



HINKLE + LANDERS

Certified Public Accountants + Business Consultants

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE
DEVELOPMENT BOARD
Financial Statements
For The Year Ended June 30, 2015**

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
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For The Year Ended June 30, 2015**

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**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
OFFICIAL ROSTER
As of June 30, 2015**

| Directors | Position |
|-----------------------|---------------------------|
| Lola Polley | Chair |
| Roque Garcia | Vice-Chair |
| Blanca Barrera | Board Member |
| Al Candelaria | Board Member |
| Mary Ann Chavez-Lopez | Board Member |
| Deborah Dean | Board Member |
| Alisa Estrada | Board Member |
| Jacqueline Fryar | Board Member |
| Alonzo Gonzales | Board Member |
| Shirley Gonzalez | Board Member |
| Dean Hendren | Board Member |
| Julio Hernandez | Board Member |
| Yared Hernandez | Board Member |
| Marlene Herrerra | Board Member |
| Jarod Hofacket | Board Member |
| Mellow Honek | Board Member |
| Beverly Kasiah | Board Member |
| Anthony Kessel | Board Member |
| Edward Khanbabian | Board Member |
| Samuel Kolapo | Board Member |
| Jess Landers | Board Member |
| Marcos Martinez | Board Member |
| Michael Olguin | Board Member |
| Joshua Orosco | Board Member |
| Fred Owensby | Board Member |
| Anton Salome | Board Member |
| Debbie Schoonover | Board Member |
| Kim Skinner | Board Member |
| Teresa Trujillo | Board Member |
| Leona Wagner | Board Member |
| Steve Westenhofer | Board Member |
| Gary Whitehead | Board Member |
| Jay Armijo | Executive Director, SCCOG |

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Southwestern Area Workforce Development Board and
Mr. Tim Keller, State Auditor
Santa Fe, New Mexico

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and budgetary comparison for the general fund of the Southwestern Area Workforce Development Board (SAWDB), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the SAWDB's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the SAWDB, as of June 30, 2015, and the respective changes in financial position and budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters**Required Supplementary Information**

Management has omitted the Management and Discussion and Analysis that the Governmental Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the SAWDB's financial statements and the budgetary comparison. The schedule of expenditures of federal awards as required by Office of Management and Budget Circular *A-133, Audits of States, Local Governments, and Non-Profit Organizations* is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The *schedule of expenditures of federal awards* is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The schedule of vendor information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 14, 2015 on our consideration of SAWDB's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering SAWDB's internal control over financial reporting and compliance.



Hinkle + Landers, PC
Albuquerque, NM
December 14, 2015

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
(GOVERNMENT-WIDE)
STATEMENT OF NET POSITION
As of June 30, 2015**

| | <u>Governmental Activities</u> |
|------------------------------------|------------------------------------|
| ASSETS | |
| Current assets: | |
| Cash and cash equivalents | \$ 51,734 |
| Grant receivables | <u>484,693</u> |
| Total current assets | <u>536,427</u> |
| Total assets | <u><u>\$ 536,427</u></u> |
| LIABILITIES | |
| Current liabilities: | |
| Accounts payable | \$ 500,744 |
| Unearned revenue | <u>35,683</u> |
| Total current liabilities | <u>536,427</u> |
| Total liabilities | <u>536,427</u> |
| NET POSITION | |
| Net investment in capital assets | <u>-</u> |
| Total net position | <u>-</u> |
| Total liabilities and net position | <u><u>\$ 536,427</u></u> |

See independent auditor's report
The accompanying notes are an integral part of these financial statements

