

10 - 1534

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED
JUNE 30, 2004

 ABDO
EICK &
MEYERS_{LLP}
Certified Public Accountants & Consultants

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED
JUNE 30, 2004

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
TABLE OF CONTENTS
JUNE 30, 2004

	<u>Page No.</u>
INTRODUCTORY SECTION	
Organization	1
FINANCIAL SECTION	
Independent Auditor's Report	2 - 3
Management Discussion and Analysis	I-IX
Basic Financial Statements	
Statement of Net Assets	4
Statement of Activities	5
Fund Financial Statements	
Balance Sheet - Governmental Fund	6
Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund	7
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities - Governmental Fund	8
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund	9
Notes to Financial Statements	10 - 15
OTHER REQUIRED REPORT	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	16 - 17

INTRODUCTORY SECTION

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA

YEAR ENDED
JUNE 30, 2004

MINNESOTA HOUSE OF REPRESENTATIVES
ST PAUL, MINNESOTA
ORGANIZATION
JUNE 30, 2004

COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

<u>Name</u>	<u>Title</u>
Erik Paulsen, Majority Leader	Chair
Marty Seifert	Vice Chair
Matt Entenza, Minority Leader	Member
Ron Abrams	Member
Bruce Anderson	Member
Lynda Boudreau	Member
John Dorn	Member
Sandra Erickson	Member
Doug Fuller	Member
Mindy Greiling	Member
Joe Hoppe	Member
Larry Howes	Member
Jeff Johnson	Member
Margaret Kelliher	Member
Stephanie Olsen	Member
Dennis Ozment	Member
Gene Peloski	Member
Loren Solberg	Member
Steve Sviggum, Speaker of the House	Member
Kathy Tingelstad	Member
Jean Wagenius	Member

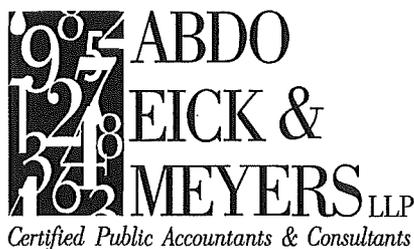
ADMINISTRATION

Paul Schweizer	Controller
Helen Arend, CPA	Accounting Officer
Lesley Hinz	Committee Legislative Assistant

FINANCIAL SECTION

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA

YEAR ENDED
JUNE 30, 2004



Grandview Square
5201 Eden Avenue
Suite 370
Edina, MN 55436

INDEPENDENT AUDITOR'S REPORT

Committee on Rules and Legislative Administration
Minnesota House of Representatives
St. Paul, Minnesota

We have audited the accompanying financial statements of the Minnesota House of Representatives (the House), of the State of Minnesota, as of and for the year ended June 30, 2004, as listed in the table of contents. These financial statements are the responsibility of House's management. Our responsibility is to express an opinion 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note 1A, the financial statements of the House are intended to present the financial position and the changes in financial position where applicable, of only that portion of the governmental activities that is attributable to the transactions of the House. They do not purport to, and do not, present fairly the financial position of the State of Minnesota, as of June 30, 2004, and the changes in its financial position and its cash flows, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the House, of the State of Minnesota, as of June 30, 2004, and the respective changes in financial position and the respective budgetary comparison of the general fund thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2006, on our consideration of the House's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that reports is to describe the scope of our testing of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.



The management's discussion and analysis on pages I through IX, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the House's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

December 12, 2006
Minneapolis, Minnesota

Abdo Eick & Meyers, LLP
ABDO, EICK & MEYERS, LLP
Certified Public Accountants

Management's Discussion and Analysis

As management of the Minnesota House of Representatives (the House), we offer readers of the House's financial statements this narrative overview and analysis of the financial activities of the House for the fiscal year ended June 30, 2004.

Financial Highlights

- The assets of the House exceeded its liabilities at the close of the most recent fiscal year by \$5,159,302. Of this amount, \$3,192,404 (unrestricted net assets) may be used to meet the House's ongoing obligations.
- The House's total net assets increased by \$551,231.
- As of the close of the 2004 fiscal year-end, the House's general fund reported an ending fund balance of \$5,718,193, an increase of \$550,409 in comparison with the prior year. Total fund balance represented 23 percent of total General fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the House's basic financial statements. These statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The financial statement notes explain some of the information in the financial statements and provide more detailed data. Also, this discussion and analysis contains other supplemental information in addition to the basic financial statements themselves.

