

**STATE OF MINNESOTA**  
**BOARD OF ACCOUNTANCY**

**In the Matter of  
Colleen Louise Hoffman  
Unlicensed**

**SETTLEMENT AGREEMENT  
AND  
CEASE AND DESIST ORDER  
Board File 2017-413**

**TO: Colleen Louise Hoffman  
Hoffman, Philipp & Knutson, PLLC  
1541 Highway 59 South  
Thief River Falls, Minnesota 56701**

The Minnesota Board of Accountancy ("Board") is authorized pursuant to Minnesota Statutes section 214.10 (2016), Minnesota Statutes section 326A.02, subdivisions 4 and 6, and section 326A.08, subdivisions 1 and 4 (2016) to review complaints concerning the unauthorized practice of public accounting and the unauthorized use of the terms "CPA" or "certified public accountant," and to take action pursuant to those statutes whenever appropriate.

The Executive Director of the Board initiated a complaint concerning Colleen Louise Hoffman ("Respondent"). The Board's Complaint Committee ("Committee") reviewed the information. The parties have agreed that the matter may now be resolved by this Settlement Agreement and Cease and Desist Order.

**SETTLEMENT AGREEMENT**

IT IS HEREBY AGREED by and between Respondent and the Committee as follows:

1. Jurisdiction. Pursuant to Minnesota Statutes section 326A.08, subdivision 4 (2016), the Board is authorized to issue an order requiring an unlicensed person to cease and desist from holding himself or herself out as a CPA and from offering to perform or performing services that only a licensed CPA is authorized to perform in Minnesota.

Respondent is subject to the jurisdiction of the Board with respect to the matters referred to in this Settlement Agreement and Cease and Desist Order.

2. Facts. This Settlement Agreement is based upon the following facts:

a. Respondent does not currently hold, nor has she ever held, a Certified Public Accountant ("CPA") Certificate in the State of Minnesota issued by the Minnesota Board of Accountancy.

b. Respondent performed attest work and reviewed, approved, and signed audit reports for the December 31, 2015 audits of the following counties: Hubbard, Roseau, Clearwater, Kittson, Koochiching, Lake of the Woods, Pennington, and Red Lake.

3. Violations. Respondent admits that the facts specified above constitute violations of Minnesota Statutes section 326A.08, subdivision 5 (a)(1) and section 326A.10 (a) (2016); and Minnesota Rules 1105.5600, subpart 1.C.(1) (2017) and are sufficient grounds for the action specified below.

4. Enforcement Action. Respondent and the Committee agree that the Board may issue an order in accordance with the following term(s):

a. Cease and Desist Order. Respondent SHALL cease and desist from practicing public accounting in the State of Minnesota until such time as Respondent obtains a CPA Certificate from the Minnesota Board of Accountancy.

b. Until such time as Respondent obtains a CPA Certificate from the Minnesota Board of Accountancy, Respondent shall not offer to perform or perform services required by law to be performed by a CPA as set forth in Minnesota Statutes Chapter 326A (2016) and Minnesota Rules Chapter 1105 (2017).

- c. Respondent SHALL pay to the Board a CIVIL PENALTY of ten thousand dollars (\$10,000.00). Respondent shall submit a civil penalty of ten thousand dollars (\$10,000.00) by check, payable to the Board, within sixty (60) days of the Board's issuance of this settlement agreement and cease and desist order.
- d. Respondent SHALL complete the NASBA Center for Public Trust Ethics Training, with a required passing score of no less than 80%. Respondent shall submit documentation of course completion to the Board within sixty (60) days of the Board's approval of this settlement agreement and cease and desist order. Respondent completed the above training on October 3, 2018, and provided documentation of course completion to the Board on October 10, 2018.
- e. Respondent shall not violate any statute, rule or order that the Board has issued or is empowered to enforce.

5. Waiver of Respondents' Rights. For the purpose of this settlement agreement, Respondent waives all procedures and proceedings before the Board to which Respondent may be entitled under the Minnesota and United States constitutions, statutes, or the rules of the Board, including the right to dispute the allegations against Respondent and to dispute the appropriateness of discipline in a contested case proceeding pursuant to Minnesota Statutes Chapter 14 (2016). Respondent agrees that upon the application of the Committee without notice to or an appearance by Respondent, the Board may issue an order requiring the action specified in paragraph 4 herein. Respondent waives the right to any judicial review of this settlement agreement and cease and desist order or the attached Board order by appeal, writ of certiorari, or otherwise.

6. Board Rejection of Settlement Agreement and Cease and Desist Order. In

the event the Board in its discretion does not approve this settlement agreement and cease and desist order, this settlement agreement shall be null and void and shall not be used for any purpose by either party hereto. If this settlement agreement is not approved and a contested case proceeding is initiated pursuant to Minnesota Statutes Chapter 14 (2016), Respondent agrees not to object to the Board's initiation of the proceeding and hearing the case on the basis that the Board has become disqualified due to its review and consideration of this settlement agreement and the record.