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
(GOVERNMENT-WIDE)
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2015**

| Functions/Programs | <u>Expenses</u> | <u>Program Operating Grants and Contributions</u> | <u>Net (Expense) Revenue and Changes in Net Positions for Governmental Activities</u> |
|-------------------------------------|------------------------|--|--|
| Governmental activities: | | | |
| Workforce Investment Act program: | | | |
| Program year 14/fiscal year 15 | \$ 985,161 | 985,161 | - |
| Program year 13/fiscal year 14 | 1,409,813 | 1,409,813 | - |
| One-stop | <u>16,993</u> | <u>16,993</u> | - |
| | 2,411,967 | 2,411,967 | - |
| General revenues: | | | <u>-</u> |
| Change in net position | | | <u>-</u> |
| Net position, beginning of year | | | <u>-</u> |
| Net position, end of year | | | <u><u>\$ -</u></u> |

See independent auditor's report
The accompanying notes are an integral part of these financial statements

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
BALANCE SHEET – GOVERNMENTAL FUNDS
As of June 30, 2015**

| | <u>General Fund</u> |
|---|--------------------------|
| ASSETS: | |
| Cash and cash equivalents | \$ 51,734 |
| Grant receivables | <u>484,693</u> |
| Total assets | <u><u>536,427</u></u> |
| LIABILITIES: | |
| Accounts payable | \$ 500,744 |
| Unearned revenue | <u>35,683</u> |
| Total liabilities | <u><u>536,427</u></u> |
| FUND BALANCE: | |
| Unassigned | <u>-</u> |
| Total fund balance | <u>-</u> |
| Total liabilities and fund balance | <u><u>\$ 536,427</u></u> |
| <i>Amounts reported for governmental activities in the statement of net assets are different because:</i> | |
| Capital assets used in governmental activities are not financial resources and therefore, are not reported | <u>-</u> |
| Net position of governmental activities | <u><u>\$ -</u></u> |

See independent auditor's report
The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUND
For The Year Ended June 30, 2015

| | <u>General Fund</u> |
|---|-------------------------|
| Revenues: | |
| Federal Grants | \$ 2,394,974 |
| One-stop contract | <u>16,993</u> |
| Total Revenue | <u>2,411,967</u> |
| Expenditures: | |
| Current: | |
| Employment services: | |
| PY 14 and FY 15 | |
| Adult | 216,564 |
| Dislocated Worker | 50,256 |
| Youth | 629,638 |
| Administration | 88,703 |
| PY 13 and FY 14 | |
| Adult | 798,422 |
| Dislocated Worker | 362,260 |
| Youth | 84,965 |
| Administration | 164,166 |
| One-stop contract | <u>16,993</u> |
| Total Expenditures | <u>2,411,967</u> |
| Net change in fund balances | <u>-</u> |
| Fund balance, beginning of year | <u>-</u> |
| Fund balance, end of year | \$ <u><u>-</u></u> |
| <p>Amounts reported for governmental activities in the statement of activities are different because:</p> <p><i>Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets.</i></p> | |
| Depreciation expense | <u>-</u> |
| Change in net position of governmental activities | \$ <u><u>-</u></u> |

See independent auditor's report
The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES – BUDGET (MODIFIED ACCRUAL BASIS)
AND ACTUAL (MODIFIED ACCRUAL BASIS)
For The Year Ended June 30, 2015

| | Original Budget | Final Budget | Actual | Variance Favorable (Unfavorable) |
|---------------------------------|----------------------------|-------------------------|---------------|---|
| Revenues: | | | | |
| Grants | \$ 3,889,910 | 3,879,469 | 2,394,974 | (1,484,495) |
| One-stop contract | 18,000 | 18,000 | 16,993 | (1,007) |
| | 3,907,910 | 3,897,469 | 2,411,967 | (1,485,502) |
| Expenditures: | | | | |
| Current: | | | | |
| Employment services: | | | | |
| PY 14 and FY 15 | | | | |
| Adult | 712,157 | 959,467 | 216,564 | 742,903 |
| Dislocated Worker | 708,579 | 461,269 | 50,256 | 411,013 |
| Youth | 801,955 | 801,955 | 629,638 | 172,317 |
| Administration | 254,615 | 246,965 | 88,703 | 158,262 |
| PY 13 and FY 14 | | | | |
| Adult | 717,581 | 798,422 | 798,422 | - |
| Dislocated Worker | 445,464 | 362,260 | 362,260 | - |
| Youth | 85,656 | 84,965 | 84,965 | - |
| Administration | 163,903 | 164,166 | 164,166 | - |
| One Stop | 18,000 | 18,000 | 16,993 | 1,007 |
| Total general governmental | 3,907,910 | 3,897,469 | 2,411,967 | 1,485,502 |
| Change in fund balance | - | - | - | - |
| Fund balance, beginning of year | - | - | - | - |
| Fund balance, end of year | \$ - | - | - | - |