Figure 1 shows how the required parts of this annual report are arranged and relate to one another.

**Figure 1
Required Components of the
House's Annual Financial Report**

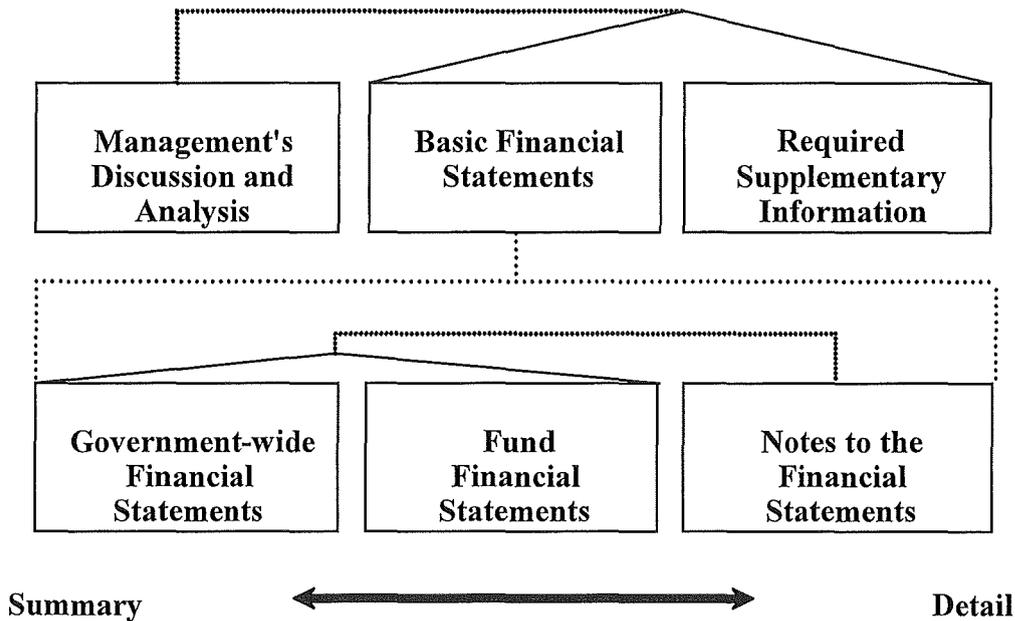


Figure 2 summarizes the major features of the House's financial statements. The remainder of the *management's discussion and analysis* explains the structure and contents of each of the statements.

Figure 2
Major features of the Government-wide and Fund Financial Statements

	Government-wide Statements	Fund Statements
Scope	Total governmental organization	Total activities of the House
Required financial statements	<ul style="list-style-type: none"> • Statement of Net Assets • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures, and Changes in Fund Balances
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used and liabilities coming due during the year or soon thereafter; no capital assets included
Type of in flow/out flow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

Government-wide Financial Statements

Government-wide financial statements provide a general overview of the House's operations in a manner similar to a private sector business. These statements consist of the *statement of net assets* and the *statement of activities*, and are prepared using an accrual basis of accounting.

The *statement of net assets* presents the House's assets and liabilities; the difference between the two is net assets. Over time, an increase or decrease in net assets can serve as an indicator as to whether the House's financial position is improving or deteriorating.

The *statement of activities* presents information showing how the House's net assets have changed during the fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

The government-wide financial statements can be found on pages 4 - 5 of this report.

Fund Financial Statements

Fund financial statements use the modified accrual basis of accounting and a financial resources measurement focus. They provide a detailed short-term view of the House's finances that assist in determining whether there will be adequate financial resources available to meet the current needs of the House. These statements consist of the *Balance Sheet* and the *Statement of Revenues, Expenditures and Changes in Fund Balance*.

Because fund financial statement information does not encompass the long-term focus of the government-wide financial statements, a reconciliation schedule called the *Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities* is provided. By doing so, readers may better understand the long-term impact of the State's and House's short term financing decisions.

Also, the House adopts an annual budget using the same accounting method as fund financial statements. A budgetary comparison statement has been provided to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 6 - 9 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to fully understand financial statements. The notes to the financial statements can be found on pages 10 - 15 of this report.

Financial Analysis

Fiscal year 2004 is the first year of the State's two-year budget cycle. During this even-year session, the legislature meets for approximately three months and considers bonding for statewide capital improvement projects and policy issues that were not addressed in the previous year.

