

**CITY OF HAYWARD, MINNESOTA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

draft

CITY OF HAYWARD, MINNESOTA

**CONTENTS**

December 31, 2022

	<u>Page</u>
Independent Auditors Report	1-2

**BASIC FUND FINANCIAL STATEMENTS**

Governmental Funds	
Statement of Balances Arising From Cash Transactions-Regulatory Basis	3
Statement of Cash Receipts, Disbursement, and Changes in Fund Balances -Regulatory Basis	4
Proprietary Funds	
Statement of Balances Arising From Cash Transactions-Regulatory Basis	5
Statement of Receipts, Disbursements, and Changes in Net Cash Position-Regulatory Basis	6
Statement of Cash Flows – Regulatory Basis	7
Notes to Financial Statements	8-15

**SUPPLEMENTARY STATEMENTS AND SCHEDULES**

Budgetary Comparison Schedule – Regulatory Basis (General Fund)	16-17
Combining Statement of Cash Receipts, Disbursement, and Changes in Cash Fund Balances-Regulatory Basis (Special Revenue Funds)	18
Combining Statement of Cash Receipts, Disbursement, and Changes in Cash Fund Balances-Regulatory Basis (Debt Service Funds)	19
Statement of Net Position – Accrual Basis (Proprietary Funds)	20
Statement of Revenues, Expenses, and Changes in Net Position – Accrual Basis (Proprietary Funds)	21
Statement of Cash Flows – Accrual basis	22
Schedule of Indebtedness	23
Schedule of Accounts Receivable (Unaudited)	24
Schedule of Accounts Payable (Unaudited)	25
Independent Auditor’s Report on Minnesota Legal Compliance	26

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## **INDEPENDENT AUDITOR'S REPORT**

Honorable City Council  
City of Hayward, Minnesota  
Hayward, Minnesota 56043

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the statement of balances arising from cash transactions of each fund of the City of Hayward (the City), Minnesota, as of December 31, 2022, and the related statement of cash receipts, disbursements, and change in cash fund balances for the governmental funds, statement of cash receipts, disbursements and changes in net cash position for the proprietary funds and, where applicable, cash flows thereof for each fund for the year ended and the related notes to the financial statements.

#### **Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the balances arising from cash transactions of each fund of the City as of December 31, 2022 and their respective cash receipts, disbursements and changes in cash fund balances and cash net position for the year then ended in accordance with the financial reporting provisions of the Minnesota Office of the State Auditor described in Note 1.

#### **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” section of our report, the accompanying financial statements referred to above do not present fairly in conformity with accounting principles generally accepted in the United States of America, the financial position of the City as of December 31, 2022 or its changes in financial position and, where applicable, cash flows thereof for the year then ended. Further the City of Hayward has not presented a management’s discussion and analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 1 of the financial statements, the financial statements are prepared by the City on the basis of the financial reporting provisions of the Minnesota Office of the State Auditor, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Minnesota Office of the State Auditor. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

#### **Responsibilities of management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the accounting practices prescribed or permitted by the Minnesota Office of the State Auditor. Management is also responsible for the Design, implementation, and Maintenance of internal control relevant the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit

### **Supplementary information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City's regulatory basis financial statements. The budgetary comparison schedule and accrual basis proprietary financials are presented for purposes of additional analysis and are not a required part of the regulatory basis financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the regulatory basis financial statements. The information has been subjected to the auditing process applied in the audit reconciling such information directly to the underlying accounting and other records used to prepare the other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedule is fairly stated in all material respects, in relation to the regulatory basis financial statements as a whole on the basis of accounting described in Note 1.

### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the members of the city council, schedule of accounts receivable and schedule of accounts payable but does not include the regulatory basis financial statements and our auditors' report thereon. Our opinions on the regulatory basis financial statements do not cover the other information and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the regulatory basis financial statements, or responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the regulatory basis financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Hill, Benda, Skov & Bernau, P.A.  
May 8, 2023

## **BASIC FUND FINANCIAL STATEMENTS**

draft

CITY OF HAYWARD, MINNESOTA  
**Statement of Balances Arising From Cash Transactions-Regulatory Basis**  
**GOVERNMENTAL FUNDS**  
For the year ended December 31, 2022

	General Fund	Fire Fund	Street Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Cash and cash equivalents	\$ 248,035	\$ 213,430	\$ 442,112	\$ 40,198	\$ 943,775
Investments	120,659	-	-	-	120,659
Total Assets	<u>\$ 368,694</u>	<u>\$ 213,430</u>	<u>\$ 442,112</u>	<u>\$ 40,198</u>	<u>\$ 1,064,434</u>
<b>Cash Fund Balance</b>					
Committed for					
Fire protection	\$ -	\$ 8,430	\$ -	\$ -	\$ 8,430
Equipment	-	205,000	-	-	205,000
Street Repairs	-	-	442,112	-	442,112
Restricted for					
Debt service	-	-	-	40,198	40,198
Assigned for					
City Equipment	2,475	-	-	-	2,475
Civil Defense	5,000	-	-	-	5,000
Unassigned	361,219	-	-	-	361,219
Total Cash Fund Balances	<u>\$ 368,694</u>	<u>\$ 213,430</u>	<u>\$ 442,112</u>	<u>\$ 40,198</u>	<u>\$ 1,064,434</u>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Statement of Cash Receipts, Disbursements, and Changes in Fund Balances-Regulatory Basis**  
**GOVERNMENTAL FUNDS**

