STATE AUDITOR
JOSHUA C. GALLION
Phone (701) 328-2241

Local Government Division:
FARGO OFFICE
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STATE OF NORTH DAKOTA
OFFICE OF THE STATE AUDITOR
STATE CAPITOL
600 E. BOULEVARD AVENUE - DEPT. 117
BISMARCK, NORTH DAKOTA 58505

MEMORANDUM

TO: CITY AUDITOR

FROM: NORTH DAKOTA STATE AUDITOR'S OFFICE, DIVISION OF LOCAL GOVERNMENT

RE: ANNUAL FINANCIAL REPORT

The North Dakota State Auditor's Office is responsible to determine that cities meet the audit requirements of NDCC section 54-10-14. A city with less than five hundred (500) population should submit an annual financial report. The required financial report, the SFN9540, can be downloaded from ***https://www.nd.gov/auditor/forms*** and should be submitted to our office by September 1, 2022.

Please note:

- Please send duplicate documentation rather than original documents, *documents will not be returned.*
- Please only send requested documents listed below with your financial report.
- Please use paperclips instead of staples.
- Please wait for an invoice before making a payment.

If the city has any long-term debt, page 18 of the report should be completed. This page discloses the long-term debt activity for the year.

In addition to the financial report, we require the following:

1. Copy of each 12-31-21 bank statement.
2. Copy of each investment or a bank summary of investments. The Bank must have completed the summary.

Documentation can be sent via:

Email to: ndsao@nd.gov, or

Mail to: North Dakota State Auditor's Office
Division of Local Government
600 E Boulevard Ave. Dept 117
Bismarck, ND 58505-0060

Thank you for your cooperation. If you have any questions or comments, please feel free to contact us at (701) 239-7250 or ndsao@nd.gov.