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Form 990



Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-0047

2010

Open to Public Inspection

A For the 2010 calendar year, or tax year beginning 07-01-2010 and ending 06-30-2011

B Check if applicable

☐ Address change

☐ Name change

☐ Initial return

☐ Terminated

☐ Amended return

☐ Application pending

C Name of organization

RURAL MINNESOTA CEP INC

Doing Business As

Number and street (or P O box if mail is not delivered to street address)

803 ROOSEVELT AVENUE PO BOX 1108

Room/suite

City or town, state or country, and ZIP + 4

DETROIT LAKES, MN 56502

F Name and address of principal officer

NANCY BISEK

803 ROOSEVELT AVENUE PO BOX 1108

DETROIT LAKES, MN 56502

H(a) Is this a group return for affiliates?

☐ Yes ☒ No

H(b) Are all affiliates included?

☐ Yes ☐ No

If "No," attach a list (see instructions)

H(c) Group exemption number

I Tax-exempt status

☒ 501(c)(3) ☐ 501(c) () ☐ (insert no) ☐ 4947(a)(1) or ☐ 527

J Website:

WWW RMCEP COM

K Form of organization

☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation

1968

M State of legal domicile

MN

Part I Summary

Activities & Governance

1

Briefly describe the organization's mission or most significant activities

RURAL MINNESOTA CEP IS A RECOGNIZED LEADER IN NORTHERN AND WEST CENTRAL MINNESOTA FOR SERVICES TO PEOPLE SEEKING JOBS AND EMPLOYERS SEEKING TRAINED WORKERS RMCEP STAFF WORKED WITH NEARLY 6,600 ENROLLED PARTICIPANTS TO DEVELOP CAREER PLANS, PROVIDE SUPPORTIVE SERVICES AND ACCESS TRAINING THAT LEAD TO JOBS

2

Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets

3

Number of voting members of the governing body (Part VI, line 1a)

10

4

Number of independent voting members of the governing body (Part VI, line 1b)

10

5

Total number of individuals employed in calendar year 2010 (Part V, line 2a)

1,616

6

Total number of volunteers (estimate if necessary)

0

7a

Total unrelated business revenue from Part VIII, column (C), line 12

0

7b

Net unrelated business taxable income from Form 990-T, line 34

0

Revenue

8

Contributions and grants (Part VIII, line 1h)

20,229,548

9

Program service revenue (Part VIII, line 2g)

53,034

10

Investment income (Part VIII, column (A), lines 3, 4, and 7d)

9,059

11

Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)

-1,831

12

Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)

16,442,798

Expenses

13

Grants and similar amounts paid (Part IX, column (A), lines 1–3)

8,326,478

14

Benefits paid to or for members (Part IX, column (A), line 4)

0

15

Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)

6,297,187

16a

Professional fundraising fees (Part IX, column (A), line 11e)

0

b

Total fundraising expenses (Part IX, column (D), line 25)

59,853

17

Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)

1,327,717

18

Total expenses Add lines 13–17 (must equal Part IX, column (A), line 25)

15,951,382

19

Revenue less expenses Subtract line 18 from line 12

491,416

Net Assets or Fund Balances

20

Total assets (Part X, line 16)

2,140,919

21

Total liabilities (Part X, line 26)

1,884,625

22

Net assets or fund balances Subtract line 21 from line 20

1,129,128

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

2012-03-07

Date

NANCY BISEK

COMPROLLER

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name

RICHARD RUVELSON

Preparer's signature

RICHARD RUVELSON

Date

2012-03-07

Check if self-employed

☐

PTIN

Firm's name

WIPFLI LLP

Firm's EIN

Firm's address

7601 FRANCE AVENUE SOUTH SUITE 400

MINNEAPOLIS, MN 55435

Phone no

(952) 548-3400

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat No 11282Y

Form 990 (2010)

Part III

Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III

1

Briefly describe the organization’s mission

RMCEP WILL PROVIDE QUALITY WORKFORCE SERVICES THAT MEET OUR CUSTOMERS NEEDS OUR SERVICES ARE INTRODUCE INDIVIDUALS TO CAREER OPTIONS AND THE SKILLS NECESSARY FOR SUCCESSFUL EMPLOYMENT , HELP INDIVIDUALS FIND, GET, AND KEEP JOBS, AND GROW IN THEIR CAREERS, HELP EMPLOYERS FIND AND KEEP WORKERS, AND ASSIST THEM IN THE DEVELOPMENT OF THEIR EXISTING WORKFORCE, AND MEET THE EXPECTATIONS OF THOSE WHO FUND OUR SERVICES

2

Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes

No

If “Yes,” describe these new services on Schedule O

3

Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes

No

If “Yes,” describe these changes on Schedule O

4

Describe the exempt purpose achievements for each of the organization’s three largest program services by expenses

Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a

(Code) (Expenses \$ 6,312,787 including grants of \$ 3,802,356) (Revenue \$)

RMCEP PROVIDED SERVICES TO PARTICIPANTS THROUGH THE WORKFORCE INVESTMENT ACT (WIA) ADULT SERVICES PROVIDE INFORMATION, INSTRUCTION, GUIDANCE, TRAINING, AND SUPPORT SERVICES TO INCREASE THE EMPLOYMENT, JOB RETENTION AND EARNINGS OF PARTICIPANTS YOUTH SERVICES GOAL IS TO ESTABLISH A COMPREHENSIVE YOUTH DEVELOPMENT SYSTEM THAT PROVIDES EFFECTIVE LEARNING ENVIRONMENTS LINKING EDUCATION AND EMPLOYMENT, LEADERSHIP DEVELOPMENT, NURTURING MENTORS AND SUSTAINED SUPPORT FOR ECONOMIC SELF-SUFFICIENCY DISLOCATED WORKER PROGRAM PROVIDES ASSISTANCE TO WORKERS WHO LOSE THEIR JOBS BECAUSE OF LAYOFF OR PLANT CLOSING THE SUCCESS OF RMCEP IS MEASURED BY COMPARING PERFORMANCE STANDARDS TO STATE GOALS WIA ADULT ENTERED EMPLOYMENT STATE GOAL 80% RMCEP ACTUAL OUTCOME 94 26%WIA YOUTH DIPLOMA ATTAINMENT STATE GOAL 75% RMCEP ACTUAL OUTCOME 93 75%WIA YOUTH EMPLOYMENT RETENTION STATE GOAL 78% RMCEP ACTUAL OUTCOME 100 00% DISLOCATED WORKER ENTERED EMPLOYMENT STATE GOAL 83% RMCEP ACTUAL OUTCOME 91 45%