See independent auditor's report
The accompanying notes are an integral part of these financial statements

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Entity

The Southwestern Area Workforce Development Board (SAWDB) was organized pursuant to Section 117 of Public Law 105-220 (Workforce Investment Act of 1998) and New Mexico State Legislative Law, Chapter 260, dated April 7, 1999, to set policy for the portion of the statewide workforce investment system within the local area serviced by the Board. The SAWDB sets policy for Luna, Dona Ana, Sierra, Hidalgo, Grant, Socorro and Catron Counties in the State of New Mexico.

During the year ended June 30, 2015, the SAWDB contracted with South Central Council of Governments, a governmental entity, to provide administrative and fiscal agent services. The SAWDB also contracted with the New Mexico Department of Workforce Solutions to manage and operate the four local area One-Stop Centers. The SAWDB also contracted with various other vendors to provide youth program services.

The basic activities authorized by the State of New Mexico (50-14-5, NMSA, 1978) to be carried out by the local board are as follows:

- a. Advise the state board on issues relating to regional and local workforce development needs;
- b. Develop and submit to the state board and governor a local five-year workforce plan that shall be updated and revised annually in accordance with the requirements of the federal Workforce Investment Act of 1998;
- c. Designate or certify one-stop program operators in accordance with the federal Workforce Investment Act of 1998;
- d. Terminate, for cause, the eligibility of the one-stop operator;
- e. Select and provide grants to youth activity providers in accordance with the Workforce Investment Act of 1998;
- f. Identify eligible training and intensive service providers in accordance with Workforce Investment Act of 1998;
- g. Develop a budget subject to approval of the chief elected official;
- h. Develop and negotiate local performance measurements as described in the Workforce Investment Act of 1998 with the chief elected official and the governor;
- i. Assist in development of an employment statistics system;
- j. Ensure linkages with economic development activities;
- k. Encourage employer participation and assist employers in meeting hiring needs;
- l. In partnership with the chief elected officials, conduct oversight of local programs of youth activities authorized pursuant to the federal Workforce Investment Act of 1998 and employment and training activities authorized pursuant to that act, and conduct oversight of the one-stop delivery system in the local area;
- m. Establish as a subgroup, a youth council, appointed by the local board in cooperation with the chief elected official, and
- n. Prior to submission of the local plan, provide information regarding the following:
 1. the local plan
 2. membership
 3. designation and certification of one-stop operators and
 4. the award of grants or contracts to eligible providers of youth activities

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

The local board shall be appointed in accordance with criteria established by the governor. The SAWDB's board is required to be made up of at least fifty-one percent of its members coming from the private sector and shall include representation of education, labor, government, economic development and community-based organizations, and others as appropriate and shall be appointed or ratified by the local chief public official.

In evaluating how to define the Board, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the election of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity is conducted within the geographic boundaries of the SAWDB and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Board is able to exercise oversight responsibility. Based on the application of these criteria, there are no component units included in the reporting entity.

B. Basis of Accounting

1. Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in preparation of proprietary fund financial statements, but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds. The government-wide financial statements do not include any fiduciary funds or fiduciary component units the entity may have.

When applicable, the effect of interfund activity is removed from the statement of net position and the statement of activities in order to avoid a grossing-up effect on the assets, liabilities, revenues and expenditures. However, the SAWDB had no interfund activity for the year ended 2015.

