distorts the latitude available to the District to allocate resources to instruction. All governmental funds include not only funds received for the general operation of the district, which are used for classroom instruction, but also include resources from the entrepreneurial-type funds of Food Service and Community Education, and from resources for fiscal service transactions. Funding for the general operation of the District is controlled by the state and the District does not have the latitude to allocate money received in Food Service or Community Education or for fiscal services to enhance classroom instruction resources. The District cannot take funds from these restricted areas and use the funds to hire teachers to enhance instruction. The above graph, by pooling all expenditures, implies that the District does have equal access to all funds to impact classroom instruction. In Minnesota, that is simply not an option.

**Table A-3
Program Expenses and Net Cost of Services**

	Total Cost of Services		Percentage Change	Net Cost of Services		Percentage Change
	2013	2012		2013	2012	
Administration	\$ 419,657	\$ 404,105	3.85 %	\$ 419,657	\$ 404,105	3.8 %
District Support Services	285,066	262,654	8.53	219,957	203,657	8.0
Regular Instruction	4,438,711	4,076,438	8.89	3,719,819	3,294,321	12.9
Vocational Education Instruction	189,177	189,936	(0.40)	186,164	181,012	2.8
Special Education Instruction	734,147	661,214	11.03	259,680	254,145	2.2
Instructional Support Services	149,943	139,767	7.28	149,516	138,337	8.1
Pupil Support Services	539,935	503,680	7.20	523,256	485,337	7.8
Sites and Buildings	533,500	622,481	(14.29)	520,564	591,204	(11.9)
Fiscal and Other Fixed Cost Programs	36,554	20,427	78.95	36,554	20,427	78.9
Food Service	432,585	435,444	(0.66)	(11,665)	8,908	(230.9)
Community Service	191,499	178,896	7.04	52,324	42,166	24.1
Interest and Fiscal Charges on Long-Term Liabilities	546,649	555,546	(1.60)	546,649	555,546	(1.6)
Total	\$ 8,497,423	\$ 8,050,588	5.55	\$ 6,622,475	\$ 6,179,165	7.2

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed the year, its governmental funds reported a *combined* fund balance of \$3,402,253, which includes Debt Service. Total fund balance excluding Debt Service, amounted to \$3,171,814, a decrease of \$112,187 from last year.

GENERAL FUND

The General Fund includes the primary operations of the District in providing educational services to students from kindergarten through grade 12 including pupil transportation activities and capital outlay projects.

Approximately 97% of General Fund operational revenue is controlled by a complex set of state funding formulas resulting in the local school board having no meaningful authority to determine the level of resources. This includes special education state aid that is based upon a cost reimbursement model providing approximately 68% of personnel expenditures. Other state formulas then determine what portion of the revenue will be provided by property taxes and what portion will come from state aid.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

GENERAL FUND (CONTINUED)

Enrollment

Enrollment is a critical factor in determining revenue with approximately 87% of General Fund revenue being determined by enrollment. The following chart shows that the number of students has increased over the last four years.

**Table A-4
Four-Year Enrollment Trend
Average Daily Membership (ADM)**

Grade	2010	2011	2012	2013
Kdgt.	63	65	63	64
1-3	187	212	218	203
4-6	191	216	213	204
7-12	334	341	361	388
Total K-12 ADM	775	834	855	859
ADM Change	35	59	21	4
Percent Change	4.7%	7.6%	2.5%	0.5%

Over the last four years the District has experienced an increase in average daily membership by 84 students or 10.8%. It is anticipated that enrollment will remain stable. Limited space will restrict future growth from open enrollment. The District has encouraged parents to elect Medford Public School as the option of choice.

The following schedule presents a summary of General Fund Revenues.

**Table A-5
General Fund Revenues**

Fund	Year Ended		Change	
	June 30, 2013	June 30, 2012	Increase (Decrease)	Percent
Local Sources:				
Property Taxes	\$ 254,204	\$ 310,165	\$ (55,961)	(18.0)%
Earnings on Investments	14,294	16,833	(2,539)	(15.1)
Other	210,322	182,933	27,389	15.0
State Sources	6,124,937	5,812,028	312,909	5.4
Federal Sources	214,683	324,751	(110,068)	(33.9)
Total General Fund Revenue	\$ 6,818,440	\$ 6,646,710	\$ 171,730	2.6

Total General Fund Revenue increased by \$171,730 or 2.6% from the previous year. Basic general education revenue is determined by multiple state formulas, largely enrollment driven, and consists of an equalized mix of property tax and state aid revenue. Other state-authorized revenue including operating levy referendum and the property tax shift also involve an equalized mix of property tax and state aid revenue. Therefore, the mix of property tax and state aid can change significantly from year to year without any net change on total revenue.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

GENERAL FUND (CONTINUED)

The following schedule presents a summary of General Fund Expenditures.

**Table A-6
General Fund Expenditures**

	Year Ended		Amount of	Percent
	June 30, 2013	June 30, 2012	Increase (Decrease)	Increase (Decrease)
Salaries	\$ 3,770,116	\$ 3,478,811	\$ 291,305	8.4 %
Employee Benefits	1,416,367	1,290,737	125,630	9.7
Purchased Services	1,237,630	1,172,182	65,448	5.6
Supplies and Materials	305,133	287,204	17,929	6.2
Capital Expenditures	165,938	166,503	(565)	(0.3)
Other Expenditures	31,110	22,081	9,029	40.9
Total Expenditures	<u>\$ 6,926,294</u>	<u>\$ 6,417,518</u>	<u>\$ 508,776</u>	7.9

Total General Fund Expenditures increased \$508,776 or 7.9% from the previous year. This increase is primarily attributed to the increased cost of salaries, benefits, and purchased service.

In 2012-13, General Fund revenues and were less than expenditures and other financing uses by \$131,780. Therefore, the total fund balance decreased to \$3,032,458 at June 30, 2013. After deducting statutory restrictions, the unassigned fund balance increased from \$2,198,277 at June 30, 2012 to \$2,203,954 at June 30, 2013.

Unassigned fund balance is the single best measure of overall financial health. The unassigned fund balance of \$2,203,945 at June 30, 2013, represents 32% of annual expenditures. The District has had a Board approved fund balance policy in place since 1999 requiring a minimum 25% of the yearly total expenditures be maintained.

General Fund Budgetary Highlights

Following approval of the budget prior to the beginning of the fiscal year, the District revises the annual operating budget in mid-year. These budget amendments fall into two categories:

- Implementing budgets for specially funded projects, which include both federal and state grants and reinstating unexpended funds being carried over, and budgeting for clearing.
- Legislation passed subsequent to budget adoption, changes necessitated by collective bargaining agreements, and increases in appropriations for significant unbudgeted costs.

Actual revenues were \$263,119 more than expected. The actual expenditures were \$454,604 below budget. While the District's final budget for the general fund anticipated that expenditures would exceed revenues by \$825,652, the actual results for the year show expenditures and other financing uses exceeded revenues by \$131,780.

DEBT SERVICE FUND

The Debt Service Fund expenditures were more than revenues by \$10,572. The remaining fund balance of \$230,439 at June 30, 2013 is available for meeting future debt service obligations.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

OTHER MAJOR FUNDS

Revenues exceeded expenditures in the Food Service Fund by \$16,400. The Community Service Fund revenues and other financing sources exceeded expenditures by \$3,913.

From the standpoint of maintaining current operating expenditures within the range of annual revenue, and maintaining a sound fund balance, these funds will be monitored.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

By the end of 2013, the District had invested slightly more than \$17.5 million in a broad range of capital assets, including school buildings, athletic facilities, computer and audio-visual equipment, and administrative offices (see Table A-7.) (More detailed information about capital assets can be found in Note 4 to the financial statements.) Total depreciation expense for the year was \$446,840.

**Table A-7
The District's Capital Assets**

	2013	2012	Percentage Change
Land	\$ 459,823	\$ 459,823	-
Land Improvements	2,151,741	2,101,741	2.4
Buildings and Improvements	14,204,232	14,204,232	-
Equipment	698,640	631,167	10.7
Less: Accumulated Depreciation	(4,391,224)	(3,944,384)	11.3
Total	<u>\$ 13,123,212</u>	<u>\$ 13,452,579</u>	(2.4)

Long-Term Liabilities

At year-end, the District had \$12,825,000 in general obligation bonds outstanding. The District also had an estimated \$388,533 in severance and other postemployment benefits payable at June 30, 2013, an increase of \$85,315 since June 30, 2012.

**Table A-8
The District's Long-Term Liabilities**

	2013	2012	Percentage Change
General Obligation Bonds	\$ 12,825,000	\$ 13,285,000	(3.46)%
Net Bond Premium and Discount	17,974	31,454	(42.9)
Obligations Under Capital Leases	18,737	22,654	(17.3)
Other Postemployment Benefits Payable	285,180	192,782	47.9
Severance Benefits Payable	103,353	110,436	(6.4)
Total	<u>\$ 13,250,244</u>	<u>\$ 13,642,326</u>	(2.9)
Long-Term Liabilities:			
Due Within One Year	\$ 488,723	\$ 467,917	
Due in More Than One Year	12,761,521	13,174,409	
	<u>\$ 13,250,244</u>	<u>\$ 13,642,326</u>	

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2013**

FACTORS BEARING ON THE DISTRICT'S FUTURE

Recent experience demonstrates that legislated revenue increases have not been sufficient to meet instructional program needs and increased costs due to inflation. The state will have an aid payment schedule of 90%/10% for 2013-14, which will ease previous cash flow restraints but not increase total revenue. The future revenues of the District and other Minnesota districts will depend heavily on the future actions of the legislature. Stabilizing enrollment growth will limit revenue increases in the near future.

The District will strive to maintain its long-standing commitment to academic excellence and educational opportunity for students within a framework of financial fiduciary responsibility.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Business Office, Independent School District No. 763, 750 Second Avenue S.E., Medford, MN 55049.