During the second fiscal year of every two-year biennium, the legislature meets for approximately five months. During this odd-year session, which begins in January following the general election, the legislature sets the State budget for the next two fiscal years. This session is longer, so House expenses are greater.

Because of the House's operating cycle, meaningful financial analysis requires comparison of like fiscal years. During fiscal year 2004 bonding and policy issues were considered. Because of the two year operating cycle of the legislature, fiscal year 2002 is the recent like fiscal year to compare financial results to fiscal year 2004. Therefore, comparisons of net assets and activities between fiscal years 2002 and 2004 are presented.

As noted earlier, net assets may serve over time as a useful indicator of the House's financial position. As of June 30, 2004, the House's assets exceed its liabilities by \$5,159,302.

A large portion of the House's net assets (38 percent) reflects its investment in capital assets (e.g. machinery and equipment). The House uses these capital assets to provide public outreach services to citizens; consequently, these assets are not available for future spending.

Summary of Net Assets

	2004	2002	Increase (Decrease)
Assets			
Current and other assets	\$ 5,971,728	\$ 4,711,689	\$ 1,260,039
Capital assets	1,966,898	2,328,663	(361,765)
Total assets	7,938,626	7,040,352	898,274
Liabilities			
Long-term liabilities outstanding	2,525,789	2,547,734	(21,945)
Other liabilities	253,535	637,005	(383,470)
Total liabilities	2,779,324	3,184,739	(405,415)
Net Assets			
Invested in capital assets	1,966,898	2,328,663	(361,765)
Unrestricted	3,192,404	1,526,950	1,665,454
Total net assets	\$ 5,159,302	\$ 3,855,613	\$ 1,303,689

The House's net assets increased \$551,231 during the 2004 fiscal year.

Management Discussion and Analysis - Continued
December 12, 2006

Key elements of the \$551,231 increase in net assets are as follows:

	2004	2002	Increase (Decrease)
Revenues			
Intergovernmental revenue			
State appropriation	\$ 25,993,000	\$ 28,035,000	\$ (2,042,000)
Less: Statutory reduction	-	(1,000,000)	1,000,000
Total revenues	25,993,000	27,035,000	(1,042,000)
Expenses			
General government			
Salaries and benefits	22,235,785	23,367,835	(1,132,050)
Travel, per diem, subsistence and registration	1,443,925	1,845,458	(401,533)
Office equipment	413,345	1,050,380	(637,035)
Communications	428,826	670,213	(241,387)
Purchased services	353,611	557,532	(203,921)
Depreciation	390,974	325,759	65,215
Supplies and materials	175,303	294,432	(119,129)
Miscellaneous	-	-	-
Total expenses	25,441,769	28,111,609	(2,669,840)
Change in net assets	551,231	(1,076,609)	1,627,840
Net assets, January 1	4,608,071	5,932,222	(1,324,151)
Statutory carry forward reduction	-	(1,000,000)	1,000,000
Net assets, December 31	\$ 5,159,302	\$ 3,855,613	\$ 1,303,689

Member and House employee's salaries and benefits represent 87 percent of all expenditures for the year.

Budgetary Highlights

The House's budgeted appropriation was reduced by \$1,042,000 (3.85 percent) as compared to fiscal year 2002.

Anticipating continuing funding reductions, the House has undertaken numerous cost savings. Some of these started in fiscal year 2003 and continued through fiscal year 2004. These include:

- reduction of full-time staff positions,
- hiring freeze for non-essential personnel,
- replacement of cost-of-living salary adjustments with a one-time lump sum payment,
- encouraging staff to take savings leave,
- printing more materials in-house,
- funding committee budgets at a minimal level,
- changed postage policies,
- restricting travel.

Overall, actual expenditures were less than final budgeted expenditures by \$1,048,826 due to better than anticipated results of cost saving measures, and management of supply needs and costs. Additionally, although unemployment charges were budgeted at \$412,000, actual charges were approximately \$61,000.

Page 9 has a comparison of budget to actual expenditures.

Capital Assets and Debt Administration

Capital assets. The House's investment in capital assets as of June 30, 2004 was \$1,966,898 (net of accumulated depreciation). This investment includes hearing room upgrades, copiers, chamber wiring, television production equipment, recording equipment, and computer network upgrades and installation.