4b

(Code) (Expenses \$ 5,338,388 including grants of \$ 2,734,932) (Revenue \$)

RMCEP RECEIVES FUNDING FROM EIGHTEEN COUNTY HUMAN SERVICE AGENCIES TO PROVIDE MINNESOTA FAMILY INVESTMENT PROGRAM(MFIP/TANF) EMPLOYMENT AND TRAINING SERVICES WITHIN NORTHERN AND WEST CENTRAL MINNESOTA THE FOCUS OF THE MFIP PROGRAM IS TO MOVE PUBLIC ASSISTANCE RECIPIENTS RAPIDLY INTO THE LABOR FORCE OTHER COUNTY PROGRAMS COMPLIMENT THE GOALS OF THE MFIP PROGRAM DIVERSIONARY WORK PROGRAM (DWP) IS SHORT-TERM, WORK-FOCUSED SERVICES TO HELP FAMILIES MOVE IMMEDIATELY TO EMPLOYMENT RATHER THAN GO ON PUBLIC ASSISTANCE, MFIP SUPPORTED WORK FUNDS SUPPORT WORK ACTIVITY, INCLUDING TEMPORARY, FULLY SUBSIDIZED EMPLOYMENT STAFF PROVIDE INTERVENTION AND MONITORING AND HELP PARTICIPANTS TO IDENTIFY SOFT SKILLS THAT THEY NEED TO DEVELOP INNOVATIONS PROGRAM PROVIDES FOR INNOVATIONS IN SERVICES TO COUNTIES TO ADDRESS THE TRANSPORTATION NEEDS OF MFIP PARTICIPANTS MEETING THE REQUIRED FEDERAL PERFORMANCE MEASURE IS A BASIS FOR RECEIVING PERFORMANCE BASED FUNDING DURING THIS FISCAL YEAR, 40% OF ALL MINNESOTA COUNTIES MET THE PERFORMANCE STANDARD COMPARED TO 47% OF COUNTIES SERVED BY RMCEP MEETING THE PERFORMANCE STANDARD

4c

(Code) (Expenses \$ 2,664,789 including grants of \$ 1,784,852) (Revenue \$)

THE STATE OF MINNESOTA PROVIDES FUNDING TO SUPPLEMENT THE WIA DISLOCATED WORKER PROGRAM THROUGH THE STATE DISLOCATED WORKER PROGRAM DISLOCATED WORKER PROGRAMS ASSIST WORKERS AS A RESULT OF A LAYOFF OR PLANT CLOSING THE SERVICES ARE PROVIDED THROUGH THE WORKFORCE CENTER SYSTEM FUNDS ARE AVAILABLE TO CARRY OUT CORE, INTENSIVE AND TRAINING SERVICES ONLY MINNESOTA WORKERS MAY BE SERVED IN THE STATE PROGRAM RMCEP ALSO RECEIVES MINNESOTA YOUTH PROGRAM FUNDS DESIGNED TO PROVIDE MEANINGFUL WORK AND SKILLS TRAINING TO ELIGIBLE 14 THROUGH 21 YEARS OLD SO THAT THEIR FUTURE EMPLOYABILITY WILL BE ENHANCED THE PRIMARY ACTIVITY IS WORK TRAINING THE PERFORMANCE MEASURE FOR THIS PROGRAM IS THAT AT LEAST 80% OF THE YOUTH WILL RETURN TO SCHOOL, ENTER EMPLOYMENT OR ENTER ANOTHER TRAINING PROGRAM RMCEP RECEIVED FUNDING TO PROVIDE A SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) THE PURPOSE OF THIS PROGRAM IS TO PROVIDE SUBSIDIZED PART-TIME JOBS FOR LOW INCOME INDIVIDUALS WHO ARE 55 YEARS OF AGE OR OLDER AND HELP THEM TRANSITION INTO UNSUBSIDIZED EMPLOYMENT

4d

Other program services (Describe in Schedule O) See also Additional Data for Description

(Expenses \$ 108,106 including grants of \$ 4,338) (Revenue \$ 53,034)

4e

Total program service expenses

\$ 14,424,070

Part IV

Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A.</i> 	1	Yes
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instruction)? 	2	Yes
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I.</i>	3	No
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II.</i>	4	No
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III.</i>	5	
6	Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I.</i> 	6	No
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? <i>If "Yes," complete Schedule D, Part II.</i> 	7	No
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III.</i> 	8	No
9	Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV.</i> 	9	No
10	Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V.</i> 	10	No
11	If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI.</i> 	11a	Yes
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII.</i> 	11b	No
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII.</i> 	11c	No
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX.</i> 	11d	No
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X.</i> 	11e	Yes
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X.</i> 	11f	Yes
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI, XII, and XIII.</i> 	12a	Yes
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional.</i> 	12b	No
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E.</i>	13	No
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a	No
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? <i>If "Yes," complete Schedule F, Parts I and IV.</i>	14b	No
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the U S ? <i>If "Yes," complete Schedule F, Parts II and IV.</i>	15	No
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the U S ? <i>If "Yes," complete Schedule F, Parts III and IV.</i>	16	No
17	Did the organization report a total of more than \$15,000, of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I (see instructions).</i>	17	No
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II.</i>	18	No
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III.</i>	19	No
20a	Did the organization operate one or more hospitals? <i>If "Yes," complete Schedule H.</i>	20a	No
b	If "Yes" to line 20a, did the organization attach its audited financial statement to this return? Note. Some Form 990 filers that operate one or more hospitals must attach audited financial statements (see instructions).	20b	