BASIC FINANCIAL STATEMENTS

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF NET POSITION
JUNE 30, 2013
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF JUNE 30, 2012)**

	Governmental Activities	
	2013	2012
ASSETS		
Cash and Investments	\$ 3,299,817	\$ 2,165,684
Receivables:		
Property Taxes	662,171	688,314
Other Governments	1,171,538	2,403,202
Other	26,169	1,321
Inventories	2,018	2,575
Bond Issuance Costs, Net	151,171	165,933
Capital Assets:		
Land	459,823	459,823
Other Capital Assets, Net of Depreciation	12,663,389	12,992,756
Total Assets	<u>18,436,096</u>	<u>18,879,608</u>
LIABILITIES		
Salaries and Withholdings Payable	606,851	548,810
Accounts Payable	57,023	56,388
Accrued Interest	222,951	227,117
Deferred Revenue:		
Property Taxes	1,057,969	1,075,456
Local Sources	7,704	8,529
Long-Term Liabilities:		
Portion Due Within One Year	488,723	467,917
Portion Due in More Than One Year	12,761,521	13,174,409
Total Liabilities	<u>15,202,742</u>	<u>15,558,626</u>
NET POSITION		
Net Investment in Capital Assets	261,501	113,471
Restricted for:		
Operating Capital Purposes	63,160	75,314
State-Mandated Restrictions	60,180	208,041
Food Service	89,153	72,753
Community Service	51,203	48,323
Debt Service	35,721	49,361
Unrestricted	<u>2,672,436</u>	<u>2,753,719</u>
Total Net Position	<u>\$ 3,233,354</u>	<u>\$ 3,320,982</u>

See accompanying Notes to Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)**

2013			
Functions	Expenses	Charges for Services	Program Operating Grants and Contributions
Governmental Activities			
Administration	\$ 419,657	\$ -	\$ -
District Support Services	285,066	63,906	-
Regular Instruction	4,438,711	76,496	528,007
Vocational Education Instruction	189,177	-	3,013
Special Education Instruction	734,147	184	474,283
Instructional Support Services	149,943	-	-
Pupil Support Services	539,935	-	15,128
Sites and Buildings	533,500	4,270	-
Fiscal and Other Fixed Cost Programs	36,554	-	-
Food Service	432,585	226,352	217,898
Community Service	191,499	118,385	20,790
Interest and Fiscal Charges on Long-Term Liabilities	546,649	-	-
Total School District	<u>\$ 8,497,423</u>	<u>\$ 489,593</u>	<u>\$ 1,259,119</u>

General Revenues

Property Taxes Levied for:
 General Purposes
 Community Service
 Debt Service
 State Aid Not Restricted to Specific Purposes
 Earnings on Investments
 Miscellaneous
 Total General Revenues
 Change in Net Position

 Net Position - Beginning of Year
 Net Position - End of Year

See accompanying Notes to Financial Statements.

	2013	2012
	Net (Expense) Revenue and Changes in Net Position	Net (Expense) Revenue and Changes in Net Position
Revenues	Total	Total
Capital	Governmental	Governmental
Grants and Contributions	Activities	Activities
\$ -	\$ (419,657)	\$ (404,105)
1,203	(219,957)	(203,657)
114,389	(3,719,819)	(3,294,321)
-	(186,164)	(181,012)
-	(259,680)	(254,145)
427	(149,516)	(138,337)
1,551	(523,256)	(485,337)
8,666	(520,564)	(591,204)
-	(36,554)	(20,427)
-	11,665	(8,908)
-	(52,324)	(42,166)
-	(546,649)	(555,546)
<u>\$ 126,236</u>	<u>(6,622,475)</u>	<u>(6,179,165)</u>

244,763	280,140
35,721	33,797
928,753	884,474
5,279,734	5,081,593
16,711	20,301
29,165	10,356
<u>6,534,847</u>	<u>6,310,661</u>
(87,628)	131,496
<u>3,320,982</u>	<u>3,189,486</u>
<u>\$ 3,233,354</u>	<u>\$ 3,320,982</u>

MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
BALANCE SHEET – GOVERNMENTAL FUNDS
JUNE 30, 2013
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF JUNE 30, 2012)

	Major		
	General	Food Service	Community Service
ASSETS			
Cash and Investments	\$ 2,503,469	\$ 75,914	\$ 51,041
Receivables:			
Current Property Taxes	118,870	-	19,160
Delinquent Property Taxes	7,089	-	1,000
Due from Minnesota Department of Education	1,088,292	273	2,424
Due from Federal through Minnesota Department of Education	70,087	2,369	-
Other Receivables	11,235	14,934	-
Inventory	-	2,018	-
Total Assets	<u>\$ 3,799,042</u>	<u>\$ 95,508</u>	<u>\$ 73,625</u>
LIABILITIES AND FUND BALANCE			
Liabilities:			
Salaries and Withholdings Payable	\$ 606,179	\$ -	\$ 672
Accounts Payable	55,959	297	767
Deferred Revenue:			
Property Taxes	103,766	-	19,337
Delinquent Property Taxes	680	-	1,000
Local Sources	-	6,058	1,646
Total Liabilities	<u>766,584</u>	<u>6,355</u>	<u>23,422</u>
Fund Balance:			
Nonspendable:			
Inventory	-	2,018	-
Restricted for:			
Staff Development	17,156	-	-
Deferred Maintenance	19,202	-	-
Learning and Development	-	-	-
Gifted and Talented	2,170	-	-
Basic Skills Programs	-	-	-
Health and Safety	-	-	-
Operating Capital	63,160	-	-
Disabled Accessibility	9,696	-	-
Safe School Crime	11,956	-	-
Community Education Programs	-	-	38,840
Early Childhood and Family Educations Programs	-	-	10,876
School Readiness	-	-	487
Other Purposes	-	87,135	-
Assigned:			
Assigned for Severance	196,357	-	-
Assigned for Other Postemployment Benefits	500,000	-	-
Assigned for Playground Equipment	4,807	-	-
Assigned for School Security	4,000	-	-
Unassigned	<u>2,203,954</u>	<u>-</u>	<u>-</u>
Total Fund Balance	<u>3,032,458</u>	<u>89,153</u>	<u>50,203</u>
Total Liabilities and Fund Balance	<u>\$ 3,799,042</u>	<u>\$ 95,508</u>	<u>\$ 73,625</u>

See accompanying Notes to Financial Statements.

Funds	Total Governmental	
	Funds	
Debt Service	2013	2012
\$ 669,393	\$ 3,299,817	\$ 2,165,684
487,819	625,849	629,226
28,233	36,322	59,088
8,093	1,099,082	2,307,609
-	72,456	95,593
-	26,169	1,321
-	2,018	2,575
<u>\$ 1,193,538</u>	<u>\$ 5,161,713</u>	<u>\$ 5,261,096</u>
\$ -	\$ 606,851	\$ 548,810
-	57,023	56,388
934,866	1,057,969	1,075,456
28,233	29,913	46,901
-	7,704	8,529
<u>963,099</u>	<u>1,759,460</u>	<u>1,736,084</u>
-	2,018	2,575
-	17,156	73,462
-	19,202	21,869
-	-	13,164
-	2,170	262
-	-	4,609
-	-	(16,131)
-	63,160	75,314
-	9,696	65,118
-	11,956	29,557
-	38,840	36,241
-	10,876	9,718
-	487	1,051
230,439	317,574	311,189
-	196,357	196,357
-	500,000	500,000
-	4,807	2,380
-	4,000	-
-	2,203,954	2,198,277
<u>230,439</u>	<u>3,402,253</u>	<u>3,525,012</u>
<u>\$ 1,193,538</u>	<u>\$ 5,161,713</u>	<u>\$ 5,261,096</u>

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF FINANCIAL POSITION
YEAR ENDED JUNE 30, 2013
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)**

	<u>2013</u>	<u>2012</u>
Total Fund Balance for Governmental Funds	\$ 3,402,253	\$ 3,525,012
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental funds are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Land	459,823	459,823
Land Improvements, Net of Accumulated Depreciation	1,145,284	1,201,622
Buildings and Improvements, Net of Accumulated Depreciation	11,217,813	11,502,682
Equipment, Net of Accumulated Depreciation	300,292	288,452
Some of the District's property taxes will be collected after year-end, but are not available soon enough to pay for the current period's expenditures and, therefore, are reported as deferred revenue in the funds.		
	29,913	46,901
Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due.		
	(222,951)	(227,117)
Bond issuance costs are reported as expenditures in the governmental funds.		
	151,171	165,933
Long-term liabilities that pertain to governmental funds, including bonds payable, are not due and payable in the current period and, therefore, are not reported as fund liabilities. All liabilities - both current and long-term - are reported in the statement of net position. Balances at year-end are:		
Bonds Payable	(12,825,000)	(13,285,000)
Unamortized Premiums	(17,974)	(31,454)
Obligations Under Capital Leases	(18,737)	(22,654)
Other Postemployment Benefits Payable	(285,180)	(192,782)
Severance Benefits Payable	(103,353)	(110,436)
Total Net Position of Governmental Activities	<u><u>\$ 3,233,354</u></u>	<u><u>\$ 3,320,982</u></u>

MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)

	Major		
	General	Food Service	Community Service
REVENUES			
Local Sources:			
Property Taxes	\$ 254,204	\$ -	\$ 36,034
Earnings on Investments	14,294	488	150
Other	210,322	226,351	114,096
State Sources	6,124,937	19,885	17,696
Federal Sources	214,683	196,353	-
Total Revenues	6,818,440	443,077	167,976
EXPENDITURES			
Current:			
Administration	413,956	-	-
District Support Services	284,291	-	-
Regular Instruction	3,855,871	-	-
Vocational Education Instruction	183,524	-	-
Special Education Instruction	739,880	-	-
Instructional Support Services	137,466	-	-
Pupil Support Services	539,009	-	-
Sites and Buildings	564,217	-	-
Fiscal and Other Fixed Cost Programs	36,554	-	-
Food Service	-	425,368	-
Community Service	-	-	188,494
Capital Outlay	165,938	1,309	215
Debt Service:			
Principal	3,917	-	-
Interest and Fiscal Charges	1,671	-	-
Total Expenditures	6,926,294	426,677	188,709
Excess (Deficiency) of Revenues			
Over (Under) Expenditures	(107,854)	16,400	(20,733)
OTHER FINANCING SOURCES (USES)			
Capital Lease Proceeds	-	-	-
Proceeds from Sale of Equipment	-	-	-
Insurance Recovery Proceeds	-	-	-
Transfers In	-	-	23,926
Transfers Out	(23,926)	-	-
Total Other Financing Sources (Uses)	(23,926)	-	23,926
Net Change in Fund Balances	(131,780)	16,400	3,193
Fund Balances - Beginning	3,164,238	72,753	47,010
Fund Balances - Ending	\$ 3,032,458	\$ 89,153	\$ 50,203

See accompanying Notes to Financial Statements.

