

STATE OF MINNESOTA

Office of the State Auditor



Julie Blaha
State Auditor

MANAGEMENT AND COMPLIANCE REPORT

MINNESOTA STATE HIGH SCHOOL LEAGUE
BROOKLYN CENTER, MINNESOTA

YEAR ENDED JULY 31, 2018

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 150 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 approximately 600 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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**MINNESOTA STATE HIGH SCHOOL LEAGUE
BROOKLYN CENTER, MINNESOTA**

Year Ended July 31, 2018



Management and Compliance Report

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

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**MINNESOTA STATE HIGH SCHOOL LEAGUE
BROOKLYN CENTER, MINNESOTA**

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| Communication of Significant Deficiencies and/or Material Weaknesses in Internal Control Over Financial Reporting and Other Matters | 1 |
| Independent Auditor's Report on Legal Compliance | 3 |
| Schedule of Findings and Recommendations | 4 |

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COMMUNICATION OF SIGNIFICANT DEFICIENCIES AND/OR MATERIAL WEAKNESSES IN INTERNAL CONTROL OVER FINANCIAL REPORTING AND OTHER MATTERS

Board of Directors
Minnesota State High School League
Brooklyn Center, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the Minnesota State High School League (MSHSL) as of and for the year ended July 31, 2018, and the related notes to the financial statements, which collectively comprise the MSHSL's basic financial statements, and have issued our report thereon dated February 6, 2019. Our report includes a reference to other auditors. Other auditors audited the financial statements of Regions 2A, 3A, 6A, 7A, 8A, 7AA, and 8AA, as described in our report on the MSHSL's financial statements. This report does not include the results of other auditors' testing.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. Our audit was also not designed to identify deficiencies in internal control that might be significant deficiencies. A significant deficiency is a deficiency, or 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. Those significant deficiencies are reported in the Schedule of Findings and Recommendations as items 2007-001, 2009-001, and 2018-001.

Other Matters

The MSHSL's written responses to the internal control findings identified in our audit have been included in the Schedule of Findings and Recommendations. We did not audit the MSHSL's responses and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of the Board of Directors, management, region committees, and others within the MSHSL, and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

/s/Greg Hierlinger

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

February 6, 2019



JULIE BLAHA
STATE AUDITOR

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INDEPENDENT AUDITOR'S REPORT ON LEGAL COMPLIANCE

Board of Directors
Minnesota State High School League
Brooklyn Center, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the Minnesota State High School League (MSHSL) as of and for the year ended July 31, 2018, and the related notes to the financial statements, which collectively comprise the MSHSL's basic financial statements, and have issued our report thereon dated February 6, 2019. Our report includes a reference to other auditors. Other auditors audited the financial statements of Regions 2A, 3A, 6A, 7A, 8A, 7AA, and 8AA, as described in our report on the MSHSL's financial statements. This report does not include the results of the other auditors' testing.

In accordance with Minn. Stat. § 128C.12, we performed tests of compliance with appropriate laws and regulations. In connection with our audit, nothing came to our attention that caused us to believe that the MSHSL failed to comply with the provisions reviewed. 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 MSHSL's noncompliance with the provisions reviewed.

This report is intended solely for the information and use of the Board of Directors, management, and region committees of the MSHSL and the State Auditor, and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Julie Blaha

JULIE BLAHA
STATE AUDITOR

/s/Greg Hierlinger

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

February 6, 2019

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**MINNESOTA STATE HIGH SCHOOL LEAGUE
BROOKLYN CENTER, MINNESOTA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JULY 31, 2018**

INTERNAL CONTROL

PREVIOUSLY REPORTED ITEMS NOT RESOLVED

Finding Number 2007-001

Internal Control/Segregation of Duties - Regions

Criteria: Each region has an administrative secretary who is responsible for the accounting functions. Establishing and maintaining internal control over the various accounting cycles, the fair presentation of the financial statements and related notes, and the accuracy and completeness of all financial records and related information is the responsibility of each region secretary, each region committee, and the Minnesota State High School League (MSHSL). Adequate segregation of duties is a key internal control in an organization's accounting system.

Management of each region and the MSHSL is responsible for the accuracy and completeness of all financial records and related information. Also, management is responsible for controls over the period-end financial reporting process, including controls over procedures used to enter transaction totals into the general ledger; initiate, authorize, record, and process journal entries into the general ledger; and record recurring and nonrecurring adjustments to the financial statements.

Condition: Due to the limited number of staff, the management of Regions 1A, 4A, 5A, 1AA, 2AA, 3AA, 4AA, 5AA, and 6AA requested that the Office of the State Auditor prepare the financial statement information and related note disclosures included in the audited financial report of the MSHSL.