Part IV

Checklist of Required Schedules (continued)

21	Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	Yes	
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	Yes	
23	Did the organization answer "Yes" to Part VII, Section A, questions 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23		No
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b–24d and complete Schedule K. If "No," go to line 25</i>	24a		No
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a		No
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b		No
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? <i>If "Yes," complete Schedule L, Part II</i>	26		No
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? <i>If "Yes," complete Schedule L, Part III</i>	27		No
28	Was the organization a party to a business transaction with one of the following parties? (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)			
a	A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28a		No
b	A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28b		No
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>	28c		No
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	Yes	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30		No
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31		No
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32		No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33		No
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1</i>	34		No
35	Is any related organization a controlled entity within the meaning of section 512(b)(13)?	35		No
a	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> ☐ Yes ☒ No			
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36		No
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37		No
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	38	Yes	

Part V Statements Regarding Other IRS Filings and Tax Compliance			
Check if Schedule O contains a response to any question in this Part V ☐			
		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.	1a	41
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.	1b	0
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	Yes
2a	Enter the number of employees reported on Form W-3, <i>Transmittal of Wage and Tax Statements</i> filed for the calendar year ending with or within the year covered by this return.	2a	1,616
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).	2b	Yes
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	No
b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O.	3b	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	No
b	If "Yes," enter the name of the foreign country: _____ See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	No
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	No
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?	6a	No
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).			
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	Yes
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	Yes
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	No
d	If "Yes," indicate the number of Forms 8282 filed during the year.	7d	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	No
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	No
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.			
a	Did the organization make any taxable distributions under section 4966?	9a	
b	Did the organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter			
a	Initiation fees and capital contributions included on Part VIII, line 12.	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.	10b	
11 Section 501(c)(12) organizations. Enter			
a	Gross income from members or shareholders.	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them).	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year.	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans.	13b	
c	Enter the amount of reserves on hand.	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	No
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O.	14b	

Part VI

Governance, Management, and Disclosure For each “Yes” response to lines 2 through 7b below, and for a “No” response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.
Check if Schedule O contains a response to any question in this Part VI ☒

Section A. Governing Body and Management			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a 10		
b	Enter the number of voting members included in line 1a, above, who are independent	1b 10		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?	3		No
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		No
5	Did the organization become aware during the year of a significant diversion of the organization’s assets?	5		No
6	Does the organization have members or stockholders?	6		No
7a	Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	7a		No
b	Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	7b		No
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following			
a	The governing body?	8a	Yes	
b	Each committee with authority to act on behalf of the governing body?	8b	Yes	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization’s mailing address? If “Yes,” provide the names and addresses in Schedule O	9		No

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)			Yes	No
10a	Does the organization have local chapters, branches, or affiliates?	10a		No
b	If “Yes,” does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?	10b		
11a	Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form?	11a	Yes	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990			
12a	Does the organization have a written conflict of interest policy? <i>If “No,” go to line 13</i>	12a	Yes	
b	Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	Yes	
c	Does the organization regularly and consistently monitor and enforce compliance with the policy? If “Yes,” describe in Schedule O how this is done	12c	Yes	
13	Does the organization have a written whistleblower policy?	13	Yes	
14	Does the organization have a written document retention and destruction policy?	14	Yes	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization’s CEO, Executive Director, or top management official	15a	Yes	
b	Other officers or key employees of the organization	15b	Yes	
	If “Yes” to line 15a or 15b, describe the process in Schedule O (See instructions)			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		No
b	If “Yes,” has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization’s exempt status with respect to such arrangements?	16b		

Section C. Disclosure	
17	List the States with which a copy of this Form 990 is required to be filed ► MN
18	Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply. ☐ Own website ☐ Another's website ☒ Upon request
19	Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public. See Additional Data Table.
20	State the name, physical address, and telephone number of the person who possesses the books and records of the organization ► NANCY BISEK COMPTROLLER 803 ROOSEVELT AVENUE DETROIT LAKES, MN 56502 (218) 846-7400

Part VII

Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response to any question in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- 1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.
- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation, and **current** key employees. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CAROL ANDERSON SECRETARY-TREASURER	1 00	X		X				1,830	0	0
(2) ROBERT GOODWIN BOARD OF DIRECTORS	1 00	X						800	0	0
(3) JANET GREEN CHAIRPERSON	1 00	X		X				1,315	0	0
(4) KATHLEEN GUESS BOARD OF DIRECTORS	1 00	X						1,420	0	0
(5) GORDON HAGEN BOARD OF DIRECTORS	1 00	X						1,200	0	0
(6) DONALD MARTODAM VICE CHAIRPERSON	1 00	X		X				1,700	0	0
(7) DEB ALLISON CO BI-CAP BOARD OF DIRECTORS	1 00	X						775	0	0
(8) DAVID SCHORNACK BOARD OF DIRECTORS	1 00	X						950	0	0
(9) LARRY LUNDBLAD BOARD OF DIRECTORS	1 00	X						100	0	0
(10) TERRY STALLMAN BOARD OF DIRECTORS	1 00	X						900	0	0
(11) TERRY BLAKE BOARD OF DIRECTORS	1 00	X						860	0	0
(12) DANIEL WENNER EXECUTIVE DIRECTOR	40 00			X				74,946	0	14,780
(13) TERRY JANES DIRECTOR OF OPERATIONS	40 00			X				69,179	0	10,333
(14) NANCY BISEK COMPTROLLER	40 00			X				72,388	0	4,707