Funds		Total Governmental	
Debt Service		Funds	
		2013	2012
\$	935,987	\$ 1,226,225	\$ 1,212,866
	1,779	16,711	20,301
	-	550,769	530,637
	59,524	6,222,042	5,919,743
	-	411,036	497,852
	997,290	8,426,783	8,181,399
	-	413,956	397,687
	-	284,291	257,760
	-	3,855,871	3,524,646
	-	183,524	182,573
	-	739,880	653,565
	-	137,466	113,557
	-	539,009	502,695
	-	564,217	598,105
	-	36,554	20,427
	-	425,368	429,536
	-	188,494	178,896
	-	167,462	166,503
	460,000	463,917	385,000
	547,862	549,533	565,019
	1,007,862	8,549,542	7,975,969
	(10,572)	(122,759)	205,430
	-	-	22,967
	-	-	299
	-	-	15,140
	-	23,926	40,328
	-	(23,926)	(40,328)
	-	-	38,406
	(10,572)	(122,759)	243,836
	241,011	3,525,012	3,281,176
\$	230,439	\$ 3,402,253	\$ 3,525,012

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2013
(WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)**

	2013	2012
Net Change in Fund Balance-Total Governmental Funds	\$ (122,759)	\$ 243,836
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, assets are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation expense.		
Capital Outlays	117,473	56,229
Gain (Loss) on Disposal of Capital Assets	-	(11,401)
Proceeds from Sales of Capital Assets	-	(299)
Depreciation Expense	(446,840)	(443,137)
Some capital asset additions are financed through capital leases. In governmental funds, a capital lease arrangement is considered a source of financing, but in the statement of net position, the lease obligation is reported as a liability. Repayment of capital lease principal is an expenditure in the governmental funds, but repayment reduces the lease obligation in the statement of net position.		
Other Financing Source - Capital Lease	-	(22,967)
Principal Payments - Capital Leases	3,917	313
The governmental funds report bond proceeds as financing sources, while repayment of bond principal is reported as an expenditure. In the statement of net position, however, issuing debt increases long-term liabilities and does not affect the statement of activities and repayment of principal reduces the liability. Also, governmental funds report the effect of issuance costs and premiums when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. Interest is recognized as an expenditure in the governmental funds when it is due. In the statement of activities, however, interest expense is recognized as it accrues, regardless of when it is due. The net effect of these differences in the treatment of general obligation bonds and related items is as follows:		
Repayment of Bond Principal	460,000	385,000
Change in Accrued Interest Expense - General Obligation Bonds	4,166	10,755
Amortization of Bond Issuance Costs	(14,762)	(14,762)
Amortization of Bond Premium	13,480	13,480
Delinquent property taxes receivable will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are deferred in the funds.		
	(16,988)	(14,455)
In the statement of activities, certain operating expenses - severance benefits, compensated absences and other postemployment benefits - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).		
	(85,315)	(71,096)
Change in Net Position of Governmental Activities	\$ (87,628)	\$ 131,496

See accompanying Notes to Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
GENERAL FUND
YEAR ENDED JUNE 30, 2013**

	Budgeted Amounts		Actual	Over (Under) Final Budget
	Original	Final	Amounts	
REVENUES				
Local Sources:				
Property Taxes	\$ 255,031	\$ 260,031	\$ 254,204	\$ (5,827)
Earnings on Investments	18,055	18,055	14,294	(3,761)
Other	180,627	182,701	210,322	27,621
State Sources	5,806,750	5,856,750	6,124,937	268,187
Federal Sources	205,000	237,784	214,683	(23,101)
Total Revenues	6,465,463	6,555,321	6,818,440	263,119
EXPENDITURES				
Current:				
Administration	448,126	437,057	413,956	(23,101)
District Support Services	291,147	294,364	284,291	(10,073)
Regular Instruction	4,046,180	4,079,782	3,855,871	(223,911)
Vocational Education Instruction	182,207	180,687	183,524	2,837
Special Education Instruction	842,904	823,166	739,880	(83,286)
Instructional Support Services	139,497	142,697	137,466	(5,231)
Pupil Support Services	535,811	577,604	539,009	(38,595)
Sites and Buildings	630,393	653,393	564,217	(89,176)
Fiscal and Other Fixed Cost Programs	31,350	35,550	36,554	1,004
Capital Outlay	143,500	151,010	165,938	14,928
Debt Service				
Principal	-	-	3,917	3,917
Interest and Fiscal Charges	-	5,588	1,671	(3,917)
Total Expenditures	7,291,115	7,380,898	6,926,294	(454,604)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(825,652)	(825,577)	(107,854)	717,723
OTHER FINANCING USES				
Transfers Out	-	-	(23,926)	(23,926)
Total Other Financing Uses	-	-	(23,926)	(23,926)
Net Change in Fund Balances	\$ (825,652)	\$ (825,577)	(131,780)	\$ 693,797
FUND BALANCE				
Beginning of Year			3,164,238	
End of Year			\$ 3,032,458	

See accompanying Notes to Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
FOOD SERVICE FUND
YEAR ENDED JUNE 30, 2013**

	Budgeted Amounts		Actual	Over
	Original	Final	Amounts	(Under) Final Budget
REVENUES				
Local Sources:				
Earnings on Investments	\$ 300	\$ 500	\$ 488	\$ (12)
Other - Primarily Meal Sales	223,100	238,300	226,351	(11,949)
State Sources	20,500	22,000	19,885	(2,115)
Federal Sources	163,500	176,500	196,353	19,853
Total Revenues	407,400	437,300	443,077	5,777
EXPENDITURES				
Current:				
Food Service	412,439	437,300	425,368	(11,932)
Capital Outlay	-	-	1,309	1,309
Total Expenditures	412,439	437,300	426,677	(10,623)
Net Change in Fund Balance	<u>\$ (5,039)</u>	<u>\$ -</u>	16,400	<u>\$ 16,400</u>
FUND BALANCE				
Beginning of Year			<u>72,753</u>	
End of Year			<u>\$ 89,153</u>	

See accompanying Notes to Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
COMMUNITY SERVICE FUND
YEAR ENDED JUNE 30, 2013**

	Budgeted Amounts		Actual	Over (Under) Final Budget
	Original	Final	Amounts	
REVENUES				
Local Sources:				
Property Taxes	\$ 35,767	\$ 35,767	\$ 36,034	\$ 267
Earnings on Investments	200	200	150	(50)
Other - Primarily Tuition and Fees	122,635	124,635	114,096	(10,539)
State Sources	22,973	18,124	17,696	(428)
Total Revenues	181,575	178,726	167,976	(10,750)
EXPENDITURES				
Current:				
Community Service	216,016	218,316	188,494	(29,822)
Capital Outlay	300	300	215	(85)
Total Expenditures	216,316	218,616	188,709	(29,907)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(34,741)	(39,890)	(20,733)	19,157
OTHER FINANCING SOURCES				
Transfer in	-	-	23,926	23,926
Total Other Financing Sources	-	-	23,926	23,926
Net Change in Fund Balance	<u>\$ (34,741)</u>	<u>\$ (39,890)</u>	3,193	<u>\$ 43,083</u>
FUND BALANCE				
Beginning of Year			47,010	
End of Year			<u>\$ 50,203</u>	

See accompanying Notes to Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2013**

	Private- Purpose Trust
	<hr/>
ASSETS	
Cash and Investments	\$ 16,637
Total Assets	<u>\$ 16,637</u>
NET POSITION	
Held in Trust	<u>\$ 16,637</u>
Total Net Position	<u>\$ 16,637</u>

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
YEAR ENDED JUNE 30, 2013**

	Private- Purpose Trust
	<hr/>
ADDITIONS	
Gifts and Donations	\$ 13,302
Earnings on Investments	74
Total Additions	<u>13,376</u>
DEDUCTIONS	
Scholarships Awarded	<u>12,700</u>
Total Deductions	<u>12,700</u>
Change in Net Position	676
Net Position - Beginning of Year	<u>15,961</u>
Net Position - End of Year	<u>\$ 16,637</u>

See accompanying Notes to Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The financial statements of Independent School District No. 763 have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The GASB pronouncements are recognized as accounting principles generally accepted in the United States of America for state and local governments.

B. Financial Reporting Entity

Independent School District No. 763 (the District) is an instrumentality of the State of Minnesota established to function as an education institution. The elected School Board (Board) is responsible for legislative and fiscal control of the District. A Superintendent is appointed by the Board and is responsible for administrative control of the District.

Accounting Principles Generally Accepted in the United States of America (GAAP) require that the District's financial statements include all funds, departments, agencies, boards, commissions, and other organizations which are not legally separate from the District. In addition, the District's financial statements are to include all component units – entities for which the District is financially accountable.

Financial accountability includes such aspects as appointing a voting majority of the organization's governing body, significantly influencing the programs, projects, activities or level of services performed or provided by the organization or receiving specific financial benefits from, or imposing specific financial burden on, the organization. These financial statements include all fund and account groups of the District. There are no other entities for which the District is financially accountable.

Student activities are determined primarily by student participants under the guidance of an adult and are generally conducted outside of school hours. The School Board does have a fiduciary responsibility in establishing broad policies and ensuring that appropriate financial records are maintained for student activities. However, in accordance with Minnesota State Statutes, the District's School Board has not elected to control or exercise oversight responsibility with respect to the underlying student activities. Accordingly, the student activity accounts are not included in these financial statements.