Net position is the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources. Net position on the Statement of Net Position includes the following:

Net Investment in Capital Assets – component of net position that reports the difference between capital assets less both the accumulated depreciation and the outstanding balance of debt, excluding unspent proceeds, that is directly

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

attributable to the acquisition, construction or improvement of these capital assets.

Restricted – components of net position should be reported as restricted when constraints placed on their use is either externally imposed by law through constitutional provisions or enabling legislation. The SAWDB had no restricted net position as of June 30, 2015.

Unrestricted – the difference between the assets, deferred outflows of resources, liabilities and deferred inflows of resources that is not reported in net position invested in capital assets or restricted net position.

In the fund level financial statements, fund balance reserves represent those portions of fund equity not available for appropriation or expenditure or legally segregated for a specific future use. Designated fund balances represent tentative plans for future use of financial resources. Portions of the fund balances have been reserved for subsequent year's expenditures. The reservation represents the amount of cash appropriated in subsequent year's budget.

Program Revenues:

The SAWDB received program specific operating grants from the U.S. Department of Labor passed through the New Mexico Department of Workforce Solutions during the year ended June 30, 2015. These revenues are program revenues for the carrying out of program activities of the Workforce Investment Act grant cluster program.

The net cost by function is normally covered by general revenue. The SAWDB allocates its indirect costs to each of its programs based on an indirect cost allocation plan. The government-wide focus is more on the sustainability of the SAWDB as an entity and the change in the SAWDB's net position resulting from the current year's activities.

2. Fund Financial Statements

Fund financial statements report detailed information about the SAWDB. The SAWDB has one major fund and no non-major funds for the year ended June 30, 2015. See item 1-B-8 for more detail.

3. GASB Statement #54

In February 2009, the GASB issued Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions. This statement enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. The fund balance amounts for governmental funds have been reclassified in accordance with GASB Statement 54.

As a result, in the governmental fund financial statements, fund balances previously reported as reserved and unreserved are now reported as non-spendable, restricted, or unrestricted (committed, assigned or unassigned).

4. Spending Policy

When an expenditure/expense is incurred for purposes for which both restricted and unrestricted resources are available, it is the SAWDB's policy to use

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

restricted resources first. When expenditures/expenses are incurred for purposes, for which unrestricted (committed, assigned and unassigned) resources are available, and amounts in any of these unrestricted classifications could be used, it is the SAWDB's policy to spend committed resources first.

5. Governmental Funds-Method of Accounting

All governmental funds are accounted for using modified accrual basis of accounting and the current financial resources measurement focus. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

6. Revenue Recognition

The governmental fund types for financial statement purposes follow the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues and other governmental fund financial resources are recognized in the accounting period in which they become susceptible to accrual; then they become both measurable and available to finance expenditures of the fiscal period. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The government considers property taxes and other taxes as available if they are collected within sixty days after year end. The SAWDB does not receive any tax revenues. A one-year availability period is used for revenue recognition for all other governmental fund revenues.

The SAWDB is implementing GASB Statement No. 33 on any non-exchange transaction. A non-exchange transaction occurs when a government either gives value to another party without directly receiving equal value in exchange or receives value from another party without directly giving equal value in exchange. The SAWDB has two types of non-exchange transactions: government-mandated non-exchange transaction revenues (federal programs that state or local governments are mandated to perform), and voluntary non-exchange transactions (grants, entitlements, and donations by non-governmental entities, including private donations). The SAWDB recognizes non-exchange transactions in the financial statements as income unless it is not measurable (reasonably estimate), if any.

Revenues from grants that are restricted for specific uses are recognized as revenues when the related costs are incurred. All other revenues are recognized when they are received and are not susceptible to accrual. Restricted revenues are applied to expenditures first before non-restricted revenues are applied.

7. Expenditure Recognition

The measurement focus of governmental fund accounting is based on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on general long-term debt, which has not matured, are recognized when paid. The SAWDB did not have any general long-term debt as of June 30, 2015.