For the year ended December 31, 2022

	<b>General Fund</b>	<b>Fire Fund</b>	<b>Street Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Receipts:</b>					
Property taxes	\$ 118,105	\$ 5,010	\$ 61,233	\$ 21,595	\$ 205,943
Franchise fees	2,055	-			2,055
Intergovernmental	56,586	28,942	-	-	85,528
Donations and grants	-	49,948	-	-	49,948
Interest income	352	-	-	-	352
Charges for services	15,887	-	-	-	15,887
Township fire contracts and firecalls	-	40,840	-	-	40,840
Miscellaneous	3,101	-	100	-	3,201
Total receipts	<u>196,086</u>	<u>124,740</u>	<u>61,333</u>	<u>21,595</u>	<u>403,754</u>
<b>Disbursements:</b>					
Current					
General government	121,966	-	-	-	121,966
Streets and highways	-	-	15,343	-	15,343
Public safety	-	46,802	-	-	46,802
95 3rd addition	-	-	-	340	340
Capital outlay	-	8,214	-	-	8,214
Debt service:					
Principal	13,240	13,240	-	11,755	38,235
Interest and other charges	1,030	1,030	-	901	2,961
Total disbursements	<u>136,236</u>	<u>69,286</u>	<u>15,343</u>	<u>12,996</u>	<u>233,861</u>
Excess of receipts over disbursements	<u>59,850</u>	<u>55,454</u>	<u>45,990</u>	<u>8,599</u>	<u>169,893</u>
Net change in cash fund balances	59,850	55,454	45,990	8,599	169,893
Fund balance, beginning of year	<u>308,844</u>	<u>157,976</u>	<u>396,122</u>	<u>31,599</u>	<u>894,541</u>
Fund balance, end of year	<u>\$ 368,694</u>	<u>\$ 213,430</u>	<u>\$ 442,112</u>	<u>\$ 40,198</u>	<u>\$ 1,064,434</u>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Statement of Balances Arising From Cash Transactions-Regulatory Basis**  
**PROPRIETARY FUNDS**  
For the year ended December 31, 2022

	<b>Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Totals</b>
<b>Assets:</b>			
Current assets:			
Cash	\$ 147,541	\$ 62,243	\$ 209,784
Total assets	\$ 147,541	\$ 62,243	\$ 209,784
<b>Net Position:</b>			
Restricted for debt service	\$ 18,972	\$ -	\$ 18,972
Unrestricted-net assets	128,569	62,243	190,812
Total Net Position	\$ 147,541	\$ 62,243	\$ 209,784

*See accompanying notes to financial statements*



CITY OF HAYWARD, MINNESOTA  
**Statement of Receipts, Disbursements, and Changes in Net Position-Regulatory Basis**  
**PROPRIETARY FUNDS**  
For the year ended December 31, 2022

	<b>Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Totals</b>
<b>Operating receipts</b>			
User charges	\$ 63,279	\$ 54,639	\$ 117,918
Property taxes	-	-	-
Late fees	1,349	-	1,349
<b>Total operating receipts</b>	<b>64,628</b>	<b>54,639</b>	<b>119,267</b>
<b>Operating disbursements</b>			
Wages	14,204	17,318	31,522
Payroll tax	1,087	1,325	2,412
Testing	-	1,765	1,765
Supplies	1,675	4,250	5,925
Fees, dues and permits	2,090	667	2,757
Legal and professional	681	682	1,363
Repairs and maintenance	7,802	10,181	17,983
Bad debts	-	2,202	2,202
Insurance	1,683	3,787	5,470
Utilities	7,197	2,615	9,812
Miscellaneous	584	1,554	2,138
<b>Total operating disbursements</b>	<b>37,003</b>	<b>46,346</b>	<b>83,349</b>
<b>Operating income (loss)</b>	<b>27,625</b>	<b>8,293</b>	<b>35,918</b>
<b>Nonoperating Receipts (Disbursements)</b>			
Interest income	-	905	905
Capital Outlay	(11,873)	-	(11,873)
Interest expense	(3,180)	(1,049)	(4,229)
Debt principal	(12,000)	(11,000)	(23,000)
<b>Total Nonoperating Receipts (Disbursements)</b>	<b>(27,053)</b>	<b>(11,144)</b>	<b>(38,197)</b>
<b>Change in net position</b>	<b>572</b>	<b>(2,851)</b>	<b>(2,279)</b>
Total net cash position, beginning of year	146,969	65,094	212,063
Total net cash position, end of year	\$ 147,541	\$ 62,243	\$ 209,784

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Statement of Cash Flows - Regulatory Basis**  
**PROPRIETARY FUNDS**  
For the year ended December 31, 2022