Capital Assets

	<u>2004</u>	<u>2002</u>	Increase (Decrease)
Improvements other than buildings	\$ 1,262,726	\$ 1,605,289	\$ (342,563)
Machinery and equipment	<u>704,172</u>	<u>723,374</u>	<u>(19,202)</u>
Total	<u>\$ 1,966,898</u>	<u>\$ 2,328,663</u>	<u>\$ (361,765)</u>

Major capital asset events during the 2004 fiscal year included the following:

- \$129,222 for four Minolta copiers used for duplicating services and in House Research
- \$107,733 to enable digital recordings in the capitol chamber and various locations in the State Office Building
- \$73,302 for 2 Internet routers

Additional information on the House's capital assets is included in Note 3A on page 13 of this report.

Outstanding Debt

	<u>2004</u>	<u>2002</u>	Increase (Decrease)
Compensated absences	<u>\$ 2,525,789</u>	<u>\$ 2,547,734</u>	<u>\$ (21,945)</u>

The House's total debt decreased \$21,945 (1 percent) compared to 2002.

Additional information on the House's long-term debt can be found in Note 3B on page 13 of this report.

Next Year's Funding and Budget

Like fiscal year 2004, the House's fiscal year 2005 appropriation is \$25,993,000.

Anticipating no funding increase for fiscal year 2005, the House continues numerous cost savings put into place towards the end of fiscal year 2003. Budgeted expenditures are \$26,644,509 including \$2,192,639 in carryforward spending.

As of June 30, 2004, the House's carryforward balance is \$5,718,193. \$1,340,601 is the carryforward available for one-time technology or telecommunication improvements. \$4,377,592 is the general carryforward. It may only be used for non-recurring expenditures or investments which enhance efficiencies; to pay expenses associated with special sessions, interim activities, public hearings, or other outreach efforts and related activities; or to pay severance costs of involuntary terminations.

Requests for Information

This financial report is designed to provide an overview of the House finances and to demonstrate the House's accountability for the money it receives.

Questions about information in this report or requests for additional financial information should be addressed to Paul Schweizer, Controller, Minnesota House of Representatives, 72 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155.

FINANCIAL STATEMENTS

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
STATEMENT OF NET ASSETS
JUNE 30, 2004

ASSETS	
Unliquidated appropriation	\$ 5,971,728
Depreciable capital assets (net)	
Improvements other than buildings	1,262,726
Machinery and equipment	<u>704,172</u>
TOTAL ASSETS	<u>7,938,626</u>
LIABILITIES	
Accounts payable	253,535
Noncurrent liabilities	
Compensated absences payable due within one year	1,195,336
Compensated absences payable due in more than one year	<u>1,330,453</u>
TOTAL LIABILITIES	<u>2,779,324</u>
NET ASSETS	
Invested in capital assets	1,966,898
Unrestricted	<u>3,192,404</u>
TOTAL NET ASSETS	<u>\$ 5,159,302</u>

The notes to the financial statements are an integral part of this statement.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2004

EXPENSES

Governmental activities:

General government

Salaries and benefits	\$ 22,235,785
Travel, per diem, subsistence and registration	1,443,925
Office equipment	413,345
Communications	428,826
Purchased services	353,611
Depreciation	390,974
Supplies and materials	<u>175,303</u>

TOTAL GOVERNMENTAL ACTIVITIES	25,441,769
-------------------------------	------------

GENERAL REVENUES

Intergovernmental:

State appropriation	<u>25,993,000</u>
---------------------	-------------------

CHANGE IN NET ASSETS	551,231
----------------------	---------

NET ASSETS, JULY 1	<u>4,608,071</u>
--------------------	------------------

NET ASSETS, JUNE 30	<u><u>\$ 5,159,302</u></u>
---------------------	----------------------------

The notes to the financial statements are an integral part of this statement.

MINNESOTA HOUSE OF REPRESENTATIVES
 ST. PAUL, MINNESOTA
 BALANCE SHEET
 GOVERNMENTAL FUND
 JUNE 30, 2004

	General
ASSETS	
Unliquidated appropriation	\$ 5,971,728
LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts payable	\$ 253,535
FUND BALANCES	
Reserved for	
Technology or telecommunication	1,340,601
Statutory items (see Note 4B)	4,377,592
TOTAL FUND BALANCES	5,718,193
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,971,728
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
1. Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	1,966,898
2. Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds.	(2,525,789)
NET ASSETS OF GOVERNMENTAL ACTIVITIES	\$ 5,159,302

The notes to the financial statements are an integral part of this statement.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2004