Part VII

1b	Sub-Total			
c	Total from continuation sheets to Part VII, Section A			
d	Total (add lines 1b and 1c)	228,363	0	29,820

2 Total number of individuals (including but not limited to those I
\$100,000 in reportable compensation from the organization) 0

		Yes	No
3	Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3	No
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	4	No
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>	5	No

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization ►0

Part VIII

Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514	
Contributions, gifts, grants and other similar amounts	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c	980			
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	15,875,907			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	505,649			
	g	Noncash contributions included in lines 1a-1f \$		480,000			
	h	Total. Add lines 1a-1f		16,382,536			
	Program Service Revenue			Business Code			
2a		WFC PARTNER SERVICES	561300	35,151	35,151		
b		STEARNS-BENTON EMPLYMT	561300	8,100	8,100		
c		LAKES COUNTY SERVICE C	561300	5,000	5,000		
d		MN WORKFORCE COUNCIL A	561300	3,500	3,500		
e		OTHER EMPLOYMENT TRAIN	561300	697	697		
f		All other program service revenue		586	586		
g		Total. Add lines 2a-2f		53,034			
Other Revenue		3	Investment income (including dividends, interest and other similar amounts)				
				9,059		9,059	
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	(i) Real		(ii) Personal			
		21,345					
		24,462					
		-3,117					
		Net rental income or (loss)		-3,117		-3,117	
	7a	(i) Securities		(ii) Other			
		Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ 980 of contributions reported on line 1c) See Part IV, line 18					
		a		2,920			
		b Less direct expenses b		1,634			
		Net income or (loss) from fundraising events		1,286		1,286	
	9a	Gross income from gaming activities See Part IV, line 19 a					
		b Less direct expenses b					
Net income or (loss) from gaming activities							
10a	Gross sales of inventory, less returns and allowances						
	a						
	b Less cost of goods sold b						
	Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
11a							
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12	Total revenue. See Instructions			16,442,798	53,034	0	7,228

Part IX

Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.

All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the U S See Part IV, line 21	792,174	792,174		
2	Grants and other assistance to individuals in the U S See Part IV, line 22	7,534,304	7,534,304		
3	Grants and other assistance to governments, organizations, and individuals outside the U S See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	261,484	23,350	238,134	
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	4,678,507	4,015,662	619,438	43,407
8	Pension plan contributions (include section 401(k) and section 403(b) employer contributions)	192,518	163,855	27,655	1,008
9	Other employee benefits	819,281	666,708	140,022	12,551
10	Payroll taxes	345,397	284,710	57,800	2,887
a	Fees for services (non-employees)				
	Management				
b	Legal	3,892		3,892	
c	Accounting	23,250		23,250	
d	Lobbying				
e	Professional fundraising services See Part IV, line 17				
f	Investment management fees				
g	Other	10,225	895	9,330	
12	Advertising and promotion	3,415	1,940	1,475	
13	Office expenses	298,239	217,688	80,551	
14	Information technology	224,648	192,206	32,442	
15	Royalties				
16	Occupancy	391,961	334,370	57,591	
17	Travel	147,491	104,447	43,044	
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings	74,680	12,078	62,602	
20	Interest	15,727		15,727	
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	53,490	25,381	28,109	
23	Insurance	18,496		18,496	
24	Other expenses Itemize expenses not covered above (List miscellaneous expenses in line 24f If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O)				
a	YOUTHBUILD SERVICES	26,971	26,971		
b	NORTH COUNTRY VOCATIONA	13,125	13,125		
c	ABE SERVICES	9,450	9,450		
d	ASSESSMENT SERVICES	7,466	1,406	6,060	
e	JOB FAIR SERVICES	3,350	3,350		
f	All other expenses	1,841		1,841	
25	Total functional expenses. Add lines 1 through 24f	15,951,382	14,424,070	1,467,459	59,853
26	Joint costs. Check here ☐ if following SOP 98-2 (ASC 958-720) Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Part X

Balance Sheet

					(A)		(B)
					Beginning of year		End of year
Assets	1	Cash—non-interest-bearing			500	1	500
	2	Savings and temporary cash investments			603,968	2	1,091,004
	3	Pledges and grants receivable, net			1,095,782	3	476,210
	4	Accounts receivable, net			17,870	4	21,036
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L				5	
	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers, and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Schedule L				6	
	7	Notes and loans receivable, net				7	
	8	Inventories for sale or use				8	
	9	Prepaid expenses and deferred charges			32,896	9	112,189
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D.	10a	1,527,856			
	b	Less: accumulated depreciation	10b	298,639	102,707	10c	1,229,217
	11	Investments—publicly traded securities				11	
	12	Investments—other securities. See Part IV, line 11			287,196	12	83,597
	13	Investments—program-related. See Part IV, line 11				13	
	14	Intangible assets				14	
	15	Other assets. See Part IV, line 11				15	
16	Total assets. Add lines 1 through 15 (must equal line 34)			2,140,919	16	3,013,753	
Liabilities	17	Accounts payable and accrued expenses			158,813	17	91,280
	18	Grants payable			694,148	18	152,319
	19	Deferred revenue			136,649	19	351,192
	20	Tax-exempt bond liabilities				20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D				21	
	22	Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L				22	
	23	Secured mortgages and notes payable to unrelated third parties				23	767,129
	24	Unsecured notes and loans payable to unrelated third parties				24	
	25	Other liabilities. Complete Part X of Schedule D			513,597	25	522,705
	26	Total liabilities. Add lines 17 through 25			1,503,207	26	1,884,625
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here ☒ and complete lines 27 through 29, and lines 33 and 34.						
	27	Unrestricted net assets			636,986	27	1,128,402
	28	Temporarily restricted net assets			726	28	726
	29	Permanently restricted net assets				29	
	Organizations that do not follow SFAS 117, check here ☐ and complete lines 30 through 34.						
	30	Capital stock or trust principal, or current funds				30	
	31	Paid-in or capital surplus, or land, building or equipment fund				31	
	32	Retained earnings, endowment, accumulated income, or other funds				32	
	33	Total net assets or fund balances			637,712	33	1,129,128
	34	Total liabilities and net assets/fund balances			2,140,919	34	3,013,753

