UTE LAKE RANCH PUBLIC IMPROVEMENT DISTRICT NO. 2 Santa Fe, New Mexico

AGREED-UPON PROCEDURES June 30, 2014

TABLE OF CONTENTS

	PAGE
OFFICIAL ROSTER	1
INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES	2
SCHEDULE OF PROCEDURES AND FINDINGS	3
OTHER ATTACHMENTS	8
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Capital Projects Fund Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Debt Service Fund Year End Financial Report Submitted to DFA	10
OTHER INFORMATION	18
Schedule of Findings and Questioned Costs	20
■ CATE	

UTE LAKE RANCH PUBLIC IMPROVEMENT DISTRICT NO. 2 OFFICIAL ROSTER June 30, 2014

Board of Directors

Vacant	President
Ashley Snedden	Тгеаsur e г
Neil Simpson	Director
Rick Dengler	Director



CliftonLarsonAllen LLP-500 Marquette NW, Suite 800 Albuquerque, NM 87102 505-842-8290 | fax 505-842-1568 CLAconnect.com

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Ute Lake Ranch Public Improvement District No. 2, the Board of Directors and Mr. Hector Balderas, NM State Auditor Quay County, New Mexico

We have performed the procedures enumerated in the attached schedule, which were agreed to by Ute Lake Ranch Public Improvement District No. 2 (the District), solely to assist the District in demonstrating compliance with a **Tier 4** entity under the Audit Act, Section 12-6-3 B (4) NMSA 1978, Section 2.2.2.16 NMAC and Section 6-6-2 (A) NMSA 1978 as of and for the year ended June 30, 2014. The procedures were agreed to by the District through the Office of the New Mexico State Auditor. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are listed in the attached schedule.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the District's accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Ute Lake Ranch Public Improvement District No. 2, Board of Directors, NM State Auditor, NM Department of Finance and Administration – Local Government Division and the NM Legislature and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Albuquerque, New Mexico

November 26, 2014



Clifton Larson Allan LLP

Tier 4 of the Audit Act - Section 12-6-3 B	Procedure
(4) NMSA 1978 and Section 2.2.2.16 NMAC	
1. Cash a) Determine whether bank reconciliations are being performed in a timely manner and whether all bank and investment statements for the fiscal year are complete and on-hand. b) Perform a random test of bank reconciliations for accuracy. Also, trace ending balances to the general ledger, supporting documentation and the financial reports submitted to DFA-Local Government Division. c) Determine whether the local public body's financial institutions have provided it with the 50% of pledged collateral on all uninsured deposits as required by Section 6-10-17 NMSA 1978, NM Public Money Act, if	Obtain quarterly bank reconciliations (4) for fiscal year 2014. Determine that reconciliations are complete by viewing the reconciliations, noting signature and date of review and approval (review and approval date within one month of reconciled month will be considered timely). -We found no exceptions as a result of the procedures. Obtain June 30, 2014 bank reconciliation(s) and trace ending balances to the general ledger; trace outstanding items (deposits, checks and transfers) to cleared activities on subsequent month statements. Obtain corresponding financial reports submitted to DFA-Local Government Division and agree cash reported to bank reconciliations. -We found no exceptions as a result of the procedures. Obtain pledged collateral calculation from client and supporting documentation from bank(s) for all entity bank deposits listed on collateral calculation. Recalculate pledged collateral requirement to determine if it at least equals the 50% of pledged collateral on all uninsured deposits as required by Section 6-10-17 NMSA 1978, NM Public Money Act, if applicable. -We found no exceptions as a result of the procedures.
2. Capital Assets Verify that the local public body is performing a yearly inventory as required by Section 12-6-10 NMSA 1978.	Obtain annual inventory documentation from client. Note date of annual inventory. Determine if annual inventory was performed during fiscal year based on date noted. -We found no exceptions as a result of the procedure.
3. Revenue Identify the nature and amount of revenue from sources by reviewing the budget, agreements, rate schedules, and underlying documentation. a)Perform an analytical review; test actual revenue compared to budgeted revenue for the year for each type of revenue. Select a sample of revenues based on auditor judgment and test using the following attributes:	revenue for the year for each revenue source. Compare revenue per trial balance to prior year

