

State of Minnesota



**Office of the State Auditor**

Julie Blaha  
State Auditor

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**Minneapolis Youth Coordinating Board  
Minneapolis, Minnesota**

Management and Compliance Report

Year Ended December 31, 2019

## **Description of the Office of the State Auditor**

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 100 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

**Audit Practice** – conducts financial and legal compliance audits of local governments;

**Government Information** – collects and analyzes financial information for cities, towns, counties, and special districts;

**Legal/Special Investigations** – provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

**Pension** – monitors investment, financial, and actuarial reporting for Minnesota’s local public pension funds; and

**Tax Increment Financing** – promotes compliance and accountability in local governments’ use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

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# Minneapolis Youth Coordinating Board Minneapolis, Minnesota

Year Ended December 31, 2019



Management and Compliance Report

**Audit Practice Division  
Office of the State Auditor  
State of Minnesota**

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**MINNEAPOLIS YOUTH COORDINATING BOARD  
MINNEAPOLIS, MINNESOTA**

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JULIE BLAHA  
STATE AUDITOR

# STATE OF MINNESOTA

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### **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

#### Independent Auditor's Report

Board Members  
Minneapolis Youth Coordinating Board  
Minneapolis, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General Fund of the Minneapolis Youth Coordinating Board as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Minneapolis Youth Coordinating Board's basic financial statements, and have issued our report thereon dated December 18, 2020.

#### **Internal Control Over Financial Reporting**

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

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the Minneapolis Youth Coordinating Board's financial statements will not be prevented, or detected and corrected,

on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify a deficiency in internal control over financial reporting, described in the accompanying Schedule of Findings and Recommendations as item 2019-001, that we consider to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Minneapolis Youth Coordinating Board'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*.

### **Minnesota Legal Compliance**

In connection with our audit, nothing came to our attention that caused us to believe that the Minneapolis Youth Coordinating Board failed to comply with the provisions of the conflicts of interest, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters, except as described in the Schedule of Findings and Recommendations as item 2019-002. 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 the Minneapolis Youth Coordinating Board's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

### **Minneapolis Youth Coordinating Board's Response to Findings**

The Minneapolis Youth Coordinating Board's responses to the internal control and legal compliance findings identified in our audit are described in the Corrective Action Plan. The Minneapolis Youth Coordinating Board'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 over financial reporting, compliance, and the provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions* and the results of that testing, and not to provide an opinion on the effectiveness of the Minneapolis Youth Coordinating Board's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Minneapolis Youth Coordinating Board's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

*/s/Julie Blaha*

JULIE BLAHA  
STATE AUDITOR

*/s/Dianne Syverson*

DIANNE SYVERSON, CPA  
DEPUTY STATE AUDITOR

December 18, 2020

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**MINNEAPOLIS YOUTH COORDINATING BOARD  
MINNEAPOLIS, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMENDATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

**I. FINDINGS RELATED TO FINANCIAL STATEMENTS AUDITED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

INTERNAL CONTROL

Finding Number: 2019-001

Prior Year Finding Number: 2004-001

Repeat Finding Since: 2004

Segregation of Duties

**Criteria:** Management is responsible for establishing and maintaining internal control. Adequate segregation of duties is a key internal control in preventing and detecting errors or irregularities. To protect the Minneapolis Youth Coordinating Board's assets, proper segregation of the record-keeping, custody, and authorization functions should be in place, and where management decides segregation of duties may not be cost effective, compensating controls should be in place.

**Condition:** Due to the limited number of personnel performing the business functions of the Minneapolis Youth Coordinating Board, segregation of accounting duties necessary to ensure adequate internal accounting control is not possible. Generally, segregation of duties can be attained with the hiring of additional personnel; however, this becomes a significant cost consideration to entities such as the Minneapolis Youth Coordinating Board.

**Context:** This situation is not unusual in operations the size of the Minneapolis Youth Coordinating Board, but management should constantly be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from an internal control point of view.

**Effect:** Inadequate segregation of duties could adversely affect the Minneapolis Youth Coordinating Board's ability to detect misstatements in a timely period by employees in the normal course of performing their assigned functions.

**MINNEAPOLIS YOUTH COORDINATING BOARD  
MINNEAPOLIS, MINNESOTA**

SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 2019

**Cause:** The size of the Minneapolis Youth Coordinating Board and its staffing limits the internal control that management can design and implement into the organization.

**Recommendation:** We recommend the Minneapolis Youth Coordinating Board's officials and management be mindful that limited staffing increases the risks in safeguarding the Minneapolis Youth Coordinating Board's assets and the proper recording of its financial activity and, where possible, implement oversight procedures to ensure that internal control policies and procedures are being followed.

**View of Responsible Official:** Concur

**II. OTHER FINDINGS AND RECOMMENDATIONS**

MINNESOTA LEGAL COMPLIANCE

Finding Number: 2019-002

Prior Year Finding Number: N/A

Repeat Finding Since: N/A

Retiree Insurance Continuation

**Criteria:** Minnesota Statutes, section 471.61, subdivision 2b, requires that former local government employees be allowed to continue in the employer-provided health insurance. Until the retiree reaches age 65, he or she must be pooled in the same group as active employees.