C. Basic Financial Statement Presentation

The District-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 the financial activities of the District, except for the fiduciary fund. The Fiduciary Fund is only reported in the Statement of Fiduciary Net Position at the fund financial statement level.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basic Financial Statement Presentation (Continued)

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment 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. Taxes and other items not properly included among program revenues are reported as general revenues.

The District applies restricted resources first when an expense is incurred for a purpose for which both restricted and unrestricted net position is available. Depreciation expense that can be specifically identified by function is included in the direct expenses of each function. Interest on long-term debt is considered an indirect expense and is reported separately on the Statement of Activities. Generally, the effect of material interfund activity has been removed from the District-wide financial statements.

Separate Fund financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements. Fiduciary funds are presented in the fiduciary fund financial statements by type; private-purpose trust. Since by definition, fiduciary fund assets are being held for the benefit of a third party and cannot be used for activities or obligations of the District, these funds are excluded from the District-wide statements.

D. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied is determined by its measurement focus and basis of accounting. The District-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are generally recognized as revenues in the fiscal year for which they are levied, except for amounts advance recognized in accordance with a statutory "tax shift" described later in these notes. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Measurement Focus and Basis of Accounting (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this 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. Property tax revenue is generally considered available if collected within 60 days after year-end. State revenue is recognized in the year to which it applies according to Minnesota Statutes and accounting principles generally accepted in the United States of America. Minnesota Statutes include state aid funding formulas for specific fiscal years. Federal revenue is recorded in the year in which the related expenditure is made. Food service sales, community education tuition, and other miscellaneous revenue (except investment earnings) are recorded as revenue when received because they are generally not measurable until then. Investment earnings are recorded when earned because they are measurable and available. A six-month availability period is generally used for other fund revenue.
2. Recording of Expenditures – Expenditures are generally recorded when a liability is incurred. However, expenditures are recorded as prepaid for approved disbursements or liabilities incurred in advance of the year in which the item is to be used. Principal and interest on long-term debt issues are recognized on their due dates.

The District reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when resources are received by the District before it has a legal claim to them, as when grant monies are received prior to incurring the qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the District has legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Description of Funds

The existence of the various District funds has been established by the State of Minnesota, Department of Education. The accounts of the district are organized on the basis of funds, each of which is considered a separate accounting entity. A description of each fund included in this report follows:

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Measurement Focus and Basis of Accounting (Continued)

Major Governmental Funds

General Fund – The General Fund is used to account for all financial resources except those required to be accounted for in another fund. It includes the general operations and pupil transportation activities of the district, as well as the capital related activities such as maintenance of facilities, equipment purchases, health and safety projects, and disabled accessibility projects.

Food Service Special Revenue Fund – The Food Service Fund is used to account for food service revenues and expenditures. Revenues for the Food Service Fund come from user fees, and reimbursements from the Federal and State governments.

Community Service Special Revenue Fund – The Community Service Fund is used to account for services provided to residents in the areas of recreation, civic activities, nonpublic pupils, veterans, adult or early childhood programs or other similar services. Revenues for the Community Service Special Revenue Fund are composed of user fees, local levy dollars, and State credits.

Debt Service Fund – The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general long-term obligation bond principal, interest, and related costs.

Fiduciary Funds

Private Purpose Trust Fund – The Private Purpose Trust Fund is used to account for trust arrangements under which the principal and income benefits individuals, private organizations, or other governments. This fund accounts for funds established for various annual scholarships that are awarded to students based on the requirements of the donator.

E. Budgeting

Budgets presented in this report for comparison to actual amounts are presented in accordance with accounting principles generally accepted in the United States of America. Each June, the School Board adopts an annual budget for the following fiscal year for the General, Food Service, Community Service, and Debt Service Funds. The approved budget is published in summary form in the District's legal newspaper by November 30 of each year. Reported budgeted amounts represent the amended budget as adopted by the School Board. Legal budgetary control is at the fund level.

Procedurally, in establishing the budgetary data reflected in these financial statements, the Superintendent submits a proposed operating budget for the fiscal year commencing July 1 to the School Board prior to July 1. The operating budget includes proposed expenditures and the means to finance them. The budget is legally enacted by School Board action. Revisions to budgeted amounts must be approved by the School Board.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Budgeting (Continued)

Total fund expenditures in excess of the budget require approval of the School Board. Spending control is established by the amount of expenditures budgeted for the fund, but management control is exercised at line item level.

Budget provisions for the Debt Service Fund are set by state law governing required debt service levels.

F. Cash and Investments

Cash and investments consist of interest bearing accounts. Cash balances from all funds are combined and invested to the extent available in various securities as authorized by Minnesota Statutes. Earnings from the pooled investments are allocated to the respective funds on the basis of applicable cash balance participation by each fund.

G. Accounts Receivable

Represents amounts receivable from individuals, firms, and corporations for goods and services furnished by the District. No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary. The only receivable not expected to be collected within one year is current property taxes receivable.

H. Inventories

Inventories are recorded using the consumption method of accounting and consist of food and surplus commodities received from the federal government. Food purchases are recorded at invoice cost, computed on a first-in, first-out method, and surplus commodities are stated at standardized cost, as determined by the Department of Agriculture.

I. Property Taxes

Property tax levies are established by the School Board in December each year and are certified to the County for collection the following calendar year. In Minnesota, counties act as collection agents for all property taxes. The County spreads all levies over taxable property. Such taxes become a lien on January 1. Taxes are due on May 15 and October 15. The county generally remits taxes to the District at periodic intervals as they are collected. A portion of property taxes levied is paid through various state tax credits which are included in revenue from state sources in the financial statements.

Generally, tax revenue is recognized in the fiscal year ending June 30, following the calendar year in which the tax levy is collectible, while the current calendar year tax levy is recorded as deferred revenue (property taxes levied for subsequent year).

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Property Taxes (Continued)

The majority of District revenue in the General Fund (and to a lesser extent in the District's Community Service Special Revenue Fund) is determined annually by statutory funding formulas. The total revenue allowed by these formulas is then allocated between taxes and state aids by the Legislature based on education funding priorities. Changes in this allocation are periodically accompanied by a change in property tax revenue recognition referred to as the "tax shift."

In accordance with State law, the current tax shift consists of an amount equal to 31% of the District's 2000 Pay 2001 operating referendum levy which is frozen at \$84,784 for the District. Starting in fiscal year 2011, the shift was expanded to include all other general and community service fund levies. State aids are then reduced in fiscal year 2011 by this expanded shift amount, making this portion of the tax shift revenue neutral to school districts. Certain other portions of the District's 2012 Pay 2013 levy, normally revenue for the 2013-2014 fiscal year, are also advance recognized at June 30, 2013, as required by state statute to match revenue with the same fiscal year as the related expenditures.

Taxes that remain unpaid are classified as delinquent taxes receivable. Revenue from these delinquent property taxes that is not collected within 60 days of year-end is deferred because it is not known to be available to finance the operations of the District in the current year. No allowance for uncollectible taxes has been provided as such amounts are not expected to be material.

Current levies of local taxes, less the amount recognized as revenue in the current period, including portions assumed by the State which will be recognized as revenue in the next fiscal year beginning July 1, 2013, are included in the Property Taxes Levied for Subsequent Year account to indicate that, while they are current assets, they will not be recognized as revenue until the following year.

J. Capital Assets

Capital assets are capitalized at historical cost, or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$2,500 for capitalizing capital assets. 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 recorded in the District-wide financial statements, but are not reported in the Fund financial statements. Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public school purpose by the District, 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 15 years for equipment.

Capital assets not being depreciated include land.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Capital Assets (Continued)

The District does not possess any material amounts of infrastructure capital assets. Items such as sidewalks and other land improvements are considered to be part of the cost of building or other improvable property.

K. Long-Term Obligations

In the District-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs, if material, are reported as deferred charges and amortized over the term of the related debt.

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 debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuance are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

L. Accrued Employee Benefits

Vacation Pay

Full-time, non-certified employees earn annual vacation pay based on the length of service in the District. The expenditures for vacation pay are recognized when the payment is made. No liability for vacation pay is recorded, as this benefit does not vest to employees.

Severance Payable

Severance consists of convertible sick leave payments.

Sick Leave – All full-time employees are entitled to sick leave pay at various rates. Employees may accrue a maximum total of 100 sick days to be paid upon termination. The employee shall receive \$60 for each unused sick day.

The District budgets for payments of severance pay for the ensuing year when it anticipates the retirement of personnel eligible for a severance payment. The payment of severance pay is recorded as a current expenditure in the year of the payment. In 2013, severance payments totaled \$12,000. A liability for severance payable totaling \$103,353 is recorded in the Statement of Net Position.

Other Post Employment Benefits

Under the terms of certain collectively bargained employment contracts, including the teachers' and administrators' contracts, the District is required to pay 93% - 100% of single coverage health, dental and life insurance premiums until the retired employee reaches the age of 65.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

M. Deferred Revenues

Deferred revenues are those in which resources are received by the District before it has a legal claim to them. The District has reported deferred revenues for property taxes levied for subsequent years, delinquent property taxes, prepaid lunch accounts, and preschool registration fees.

N. Fund Balance

In the fund financial statements, governmental funds report nonspendable, restricted, committed, assigned, and unassigned fund balances. Nonspendable portions of fund balance are related to inventory. Restricted funds are constrained by outside parties (statute, grantors, bond agreements, etc.). Committed fund balances are established and modified by a resolution approved by the Board of Education. The District currently does not report any committed fund balance. The Board of Education passed a resolution authorizing the Superintendent the ability to assign fund balances and their intended uses. Unassigned fund balances are considered the remaining amounts, usually in the General Fund only.

In accordance with the District's fund balance policy, when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available; it is the District's policy to use restricted first, then unrestricted fund balance. When an expenditure is incurred for purposes for which committed, assigned and unassigned fund balance is available, it is the District's policy to use committed first, then assigned and finally unassigned fund balance.

The District has a minimum fund balance policy, which identifies a minimum unassigned fund balance in the General Fund of 25% of the annual budgeted expenditures.