Tier 4 of the Audit Act – Section 12-6-3 B (4) NMSA 1978 and Section 2.2.2.16 NMAC	Procedure
b) Amount recorded in the general ledger agrees to the supporting documentation and the bank statement.	Inquire about variances and determine if supporting documentation exists to (agreement(s), rate schedules, etc) support the variances.
c) Proper recording of classification, amount, and period per review of supporting documentation and the general ledger. Perform this revenue work on the same accounting basis that the local public body keeps its accounting records on, cash basis, modified accrual basis, or accrual basis.	-We found no exceptions as a result of the comparisons. Inquire of management the accounting basis used by client. -We found no exceptions as a result of the procedure. Select a sample of significant revenue transactions (>10% of total revenue) and obtain supporting documentation (agreement(s), rate schedules, or bank receipt). Property Tax Revenues were nearly 100% of total externally generated revenue balance. Traced \$144,458, or 98% of revenue to bank deposit and general ledger. Recalculated estimated tax revenue based on assessed value and certified mill levy. Compare transaction to documentation for the following attributes: •classification, •amount, and •Period -We found no exceptions as a result of the procedure.
4. Expenditures Select a sample of cash disbursements based on auditor judgment and test using the following attributes: a) Determine that amount recorded as disbursed agrees to adequate supporting documentation. Verify that amount, payee, date and description agree to the vendor's invoice, purchase order, contract and canceled check, as appropriate. b) Determine that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.	Obtain a population of all disbursements made for fiscal year 2014 from management. Determine completeness of population by agreeing population totals to amounts recorded on trial balance. -We found no exception as a result of the procedure. Select a sample of 5 disbursements (transactions totaled \$46,951) from the disbursement listing (out of 39 transactions totaling \$85,519). Test samples for following attributes:
c)Determine that the bid process (or request for proposal process if applicable), purchase orders, contracts and agreements were	a)Determine that amount recorded as disbursed agrees to adequate supporting documentation. Compare amount, payee, date and description to the

Time 4 at the Applied And Continue 42 C 2 D	Procedure
Tier 4 of the Audit Act—Section 12-6-3 B (4) NMSA 1978 and Section 2.2.2.16 NMAC	riocedare
processed in accordance with the New Mexico Procurement Code (Section 13-1-28 through 13- 1-199 NMSA 1978) and State Purchasing Regulations (1.4.1 NMAC) and Regulations	vendor's invoice, purchase order, contract and canceled check, as appropriate.
Governing the Per Diem and Mileage Act (2.42.2 NMAC). Note: The sample must be representative of the population.	b)Determine that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures by sighting approval on the invoice. c)Determine if disbursement met criteria for new procurements for fiscal year 2014 based on New Mexico Procurement Code (Section 13-1-28 through 13-1-199 NMSA 1978) and State Purchasing Regulations (1.4.1 NMAC); if yes, obtain procurement file from management and determine if the following compliance requirements were followed by viewing documentation in procurement file:
	request for proposal was issued public notice was given request for proposal was reviewed and approved contract/agreement and purchase order was executed d)Determine if disbursement met criteria as a Per Diem disbursement based on Regulations Governing
	the Per Diem and Mileage Act (2.42.2 NMAC), If yes, compare transaction documentation to the following attributes: • Rate used for calculation of reimbursement. •Receipts are included for any reimbursements based on actual expenditures. •Recalculate.
	-We found no exceptions as a result of the procedure.
5. Journal Entries If non-routine journal entries, such as adjustments or reclassifications, are posted to the general ledger, test significant items for the following attributes:	Obtain listing of journal entries posted for fiscal year 2014 from management.