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	16,442,798
2	Total expenses (must equal Part IX, column (A), line 25)	2	15,951,382
3	Revenue less expenses Subtract line 2 from line 1	3	491,416
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	637,712
5	Other changes in net assets or fund balances (explain in Schedule O)	5	0
6	Net assets or fund balances at end of year Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	1,129,128

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990 ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		No
b	Were the organization's financial statements audited by an independent accountant?	Yes	
c	If "Yes," to 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O	Yes	
d	If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separated basis		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	Yes	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	Yes	

SCHEDULE A
(Form 990 or 990EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ. ► See separate instructions.

OMB No 1545-0047

2010

Open to Public Inspection

Name of the organization
RURAL MINNESOTA CEP INC

Employer identification number
41-0942639

Part I

Reason for Public Charity Status (All organizations must complete this part.) See instructions

The organization is not a private foundation because it is (For lines 1 through 11, check only one box)

1

☐

A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2

☐

A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E)

3

☐

A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4

☐

A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state

5

☐

An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II)

6

☐

A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7

☒

An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)** (Complete Part II)

8

☐

A community trust described in **section 170(b)(1)(A)(vi)** (Complete Part II)

9

☐

An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See **section 509(a)(2).** (Complete Part III)

10

☐

An organization organized and operated exclusively to test for public safety See**section 509(a)(4).**

11

☐

An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2) See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h

a

☐

Type I

b

☐

Type II

c

☐

Type III - Functionally integrated

d

☐

Type III - Other

e

☐

By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)

f

☐

If the organization received a written determination from the IRS that it is a Type I, Type II or Type III supporting organization, check this box

g

☐

Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

(i) a person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the the supported organization?

(ii) a family member of a person described in (i) above?

(iii) a 35% controlled entity of a person described in (i) or (ii) above?

h

☐

Provide the following information about the supported organization(s)

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1- 9 above or IRC section (see instructions))	(iv) Is the organization in col (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the U S ?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

For Paperwork Reduction Act Notice, see the Instructions for Form 990

Cat No 11285F

Schedule A (Form 990 or 990-EZ) 2010

Part II

Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support						
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	11,547,427	12,228,987	14,999,719	20,229,548	16,382,536	75,388,217
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	11,547,427	12,228,987	14,999,719	20,229,548	16,382,536	75,388,217
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public Support. Subtract line 5 from line 4						75,388,217

Section B. Total Support						
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
7 Amounts from line 4	11,547,427	12,228,987	14,999,719	20,229,548	16,382,536	75,388,217
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	35,668	28,282	13,640	8,500	30,404	116,494
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)	64,459	65,470	84,519	30,924	55,954	301,326
11 Total support (Add lines 7 through 10)						75,806,037
12 Gross receipts from related activities, etc (See instructions)					12	173,898
13 First Five Years If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a 501(c)(3) organization, check this box and stop here ▶						

Section C. Computation of Public Support Percentage		
14 Public Support Percentage for 2010 (line 6 column (f) divided by line 11 column (f))	14	99 450 %
15 Public Support Percentage for 2009 Schedule A, Part II, line 14	15	99 390 %
16a 33 1/3% support test—2010. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶		
b 33 1/3% support test—2009. If the organization did not check the box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶		
17a 10%-facts-and-circumstances test—2010. If the organization did not check a box on line 13, 16a, or 16b and line 14 is 10% or more, and if the organization meets the "facts and circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts and circumstances" test The organization qualifies as a publicly supported organization ▶		
b 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, 16b, or 17a and line 15 is 10% or more, and if the organization meets the "facts and circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts and circumstances" test The organization qualifies as a publicly supported organization ▶		
18 Private Foundation If the organization did not check a box on line 13, 16a, 16b, 17a or 17b, check this box and see instructions ▶		

Part IIIPart III

Support Schedule for Organizations Described in Section 509(a)(2)
(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support						
Calendar year (or fiscal year beginning in) ▶	(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants ")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public Support (Subtract line 7c from line 6)						

Section B. Total Support							
Calendar year (or fiscal year beginning in)		(a) 2006	(b) 2007	(c) 2008	(d) 2009	(e) 2010	(f) Total
9	Amounts from line 6						
10a	Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b	Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c	Add lines 10a and 10b						
11	Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12	Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
13	Total support (Add lines 9, 10c, 11 and 12)						
14	First Five Years If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage			
15	Public Support Percentage for 2010 (line 8 column (f) divided by line 13 column (f))	15	
16	Public support percentage from 2009 Schedule A, Part III, line 15	16	

Section D. Computation of Investment Income Percentage			
17	Investment income percentage for 2010 (line 10c column (f) divided by line 13 column (f))	17	
18	Investment income percentage from 2009 Schedule A, Part III, line 17	18	
19a	33 1/3% support tests—2010. If the organization did not check the box on line 14, and line 15 is more than 33 1/3% and line 17 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization ▶		
b	33 1/3% support tests—2009. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization ▶		
20	Private Foundation If the organization did not check a box on line 14, 19a or 19b, check this box and see instructions ▶		

Part IV

Supplemental Information. Supplemental Information. Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