	<b>Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Totals</b>
<b>Cash flows from operating activities</b>			
Receipts from customers	\$ 64,628	\$ 54,639	\$ 119,267
Payments to suppliers	(21,712)	(27,703)	(49,415)
Payments to employees	(15,291)	(18,643)	(33,934)
Net cash provided by operating activities	27,625	8,293	35,918
<b>Cash flows from capital and related financing activities</b>			
Capital outlay	(11,873)	-	(11,873)
Interest income	-	905	905
Principal paid on capital debt	(12,000)	(11,000)	(23,000)
Interest paid on capital debt	(3,180)	(1,049)	(4,229)
Net cash provided by (used in) capital and related financing activities	(27,053)	(11,144)	(38,197)
Net increase (decrease) in cash and cash equivalents	572	(2,851)	(2,279)
Cash balances - beginning of year	146,969	65,094	212,063
Cash balances - end of year	<u>\$ 147,541</u>	<u>\$ 62,243</u>	<u>\$ 209,784</u>
<b>Cash and cash equivalents</b>			
Cash and cash equivalents	<u>\$ 147,541</u>	<u>\$ 62,243</u>	<u>\$ 209,784</u>
Total cash and cash equivalents - end of year	<u>\$ 147,541</u>	<u>\$ 62,243</u>	<u>\$ 209,784</u>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2022

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**Note 1. Summary of Significant Accounting Policies**

**A. Reporting Entity**

The City is governed by an elected Mayor and a four-member Council. The Council exercises legislative authority and determines all matters of policy. The Council appoints personnel responsible for the proper administration of all affairs relating to the City. The City 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 City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The City utilizes a combined clerk-treasurer position. The City has no component units that meet the GASB criteria.

The City's financial statements for financial reporting purposes include all funds over which the City Council exercises oversight responsibility.

Oversight responsibility includes such aspects as appointment of governing body members, budget review, approval of property tax levies, securing of outstanding debt by the City's full faith and credit, and responsibility for funding.

**B. Fund Accounting**

The accounts of the City are organized on the basis of funds each of which is considered a separate accounting entity. The various funds are grouped in the financial statements as follows:

**Major Governmental Funds**

General Fund - The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. The City's Special Revenue Fund and purpose is as follows:

Fire Fund - This fund is used to account for the revenues from the township fire contracts and firecalls and intergovernmental state aid used to fund the operation of the fire department and their related expenditures for fire protection.

Street Fund - This fund is used to account for tax monies levied by the City on the community's residents and their related expenditures for construction, repair, upkeep and maintenance of city streets.

**Non Major Governmental Funds**

Debt Service Funds - The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long term debt principal and interest. The resources for payment are obtained through tax levies, special assessments and user charges.

**Major Enterprise Funds**

Water and Sewer Funds - The Water and Sewer Funds are used to account for the cost of providing water and sewer services to the general public, the costs of which are to be financed or recovered primarily through user charges.

The Governmental Funds and Proprietary Funds are not combined at any point in the financial reporting.

CITY OF HAYWARD, MINNESOTA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2022

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C. Basis of Accounting

The City of Hayward, Minnesota, follows the regulatory basis of accounting for all funds. The financial statements were prepared on the regulatory basis and accordingly, revenues and expenditures are recognized only as cash is received or paid out. These statements do not give effect to receivables, payables, accrued expenses and inventories and accordingly, are not presented in accordance with generally accepted accounting principles. Accrual basis financial statements for the Water and Sewer Fund are presented in the accompanying information. These procedures are in accordance with the State Auditor's manual on Minimum Reporting Requirements for Cities Under 2,500 in Population, which are reporting on the regulatory or proprietary basis of accounting. This manual was issued on December 17, 2004 and represents a change from the previous reporting requirements.

D. Statement Presentation

Under the statement presentation for minimum reporting requirements for cities under 2,500 in population, the water and sewer funds are removed from the primary financial statement since they are proprietary funds. The primary statements are grouped by primary operating, special revenue, debt service and in total they are referred to as governmental funds. The budget comparison statements now appear later in the report. The water and sewer funds are called proprietary funds and they are of a business activity in nature. Since they are proprietary funds an accrual basis statement is required in addition to the cash basis statements.

E. Budgets

Budgets are prepared on the regulatory basis of accounting. Budgeted amounts are as originally adopted or as amended by the City Council.

F. Fixed Assets

The City does not maintain records of general fixed assets. Capital outlays for property, equipment, and construction costs are charged to expense in the period during which it is purchased instead of being recognized as an asset and depreciated over its useful life. Accordingly, the accompanying financial statements are not intended to present results of operations in conformity with generally accepted accounting principles.

G. Property Tax Revenue Recognition

The City records property tax revenue in the year received. In Minnesota, counties act as collection agents for all property taxes. Taxes levied become a lien on the property on January 1. Real property taxes are generally due from taxpayers in equal installments on May 15 and October 15.

H. Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. Cash and Cash Equivalents

For the purpose of the statement of cash flows, the City considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

J. Private-Sector Standards

Private-Sector Standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the Utility enterprise fund financial statements to the extent that those standards do not conflict with or contradict guidance of the GASB. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The City has elected not to follow subsequent private-sector guidance.

CITY OF HAYWARD, MINNESOTA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2022

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**K. Operating and Nonoperating Items**

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenues the portion of tap fees intended to recover the cost of connecting new customers to the system. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**L. Fund Balance**

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

*Nonspendable* – This category includes fund balances that cannot be spent because it is either not in spendable form, or is legally or contractually required to be maintained intact. Examples include inventories and pre-paid accounts.

*Restricted* – Fund balances are reported as restricted when constraints placed on those resources are either externally imposed by creditors, grantors, contributors or laws and regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

*Committed* – Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.

*Assigned* – Fund balances that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General Fund includes amounts that are intended to be used for specific purposes. In the General Fund, assigned amounts represent intended uses established by the Council itself or by an official to which the governing body delegates the authority. The Council has adapted a fund balance policy which delegates the authority to assign amounts for specific purposes to the Clerk/Treasurer.

*Unassigned* – Unassigned fund balance represents the residual classification for the General Fund. It includes amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

When both restricted and unrestricted resource are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the City's policy to first use committed resources, then assigned resources, and then use unassigned resources as they are needed.

The City has formally adopted a fund balance policy for the General Fund. The City's policy is to maintain a minimum unassigned fund balance of not less than 40% of the next year's budgeted General Fund expenditures. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs, because major revenues including property taxes and other government aids are typically received in the second half of the year.

CITY OF HAYWARD, MINNESOTA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2022

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**Note 2. Cash and Investments**

Deposits and investments

The City's total cash and investments are reported as follows:

Primary government	
Cash and CDs	\$ 1,064,434
Business-type fund activities	
Cash and CDs	<u>209,784</u>
Total Cash and CDs	<u>\$ 1,274,218</u>

**A. Deposits**

Minn. Stat. 118A.02 and 118A.04 authorize the City to designate a depository for public funds. Minn. Stat. 118A.03 requires that all City deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, not covered by insurance bonds.

Authorized collateral includes treasury bills, notes and bonds; issues of U.S. government agencies; general obligations rated "A" or better, revenue obligations rated "AA" or better; irrevocable standby letters of credits issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the City's deposits may not be returned to it. The City's policy is to have all accounts collateralized in excess of the FDIC coverage. As of December 31, 2022 the City's deposits were not exposed to custodial credit risk.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. It is the City's policy to invest only in Certificates of deposit covered by FDIC insurance.

Concentration of Credit Risk

The concentration of credit risk is the risk of the loss that may be caused by the City's investment in a single issuer. The City has not diversified its investments but is relying on the stability of the U.S. Government. All of the City's cash and investments are at Produce State Bank.

Collateral Detail

Deposits - In accordance with Minnesota statutes, the City maintains deposits at a depository bank, authorized by the city council, which is a member of the Federal Reserve System. Minnesota statutes require that all city 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 bonds. Minnesota statutes require that securities pledged as collateral be held in safekeeping by the city clerk or in a financial institution other than that furnishing the collateral.

CITY OF HAYWARD, MINNESOTA  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2022

The checking account earns interest at 0.15%, savings account earns interest at 0.06% and certificate of deposits earn interest at 0.30%.

Balances at December 31, 2022:

	<u>Bank Balances</u>	<u>Carrying Amount</u>
(1) Insured or collateralized by securities held by the City or its agent in the City's name	\$ -	\$ -
(2) Insured or collateralized with securities held by the pledging institution's trust department in the City's name	1,289,974	1,274,218
(3) Uncollateralized or collateralized with securities not in the City's name	-	-
Totals	<u>\$ 1,289,974</u>	<u>\$ 1,274,218</u>

Pooling of Cash

The City makes investments from a "pooled" bank account.

**B. Investments**

The City has no investments. The CD's are covered by FDIC insurance and are considered deposits which are covered in item A above.

**Note 3. Defined Benefit Pension Plans - Statewide**

**A. Plan Description**

There are two employees of the City of Hayward covered by a defined benefit plan administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (accounted for in the General Employees Fund), the Public Employees Police and Fire Retirement Plan (Police and Fire Plan accounted for in the Police and Fire Fund), and the Local Government Correctional Service Retirement Plan, called the Public Employees Correctional Plan (accounted for in the Correctional Fund), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 and 356.

General Employees Plan 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. All police officers, fire-fighters and peace officers who qualify for membership by statute are covered by the Police and Fire Plan. Members who are employed in a county correctional institution as a correctional guard or officer, a joint jailer/dispatcher, or as supervisor of correctional guards or officers or of joint jailers/dispatchers and are directly responsible for the direct security, custody, and control of the county correctional institution and its inmates are covered by the Correctional Plan.