O. Risk Management

The District is exposed to various risks of loss related to torts; theft or, damage to, and destruction of assets; error and omissions; injuries to employees; natural disasters and workers compensation.

The District has joined together with other school districts in southeastern Minnesota in the Southeast Service Cooperative Gross Self-Insured Health Insurance Plan, a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to this plan for its health insurance coverage. These premiums are used to purchase reinsurance through commercial companies. The administrators of the plan believe assessment to participating districts for future losses sustained is extremely remote.

The District continues to carry commercial insurance for all other risks of loss. There has been no significant reduction in insurance coverage from the previous year in any of the District's policies. In addition, there have been no settlements in excess of the District's insurance coverage in any of the prior three years.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Net Position

Net position represents the difference between assets and liabilities in the District-wide and Fiduciary Fund financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the District-wide financial statement when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

Q. Summarized Comparative Information

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

NOTE 2 STEWARDSHIP AND ACCOUNTABILITY

A. Interfund Transfer

The District had the following interfund transfer for the year ended June 30, 2013:

	<u>Transfer In</u>
	<u>Community</u>
	<u>Service Fund</u>
Transfer Out:	
General Fund	<u>\$ 23,926</u>

The purpose of the interfund transfer was to eliminate a deficit fund balance in the Community Service Fund.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 3 DEPOSITS AND INVESTMENTS

A. Deposits

Custodial Credit Risk – Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned in full. The District does not have a deposit policy for custodial credit risk and follows Minnesota Statutes for deposits.

The District maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Investments." In accordance with Minnesota Statutes, the District maintains deposits at financial institutions which are authorized by the School District's Board.

Minnesota Statutes require that all deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or corporate surety bonds.

The District's deposits in banks at June 30, 2013 were entirely covered by federal depository insurance or by surety bonds and collateral in accordance with Minnesota statutes.

B. Investments

The District may also invest idle funds as authorized by Minnesota Statutes as follows:

- Direct obligations or obligations guaranteed by the United States or its agencies.
- Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, is rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of thirteen months or less.
- General obligations rated "A" or better; revenue obligations rated "AA" or better.
- General obligations of the Minnesota Housing Finance Agency rated "A" or better
- Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
- Commercial paper issued by United States corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.
- Guaranteed investment contracts guaranteed by United States commercial banks or domestic branches of foreign banks or United States insurance companies if similar debt obligations of the issuer or the collateral pledged by the issuer is in the top two rating categories.
- Repurchase or reverse purchase agreement and securities lending agreements financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of new York, or certain Minnesota securities broker-dealers.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

B. Investments (Continued)

The deposits are presented in the basic financial statements as follows:

Deposits	<u>\$ 3,316,454</u>
Cash and Investments - Statement of Net Position	\$ 3,299,817
Cash and Investments - Statement of Fiduciary Net Position	16,637
Total Cash and Investments	<u>\$ 3,316,454</u>

NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2013 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 459,823	\$ -	\$ -	\$ 459,823
Total Capital Assets, Not Being Depreciated	459,823	-	-	459,823
Capital Assets, Being Depreciated:				
Land Improvements	2,101,741	50,000	-	2,151,741
Buildings and Improvements	14,204,232	-	-	14,204,232
Equipment	631,167	67,473	-	698,640
Total Capital Assets, Being Depreciated	16,937,140	117,473	-	17,054,613
Accumulated Depreciation for:				
Land Improvements	(900,119)	(106,338)	-	(1,006,457)
Buildings and Improvements	(2,701,550)	(284,869)	-	(2,986,419)
Equipment	(342,715)	(55,633)	-	(398,348)
Total Accumulated Depreciation	(3,944,384)	(446,840)	-	(4,391,224)
Total Capital Assets, Being Depreciated, Net	12,992,756	(329,367)	-	12,663,389
Governmental Activities Capital Assets, Net	<u>\$ 13,452,579</u>	<u>\$ (329,367)</u>	<u>\$ -</u>	<u>\$ 13,123,212</u>

Depreciation expense was charged to functions of the District as follows:

Governmental Activities	
Administration	\$ 750
Regular Instruction	417,722
Instructional Support Services	13,981
Sites and Buildings	8,479
Food Service	5,908
Total Depreciation Expense, Governmental Activities	<u>\$ 446,840</u>

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 5 LONG-TERM LIABILITIES

A. Components of Long-Term Liabilities

The District has issued general obligation school building bonds to finance the construction of capital facilities or refinance previous bond issues. Assets of the Debt Service Fund, together with scheduled future tax levies, are dedicated for the retirement of these bonds. These levies are subject to reduction if fund balance amounts exceed limitations imposed by Minnesota law.

Issue Date	Net Interest Rate	Original Issue	Final Maturity	Principal Outstanding	
				Due Within One Year	Total
3/30/2006	4.0% - 5.0%	\$ 12,030,000	2/1/2031	\$ 40,000	\$ 11,950,000
11/16/2010	2.0% - 3.0%	1,640,000	2/1/2015	425,000	875,000
Total General Obligation Bonds				465,000	12,825,000
Bond Premium - Net				13,480	17,974
Lease Purchase Obligations:					
Capital Lease Payable				4,243	18,737
Total Leases Purchase Obligations				4,243	18,737
Other Postemployment Benefits Payable				-	285,180
Severance Payable				6,000	103,353
				<u>\$ 488,723</u>	<u>\$ 13,250,244</u>

B. Minimum Debt Payments

Minimum annual principal and interest payments required to retire long-term debt, not including the capital lease and severance and other postemployment benefits payable, are as follows:

Year Ending June 30,	General Obligation Bonds Payable	
	Principal	Interest
2014	\$ 465,000	\$ 535,081
2015	490,000	520,731
2016	535,000	505,632
2017	555,000	484,231
2018	580,000	462,031
2019 - 2023	3,270,000	1,940,681
2024 - 2028	4,045,000	1,198,456
2029 - 2031	2,885,000	274,688
	<u>\$ 12,825,000</u>	<u>\$ 5,921,531</u>

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 5 LONG-TERM LIABILITIES (CONTINUED)

C. Description of Long-Term Debt

General Obligation School Building Refunding Bonds of 2006

On March 30, 2006, the District issued \$12,030,000 of General Obligation School Building Refunding Bonds, Series 2006. The proceeds of the issue were used to refund, in advance of their stated maturities, the District's G.O. School Building Bonds of 2001A. Assets of the Debt Service Fund, together with scheduled future ad valorem tax levies, are dedicated to retire these bonds.

General Obligation School Building Refunding Bonds of 2010

On November 16, 2010, the District issued \$1,640,000 of General Obligation School Building Refunding Bonds, Series 2010. The proceeds of the issue were used to refund, in advance of their stated maturities, the District's G.O. School Building Bonds of 2001B, prepaying on February 1, 2011, the 2011 through 2015 principal installments aggregating \$1,668,455. Assets of the Debt Service Fund, together with scheduled future ad valorem tax levies, are dedicated to retire these bonds.

Capital Lease

The District has entered into a capital lease for several copiers. The interest rate on the lease is 8% and the lease term is for five years. The capital assets relating to the leases have a cost of \$22,967 and accumulated depreciation of \$6,890 at June 30, 2013.

The following is a schedule of the future minimum lease payments under the capital lease together with the present value of the net minimum lease payments as of June 30, 2013:

<u>Year Ending June 30,</u>	
2014	\$ 5,589
2015	5,589
2016	5,588
2017	<u>5,122</u>
Total Minimum Lease Payments	21,888
Less Amounts Representing Interest	<u>3,151</u>
Present Value of Net Minimum Lease Payments	<u><u>\$ 18,737</u></u>

Severance Payable

Severance payable consists of convertible sick leave payable to employees upon retirement. Severance benefits are paid by the General Fund.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 5 LONG-TERM LIABILITIES (CONTINUED)

D. Changes in Long-Term Debt

	June 30, 2012	Additions	Retirements	June 30, 2013
Bonds Payable	\$ 13,285,000	\$ -	\$ 460,000	\$ 12,825,000
Bond Premium	31,454	-	13,480	17,974
Capital Leases Payable	22,654	-	3,917	18,737
Other Postemployment				
Benefits Payable	192,782	120,292	27,894	285,180
Severance Payable	110,436	4,917	12,000	103,353
	<u>\$ 13,642,326</u>	<u>\$ 125,209</u>	<u>\$ 517,291</u>	<u>\$ 13,250,244</u>

NOTE 6 RESTRICTED AND ASSIGNED FUND BALANCES

Fund Equity

Certain portions of fund balance are restricted based on state requirements to track special program funding, to provide for funding on certain long-term liabilities, or as required by other outside parties. The following is a summary of the restricted fund balances for the governmental funds:

A. Restricted for Staff Development

The fund balance restriction represents general education aid resources restricted for staff development programs.

B. Restricted for Deferred Maintenance

Restricted for deferred maintenance represents available resources to be used only to provide for those activities having a useful life of five years or more. These include painting, carpet replacement, tuck pointing, replacement/repair of plumbing, electrical systems, HVAC, roofing. The cumulative excess/deficit of such revenues over expenditures is reported as a restriction of fund balance in the General Fund.

C. Restricted for Learning and Development

Restricted for learning and development represents available general education revenues for learning and development, which is mainly for reducing the pupil-to-staff ratio.

D. Restricted for Gifted and Talented

Restricted for gifted and talented represents available resourced to provide gifted and talented programming in accordance with funding made available for that purpose.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 6 RESTRICTED AND ASSIGNED FUND BALANCES (CONTINUED)

Fund Equity (Continued)

E. Restricted for Basic Skills Program

Restricted for basic skills programs represents resources available for the Basic Skills uses listed in Minnesota statutes 126C.15, subd. 1.

F. Restricted for Health and Safety

Restricted for health and safety represents available resources to be used only to provide for the removal of hazardous substances and other state approved life/health safety projects. Under Minnesota statute, a deficit in this restriction generates specific future levy authority.