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

Expenditures, other than vacation and sick pay, are recorded when the related fund liability is incurred. Expenditures charged to federal programs are recorded utilizing the cost principles prescribed or permitted by the various funding sources.

8. Fund Accounting

The accounts of the SAWDB are organized on a basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue and expenditures. The funds are governmental fund types and are grouped as General Fund and Special Revenue Funds.

The General Fund is the general operating fund of the SAWDB and it is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is always considered a major fund and there were no other funds.

The key program included in the General Fund during the fiscal year 2015 includes the following:

Workforce Investment Act Fund – Provides employment services at three levels: which include core, intensive, and training services, to adults, dislocated workers, and youth participants.

9. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then.

C. Capital Assets and Depreciation

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. General capital assets are long-lived assets of the SAWDB as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and are capitalized on the government-wide financial statements. The valuation bases for general capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Sub-grantees purchasing equipment by sub-grant made by the SAWDB to other agencies is accounted for in capital assets. Purchased capital assets are valued at historical cost. Donated capital assets are valued at their estimated fair value on the date of donation. The minimum capitalization threshold is any individual item with a total cost greater than \$5,000 per Section 12-6-10 NMSA 1978.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

| <u>Type</u> | <u>Estimated Depreciable Life</u> |
|------------------------|-----------------------------------|
| Furniture and fixtures | 3-10 years |
| Software | 3-10 years |
| Equipment | 3-10 years |

However, assets over the past years have been purchased by contractors and sub-recipients as budgeted in their contracts and award agreements. These assets have been recorded on the contractors' and sub-recipients' books as depreciation has been recorded on their books accordingly. The contractors and sub-recipients are under the understanding that should the program end or their agreements with the SAWDB end, those assets will need to be returned to the SAWDB's awarding program.

D. Budgets

The SAWDB prepares a budget of funds by funding stream based upon the allocation by the State Workforce Development Board to be approved by the SAWDB's Board. The State Workforce Development Board provides the SAWDB with a breakdown of the funds allocated to that region each year for adult, dislocated worker, state set aside, youth, and administration activities. Those allocations are based upon the State Workforce Development Board's approved state plan. The SAWDB cannot exceed expenditures by adult, dislocated worker, youth, state set aside, or administration funding streams. Allocated funds not drawn in the first year may be drawn in the next year.

Budgets are prepared on the modified accrual basis of accounting. The Board and the Department of Finance and Administration exercise legal level budget control at the fund level for general government functions. The budgets of all individual funds may not be legally over expended. Any adjustments to the State Board's allocations made by the SAWDB must be first approved by the State Workforce Development Board but are not required to be approved by the Department of Finance and Administration.

Any federal funds that have been used for any purpose not within the purposes of the Workforce Investment Act program shall be reimbursed to the State Workforce Development Board. Also any funds allocated not used within two years of the original allocation date revert back and are not allowed to be drawn down after that period.

E. Reconciliation Between Budgetary Basis and GAAP Basis

Because the SAWDB kept its budgets on the modified accrual basis of accounting during the year ending June 30, 2015, there was no need to reconcile the budget financial statements to fund financial statements.

F. Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

G. Cash and Cash Equivalents

Cash and cash equivalents consist of short-term highly liquid investments, which are readily convertible into cash within ninety (90) days of purchase.

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

H. Allowances

The SAWDB expects to receive the full amount of grants receivables for funds requested from the Office of Workforce Development and Training and others and, therefore, had not set up any allowance for any uncollectible receivables.

I. Fund Balance

The Board's fund balance is classified under the following GASB Statement 54 components:

Non-spendable: Non-spendable fund balance classification includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact. The SAWDB does not have any non-spendable fund balance for the year ended June 30, 2015.

Restricted: Restricted fund balance represents amounts constrained to specific purposes that are externally imposed or imposed by law through constitutional provisions or enabling legislation (such as taxpayers, grantors, bondholders, and higher levels of government). The SAWDB does not have any restricted fund balance for the year ended June 30, 2015.