CITY OF HAYWARD, MINNESOTA  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2022

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PERA provides retirement benefits as well as disability benefits to members and survivor benefits upon death of eligible members. Benefits are established by State Statute. Benefits for members of the General Employees Plan vest after five years of credited service. Benefits for the Police and Fire Plan vest on a prorated basis from 50 percent after 10 years up to 100 percent after 20 years. In the Correctional Plan, benefits vest on a prorated basis from 50 percent after 5 years up to 100 percent after 10 years. The defined retirement benefits are based on a members highest average salary for any 60 successive months of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first 10 years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first 10 years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For Police and Fire Plan members, the annuity accrual rate is 3.0 percent for each year of service. The annuity accrual rate is 1.9 percent for each year of service for Correctional Plan members.

Normal retirement age is 55 for Police and Fire and Correctional plan members and 65 for Basic and Coordinated members hired prior to July 1, 1989. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement with an actuarial reduction in the member's benefit. For all General Employee Plan members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Method 2 provides for unreduced retirement benefits at age 65 for members first hired prior to July 1, 1989 or age 66 (the age for unreduced Social Security benefits), for those first hired on or after that date. Early retirement may begin at age 55 with an actuarial reduction (about six percent per year) for members retiring prior to full retirement age.

A full unreduced pension is earned when Police and Fire and Correctional plan members meet the following conditions: age 55 and vested or age plus years of service total at least 90 if first hired prior to July 1, 1989.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree—no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service but before retirement benefits begin.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. PERA issues a publicly available financial report that



CITY OF HAYWARD, MINNESOTA  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2022

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includes financial statements and required supplementary information for General Employees, Police and Fire, and Correctional plans. That report may be obtained on the PERA's website at [www.mnpera.org](http://www.mnpera.org)

**B. Funding Policy**

*Minnesota Statutes* Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The City makes annual contributions to the pension plans equal to the amount required by state statutes. General Employees Basic Plan members and Coordinated Plan members were required to contribute 9.10% and 6.5%, respectively, of their annual covered salary in 2022. Police and Fire Plan members were required to contribute 10.8% of their annual covered salary in 2022 and Correctional Plan members were required to contribute 5.83% of their annual covered salary. In 2022, the City of Hayward was required to contribute the following percentages of annual covered payroll: 11.78% for Basic Plan members, 7.5% for Coordinated Plan members, and 16.2% for Police and Fire Plan members, and 8.75% for members of the Correctional Plan.

The City's contributions to the General Employees Fund for the years ending December 31, 2022, 2021, and 2020 were \$7,097, \$6,726, and \$7,405, respectively. The City's contributions to the Public Employees Police & Fire Fund for the years ending December 31, 2022, 2021, and 2020 were \$ -0-, \$ -0-, and \$ -0-. Respectively. The City's contributions were equal to the contractually required contributions for each year as set by state statute.

**Note 4. Disbursements over Budget**

Disbursements did not exceed budgeted amounts in 2022.

**Note 5. Deficit Fund Balances**

The city did not have any deficit fund balances at the end of 2022.

**Note 6. Long-term Debt**

The following is a summary of debt transactions for the year ended December 31, 2022:

	<u>Debt Outstanding</u>
Balance payable January 1, 2022	\$256,173
Debt issued in 2022	0
Payment on debt	<u>(61,236)</u>
Balance payable December 31, 2022	<u>\$ 194,937</u>

CITY OF HAYWARD, MINNESOTA  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2022

At December 31, 2022, the City had the following debt outstanding:

<u>Issue</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Outstanding Balance 12/31/2022</u>
1995 Third Addition Improvement	5.375%	10/01/1997	01/01/2025	\$ 5,000
2015 General Obligation Revenue Note	1.00%	05/11/2015	08/20/2030	93,871
2019 Freeborn Mower Coop Services	3.25%	05/14/2019	06/01/2029	51,066
2010 General Obligation Water Revenue	4.00%	09/01/2010	02/01/2026	<u>45,000</u>
Total outstanding debt				<u>\$ 194,937</u>

The General Fund and Fire Fund each pay part of the Freeborn Mower Coop Services debt, the 95<sup>3rd</sup> Street Addition Debt Fund pays the Thir Addition Improvement Bond, the Water Fund pays for the General Obligation Water Revenue and the Sewer Fund pays for the General Obligation Revenue Note.

Annual debt service requirements necessary to service the outstanding debt at December 31, 2022, are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>
2023	52,460	7,711
2024	39,234	5,889
2025	37,033	4,217
2026	37,859	3,271
2027	28,351	2,298

**Note 7. Enterprise Fund Statements**

In accordance with the state auditor's manual on Minimum Reporting Requirements for Cities Under 2,500 in Population, accrual basis financial statements have been prepared for the City's enterprise funds. These statements are included in the accompanying information. For the purpose of the statement of changes in financial position, cash includes cash in checking and savings.

**Note 8. Risk Management**

The City is exposed to various risks of loss by theft; damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City purchases commercial insurance policies to cover any losses arising from the various risks. There has been no significant reduction in insurance coverage from the previous year in any of the City's policies. In addition, there have been no settlements in excess of the City's insurance coverage in any of the prior three years.