Context: The size of the regions and their staffing limits the internal control that management can design and implement into the organization.

Effect: Inadequate segregation of duties could adversely affect the regions' ability to detect misstatements in amounts that would be material in relation to the financial statements in a timely period by employees in the normal course of performing their assigned functions.

Cause: This arrangement is not unusual for organizations the size of the regions. This decision was based on the availability of the regions' staff and the cost benefit of using our expertise.

Recommendation: We recommend each region committee and the Board and management of the MSHSL be mindful that limited staffing causes inherent risks in safeguarding the organization's assets and the proper reporting of its financial activity. We further recommend the region committees and the Board and management of the MSHSL continue to implement oversight procedures and monitor those procedures to determine if they are still effective internal controls.

Client's Response:

The segregation of duties will continue to be an issue when only one or two individuals are involved. The League's Assistant Director has reviewed oversight procedures with the Region Secretaries of each Region Committee, and the League office will ensure that League employees are fully aware of their responsibilities to collect, disperse, reconcile, and report region funds to each Region Committee for their official approval. Many Regions continue to ask the State Auditors to prepare their financial statements. That decision is based on the auditor's expertise and cost-benefit analysis of hiring additional staff to perform this function.

Finding Number 2009-001

Tournament Reports

Criteria: Tournament reports are required to be completed by the schools hosting the tournament to account for tickets sold and tournament revenue. The tournament location, activity, date, beginning and ending ticket numbers, and tickets used are to be recorded on the tournament reports. The reports are signed and submitted to the region secretaries along with the tournament revenue.

Condition: During review of the tournament revenues and reports at each of the regions, the following issues were noted:

- four regions had tournament reports with missing beginning and ending ticket numbers or improper ticket numbers;
- four regions had a tournament report that was not signed;
- four regions had tournament reports with ticket numbers that did not reconcile to the revenue received or recorded in the general ledger;
- one region had a tournament report where the incorrect amount of revenue was recorded in the general ledger;
- three regions had tournament reports where the revenue was not deposited in a timely manner;
- two regions had tournament revenue that was missing support or proper documentation;

- one region had a tournament that charged the wrong ticket price; and
- one region did not receive a tournament's revenue.

Context: Many tournaments are held at numerous sites statewide. Tournaments are oftentimes staffed with workers who have no prior tournament experience.

Effect: Inaccurate tournament records and reporting of tournament revenues.

Cause: Tournament workers do not take the proper care to accurately record tournament activity.

Recommendation: We recommend the region secretaries more closely monitor site personnel and tournament managers to ensure that tournament reports are complete, accurate, and submitted for all tournaments. We further recommend that region personnel deposit tournament receipts in a timely manner and accurately record them in the general ledger.

Client's Response:

The League office will work directly with the Region Secretaries to ensure that tickets are used at all League functions where revenue is collected and tournament reports uniformly identify ticket numbers. Region Secretaries will be instructed to return incomplete forms to each tournament manager and to accept them only when all of the required documentation is complete.

The League will continue to work with region personnel to improve accountability for region revenues and disbursements, and will request Region Secretaries replace any tournament manager who is consistently unable to perform the required duties.

ITEM ARISING THIS YEAR

Finding Number 2018-001

Expenses

Criteria: Region policies require the use of an approved special expense form for expenses that include meals. These policies also include a maximum amount allowable to be paid for breakfast, lunch, and dinner expenses.

Condition: During review of expenses paid at each of the regions, the following issues were noted:

- four regions had expenses where a special expense form should have been filled out but was not;
- five regions had expenses with food reimbursements for more than the maximum allowed amount;

- four regions had expenses with no supporting documentation;
- one region had an employee reimbursement that was not submitted timely for payment; and
- one region paid two expenses twice in error. The region was refunded the money for one of the expenses, but the second one has not yet been completely reimbursed.

Context: Special expense forms need to be used for tournament judges' meals in addition to region staff meals. The judges' meals are also restricted by the policy's maximum amount allowed.

Effect: Expenses were not paid in accordance with region policy.

Cause: Region secretaries did not ensure all expenses had the proper documentation and were allowable to be paid in accordance with region policy.

Recommendation: We recommend region secretaries more closely monitor expense requests and supporting documentation before allowing these types of payments.

Client's Response:

The League office will work directly with the Region Secretaries to ensure that an approved special expense form is used when meals or refreshments are purchased by the Region for tournament workers and committee members. Supporting documentation must be retained and attached to all payments for these types of expenses.