G. Restricted for Operating Capital

The District levies taxes and receives state aid to be used for the purchase or equipment, books and vehicles and to purchase, rent, improve, and repair school facilities as allowed by state statute. The cumulative excess of such revenues over equipment and facilities expenditures is reported as a restriction of fund balance in the General Fund.

H. Restricted for Disabled Accessibility

Restricted for disabled accessibility represents available resources to be used only to provide for disabled accessibility projects.

I. Restricted for Safe School Crime

The fund balance restriction represents accumulated resources available to be expended for safe schools.

J. Restricted for Community Education Programs

The fund balance restriction represents accumulated resources available to provide general community education programming.

K. Restricted for Early Childhood and Family Education Programs

The fund balance restriction represents accumulated resources available to provide services for early childhood and family education programming.

L. Restricted for School Readiness

The fund balance restriction represents accumulated resources available to provide school readiness programming in accordance with funding made available for that purpose.

M. Restricted for Other Purposes

The fund balance restriction represents amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 6 RESTRICTED AND ASSIGNED FUND BALANCES (CONTINUED)

Fund Equity (Continued)

N. Assigned for Severance

This assignment of fund balance in the General Fund is intended to set aside fund balance amounts to finance future severance payments to district employees upon retirement.

O. Assigned for Other Postemployment Benefits

This assignment of fund balance in the General Fund is intended to set aside fund balance amounts to finance other postemployment benefits.

P. Assigned for Playground Equipment

This assignment of fund balance in the General Fund is intended to set aside fund balance amounts to finance future playground equipment.

Q. Assigned for School Security

This assignment of fund balance in the General Fund is intended to set aside fund balance amounts to finance upgrades to the District's security system.

NOTE 7 PENSION PLANS

Substantially all employees of the District are required by State Law to belong to a pension plan administered by Teachers Retirement Association (TRA) or Public Employees' Retirement Association (PERA), both of which are administered on a statewide basis. Disclosure relating to these plans follows:

A. Teachers Retirement Association (TRA)

1. Plan Description

All teachers employed by the District are covered by a cost sharing, multiple-employer defined benefit pension plan administered by the Teachers Retirement Association (TRA). TRA members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan. The plans are established and administered in accordance with Minnesota Statutes, Chapters 354 and 356.

TRA provides retirement benefits as well as death and disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by Minnesota Statute and vest after three years of service credit. The defined retirement benefits are based on a member's highest average salary for five consecutive years of allowable service, age, and years of credit at termination of service.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 7 PENSION PLANS (CONTINUED)

A. Teachers Retirement Association (TRA) (Continued)

1. Plan Description (Continued)

TRA publicly issues a Comprehensive Annual Financial Report (CAFR) presenting financial statements, supplemental information on funding levels, investment performance, and further information on benefit provisions. The report may be accessed at the TRA website at www.tra.state.mn.us. Alternatively, a copy of the report may be obtained by writing TRA at Teachers Retirement Association, 60 Empire Drive Suite 400, St. Paul, MN 55103-1855 or by calling (651) 296-6449 or 1-800-657-3853.

2. Funding Policy

Minnesota Statutes Chapter 354 sets the rates for the employee and employer contributions. These statutes are established and amended by the state legislature. Coordinated and Basic Plan members are required to contribute 6.0% and 9.0%, respectively, of their annual covered salary while the District is required to contribute at an actuarially determined rate.

The District is required to contribute the following percentages of annual covered payroll: 6.5% for Coordinated Plan members and 9.5% for Basic Plan members. The contribution requirements of plan members and the District are established and may be amended by State Statute. The District contributions for the years ended June 30, 2013, 2012, and 2011 were \$179,741, \$154,483, and \$150,854, respectively, equal to the required contributions for each year as set by state statute.

B. Public Employees' Retirement Association (PERA)

1. Plan Description

All full-time and certain part-time employees of the District (other than teachers) are covered by a defined benefit plan administered by the Public Employees' Retirement Association of Minnesota (PERA). PERA administers the General Employees' Retirement Fund (GERF) which is a cost-sharing, multiple-employer retirement plan. This plan is established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan.

PERA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by state statute and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. PERA issues a publicly available financial report that includes financial statements and required supplementary information for GERF. That report may be obtained on the Internet at www.mnpera.org, by writing to PERA, 60 Empire Drive #200, St. Paul, MN 55103-2008 or by calling (651) 296-7460 or 1-800-652-9026.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 7 PENSION PLANS (CONTINUED)

B. Public Employees' Retirement Association (PERA) (Continued)

2. Funding Policy

Minnesota Statutes Chapter 353 sets the rates for the employer and employee contributions. These statutes are established and amended by the state legislature. The District makes annual contributions to the pension plans equal to the amount required by State Statutes. GERS Basic Plan members and Coordinated Plan members are required to contribute 9.10% and 6.25%, respectively, of their annual covered payroll.

The District is required to contribute the following percentages of annual covered payroll: 11.78% for Basic Plan GERS members, 7.25% for Coordinated Plan members. The District contributions for the years ended June 30, 2013, 2012, and 2011 were \$40,748, \$34,904, and \$40,152, respectively, equal to the required contributions for each year as set by state statute.

C. Defined Contribution Plan

The District provides eligible employees future retirement benefit through the District's 403(b) Plan (the Plan). Employees of the District are eligible to participate in the Plan commencing on the date of their employment. Eligible employees may elect to have a percentage of their pay contributed to the Plan. Some employees are eligible to receive a District match of employee contributions up to the qualifying amounts set forth in their respective collective bargaining agreements. Contributions are invested in tax deferred annuities selected and owned by Plan participants. The District contributions for the years ended June 30, 2013, 2012, and 2011 are \$31,039, \$27,956, and \$37,505, respectively. The related employee contributions were \$57,216, \$50,180, and \$58,222, for the years ended June 30, 2013, 2012, and 2011, respectively.

NOTE 8 OTHER POSTEMPLOYMENT BENEFIT PLAN

A. Plan Description

The District operates a single-employer retiree benefit plan (the Plan) that provides health insurance to eligible employees and their spouses through the District's health insurance plan. There are 63 active participants, 1 retired participant and 1 spouse receiving payments. Benefit and eligibility provisions are established through negotiations between the District and various unions representing the District's employees and are renegotiated each bargaining period. The Plan does not issue a publicly available financial report.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 8 OTHER POSTEMPLOYMENT BENEFIT PLAN (CONTINUED)

B. Funding Policy

Contribution requirements are also negotiated between the District and the union representatives. The District contributes 93% of the cost of current year health insurance and 100% of life insurance premiums for teachers and the Business and Personnel Associates. For the Superintendent, the District contributes 100% of health insurance premiums for him and his spouse and up to \$35 per month for dental insurance for him and his spouse. The other postemployment benefits are paid by the District until the retiree reaches the age of 65. For fiscal year 2013, the District contributed \$27,894.

C. Annual OPEB Cost and Net OPEB Obligation

The District's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution (ARC), and amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any un-funded actuarial liabilities over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually paid from the plan, and changes in the District's net OPEB asset.

Annual Required Contribution	\$ 119,445
Interest on Net OPEB Calculation	8,675
Adjustment to Annual Required Contribution	<u>(7,828)</u>
Annual OPEB Cost (Expense)	120,292
Contributions Made	<u>(27,894)</u>
Increase in Net OPEB Obligation	92,398
Net OPEB Obligation - Beginning of Year	<u>192,782</u>
Net OPEB Obligation - End of Year	<u><u>\$ 285,180</u></u>

The District's annual OPEB cost, the percentage of the annual OPEB cost contributed to the plan, and the net OPEB liability for 2013 and the two preceding years are as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Liability
6/30/2012	\$ 120,292	23.2%	\$ 285,180
6/30/2012	103,765	38.6%	192,782
6/30/2011	104,610	51.2%	129,065

D. Funded Status and Funding Progress

As of July 1, 2011, the most recent actuarial valuation date, the District unfunded actuarial accrued liability (UAAL) was \$863,667. The annual payroll for active employees covered by the plan in the actuarial valuation was \$2,855,128 for a ratio of UAAL to covered payroll of 30.2%.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 8 OTHER POSTEMPLOYMENT BENEFIT PLAN (CONTINUED)

D. Funded Status and Funding Progress (Continued)

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

E. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used to include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2011 actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions included a 4.5% investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date. The initial healthcare trend rate was 8% reduced by decrements to an ultimate rate of 5.0% after six years. The UAAL is being amortized as a level dollar amount on a closed basis. The remaining amortization period at June 30, 2013 did not exceed 30 years.

NOTE 9 FLEXIBLE BENEFIT PLAN

The District has a flexible benefit plan that is classified as a "cafeteria plan" under Section 125 of the Internal Revenue Code. All employee groups of the District are eligible if and when the collective bargaining agreement or contract with their group allows eligibility. Eligible employees can elect to participate by contributing pre-tax dollars withheld from payroll checks to the plan for health care and dependent care benefits.

Before the beginning of the plan year, which is from November 1 to October 31, each participant designates a total amount of pre-tax dollars to be contributed to the plan during the year. At June 30, the District is contingently liable for claims against the total amount of participants' annual contributions for the health care portion of the plan, whether or not such contributions have been made.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 9 FLEXIBLE BENEFIT PLAN (CONTINUED)

Payments of health insurance premiums are made by the District directly to the designated insurance companies. These payments are made on a monthly basis and are accounted for in the General, Food Service, and Community Service Funds.

Payments for amounts withheld for medical reimbursement and dependent care are made to participating employees upon submitting a request for reimbursement of eligible expenses.

All plan property and income attributable to that property is solely the property of the District, subject to the claims of the District's general creditors. Participants' rights under the plan are equal to those of the general creditors of the District in an amount equal to the eligible health care and dependent care expenses incurred by the participants. The District believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

NOTE 10 SELF-INSURED DENTAL PLAN

The District has elected to self-insure their employee dental insurance program. The District has entered into an agreement with an insurance company to provide stop-loss insurance to limit the losses on individual and aggregate claims and to provide claims processing and other administrative duties. The individual stop-loss amount is \$1,719 per participant. The District accounts for this plan in the General Fund. Contributions during the year were based on maximum claims before reinsurance is effective. The amounts charged to expenses include administrative fees, stop-loss insurance premiums, claims paid and accruals for claims incurred by not paid at year-end. The District recorded expenses of \$65,543 for the year ended June 30, 2013.