**Note 9. Subsequent Events**

In preparing these financial statements, the City has evaluated events and transactions for potential recognition or disclosure through May 8, 2023 the date the financial statements were available to be issued.

**Note 10. Potential impact of the Pandemic**

The City's operations could be affected by the recent and ongoing outbreak of the coronavirus disease 2019 (COVID-19) which was declared a pandemic by the World Health Organization in March 2020. Possible effects may include, but not limited to disruption of the City's revenue, absenteeism in the City's workforce, unavailability of products and supplies used in operations. While the City does not expect this outbreak to negatively impact its results of operations, cash flows and financial position, the related impact cannot be reasonably estimated at this time.

**SUPPLEMENTARY STATEMENTS AND SCHEDULES**

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CITY OF HAYWARD, MINNESOTA  
**Budgetary Comparison Schedule - Regulatory Basis**  
**GENERAL FUND**  
For the year ended December 31, 2022

	Budget Original	Budget Final	Actual	Variance Favorable (Unfavorable)
<b>Receipts:</b>				
<b>Taxes:</b>				
General property taxes	\$ 104,685	\$ 104,685	\$ 118,105	\$ 13,420
	104,685	104,685	118,105	13,420
<b>Intergovernmental revenue:</b>				
State aid:				
Local government aid	38,000	38,000	43,186	5,186
American rescue plan	-	-	13,223	13,223
Market value credit	100	100	177	77
PERA rate increase aid	72	72	-	(72)
Total Intergovernmental revenue	38,172	38,172	56,586	18,414
<b>Miscellaneous:</b>				
Franchise fee	1,500	1,500	2,055	555
Hayward Township contribution	-	-	-	-
Interest income	-	-	352	352
Miscellaneous income	500	500	3,101	2,601
Rental income	14,508	14,508	15,887	1,379
Total miscellaneous	16,508	16,508	21,395	4,887
<b>Total receipts</b>	<b>\$ 159,365</b>	<b>\$ 159,365</b>	<b>\$ 196,086</b>	<b>\$ 36,721</b>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Budgetary Comparison Schedule - Regulatory Basis**  
**GENERAL FUND**  
For the year ended December 31, 2022

	Budget Original	Budget Final	Actual	Variance Favorable (Unfavorable)
<b>Disbursements:</b>				
<b>General government:</b>				
Mayor and council salaries	\$ 5,100	\$ 5,100	\$ 4,750	\$ 350
Election expense	-	-	-	-
Finance clerk salary	15,801	15,801	15,930	(129)
Insurance	16,325	16,325	14,410	1,915
Wages	42,600	42,600	38,532	4,068
Dues, subscriptions and meetings	480	480	516	(36)
Office supplies	-	-	-	-
Professional fees	6,687	6,687	8,003	(1,316)
Supplies and repairs	10,535	10,535	6,188	4,347
Fuel, oil, utilities & communication	9,885	9,885	9,818	67
Miscellaneous	2,480	2,480	2,313	167
Capital expenditure	-	-	-	-
Property tax expense	6,450	6,450	8,466	(2,016)
Payroll taxes and PERA	9,951	9,951	13,040	(3,089)
Total General Government	126,294	126,294	121,966	4,328
Excess of receipts over (under) disbursements	33,071	33,071	74,120	41,049
<b>Other financing sources (uses)</b>				
Interest	(4,450)	(4,450)	(1,030)	(3,420)
Capital outlay	(39,000)	(39,000)	-	(39,000)
Principle payment	(13,238)	(13,238)	(13,240)	2
Total other financing sources (uses)	(17,688)	(17,688)	(14,270)	(3,418)
Net change in cash fund balances	33,071	33,071	59,850	37,631
Fund balance, beginning of year	308,844	308,844	308,844	-
Fund balance, end of year	\$ 341,915	\$ 341,915	\$ 368,694	\$ 26,779

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Combining Statement of Cash Receipts, Disbursement,  
and Changes in Cash Fund Balances**  
**Special Revenue Funds-Regulatory Basis**  
For the year ended December 31, 2022

	Street Fund	Fire Fund	Total Special Revenue Funds
<b>Receipts:</b>			
Property taxes	\$ 61,233	\$ 5,010	\$ 66,243
Donations	-	40,900	40,900
Fire contracts	-	36,840	36,840
Fire calls	-	4,000	4,000
State fire aid	-	28,942	28,942
Other income	100	-	100
Grant income	-	9,048	9,048
<b>Total receipts</b>	<u>61,333</u>	<u>124,740</u>	<u>186,073</u>
<b>Disbursements</b>			
Wages	6,507	2,278	8,785
Fees and licenses	-	19	19
Payroll tax	498	174	672
Repair & maintenance	1,103	6,212	7,315
Legal and professional	1,241	911	2,152
Insurance	-	5,127	5,127
Utilities	5,891	4,120	10,011
Miscellaneous	4	1,910	1,914
Education seminars	-	1,848	1,848
Relief Association-donation	-	5,500	5,500
Relief Association-state aid	-	13,516	13,516
Supplies	99	5,187	5,286
<b>Total disbursements</b>	<u>15,343</u>	<u>46,802</u>	<u>62,145</u>
Excess of receipts over (under) disbursements	<u>45,990</u>	<u>77,938</u>	<u>123,928</u>
<b>Other Financing Sources (Uses):</b>			
Principle payment	-	(13,240)	(13,240)
Interest	-	(1,030)	(1,030)
Capital outlay	-	(8,214)	(8,214)
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>(22,484)</u>	<u>(22,484)</u>
Net Change in Cash Fund Balance	45,990	55,454	101,444
Fund balance, beginning of year	<u>396,122</u>	<u>157,976</u>	<u>554,098</u>
Fund balance, end of year	<u>\$ 442,112</u>	<u>\$ 213,430</u>	<u>\$ 655,542</u>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Combining Statement of Cash Receipts, Disbursement,  
and Changes in Cash Fund Balances**  
**Debt Service Funds-Regulatory Basis**  
For the year ended December 31, 2022