	,
Tier 4 of the Audit Act – Section 12-6-3 B (4) NMSA 1978 and Section 2.2.2.16 NMAC	Procedure
a)Journal entries appear reasonable and have supporting documentation. b) The local public body has procedures that require journal entries to be reviewed and there is evidence the reviews are being performed.	Obtain client policies and procedures related to journal entries. Read the policy to determine that there are procedures that require journal entries to be reviewed and there is evidence the reviews are being performed. -We found no exceptions as a result of the procedures.
	Scan journal entry listing and identify any adjustments (corrections of previously recorded activity) and reclassifications.
	Identify significant adjustments or reclassification entries (greater than 10% of total assets) and test for the following attributes (as there were only 6 journal entries, all 6 were selected and tested)
	Journal entries agree with supporting documentation.
	-We found no exceptions as a result of the procedure.
6. Budget Obtain the original fiscal year budget and all budget amendments made throughout the fiscal year (see client Statements of Revenues,	Obtain the original approved fiscal year budget and all approved budget amendments made throughout the fiscal year.
Expenditures and Changes in Fund Balance - Budget and Actual, pages 8 - 10) and perform the following:	Trace approval of original budget and subsequent budget adjustments to board minutes and DFA-LGD correspondence.
a)Verify, through a review of the minutes and correspondence, that the original budget and	-We found no exceptions as a result of the procedures.
subsequent budget adjustments were approved by the local public body's governing body and DFA-LGD.	Obtain schedule of revenues and expenditures – budget and actual on the budgetary basis used by the local public body (cash, accrual or modified
	LAGARIAL BACIE) FOR AGOD INDUIDING 1990 COMPORA

b)Determine if the total actual expenditures exceeded the final budget at the legal level of budgetary control; if so, report a compliance finding.

c) From the original and final approved budgets and general ledger, prepare a schedule of revenues and expenditures - budget and actual on the budgetary basis used by the local public body (cash, accrual or modified accrual basis) for each individual fund.

accrual basis) for each individual fund. Compare budgeted amounts to approved original budget and budget adjustments and actual expenditure amounts to client trial balance.

-We found no exceptions as a result of the comparisons.

Compare total actual expenditures to the final budget at the legal level of budgetary control; for any expenditures in excess of budget, report a compliance finding.

-We found no exceptions as a result of the comparisons.

Tier 4 of the Audit Act Section 12-6-3 B (4) NMSA 1978 and Section 2.2.2.16 NMAC					
7. Fraud, Illegal Acts, Noncompliance or Other Control Deficiencies	During the course of our test work noted above (items 1 through 6), nothing came to our attention that indicated instances of fraud, illegal acts, noncompliance, or other control deficiencies.				

OTHER ATTACHMENTS

Ute Lake Ranch Public Improvement District No. 2 Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual

For the Twelve Months Ended June 30, 2014 General Fund

		Annual <u>Budget</u>		<u>Actual</u>		Variance Favorable (Unfavorable)
Revenues	ø	22 006	\$	20.700	\$	/770)
Property taxes	\$	33,08 6 12,500	Þ	32,308	J)	(778) (12,500)
Water/sewer service fees		134,414		-		(134,414)
Developer advances		124,414		10		10
Interest income				43,032		43,032
Transfer from capital fund					-	
		180,000		75,350		(104,650)
Expenditures Accounting Audit Insurance Legal Operating costs Miscellaneous expense Contingency Emergency reserve		5,000 10,000 30,000 15,000 115,000 - 5,000		3,909 7,865 23,749 16,914 21,505	.	1,091 2,135 6,251 (1,914) 93,495 5,000
Excess (deficiency) of revenues over expenditures		-		1,408		1,408
Fund balance beginning				4,735	-	4,735
Fund balance ending	\$	-	\$	6,143	\$ _	6,143