7. Record. This settlement agreement, related investigative reports and other documents shall constitute the entire record of the proceedings herein upon which the order is based. The investigative reports, other documents, or summaries thereof may be filed with the Board with this settlement agreement.

8. Data Classification. Under the Minnesota Government Data Practices Act, this settlement agreement is classified as public data upon its issuance by the Board. (Minnesota Statutes Section 13.41, subdivision 5 (2016)). All documents in the record shall maintain the data classification to which they are entitled under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (2016). They shall not, to the extent they are not already public documents, become public merely because they are referenced herein. A summary of this order will appear in the Board's newsletter. A summary will also be sent to the national discipline data bank pertaining to the practice of public accounting.

9. Unrelated Violations. This settlement shall not in any way or manner limit or affect the authority of the Board to proceed against Respondent by initiating a contested case hearing or by other appropriate means on the basis of any act, conduct, or admission of Respondent justifying disciplinary action which occurred before or after the date of this settlement agreement and which is not directly related to the specific facts and circumstances set forth herein.

10. Entire Agreement. Respondent hereby represents and warrants that she has read, understands, and agrees to this settlement agreement and cease and desist order and is freely and voluntarily signing it without threat or promise by the Board or any of its members, employees or agents. When signing the settlement agreement, Respondent acknowledges that the settlement agreement and cease and desist order must be approved by the Board. The Board may approve the settlement agreement and cease and desist order as proposed, approve the order subject to specified change(s), or reject it. If the changes are unacceptable to Respondent or the Board rejects the settlement agreement, it will be of no effect except as specified herein. The settlement agreement and cease and desist order contains the entire agreement between the parties. Respondent is not relying on any other agreement or representations of any kind, verbal or otherwise.

11. Counsel. Respondent is aware that she may choose to be represented by legal counsel in this matter. Respondent is represented by Charles Jones, Esq.

12. Service. If approved by the Board, a copy of this settlement agreement and cease and desist order shall be served personally or by first class mail on Respondent. The settlement agreement shall be effective and deemed issued when it is signed by the chair of the Board.

13. Pursuant to Minnesota Statutes Section 16D. 17 (2016), after ninety (90) days of the Board's approval of this settlement agreement and cease and desist order, the Board may file and enforce any unpaid portion of the civil penalty imposed by this order as a judgement against Respondent in district court without further notice or additional proceedings.

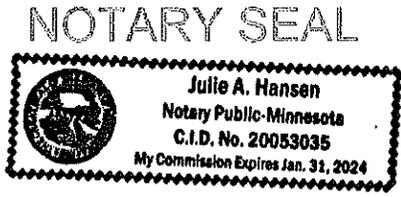
RESPONDENT

Colleen L. Hoffmann  
COLLEEN LOUISE HOFFMANN

Dated: 10-29-, 2018

SUBSCRIBED and sworn to before me on  
this the 29<sup>th</sup> day of October, 2018.

Julie A. Hansen  
(Notary Public)



My Commission Expires: Jan. 31, 2024

COMPLAINT COMMITTEE

Sharon A. Jensen  
SHARON A. JENSEN, CPA  
Chair

Dated: 12/4, 2018

ORDER

Upon consideration of the foregoing Settlement Agreement and based upon all the files, records and proceedings herein, all terms of the Settlement Agreement are approved and hereby issued as an Order of this Board on this the 4<sup>th</sup> day of December 2018.

STATE OF MINNESOTA

BOARD OF ACCOUNTANCY

Gregory S. Steiner  
GREGORY S. STEINER, CPA  
Chair

**AFFIDAVIT OF SERVICE BY MAIL**

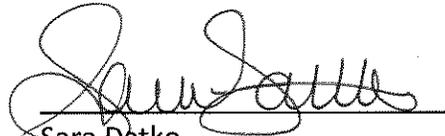
RE: Colleen Louise Hoffman; Unlicensed

STATE OF MINNESOTA        )  
  ) ss.  
COUNTY OF RAMSEY    )

Sara Datko, being first duly sworn, deposes and says:

4<sup>th</sup> That at the City of St. Paul, County of Ramsey and State of Minnesota, on this the day of December 2018, she served the attached Stipulation and Consent Order, by depositing in the United States mail at said city and state, a true and correct copy thereof, properly enveloped, with first class and certified postage prepaid, and addressed to:

Moss & Barnett  
Charles Jones  
150 South Fifth Street Suite 1200  
Minneapolis, Minnesota 55402

  
Sara Datko

CERTIFIED MAIL  
Return Receipt Requested  
7017 3040 0000 1240 8861

Subscribed and sworn to before me on this the 4<sup>th</sup> day of December, 2018.

  
(Notary Public)