	<b>1995 3rd Addition Debt Fund</b>
<b>Receipts:</b>	
Tax assessments	\$ 21,595
<b>Total receipts</b>	<u>21,595</u>
<b>Disbursements:</b>	
Professional fees	
Debt payment	340
Principal	11,755
Interest	901
<b>Total disbursements</b>	<u>12,996</u>
Excess of receipts over (under) disbursements	<u>8,599</u>
Net Change in Cash Fund Balance	8,599
Fund balance, beginning of year	<u>31,599</u>
Fund balance, end of year	<u>\$ 40,198</u>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Statement of Net Position**  
**PROPRIETARY FUNDS**  
For the year ended December 31, 2022

	<b>Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Totals</b>
<b>Assets:</b>			
Current Assets:			
Cash and cash equivalents	\$ 147,541	\$ 62,243	\$ 209,784
Accounts receivable	18,350	10,250	28,600
Total Current Assets	165,891	72,493	238,384
Noncurrent Assets:			
Property and equipment	401,694	500,000	901,694
Accumulated depreciation	(337,716)	(249,221)	(586,937)
Total Noncurrent Assets	63,978	250,779	314,757
Total Assets	229,869	323,272	553,141
<b>Liabilities:</b>			
Current Liabilities			
Accounts payable	1,233	260	1,493
Total Current Liabilities	1,233	260	1,493
Noncurrent Liabilities			
Bonds, Notes and loans payable	45,000	93,872	138,872
Total Liabilities	46,233	94,132	140,365
<b>Net Position:</b>			
Invested in capital assets, net of related debt	18,978	156,907	175,885
Unrestricted	164,658	72,233	236,891
Total Net Position	\$ 183,636	\$ 229,140	\$ 412,776

*See accompanying notes to financial statements*



CITY OF HAYWARD, MINNESOTA  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**PROPRIETARY FUNDS**  
For the year ended December 31, 2022

	<b>Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Totals</b>
<b>Operating Revenues:</b>			
User charges	\$ 62,293	\$ 52,963	\$ 115,256
Late charges	1,349	-	1,349
<b>Total Operating Receipts</b>	<b>63,642</b>	<b>52,963</b>	<b>116,605</b>
<b>Operating Expenses:</b>			
Wages	14,204	17,318	31,522
Bad debts	-	2,202	2,202
Testing	-	1,681	1,681
Insurance	1,683	3,787	5,470
Supplies	2,132	4,250	6,382
Fees, dues and permits	2,090	667	2,757
Professional fees	681	682	1,363
Payroll tax	1,087	1,325	2,412
Repairs and maintenance	7,751	10,181	17,932
Utilities	7,392	2,646	10,038
Depreciation	7,839	13,206	21,045
Miscellaneous	584	1,554	2,138
<b>Total Operating Expenses</b>	<b>45,443</b>	<b>59,499</b>	<b>104,942</b>
<b>Operating Income (loss)</b>	<b>18,199</b>	<b>(6,536)</b>	<b>11,663</b>
<b>Nonoperating Revenue(Expense)</b>			
Interest income	-	905	905
Interest expense	(3,180)	(1,049)	(4,229)
<b>Total Nonoperating Revenue (Expenses)</b>	<b>(3,180)</b>	<b>(144)</b>	<b>(3,324)</b>
<b>Change in Net Position</b>	<b>15,019</b>	<b>(6,680)</b>	<b>8,339</b>
<b>Total Net Position - Beginning</b>	<b>168,617</b>	<b>235,820</b>	<b>404,437</b>
<b>Total Net Position - Ending</b>	<b>\$ 183,636</b>	<b>\$ 229,140</b>	<b>\$ 412,776</b>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Statement of Cash Flows - Accrual Basis**  
**PROPRIETARY FUNDS**  
For the year ended December 31, 2022