Ute Lake Ranch Public Improvement District No. 2 Statement of evenues, Expenditures and Changes in Fund Balance Budget and Actual For the Twelve Months Ended June 30, 2014 Capital Projects Fund

Variance

Annual <u>Budget</u> <u>Actual</u>

		Annual Budget		Actual		Favorable (Unfavorable)
Revenues						
Water and sewer development fees	\$	-	\$		\$	-
Infrastructure fees		-		-		-
Developer advances		500,000		-		(500,000)
Other income		-			-	<u>-</u>
	-	500,000			_	(500,000)
Expenditures						
Accounting		-		-		-
Legal		•		-		#
Transfer to general fund		-		43,032		(43,032)
Capital improvements	_	500,000	_	9,807	_	490,193
	_	500,000	-	52,839	_	447,161
Excess (deficiency) of revenues						
over expenditures		•		(52,839)		(52,839)
Fund balance beginning		•	_	79,888	_	79,888
Fund balance (deficit) ending	\$	-	\$	27,049	\$	27,049

Ute Lake Ranch Public Improvement District No. 2 Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual For the Twelve Months Ended June 30, 2014 Debt Service Fund

		Annual <u>Budget</u>	<u>Actual</u>		Variance Favorable (Unfavorable)
Revenues Property taxes Miscellaneous income	\$	119,110 5,000	\$ 116,311	\$	(2,799) (5,000)
	-	124,110	116,311		(7,799)
Expenditures Treasurers' fees Repay developer advances		125,610 125,610	· · · · · · · · · · · · · · · · · · ·		125,610 125,610
Excess (deficiency) of revenues over expenditures		(1,500)	116,311		117,811
Fund balance beginning		1,500	<u> </u>		(1,500)
Fund balance ending	\$		\$ 116,311	\$.	116,311

UTE LAKE RANCH PUBLIC IMPROVEMENT DISTRICT NO. 2

c/o Simmons and Wheeler, P.C. 8005 South Chester Street, Suite 150 Centennial, CO 80112

July 23, 2014

New Mexico Department of Finance and Administration Local Government Division Attn: Larry Marshall 180 Bataan Memorial Building Santa Fe, NM 87501

Re: Ute Lake Ranch Public Improvement District No. 2

Quarterly Report - Quarter Ending June 30, 2014

Dear Mr. Marshall:

Attached are the quarterly reports for the quarter ending June 30, 2014, for the Ute Lake Ranch Public Improvement District No. 2. The District has no outstanding bonded debt.

If you have any questions concerning these reports, please feel free to call me.

Virginia Hemphill

Simmons and Wheeler, P.C.

Phone - 303.689.0833

Fax - 303.689.0834

Email: virginia@simmonswheeler.com

Budget versus Actual For the Twelve Months Ended June 30, 2014 General Fund

	CURRENT		APPROVED	% OF
FUND	QUARTER	TO DATE	BUDGET	BUDGET
REVENUES:				
Property Taxes	65 5	32,308	33,086	97.65%
Services - Water/Sewer Usage Fees	-	_	12,500	0,00%
Developer advances	(13,166)		134,414	0.00%
Interest income	4	10		0.00%
Other	-			0.00%
	-	_		0.00%
	-		-	0.00%
TOTAL REVENUE	(12,507)	32,318	180,000	17.95%
TRANSFERS: IN/(OUT)				0.00%
Transfer from capital fund	28,951	28,951	-	0.00%
	-	-		0,00%
	-	•	<u> </u>	0.00%
NET TRANSFERS	28,951	28,951		0.00%
EXPENDITURES:				
Accounting and legal	2,404	12,030	30,000	40.10%
Insurance and bonds	-	23,749	30,000	79,16%
Operating Costs	5,320	21,505	116,000	18.70%
Miscellaneous	•	-	-	0.00%
Other	•	-	5,000	0.00%
	_	•	-	0.00%
	-	<u>-</u>	-	0.00%
TOTAL EXPENDITURES	7,724	57,284	180,000	31.82%