The liability for unpaid claims is included in the General Fund as accounts payable.

	2013	2012
Unpaid Claims, Beginning of Year	\$ 4,618	\$ 1,950
Incurred Claims	65,543	45,291
Claims Payments (Cash Basis)	<u>(68,965)</u>	<u>(42,623)</u>
Unpaid Claims, End of Year	<u>\$ 1,196</u>	<u>\$ 4,618</u>

NOTE 11 COMMITMENTS AND CONTINGENCIES

Federal and State Receivables

Amounts received or receivable from federal and state agencies are subject to agency audit and adjustment. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of funds which may be disallowed by the agencies cannot be determined at this time although the District expects such amounts, if any, to be immaterial. The financial assistance received is subject to audits by the grantor agency.

REQUIRED SUPPLEMENTARY INFORMATION

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF FUNDING PROGRESS FOR POSTEMPLOYMENT BENEFIT PLAN
JUNE 30, 2013**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
7/1/2011	\$ -	\$ 863,667	\$ 863,667	0.0%	\$ 2,855,128	30.2%
7/1/2008	-	742,253	742,253	0.0%	2,696,441	27.5%

OTHER REQUIRED REPORTS

**INDEPENDENT AUDITORS' 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**

Board of Education
Independent School District No. 763
Medford, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 763, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Independent School District No. 763's basic financial statements, and have issued our report thereon dated November 18, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Independent School District No. 763'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 Independent School District No. 763's internal control. Accordingly, we do not express an opinion on the effectiveness of Independent School District No. 763's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses listed as 2013-001, 2013-002, and 2013-003 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses listed as 2013-004 to be a significant deficiency.



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Compliance and Other Matters

As part of obtaining reasonable assurance about whether Independent School District No. 763'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*.

Independent School District No. 763's Responses to Findings

Independent School District No. 763's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. Independent School District No. 763's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

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

CliftonLarsonAllen LLP

Austin, Minnesota
November 18, 2013

INDEPENDENT AUDITORS' REPORT ON MINNESOTA LEGAL COMPLIANCE

Board of Education
Independent School District No. 763
Medford, 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 respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 763, as of June 30, 2013, and the related notes to the financial statements and have issued our report thereon dated November 18, 2013.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* covers 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. Our study included all of the listed categories

In connection with our audit, nothing came to our attention that caused us to believe that Independent School District No. 763 failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, except as described in the Schedule of Findings and Responses as item 2013-002. 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 Independent School District No. 763's noncompliance with the above-referenced provisions.

Independent School District No. 763's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. Independent School District No. 763'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.

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 communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Austin, Minnesota
November 18, 2013

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
SUMMARY OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2013**

FINDINGS RELATED TO THE BASIC FINANCIAL STATEMENTS

Finding: 2013-001 Annual Financial Reporting Under Generally Accepted Accounting Principles (GAAP)

- Condition:** The District does have a control in place for the review of the drafted financial statements. However, the District does not have the expertise to ensure all disclosures required by generally accepted accounting principles are included in the annual financial statements.
- Criteria:** The District should have controls in place to prevent, or detect and correct, the omission of a material disclosure in the annual financial statements.
- Context:** The District has informed us that they will continue to rely upon the audit firm to prepare the financial statements and related footnote disclosures, and will review and approve these prior to the issuance of the financial statements.
- Effect:** The potential exists that a material disclosure could be omitted from the financial statements and not be prevented, or detected and corrected by the District's internal controls.
- Cause:** The District does not have the expertise to draft the notes to the financial statements; however, they have reviewed and approved the annual financial statements prepared by the audit firm.
- Recommendation:** We recommend the District continue to evaluate their internal staff and expertise to determine if an internal control policy over the annual financial statements is beneficial.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

The Business Associate reviews the drafted financial statements and footnote disclosures prior to issuance of the annual financial statements. This includes comparing information with the financial statements and notes to UFARS and other District documents. The District will continue to rely upon the auditors for completeness of these disclosures.

Official Responsible for Ensuring CAP:

Lylia Iverson, Business Associate, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

June 30, 2014

Plan to Monitor Completion of CAP:

The Medford School Board will be monitoring this corrective action plan.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
SUMMARY OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2013**

FINDING: 2013-002 CONTROLS OVER PROPER UFARS CODING

Condition:	The Minnesota Department of Education requires school districts to follow the Uniform Financial Accounting and Reporting System (UFARS) when coding all financial activity. Out of 25 disbursements selected for testing, there were two that had incorrect account coding.
Criteria:	The District should have controls in place to prevent, or detect and correct, incorrect UFARS account coding.
Questioned Costs:	None
Context:	Out of 25 disbursements selected for testing, there were two disbursements that had incorrect account coding.
Effect:	The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls.
Cause:	The code assigned to this disbursement did not properly correspond to the nature of the expenditure.
Recommendation:	We recommend the District follow their policy and have each disbursement coding reviewed carefully.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

None

Actions Planned in Response to Finding:

The District will review account codes more closely and properly code all disbursements.

Official Responsible for Ensuring CAP:

Lylia Iverson, Business Associate, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

June 30, 2014.

Plan to Monitor Completion of CAP:

Rich Dauman, Superintendent, will ensure that the above reviews have been completed through discussions with the Business Associate.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
SUMMARY OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2013**

FINDING: 2013-003 CONTROLS OVER DISBURSEMENTS

Condition:	The District has an internal control policy in place over disbursements. However, the control has not operated frequently enough to prevent, or detect and correct a material misstatement in the financial statements. Out of 25 disbursements selected for testing, there were three disbursements for which the disbursement was not approved for payment.
Criteria:	The District should have controls in place to prevent, or detect and correct, disbursements that are not approved for payment.
Questioned Costs:	None
Context:	Out of 25 disbursements selected for testing, there were three disbursements that did not have approval.
Effect:	The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls.
Cause:	The District's internal control policy, although properly designed, has not been implemented.
Recommendation:	We recommend the District follow their policy and have each disbursement reviewed carefully.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

None.

Actions Planned in Response to Finding:

The District will review disbursements more closely and approve them before payment.

Official Responsible for Ensuring CAP:

Lylia Iverson, Business Associate, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

June 30, 2014.

Plan to Monitor Completion of CAP:

Rich Dauman, Superintendent, will ensure that the above reviews have been completed through discussions with the Business Associate.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
SUMMARY OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2013**

FINDING: 2013-004 CONTROLS OVER TIMESHEET APPROVAL

Condition: The District has an internal control policy in place over timecard submission. However, the control has not operated frequently enough to prevent, or detect and correct a material misstatement in the financial statements. Out of 25 payroll disbursements selected for testing, there was one timecard that lacked supervisor approval.

Criteria: The District should have controls in place to prevent, or detect and correct, unsigned timecards.

Questioned Costs: None

Context: Out of 25 disbursements selected for testing, there was one timecard that did not have supervisor approval.

Effect: The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls.

Cause: The supervisor did not review the employee timecard prior to the District paying the employee.

Recommendation: We recommend the District follow their policy and have each timecard reviewed by the employee's supervisor.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:
None

Actions Planned in Response to Finding:
The District will review timecards more closely and ensure all are signed by supervisors.

Official Responsible for Ensuring CAP:
Lylia Iverson, Business Associate, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:
June 30, 2014.

Plan to Monitor Completion of CAP:
Rich Dauman, Superintendent, will ensure that the above reviews have been completed through discussions with the Business Associate.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
UNIFORM FINANCIAL ACCOUNTING AND REPORTING STANDARDS COMPLIANCE TABLE
YEAR ENDED JUNE 30, 2013**