REVENUES

Intergovernmental:	
State appropriation	\$ 25,993,000

EXPENDITURES

General government	
Salaries and benefits	22,317,325
Travel, per diem, subsistence and registration	1,443,925
Communications	429,325
Capital outlay and equipment	720,086
Purchased services	355,582
Supplies and materials	<u>176,348</u>

TOTAL EXPENDITURES	<u>25,442,591</u>
--------------------	-------------------

EXCESS OF REVENUES OVER EXPENDITURES	550,409
--------------------------------------	---------

FUND BALANCES, JULY 1	<u>5,167,784</u>
-----------------------	------------------

FUND BALANCES, JUNE 30	<u><u>\$ 5,718,193</u></u>
------------------------	----------------------------

Fund balances, July 1	\$ 5,167,784
-----------------------	--------------

Amounts reported for governmental activities in the Statement of Net Assets are different because:

1. Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Improvements other than buildings	1,949,279
Accumulated depreciation, buildings and improvements	(491,625)
Equipment	1,241,557
Accumulated depreciation, equipment	(651,595)

2. Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds.	
	<u>(2,607,329)</u>

NET ASSETS OF GOVERNMENTAL ACTIVITIES, JULY 1	<u><u>\$ 4,608,071</u></u>
---	----------------------------

The notes to the financial statements are an integral part of this statement.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2004

Total net change in fund balances	\$ 550,409
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 the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital outlays	310,256
Depreciation expense	(390,974)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	
Compensated absences	<u>81,540</u>
Changes in net assets of governmental activities	<u>\$ 551,231</u>

The notes to the financial statements are an integral part of this statement.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2004

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES				
Intergovernmental				
State appropriation	\$ 25,993,000	\$ 25,993,000	\$ 25,993,000	\$ -
EXPENDITURES				
General government				
Salaries and benefits	22,879,061	22,879,061	22,317,325	561,736
Travel, per diem, subsistence and registration	1,415,106	1,415,106	1,443,925	(28,819)
Communications	575,000	575,000	429,325	145,675
Capital outlay	735,000	735,000	720,086	14,914
Purchased services	518,250	518,250	355,582	162,668
Supplies and materials	269,000	269,000	176,348	92,652
Unallocated	100,000	100,000	-	100,000
TOTAL EXPENDITURES	<u>26,491,417</u>	<u>26,491,417</u>	<u>25,442,591</u>	<u>1,048,826</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(498,417)	(498,417)	550,409	1,048,826
FUND BALANCES, JULY 1	<u>5,167,784</u>	<u>5,167,784</u>	<u>5,167,784</u>	<u>-</u>
FUND BALANCES, JUNE 30	<u>\$ 4,669,367</u>	<u>\$ 4,669,367</u>	<u>\$ 5,718,193</u>	<u>\$ 1,048,826</u>

The notes to the financial statements are an integral part of this statement.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Minnesota House of Representatives (the House) was established in 1858. It consists of 134 members who are elected by Minnesota voters to serve two-year terms making laws for the State of Minnesota (the State) and its people and proposing amendments to the State constitution. It is governed by the House Committee on Rules and Legislative Administration. The House has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the House are such that exclusion would cause the House's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the primary government. The House has no component units.

The House is part of the legislative branch of the State of Minnesota and, as such, its financial transactions are included in the State's general fund as part of the State's financial reporting entity. The financial statements of the general fund of the State are examined by the Office of the Legislative Auditor.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the activities of the House.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) 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 instead as *general revenues*. The House has no program revenues.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

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

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the House considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. House funds are disbursed by the State Department of Finance.

The House is funded by an appropriation from the general fund of the State. The unspent portion of the appropriation is carried forward indefinitely in accordance with the Laws of Minnesota. The cumulative amount of the unspent portion of the appropriations is included in the balance sheet and is reserved for purposes as described in Note 3C.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumption that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The government reports the following major governmental fund:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

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

D. Assets, Liabilities and Net Assets or Equity

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$30,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Property, plant, and equipment of the primary government, as well as the component units, are depreciated using the straight line method over the following estimated useful lives:

Assets	Years
Building improvements	10
Equipment	5

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Compensated Absences

Permanent employees and, after six months of service, temporary employees accrue vacation and sick leave according to State administrative guidelines set forth in the Legislative Plan for Employees Benefits and Policies. Representatives and other temporary employees do not accrue vacation, sick leave or compensation time. Upon severance, employees are compensated for their earned but unused vacation (generally, up to 275 hours), a percentage of their sick leave depending upon length of State service and the nature of their severance (voluntary or involuntary), unused compensation time (up to 120 hours), and prior worked holidays. In the fund financial statements, the cost of these benefits is recognized when payments are made to the employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose.