Budget versus Actual For the Twelve Months Ended June 30, 2014 Capital Projects Fund

	CURRENT		APPROVED	% OF
FUND	QUARTER	TO DATE	BUDGET	BUDGET
REVENUES:				
Developer advances	-	<u>.</u>	500,000	0.00%
infrastructure fees	-	-	-	0.00%
interest income	*	-		0.00%
Other	, ,	-	-	0.00%
			-	0.00%
	-			0.00%
	-	-	-	0.00%
TOTAL REVENUE	-	-	500,000	0.00%
TRANSFERS: IN/(OUT)				0.00%
Transfer to general fund	(28,951)	(28,951)	-	0.00%
	-		-	0.00%
	-	-	• [0.00%
NET TRANSFERS	(28,951)	(28,951)	-	0.00%
EXPENDITURES:				
Accounting and legal	9,617	16,658	-	0.00%
Insurance and bonds	-	•	-	0.00%
Capital improvements	9,807	9,807	500,000	1.98%
Miscellaneous	•	-	-	0.00%
	-	-	-	0.00%
	-	-	_	0.00%
	<u> </u>	•	-	0.00%
TOTAL EXPENDITURES	19,424	26,465	500 <u>,</u> 000	5.29%

Budget versus Actual For the Twelve Months Ended June 30, 2014 Debt Service Fund

	CURRENT		APPROVED	% OF
FUND	QUARTER	TO DATE	BUDGET	BUDGET
REVENUES:				
Property Taxes	2,360	116,311	119,110	97.65%
Interest Income	-	_	-	0.00%
Other	•	-	5,000	0.00%
	-	-	-	0.00%
	•	16.	-	0.00%
	•	-	-	0.00%
	-	-	-	0.00%
TOTAL REVENUE	2,360	116,311	124,110	93.72%
TRANSFERS: IN/(OUT)				0.00%
Transfer to capital fund	•	-		0.00%
	<u>-</u>	*	-	0.00%
	-			0.00%
NET TRANSFERS	-	•		0.00%
EXPENDITURES:				
Accounting and legal	-	-	-	0,00%
Repay developer advances	•	•	125,610	0.00%
Debt service costs	_	-	-	0.00%
Miscellaneous	•	<u>-</u>	<u> </u>	0.00%
Other	-	_		0.00%
	•	-	-	0.00%
	•		-	0.00%
TOTAL EXPENDITURES	-	-	125,610	0.00%

For the Twelve Months Ended June 30, 2014

STATEMENT OF BONDED DEBT

DATE OF ISSUE	DESCRIPTION OR PURPOSE	YEAR DUE	ORIGINAL AMT. ISSUED	PAYABLE THIS YEAR	RETIRED THIS QUARTER	RETIRED TO DATE	OUTSTANDING END OF QUARTER
	None	· · · · · · · · · · · · · · · · · · ·					
ļ	······································						
		· · · · · · · · · · · · · · · · · · ·					
ļ			<u></u>				

DESCRIPTION OF INVESTMENTS BUDGETED AND NON-BUDGETED

KIND	MATURITY DATE	INTEREST RATE	AMOUNT	FUNDS
None		0.00%		
		0.00%	-	
		0.00%		
		0.00%	- 1	
		0.00%	-	
TOTAL BUDGETED			-	
		0.00%		
		0.00%	-	
TOTAL UNBUDGETED			-	
GRAND TOTAL				

DEPARTMENT OF FINANCE AND ADMINISTRATION LOCAL GOVERNMENT DIVISION **BUDGET AND FINANCE BUREAU** SPECIAL DISTRICT FINANCIAL QUARTERLY REPORT