01 GENERAL FUND	Audit	UFARS	Difference	06 BUILDING CONSTRUCTION	Audit	UFARS	Difference
Total Revenues	\$ 6,818,440	\$ 6,818,441	\$ (1)	Total Revenues	\$ -	\$ -	\$ -
Total Expenditures	\$ 6,926,294	\$ 6,926,294	\$ -	Total Expenditures	\$ -	\$ -	\$ -
<i>Nonspendable:</i>				<i>Nonspendable:</i>			
460 Nonspendable	\$ -	\$ -	\$ -	460 Nonspendable	\$ -	\$ -	\$ -
<i>Restricted:</i>				<i>Restricted:</i>			
403 Staff Development	\$ 17,156	\$ 17,156	\$ -	407 Capital Projects Levy	\$ -	\$ -	\$ -
405 Deferred Maintenance	\$ 19,202	\$ 19,202	\$ -	409 Alternative Fac. Program	\$ -	\$ -	\$ -
406 Health & Safety	\$ -	\$ -	\$ -	413 Project Funded by COP	\$ -	\$ -	\$ -
407 Capital Project Levy	\$ -	\$ -	\$ -	464 Other Purposes	\$ -	\$ -	\$ -
408 Cooperative Rev.	\$ -	\$ -	\$ -	<i>Unassigned:</i>			
414 Operating Debt	\$ -	\$ -	\$ -	463 Unassigned	\$ -	\$ -	\$ -
416 Levy Reduction	\$ -	\$ -	\$ -				
423 Certain Teacher Programs	\$ -	\$ -	\$ -	07 DEBT SERVICE			
424 Operating Capital	\$ 63,160	\$ 63,160	\$ -	Total Revenues	\$ 997,290	\$ 997,290	\$ -
426 \$25 Taconite	\$ -	\$ -	\$ -	Total Expenditures	\$ 1,007,862	\$ 1,007,863	\$ (1)
427 Disabled Accessibility	\$ 9,696	\$ 9,696	\$ -	<i>Restricted/Reserved:</i>			
428 Learning & Development	\$ -	\$ -	\$ -	425 Bond Refundings	\$ -	\$ -	\$ -
434 Area Learning Center	\$ -	\$ -	\$ -	451 QZAB Payments	\$ -	\$ -	\$ -
435 Contracted Alt. Programs	\$ -	\$ -	\$ -	464 Other Purposes	\$ 230,439	\$ 230,439	\$ -
436 St. Approved Alt. Prog.	\$ -	\$ -	\$ -	<i>Unassigned:</i>			
438 Gifted & Talented	\$ 2,170	\$ 2,170	\$ -	463 Unassigned	\$ -	\$ -	\$ -
441 Basic Skills	\$ -	\$ -	\$ -				
445 Career and Tech. Programs	\$ -	\$ -	\$ -	08 TRUST			
446 First Grade Preparedness	\$ -	\$ -	\$ -	Total Revenues	\$ 13,376	\$ 13,375	\$ 1
449 Safe Schools Levy	\$ 11,956	\$ 11,956	\$ -	Total Expenditures	\$ 12,700	\$ 12,700	\$ -
450 Pre-Kindergarten	\$ -	\$ -	\$ -	<i>Unassigned:</i>			
451 QZAB Payments	\$ -	\$ -	\$ -	422 Unassigned	\$ 16,637	\$ 16,637	\$ -
452 OPEB Liab Not In Trust	\$ -	\$ -	\$ -				
453 Unfunded Sev & Retiremt Levy	\$ -	\$ -	\$ -	09 AGENCY			
464 Other Purposes	\$ -	\$ -	\$ -	<i>Unassigned: Should Always Be -0-</i>			
<i>Committed:</i>				422 Unassigned	\$ -	\$ -	\$ -
418 Committed for Severance	\$ -	\$ -	\$ -				
461 Committed	\$ -	\$ -	\$ -	20 INTERNAL SERVICE			
<i>Assigned:</i>				Total Revenues	\$ -	\$ -	\$ -
462 Assigned	\$ 705,164	\$ 705,164	\$ -	Total Expenditures	\$ -	\$ -	\$ -
<i>Unassigned:</i>				<i>Unassigned:</i>			
422 Unassigned	\$ 2,203,954	\$ 2,203,954	\$ -	422 Unassigned	\$ -	\$ -	\$ -
02 FOOD SERVICE				25 OPEB REVOCABLE TRUST			
Total Revenues	\$ 443,077	\$ 443,077	\$ -	Total Revenues	\$ -	\$ -	\$ -
Total Expenditures	\$ 426,677	\$ 426,677	\$ -	Total Expenditures	\$ -	\$ -	\$ -
<i>Nonspendable:</i>				<i>Unassigned:</i>			
460 Nonspendable	\$ 2,018	\$ 2,018	\$ -	422 Unassigned	\$ -	\$ -	\$ -
<i>Restricted:</i>							
452 OPEB Liability Not In Trust	\$ -	\$ -	\$ -	45 OPEB IRREVOCABLE TRUST			
464 Other Purposes	\$ 87,135	\$ 87,134	\$ 1	Total Revenues	\$ -	\$ -	\$ -
<i>Unassigned:</i>				Total Expenditures	\$ -	\$ -	\$ -
463 Unassigned	\$ -	\$ -	\$ -	<i>Unassigned:</i>			
				422 Unassigned	\$ -	\$ -	\$ -
04 COMMUNITY SERVICE				47 OPEB DEBT SERVICE			
Total Revenues	\$ 167,976	\$ 167,974	\$ 2	Total Revenues	\$ -	\$ -	\$ -
Total Expenditures	\$ 188,709	\$ 188,706	\$ 3	Total Expenditures	\$ -	\$ -	\$ -
<i>Nonspendable:</i>				<i>Restricted:</i>			
460 Nonspendable	\$ -	\$ -	\$ -	464 Other Purposes	\$ -	\$ -	\$ -
<i>Restricted:</i>				<i>Unassigned:</i>			
426 \$25 Taconite	\$ -	\$ -	\$ -	463 Unassigned	\$ -	\$ -	\$ -
431 Community Education	\$ 38,840	\$ 38,841	\$ (1)				
432 E.C.F.E.	\$ 10,876	\$ 10,876	\$ -				
444 School Readiness	\$ 487	\$ 487	\$ -				
447 Adult Basic Education	\$ -	\$ -	\$ -				
452 OPEB Liability Not In Trust	\$ -	\$ -	\$ -				
464 Other Purposes	\$ -	\$ -	\$ -				
<i>Unassigned:</i>							
463 Unassigned	\$ -	\$ -	\$ -				

STUDENT ACTIVITY FUNDS

INDEPENDENT AUDITORS' REPORT

Board of Education
Independent School District No. 763
Medford, Minnesota

Report on the Financial Statements

We have audited the statement of cash receipts and disbursements of the Student Activity Funds of Independent School District No. 763 as of June 30, 2013, and the related note to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the regulatory basis of accounting described in the note to the financial statements. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 auditors' 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 District'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 District'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 opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in the note to the financial statements, to meet the financial reporting requirements of the Minnesota Department of Education, the financial statements are prepared by the Independent School District No. 763 in accordance with the financial reporting provisions of the accounting practices prescribed or permitted by the Minnesota Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statements of the variances between the regulatory basis of accounting described in the note to the financial statements and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Student Activity Funds of Independent School District No. 763 as of June, 30 2013, or changes in financial position for the year then ended.

Basis for Qualified Opinion on Regulatory Basis of Accounting

We were unable to audit cash receipts because the District has not established procedures to provide assurance that all cash collections are recorded in the accounting records. We were unable to obtain sufficient appropriate audit evidence about the completeness of cash receipts by other auditing procedures.

Qualified Opinion on Regulatory Basis of Accounting

In our opinion, except for the possible effect of the matter discussed in the Basis for Qualified Opinion on Regulatory Basis paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the cash balances of the Student Activity Funds of Independent School District No. 763 as of June 30, 2013, and the receipts and disbursements for the year then ended in accordance with the basis of accounting described in the note to the financial statements.

CliftonLarsonAllen LLP

Austin, Minnesota
November 18, 2013

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STUDENT ACTIVITY FUNDS
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS
YEAR ENDED JUNE 30, 2013**

Funds	Balance June 30, 2012	Receipts	Disbursements	Balance June 30, 2013
M Club	\$ 1,264	\$ 9,217	\$ 7,846	\$ 2,635
Art Club	59	6	1	64
Band	5,917	4,766	5,874	4,809
Bank	131	137	256	12
Tiger's Den	382	2,224	2,295	311
Elementary St. Council	470	571	616	425
FFA	3,387	33,269	33,587	3,069
Jr. High SADD	217	-	217	-
Miscellaneous	1,049	-	1,049	-
Middle School Team	-	7,382	5,606	1,776
Music Activity	2,953	4,504	5,028	2,429
NHS	234	3,490	3,184	540
SADD	1,195	3,664	2,535	2,324
Science Club	238	-	238	-
Student Council	491	52,611	47,116	5,986
Trapshooting Team	-	3,505	2,235	1,270
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	<u>\$ 17,987</u>	<u>\$ 125,346</u>	<u>\$ 117,683</u>	<u>\$ 25,650</u>

See Note to Student Activity Funds Financial Statements.

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STUDENT ACTIVITY FUNDS
NOTE TO STUDENT ACTIVITY FUND FINANCIAL STATEMENTS
JUNE 30, 2013**

NOTE 1 BASIS OF PRESENTATION AND SIGNIFICANT ACCOUNTING POLICIES

Student activity fund transactions are defined as extracurricular programs conducted for the motivation and enjoyment of students. These programs and activities are not offered for school credits nor required for graduation. Activities are generally conducted outside of school hours. The content of the activities is determined primarily by students, under the guidance of a staff member or other adult.

Student activities are to be self-sustaining with all expenses paid by dues, admissions, or other student fund raising events.

The accounts of the Student Activity Fund are maintained, and the accompanying financial statements have been prepared, on the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education. Consequently, receipts are recognized when received rather than when earned, and disbursements are recognized when paid rather than when the obligations are incurred.

Student Activity bank deposits are covered by deposit insurance or were properly collateralized.

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH THE MANUAL FOR ACTIVITY FUND ACCOUNTING

Board of Education
Independent School District No. 763
Medford, Minnesota

Report on Compliance

We have audited, in accordance with auditing standards generally accepted in the United States of America, the statement of cash receipts and disbursements of the Student Activity Funds of Independent School District No. 763 as of and for the year ended June 30, 2013, and the related note to the financial statements, which collectively comprises the basic financial statements, and have issued our report thereon dated November 18, 2013. We expressed an adverse opinion on U.S. generally accepted accounting principles because the financial statements are prepared on a basis of accounting that demonstrates compliance with the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education, which differs from accounting principles generally accepted in the United States of America. In addition, our report on the regulatory basis of accounting is qualified because the District has not established procedures to provide assurance that all cash collections are recorded in the accounting records.

The Manual for Activity Fund Accounting, issued by the Minnesota Department of Education, provides uniform financial accounting and reporting standards for student activities. We have performed auditing procedures to test compliance with the provisions of this manual.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the *Manual for Activity Fund Accounting*, except as described in the Schedule of Findings as item 2013-005. 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 District's noncompliance with the above-referenced provisions.

The District's written response to the legal compliance finding identified in our audit is described in the Schedule of Findings and Responses. The District's response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

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

CliftonLarsonAllen LLP

Austin, Minnesota
November 18, 2013

**MEDFORD PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 763
STUDENT ACTIVITY FUNDS
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2013**

FINDING: 2013-005 Minnesota Legal Compliance – Inappropriate Student Activity Fund Disbursements

Condition: One of twenty-five disbursements tested were for expenditures that are not allowed under guidelines included in *The Manual for Activity Fund Accounting (MAFA)*. This expenditure is related to equipment that is required to be purchased by the school district.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

The District will continue to review the *Manual for Activity Fund Accounting* and compare requested expenditures to that guide. If expenditures are not appropriate for Student activities, other appropriate methods may be suggested for how to conduct the requested activities.

Official Responsible for Ensuring CAP:

Rich Dauman, Superintendent, is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

June 30, 2014

Plan to Monitor Completion of CAP:

The Medford School Board will be monitoring this corrective action plan.