Net Assets

In the government-wide financial statements, net assets represent the difference between assets and liabilities. Net assets are displayed in three components:

- a. Invested in capital assets - Consists of capital assets, net of accumulated depreciation.
- b. Restricted net assets - Consist of net assets restricted when there are limitation imposed on their use through external restriction imposed by creditors, grantors, laws or regulation of other governments.
- c. Unrestricted net assets - All other net assets that do not meet the definition of "restricted" or "invested in capital assets".

Note 2: STEWARDSHIP COMPLIANCE AND ACCOUNTABILITY

Budget and Budgetary Accounting

Budgets for each year in a biennium are prepared by the House staff, using the Governor's suggested budget as a starting point. The budget is first reviewed and approved by the House Committee on Rules and Legislative Administration. The budget is then referred to the House State Government Finance Committee for approval. Next, the omnibus state government finance bill must be approved by the full Senate and House and signed into law by the Governor. The approved budget is administered by the state Department of Finance and an appropriation for the budgeted amount is made available for each year in the biennium. The House did not have any encumbrances at year end.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 3: DETAIL ON ACCOUNTS

A. Capital Assets

Capital asset activity for the year ended June 30, 2004, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated				
Improvements other than buildings	\$ 1,949,279	\$ -	\$ -	\$ 1,949,279
Machinery and equipment	1,241,557	310,256	-	1,551,813
Total capital assets being depreciated	<u>3,190,836</u>	<u>310,256</u>	<u>-</u>	<u>3,501,092</u>
Less accumulated depreciation for				
Improvements other than buildings	(491,625)	(194,928)		(686,553)
Machinery and equipment	(651,595)	(196,046)	-	(847,641)
Total accumulated depreciation	<u>(1,143,220)</u>	<u>(390,974)</u>	<u>-</u>	<u>(1,534,194)</u>
Total capital assets being depreciated, net	<u>\$ 2,047,616</u>	<u>\$ (80,718)</u>	<u>\$ -</u>	<u>\$ 1,966,898</u>

B. Long-term Debt

Changes in Long-term Liabilities

During the year ended June 30, 2004, the following changes occurred in long-term liabilities:

	Beginning Balance	Additions	Reductions	Ending Balance	Due within One year
Compensated absences	<u>\$ 2,607,329</u>	<u>\$ 1,532,376</u>	<u>\$(1,613,916)</u>	<u>\$ 2,525,789</u>	<u>\$ 1,195,336</u>

C. Reserved Fund Balance

As of June 30, 2004, \$1,340,601 remained in reserved fund balance for technology or telecommunication improvements. The general carry forward of \$4,386,460 at June 30, 2004 must be used as follows (1) for non-recurring expenditures or investments which enhance efficiencies or (2) to pay expenses associated with special sessions, interim activities, public hearings, or other outreach efforts and related activities or (3) to pay severance costs of involuntary terminations. The following schedule summarizes the components of the reserved fund balance as of June 30, 2004:

	Technology or Telecom- munication	General	Total
Reserved fund balance, July 1, 2003	\$ -	\$ 5,167,784	\$ 5,167,784
Plus: Appropriations and reductions, net	25,993,000	-	25,993,000
Less: Expenditures	<u>24,652,399</u>	<u>790,192</u>	<u>25,442,591</u>
Reserved fund balance, June 30, 2004	<u>\$ 1,340,601</u>	<u>\$ 4,377,592</u>	<u>\$ 5,718,193</u>

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 4: PENSION PLANS

The House is involved in two pension programs as follows:

Legislative Retirement Plan: Approximately one third of Representatives are covered by the Legislative Retirement Plan, a defined benefit plan that is administered by the Minnesota State Retirement System (MSRS). Representatives contribute nine percent of their salaries to the plan. These contributions are deposited into the MSRS's general fund. Upon retirement of a Representative, funds equal to the present value on future benefits to be paid to that Representative are transferred from the MSRS's general fund to the Minnesota Post Retirement Investment Fund. The House makes no direct contribution to the plan and is not responsible for any unfunded liability to the plan.