Additional Data

Software ID:
Software Version:
EIN: 41-0942639
Name: RURAL MINNESOTA CEP INC

Form 990, Part III - 4 Program Service Accomplishments (See the Instructions)

4d. Other program services					
(Code	) (Expenses \$	108,106	including grants of \$	4,338) (Revenue \$	53,034)
FUNDS WERE RECEIVED FROM SEVERAL FOUNDATIONS FOR WORKKEYS ASSESSMENTS AND PROMOTE KEYTRAIN CURRICULUM WITH CUSTOMERS THROUGHOUT THE RMCEP SERVICE AREA KEYTRAIN IS A RESOURCE THAT PROVIDES AN ASSESSMENT, EXERCISES TO INCREASE BASIC SKILL AND TESTING TO ASSURE THAT AN INDIVIDUAL'S BASIC SKILLS AND SOFT SKILLS HAVE IMPROVED TO THE DEGREE NEEDED FOR SUCCESS ON THE JOB OR IN PURSUING COLLEGE COURSEWORK THE COMPLETION OF THE MODULES THROUGH WORKKEYS CAN RESULT IN A NATIONALLY RECOGNIZED CERTIFICATE, THE ACT NATIONAL CAREER READINESS CERTIFICATE OTHER FUNDS RECEIVED WERE USED TO PROMOTE YOUTH INITIATIVES BY PROVIDING CAREER COUNSELING OR COLLEGE AWARENESS PROGRAMS IN HIGH SCHOOLS DURING THE SCHOOL YEAR					

SCHEDULE D

(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.**
▶ **Attach to Form 990. ▶ See separate instructions.**

OMB No 1545-0047

2010

Open to Public
Inspection

Name of the organization
RURAL MINNESOTA CEP INC

Employer identification number
41-0942639

Part I

Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year	
2	Aggregate contributions to (during year)	
3	Aggregate grants from (during year)	
4	Aggregate value at end of year	
5	Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No	
6	Did the organization inform all grantees, donors, and donor advisors in writing that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit ☐ Yes ☐ No	

Part II

Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1

Purpose(s) of conservation easements held by the organization (check all that apply)

☐ Preservation of land for public use (e g , recreation or pleasure)

☐ Preservation of an historically importantly land area

☐ Protection of natural habitat

☐ Preservation of a certified historic structure

☐ Preservation of open space

2

Complete lines 2a–2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

	Held at the End of the Year
2a	
2b	
2c	
2d	

3

Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the taxable year ▶ _____

4

Number of states where property subject to conservation easement is located ▶ _____

5

Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes ☐ No

6

Staff and volunteer hours devoted to monitoring, inspecting and enforcing conservation easements during the year ▶ _____

7

Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$ _____

8

Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and 170(h)(4)(B)(ii)?

☐ Yes ☐ No

9

In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization’s financial statements that describes the organization’s accounting for conservation easements

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a

If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items

b

If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1▶ \$ _____

(ii) Assets included in Form 990, Part X▶ \$ _____

2

If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items

a

Revenues included in Form 990, Part VIII, line 1▶ \$ _____

b

Assets included in Form 990, Part X▶ \$ _____

For Privacy Act and Paperwork Reduction Act Notice, see the Intructions for Form 990

Cat No 52283D

Schedule D (Form 990) 2010

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3

Using the organization's accession and other records, check any of the following that are a significant use of its collection items (check all that apply)

a

☐ Public exhibition

b

☐ Scholarly research

c

☐ Preservation for future generations

d

☐ Loan or exchange programs

e

☐ Other

4

Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV

5

During the year, did the organization solicit or receive donations of art, historical treasures or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?

☐ Yes

☐ No

Part IV

Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a

Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes

☐ No

b

If "Yes," explain the arrangement in Part XIV and complete the following table

c

Beginning balance

d

Additions during the year

e

Distributions during the year

f

Ending balance

	Amount
1c	
1d	
1e	
1f	

2a

Did the organization include an amount on Form 990, Part X, line 21?

☐ Yes

☐ No

b

If "Yes," explain the arrangement in Part XIV

Part V

Endowment Funds. Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

	(a)Current Year	(b)Prior Year	(c)Two Years Back	(d)Three Years Back	(e)Four Years Back
1a	Beginning of year balance				
b	Contributions				
c	Investment earnings or losses				
d	Grants or scholarships				
e	Other expenditures for facilities and programs				
f	Administrative expenses				
g	End of year balance				

2

Provide the estimated percentage of the year end balance held as

a

Board designated or quasi-endowment ▶

b

Permanent endowment ▶

c

Term endowment ▶

3a

Are there endowment funds not in the possession of the organization that are held and administered for the organization by

(i)

unrelated organizations

(ii)

related organizations

3a(i)

Yes

No

3a(ii)

b

If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

3b

4

Describe in Part XIV the intended uses of the organization's endowment funds

Part VI

Investments—Land, Buildings, and Equipment. See Form 990, Part X, line 10.

Description of investment	(a) Cost or other basis (investment)	(b)Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		55,650		55,650
b Buildings		1,124,351	28,110	1,096,241
c Leasehold improvements				
d Equipment		347,855	270,529	77,326
e Other				
Total. Add lines 1a-1e (Column (d) should equal Form 990, Part X, column (B), line 10(c).) ▶				1,229,217

Schedule D (Form 990) 2010

Part XI

Reconciliation of Change in Net Assets from Form 990 to Financial Statements

1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	16,442,798
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	15,951,382
3	Excess or (deficit) for the year Subtract line 2 from line 1	3	491,416
4	Net unrealized gains (losses) on investments	4	
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV)	8	
9	Total adjustments (net) Add lines 4 - 8	9	0
10	Excess or (deficit) for the year per financial statements Combine lines 3 and 9	10	491,416