**Condition:** The Minneapolis Youth Coordinating Board is only offering retirees insurance through the Consolidated Omnibus Budget Reconciliation Act (COBRA), which does not meet the requirements of Minn. Stat. § 471.61, subd. 2b, for retiree insurance continuation.

**Context:** The Minneapolis Youth Coordinating Board did not properly follow Minnesota statutes for retiree insurance continuation.

**Effect:** Noncompliance with Minn. Stat. § 471.61, subd. 2b.

**MINNEAPOLIS YOUTH COORDINATING BOARD  
MINNEAPOLIS, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 2019**

**Cause:** The Minneapolis Youth Coordinating Board's current insurance policy does not allow employees to remain on their plan once they retire. In addition, the Minneapolis Youth Coordinating Board has not had any employees retire since its inception.

**Recommendation:** We recommend the Minneapolis Youth Coordinating Board follow Minn. Stat. § 471.61, subd. 2b, for retiree insurance continuation.

**View of Responsible Official:** Acknowledge

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REPRESENTATION OF THE  
MINNEAPOLIS YOUTH COORDINATING BOARD  
MINNEAPOLIS, MINNESOTA

CORRECTIVE ACTION PLAN  
FOR THE YEAR ENDED DECEMBER 31, 2019

Phillipe Cunningham  
Minneapolis City Council

Jenny Arneson  
Minneapolis Public School Board

Mike Freeman  
Hennepin County Attorney

LaTrisha Vetaw\*  
Minneapolis Park and Recreation Board

Jacob Frey\*  
Mayor, City of Minneapolis

Cam Gordon\*  
Minneapolis City Council

Ed Graff\*\*  
Superintendent Minneapolis Public Schools

Marion Greene\*  
Hennepin County Commissioner

Irene Fernando  
Hennepin County Commissioner

Judge David Piper  
Hennepin County Juvenile Court

Kimberly Caprini  
Minneapolis Public School Board

Janet Mills, Interim\*\*  
Director, Hennepin County Library

Executive Director Ann Marie DeGroot

\* Executive Committee Members

\*\*Ex-Officio Members

Minneapolis Youth  
Coordinating Board  
[www.ycb.org](http://www.ycb.org)

**Finding Number: 2019-001**

**Finding Title: Segregation of Duties**

Name of Contact Person Responsible for Corrective Action:

Ann DeGroot, Executive Director

Corrective Action Planned:

While understanding that strict segregation of accounting duties is optimum, it is difficult to achieve in an organization with only six employees. We will continue to rely on the City of Minneapolis to oversee all bank transactions and maintain all vendor information while ensuring that management and the YCB Board members are aware of the finding.

Anticipated Completion Date:

Ongoing

**Finding Number: 2019-002**

**Finding Title: Retiree Insurance Continuation**

Name of Contact Person Responsible for Correct Action:

Ann DeGroot, Executive Director

Corrective Action Planned:

Since no employee has retired from the Minneapolis Youth Coordinating Board in the last twenty-five years, no violations of the state statutes have occurred. Effective January 1, 2021, The Minneapolis Youth Coordinating Board will offer all retirees access to Medicare Plan options through the Public Employees Insurance Program, administered by Innovo Benefits Administration.

Anticipated Completion Date:

January 1, 2021

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**REPRESENTATION OF THE  
MINNEAPOLIS YOUTH COORDINATING BOARD  
MINNEAPOLIS, MINNESOTA**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2019**

**Phillipe Cunningham**  
Minneapolis City Council

**Jenny Arneson**  
Minneapolis Public School Board

**Mike Freeman**  
Hennepin County Attorney

**LaTrisha Vetaw\***  
Minneapolis Park and Recreation Board

**Jacob Frey\***  
Mayor, City of Minneapolis

**Cam Gordon\***  
Minneapolis City Council

**Ed Graff\*\***  
Superintendent Minneapolis Public Schools

**Marion Greene\***  
Hennepin County Commissioner

**Irene Fernando**  
Hennepin County Commissioner

**Judge David Piper**  
Hennepin County Juvenile Court

**Kimberly Caprini**  
Minneapolis Public School Board

**Janet Mills, Interim\*\***  
Director, Hennepin County Library

**Executive Director Ann Marie DeGroot**

\* Executive Committee Members

\*\*Ex-Officio Members

**Finding Number: 2004-001**

**Finding Title: Segregation of Duties**

**Summary of Condition:** The Minneapolis Youth Coordinating Board has one person who is responsible for performing the business functions.

**Summary of Corrective Action Previously Reported:** The Minneapolis Youth Coordinating Board understands the importance of segregation of duties and will continue to rely on the City of Minneapolis to oversee all bank transactions and maintain all vendor information while ensuring that management and the YCB Board members are aware of the finding.

**Status:** Not Corrected. The Minneapolis Youth Coordinating Board management will continue to review processes and strengthen procedures where they can with their limited financial staff.

Was corrective action taken significantly different than the action previously reported?

Yes \_\_\_\_\_ No  X