SUBMIT TO LOCAL GOVERNMENT DIVISION NOT LATER THAN ONE MONTH AFTER THE CLOSE OF EACH QUARTER, I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Special District: Ute Lake Ranch Period Ending: June 30, 2014
Prepared by: Simmons & Whe

	GRAND TOTAL	\$ 84,623.00	\$ 148,629.00	łe _	15 63.749.00	\$ 149,503,00	\$ 17,353.00	15 11.094.00	15 -
	SUB-TOTAL INVESTMENTS	\$ -	\$	\$ -	\$ ·				
				ļ. <u>.</u>		\$ -	s	<u> </u>	5 .
							<u> </u>	-	<u> </u>
{		_							-
			· · · · · · ·				-		
						•		l	
				· · · · · · · · · · · · · · · · · · ·					
						-	 		
		· · · · · ·				 	 	-	T.
-		· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	<u> </u>	 	 		
		· · · · · · · · · · · · · · · · · · ·		<u> </u>	<u> </u>	<u> </u>	 	<u> </u>	
_		<u> </u>	· · · · · · · · · · · · · · · · · · ·	·	-				
]	None			<u> </u>	· · ·		1 -	-	
	INVESTMENTS			<u></u>			 		
		Į.,,, .,,		ļ.,		Į			<u></u>
	SUB-TOTAL DEPOSITS	\$ 84,623.00	\$ 148,629.00	\$ -	\$ 83,749.00	\$ 149,503.00	\$ 17,353.00	\$ 11,094.00	\$
┪						<u> </u>			
		-	-	-					
{							-		
			-		<u> </u>			-	
							-	-	
11	CAPITAL PROJECTS	79,688.00	-	(28,951.00)	26,465,00	24,472.00	14,450.00		
			<u> </u>		77.155.00		44450.00	-	
)1	DEBT SERVICE		118,311,00		· · · · · · · · · · · · · · · · · · ·	110,311,00			
		-		<u> </u>		<u> </u>		······································	
)1	GENERAL	4,735.00	32,316.00	28,951.00	57,284 00	6,720.00	2,893.00	11,094.00	
" l	(1)	(2)	(4)	(S)	£6)	(7)	(8)	(9)	(10)
and	סאנים	July 1, 2013	TO DATE	TRANSFERS	TODATE	OF PERIOD	CHECKS	TRANSIT	
- 1		PER BOOKS	REVENUES	NET	EXPENDITURES	BALANCE END	OUTSTANDING	DEPOSITS IN	ADJUSTMENT
		CASH BALANCE				800K	ADD:	LESS:	į

OTHER INFORMATION

UTE LAKE RANCH PUBLIC IMPROVEMENT DISTRICT NO. 2 SCHEDULE OF FINDINGS AND RESPONSES June 30, 2014

Section I	- Financial	Statement	Findings
-----------	-------------	-----------	----------

None.

UTE LAKE RANCH PUBLIC IMPROVEMENT DISTRICT NO. 2 SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS June 30, 2014

Financial Statement Findings

There were no findings required to be reported under *Government Auditing Standards* for the fiscal year ended June 30, 2013.

UTE LAKE RANCH PUBLIC IMPROVEMENT DISTRICT NO. 2 EXIT CONFERENCE June 30, 2014

An exit conference was held on December 1, 2014. In attendance were:

Ute Lake Ranch Improvement District No. 2

Chris Bremner, Board President Ashley Snedden, Clerk Dan Romero, Director Tom Morton, Director

Miller & Associates Law Offices, LLC

Bradley Neiman, Attorney

Simmons & Wheeler, P.C

Virginia Hemphill, Contracted Accountant

CliftonLarsonAllen, LLP

Janet Pacheco-Morton, CPA, CGFM, Principal Jeran Dahl, Senior Associate

PREPARATION OF FINANCIAL STATEMENTS

The financial statements presented in this report have been prepared by the District's contracted accountant. However, they are the responsibility of management, as addressed in the Independent Accountants' Report on Applying Agreed-upon Procedures.