Part XII

Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements	1	16,468,894
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV)	2d	26,096
e	Add lines 2a through 2d	2e	26,096
3	Subtract line 2e from line 1	3	16,442,798
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	0
5	Total Revenue Add lines 3 and 4c. (This should equal Form 990, Part I, line 12)	5	16,442,798

Part XIII

Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements	1	15,977,478
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIV)	2d	26,096
e	Add lines 2a through 2d	2e	26,096
3	Subtract line 2e from line 1	3	15,951,382
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	0
5	Total expenses Add lines 3 and 4c. (This should equal Form 990, Part I, line 18)	5	15,951,382

Part XIV

Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Identifier	Return Reference	Explanation
DESCRIPTION OF UNCERTAIN TAX POSITIONS UNDER FIN 48	PART X	THE ORGANIZATION HAS DETERMINED THERE ARE NO AMOUNTS TO RECORD AS ASSETS OR LIABILITIES RELATED TO UNCERTAIN TAX POSITIONS. FEDERAL RETURNS FOR THE YEARS ENDED 2008 AND THEREAFTER REMAIN SUBJECT TO EXAMINATION BY THE INTERNAL REVENUE SERVICE.
PART XII, LINE 2D - OTHER ADJUSTMENTS		FUNDRAISING EVENT EXPENSE 1,634 RENTAL EXPENSE 24,462
PART XIII, LINE 2D - OTHER ADJUSTMENTS		FUNDRAISING EVENT EXPENSE 1,634 RENTAL EXPENSE 24,462

OMB No 1545-0047

Complete if the organization answered "Yes," to Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990

Open to Public Inspection

Employer identification number
41-0942639

Part I General Information on Grants and Assistance

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States

Part II **Grants and Other Assistance to Governments and Organizations in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 21 for any recipient that received more than \$5,000. Check this box if no one recipient received more than \$5,000. Part II can be duplicated if additional space is needed.

[illegible]

- 2 Enter total number of section 501(c)(3) and government organizations 1
- 3 Enter total number of other organizations

Part III

Grants and Other Assistance to Individuals in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 22.
Use Schedule I-1 (Form 990) if additional space is needed.

(a)Type of grant or assistance	(b)Number of recipients	(c)Amount of cash grant	(d)Amount of non-cash assistance	(e)Method of valuation (book, FMV, appraisal, other)	(f)Description of non-cash assistance
(1) CLASSROOM TRAINING SERVICES	931	2,331,714			
(2) WORK TRAINING SERVICES	1355	2,962,267			
(3) PARTICIPANT SUPPORT SERVICES	4152	2,123,926			
(4) ON THE JOB TRAINING (OJT) SERVICES	50	116,397			

Part IV

Supplemental Information. Complete this part to provide the information required in Part I, line 2, and any other additional information.

Identifier	Return Reference	Explanation
PROCEDURE FOR MONITORING GRANTS IN THE U S	PART I, LINE 2	SCHEDULE I, PART I, LINE 2 RMCEP MAINTAINS POLICIES AND PROCEDURES THAT MONITOR GRANTEEES IN ORDER TO PROVIDE REASONABLE ASSURANCE THAT SUBRECIPIENTS ARE COMPLYING, IN ALL MATERIAL ASPECTS, WITH LAWS, REGULATIONS AND AWARD PROVISIONS APPLICABLE TO THE PROGRAM RMCEP ASSIGNS AN EMPLOYEE THE RESPONSIBILITY OF MONITORING EACH SUBRECIPIENT ON AN ONGOING BASIS, DURING THE PERIOD OF PERFORMANCE BY THE SUBRECIPIENT THE EMPLOYEE WILL ESTABLISH AND DOCUMENT, BASED ON HIS/HER UNDERSTANDING OF THE REQUIREMENTS THAT HAVE BEEN DELEGATED TO THE SUBRECIPIENT, A SYSTEM FOR THE ONGOING MONITORING OF THE SUBRECIPIENT ONGOING MONITORING OF SUBRECIPIENTS BY RMCEP WILL INHERENTLY VARY FROM SUBRECIPIENT TO SUBRECIPIENT, BASED ON THE NATURE OF WORK ASSIGNED TO EACH SUBRECIPIENT HOWEVER, ONGOING MONITORING ACTIVITIES MAY INVOLVE ANY OR ALL OF THE FOLLOWING, A) REGULAR CONTACTS WITH SUBRECIPIENTS AND APPROPRIATE INQUIRIES REGARDING THE PROGRAM, B) REVIEWING PROGRAMMATIC AND FINANCIAL REPORTS PREPARED AND SUBMITTED BY THE SUBRECIPIENT AND FOLLOWING UP ON AREAS OF CONCERN, C) MONITORING SUBRECIPIENTS BUDGETS, D) PERFORMING SITE VISITS TO THE SUBRECIPIENT TO REVIEW FINANCIAL AND PROGRAMMATIC RECORDS AND ASSESS COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS, AND PROVISIONS OF THE AWARD, E) OFFERING SUBRECIPIENT TECHNICAL ASSISTANCE WHERE NEEDED, F) MAINTAINING A SYSTEM TO TRACK AND FOLLOW UP ON DEFICIENCIES NOTED AT THE SUBRECIPIENT IN ORDER TO ASSURE THAT APPROPRIATE CORRECTIVE ACTION IS TAKEN AND G) ESTABLISHING AND MAINTAINING A TRACKING SYSTEM TO ASSURE TIMELY SUBMISSION OF ALL REPORTS TO THE SUBRECIPIENT DOCUMENTATION SHALL BE MAINTAINED IN SUPPORT OF ALL EFFORTS ASSOCIATED WITH RMCEP'S MONITORING OF SUBRECIPIENTS

SCHEDULE M
(Form 990)

Department of the Treasury
Internal Revenue Service

NonCash Contributions

►Complete if the organization answered "Yes" on Form 990, Part IV, lines 29 or 30.
► Attach to Form 990.