Unclassified Retirement Plan: Members elected in 1998 or later are covered under the Unclassified Retirement Plan, a defined contribution plan that is also administered by the MSRS. Approximately two thirds of Representatives are covered under this plan. Representatives contribute four percent of their salaries and the House contributes six percent of salaries to the plan. The House's contribution was \$196,141 for the year ended June 30, 2004.

The majority of permanent employees of the House are, like some Representatives, covered by the Unclassified Retirement Plan. Employees contribute four percent of their salaries and the House contributes six percent of salaries to the plan. The House's contribution was \$740,721 for the year ended June 30, 2004.

More information on these pension plans is included in the financial statements of the State of Minnesota.

Note 5: RISK MANAGEMENT

The House is exposed to various risks of loss related to torts; to theft of, damage to, or destruction of assets; to errors or omissions; and to the employer obligations. The State manages these risks through the Risk Management Fund (internal service fund), a self-insurance fund, and other self-insurance mechanisms. All health plans are self-insured. The House is not required to contribute to the Risk Management Fund.

Statutory provisions prohibit the State from insuring property against loss. The Commissioner of the Department of Administration may authorize the purchase of insurance on State properties should it be deemed necessary and appropriate to protect buildings and contents. All losses of State property are self-insured, covered by programs of the Risk Management Fund or covered by insurance policies purchased by the Risk Management Fund on behalf of State agencies.

Tort Claims

Tort claims against the House are limited by statute to \$300,000 per person for property damage or bodily injury and \$1,000,000 per occurrence. These risks are not covered through insurance. The House is responsible to pay for the cost of claims from its operating budget of various funds. The legislature also makes an annual Tort Claim Appropriation to cover claims that would unduly impair agency operations. Agencies not able to cover claims through these two avenues must seek additional appropriations from the legislature.

Workers' Compensation

The State, as a self-insured employer, assumes all risks for workers' compensation related claims and is required by State law to be a member of the Workers' Compensation Reinsurance Association (WCRA). The House remits premiums to the State. Settled claims have not exceeded coverage in any of the past three years.

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 5: RISK MANAGEMENT - CONTINUED

State Employee Group Insurance Program

The Minnesota State Legislature created an employee insurance trust fund administered by the State Employee Group Insurance Program (SEGIP) to provide eligible employees and other eligible persons with life insurance and hospital, medical and dental benefits coverage through provider organizations. The insurance trust fund is not associated with any other public risk pools. The fund type used to account for SEGIP fiscal activities is an internal service fund dedicated solely for the purpose of this program. A contingency reserve is maintained within the trust fund to increase the controls over medical plan provisions and other insurance costs for the purpose of moderating premium and claim fluctuations, and to assume all inherent risk associated with the self-funded insurance programs, which would also include losses to the fund.

SEGIP provides benefits coverage to employees by contracting with carriers through a network of providers throughout the State. SEGIP has not had any settlements in excess of coverage for the past three years.

In January 2000, the fund became fully self-insured for medical coverage and assumes all liability for medical claims. The self-funded programs within the fund establish claim liabilities based on estimates of the ultimate cost of claims (including future claim adjustment expenses) that have been reported but not paid, and of claims that have been incurred but not reported. These estimates are agreed to by the insurance carriers and the State and are reviewed for accuracy and reasonableness. The estimates are based on claim experience and claim lag timetables provided by the carriers and do not include additional estimates for subrogation, salvage or unallocated claim adjustments.

THIS PAGE IS LEFT BLANK
INTENTIONALLY

OTHER REQUIRED REPORT

MINNESOTA HOUSE OF REPRESENTATIVES
ST. PAUL, MINNESOTA

YEAR ENDED
JUNE 30, 2004

Grandview Square
5201 Eden Avenue
Suite 370
Edina, MN 55436

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*

Committee on Rules and Legislative Administration
Minnesota House of Representatives
St. Paul, Minnesota

We have audited the financial statements of the Minnesota House of Representatives (the House), of the State of Minnesota, as of and for the year ended June 30, 2004, and have issued our report thereon dated December 12, 2006. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the House's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by errors or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the House's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Committee on Rules and Legislative Administration of the Minnesota House of Representatives, management, and the State of Minnesota and is not intended to be and should not be used by anyone other than these specified parties.

December 12, 2006
Minneapolis, Minnesota

Abdo Eick-Meyers, LLP
ABDO, EICK & MEYERS, LLP
Certified Public Accountants