	<b>Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Totals</b>
<b>Cash flows from operating activities</b>			
Change in net position	\$ 15,019	\$ (6,680)	\$ 8,339
Adjustments to reconcile to net cash from operating:			
Depreciation	7,839	13,206	21,045
(Increase) Decrease in accounts receivable	986	1,676	2,662
Increase (Decrease) in accounts payable	601	(53)	548
Net cash provided by operating activities	<u>24,445</u>	<u>8,149</u>	<u>32,594</u>
<b>Cash flows from capital and related financing activities</b>			
Capital purchases	(11,873)	-	(11,873)
Increase (Decrease) in long term notes payable	(12,000)	(11,000)	(23,000)
Net cash provided by (used in) capital and related financing activities	<u>(23,873)</u>	<u>(11,000)</u>	<u>(34,873)</u>
Net increase (decrease) in cash and cash equivalents	572	(2,851)	(2,279)
Cash balances - beginning of year	<u>146,969</u>	<u>65,094</u>	<u>212,063</u>
Cash balances - end of year	<u>\$ 147,541</u>	<u>\$ 62,243</u>	<u>\$ 209,784</u>
<b>Cash and cash equivalents</b>			
Cash and cash equivalents	<u>\$ 147,541</u>	<u>\$ 62,243</u>	<u>\$ 209,784</u>
Total cash and cash equivalents - end of year	<u>\$ 147,541</u>	<u>\$ 62,243</u>	<u>\$ 209,784</u>

*See accompanying notes to financial statements.*

CITY OF HAYWARD, MINNESOTA  
**Schedule of Indebtedness**  
For the Year Ended December 31, 2022

	<b>Interest Rate</b>	<b>Issue Date</b>	<b>Final Maturity Date</b>	<b>Outstanding January 1, 2022</b>	<b>Issued in 2022</b>	<b>Paid in 2022</b>	<b>Outstanding December 31, 2022</b>
<b>Bonded Indebtedness</b>							
General Obligation Revenue							
1995 Third Addition Improvement	5.38%	10/1/1997	1/1/2025	16,755	-	11,755	5,000
2010 Water Revenue Bonds	4.00%	9/1/2010	2/1/2026	57,000	-	12,000	45,000
General Obligation Revenue Note of 2015	1.00%	5/11/2015	8/20/2030	104,871	-	11,000	93,871
Total Bonded Indebtedness				178,626	-	34,755	143,871
<b>Long Term Debt</b>							
Freeborn Mower Coop Services Loan	3.25%	5/14/2019	6/1/2029	77,547	-	26,481	51,066
Total Indebtedness				\$ 256,173	\$ -	\$ 61,236	\$ 194,937

CITY OF HAYWARD, MINNESOTA  
**Schedule of Accounts Receivable (Unaudited)**  
For the Year Ended December 31, 2022

<u>Fund</u>	<u>Source of Revenue</u>	<u>Purpose</u>	<u>Amount</u>
Water	Customers	User Charges	\$ 18,350
Sewer	Customers	User Charges	10,250
			<hr/>
<b>Total</b>			<b><u>\$ 28,600</u></b>

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CITY OF HAYWARD, MINNESOTA  
**Schedule of Accounts Payable (Unaudited)**  
For the Year Ended December 31, 2022

<b>Fund</b>	<b>Vendor Name</b>	<b>Item and Purpose</b>	<b>Amount</b>
<b>General</b>	Bookkeeping Cents	Accounting	\$ 80
	Baudler Maus Forman and King	Legal	66
	Innovative IT Solutions	Computer	60
	Freeborn Mower Coop Svs	Utilities	288
	Metronet	Telephone	34
	MN Energy Resources	Utilities	673
	Thompson Sanitation	Garbage	37
<b>Street</b>	Metronet	Telephone	34
	Freeborn Mower Cooperative	Street lights	612
<b>Fire</b>	CarQuest	Repairs	44
	MN Energy Resources	Utilities	202
	Freeborn Mower Coop Svs	Utilities	93
<b>Water</b>	Hawkins Inc	Supplies	457
	Freeborn Mower Cooperative	Utilities	742
	Metronet	Telephone	34
<b>Sewer</b>	Freeborn Mower Coop Svs	Utilities	226
	Metronet	Telephone	34
<b>Total</b>			<u><u>\$ 3,716</u></u>

**HILL, BENDA, SKOV & BERNAU, P. A.**

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Andrew M. Bernau, C.P.A.

INDEPENDENT AUDITOR'S REPORT  
ON MINNESOTA LEGAL COMPLIANCE

Members of the City Council  
Hayward, Minnesota 56043

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the City of Hayward, Minnesota as of and for the year ended December 31, 2022, and the related notes to the financial statements, and have issued our report thereon dated May 8, 2023.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* promulgated by the State Auditor pursuant to Minnesota Statutes Sec 6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and Tax Increment Financing. Our study included all of the listed categories, except that we did not test for compliance in Tax Increment Financing because the city has no Tax Increment Financing.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Hayward, Minnesota failed to comply with the provisions of the *Minnesota Legal Compliance Guide for Political Subdivisions*. 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 City's noncompliance with the above referenced provisions.

This report is intended solely for the use of the City of Hayward, Minnesota and other state agencies and should not be used for any other purposes.

Hill, Benda, Skov & Bernau, P.A.

May 8, 2023