OMB No 1545-0047

2010

Open to Public Inspection

Name of the organization
RURAL MINNESOTA CEP INC

Employer identification number
41-0942639

Part I

Types of Property

	(a) Check if applicable	(b) Number of Contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining oncash contribution amounts
1 Art—Works of art				
2 Art—Historical treasures				
3 Art—Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles .				
7 Boats and planes				
8 Intellectual property . .				
9 Securities—Publicly traded				
10 Securities—Closely held stock				
11 Securities—Partnership, LLC, or trust interests .				
12 Securities—Miscellaneous				
13 Qualified conservation contribution—Historic structures				
14 Qualified conservation contribution—Other . .				
15 Real estate—Residential .				
16 Real estate—Commercial				
17 Real estate—Other . .	X	1	480,000	APPRAISAL - FMV
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts . .				
23 Scientific specimens . .				
24 Archeological artifacts .				
25 Other ► ()				
26 Other ► ()				
27 Other ► ()				
28 Other ► ()				
29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement	29			2
30a During the year, did the organization receive by contribution any property reported in Part I, lines 1-28 that it must hold for at least three years from the date of the initial contribution, and which is not required to be used for exempt purposes for the entire holding period?	30a			No
b If "Yes," describe the arrangement in Part II				
31 Does the organization have a gift acceptance policy that requires the review of any non-standard contributions?	31	Yes		
32a Does the organization hire or use third parties or related organizations to solicit, process, or sell non-cash contributions?	32a			No
b If "Yes," describe in Part II				
33 If the organization did not report revenues in column (c) for a type of property for which column (a) is checked, describe in Part II				

Part II

Supplemental Information. Complete this part to provide the information required by Part I, lines 30b, 32b, and 33. Also complete this part for any additional information.

Identifier	Return Reference	Explanation
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SCHEDULE O

(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2010

Open to Public
Inspection

Name of the organization RURAL MINNESOTA CEP INC	Employer identification number 41-0942639
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Identifier	Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 11		THE BOARD OF DIRECTORS REVIEWED THE FORM 990 AND APPROPRIATE SCHEDULES AT THE NOVEMBER 23, 2011 BOARD OF DIRECTORS MEETING PRIOR TO SUBMISSION TO THE IRS

Identifier	Return Reference	Explanation
	FORM 990, PART VI, SECTION B, LINE 12C	ARTICLE VIII - RESPONSIBILITIES OF BOARD MEMBERS ITEM F IS REVIEWED ANNUALLY WITH BOARD MEMBERS AND DURING THE ORIENTATION PROCESS OF NEW BOARD MEMBERS BOARD MEMBERS COMPLETE A CONFLICT OF INTEREST STATEMENT INDICATING POTENTIAL CONFLICTS OF INTEREST, IF ANY MANAGEMENT AND SUPERVISORY STAFF ALSO ANNUALLY REVIEW THE CONFLICT OF INTEREST POLICY WITHIN THE AGENCY PERSONNEL MANUAL AND COMPLETE A CONFLICT OF INTEREST STATEMENT ALL CONFLICT OF INTEREST STATEMENTS ARE REVIEWED AND RETAINED BY THE AGENCY COMPTROLLER

Identifier	Return Reference	Explanation
	FORM 990, PART VI, SECTION B, LINE 15	RCMEP REVIEWED THE COMPENSATION SCHEDULE AND DETERMINED THAT THE INFORMATION ATTAINED DURING THE LAST FULL COMPENSATION REVIEW AND AUDIT WAS STILL RELEVANT. REVIEWS INCLUDE STUDY AND AUDITS OF SPECIFIC POSITIONS TO ENSURE THEY ARE APPROPRIATELY CLASSIFIED, MARKET REVIEW OF COMPARABLE POSITIONS, REVIEW COMPENSATION SCHEDULE AND MERIT INCREASE GUIDELINE CHART. ALL POSITIONS WITHIN THE AGENCY ARE REVIEWED AND EVALUATED AT LEAST ANNUALLY. THE PERSONNEL COMMITTEE OF THE BOARD OF DIRECTORS ANNUALLY EVALUATES AND APPROVES THE COMPENSATION OF THE EXECUTIVE DIRECTOR.

Identifier	Return Reference	Explanation
	FORM 990, PART VI, SECTION C, LINE 19	RMCEP MAINTAINS POLICIES THAT ADHERE TO THE GUIDELINES OF COMPLYING WITH PUBLIC DISCLOSURE REQUIREMENTS FOR DOCUMENTS REQUIRING PUBLIC DISCLOSURE ANY ONE APPEARING IN PERSON AT THE OFFICES OF RURAL MINNESOTA CEP, INC DURING NORMAL WORKING HOURS MAKING A REQUEST TO INSPECT THE FORMS WILL BE GRANTED ACCESS TO A FILE COPY OF THE FORMS AVAILABLE FOR PUBLIC INSPECTION THE COMPTROLLER IS RESPONSIBLE FOR MAINTAINING THE COPY OF EACH FORM AND MAKING IT AVAILABLE TO ALL REQUESTORS FOR ALL WRITTEN REQUESTS FOR COPIES OF FORMS RECEIVED BY RMCEP THE ORGANIZATION SHALL REQUIRE PAYMENT OF ALL COPYING AND SHIPPING CHARGES, IF APPLICABLE

Identifier	Return Reference	Explanation
	FORM 990, PART XII, LINE 2C	THE BOARD OF DIRECTORS ASSUMES RESPONSIBILITY FOR OVERSIGHT OF THE AUDIT OF THE ORGANIZATION AND SELECTION OF AN INDEPENDENT ACCOUNTANT THIS PROCESS HAS NOT CHANGED FROM PRIOR YEAR