Committed: Committed fund balance is constrained to specific purposes by the highest level of decision-making authority (the New Mexico Legislature and Governor). The SAWDB does not have any committed fund balance for the year ended June 30, 2015.

Assigned: Assigned fund balance is constrained by the Legislature and Executive branch's intent to be used by the government for specific purposes or in some cases by legislation. Intent can be expressed by the governing body or an official or body to which the governing body delegates authority. The SAWDB does not have any assigned fund balance for the year ended June 30, 2015.

Unassigned: Unassigned fund balance is the residual classification for the general fund. The SAWDB does not currently have a minimum fund balance policy. The SAWDB does not have any unassigned fund balance for the year ended June 30, 2015.

2. DEPOSIT AND INVESTMENTS

In accordance with Section 6-10-17, NMSA, 1978 Compilation, deposits of public money are required to be collateralized. Pledged collateral is required to have an aggregate value equal to one half of the amount of public money in each account. Securities, which are obligations of the United States, State of New Mexico, its agencies, institutions, counties, municipalities or other subdivisions are accepted as security at market value. No security is required for the deposit of public money that is insured by the Federal Deposit Insurance Corporation, or the National Credit Union Administration.

The Governmental Accounting Standards Board has issued its Statement #40 which requires information on custodial risk be disclosed. Custodial credit risk is risk that in the event of bank failure, the SAWDB's deposits may not be returned to it. The SAWDB's deposit policy is to collateralize one half of the uninsured public money in each account.

Deposits as of June 30, 2015 were held in Bank of the Southwest in the name of the South Central Council of Governments. Deposits (cash or cash equivalents) are carried

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

at cost, which approximates market value. As of June 30, 2015, the carrying amount of the SAWDB's deposits was \$51,734.

The following is a listing of deposits of public money and collateral pledged at values acceptable per state statute, by the depositing financial institutions as of June 30, 2015:

| Account Name | Type | Bank Balance | Book Balance |
|---|-----------------|------------------|-----------------|
| Bank of the Southwest | | | |
| Checking Account - non interest bearing | Demand Deposits | \$ 257,582 | <u>51,734</u> |
| Less: FDIC coverage | | <u>(250,000)</u> | |
| Uninsured balance | | <u>7,582</u> | |
| 50% collateral requirement | | <u>\$ 3,791</u> | |

As of June 30, 2015, the amount of the SAWDB's bank balance of that was exposed to custodial credit risk was as follows:

| | |
|---|----------|
| Uninsured and collateral held by the pledging Bank's trust dept. not in the SAWDB's name | \$ 7,582 |
|---|----------|

The following schedule is presented to comply with the requirements of New Mexico State Statute 12-6-5 NMSA, 1978 as interpreted by the New Mexico State Auditor's Rule 2 NMAC 2.2.

| Bank Name | Bank Balance | Outstanding Checks | Outstanding Deposits | Book Balance |
|--|-------------------|-----------------------|-------------------------|-----------------|
| Bank of the Southwest | | | | |
| Program Checking - non interest bearing | \$ <u>257,582</u> | <u>(205,898)</u> | <u>50</u> | <u>51,734</u> |

Due to restrictions on WIA funds by their granting agency, monies deposited into the account of the SAWDB and any program revenue earned by the SAWDB are not allowed to be invested.

3. RECEIVABLES

The SAWDB's receivables consist of the following at June 30, 2015:

| Receivables | 2015 |
|---|-------------------|
| Program receivables from Families and Youth, Inc. | \$ 25,838 |
| Grant receivables from DWS | 454,207 |
| Reimbursement receivables from HELP, NM | <u>4,648</u> |
| | <u>\$ 484,693</u> |

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015**

4. CAPITAL ASSETS AND DEPRECIATION

The following is a summary of changes in capital assets for the year ended June 30, 2015:

| | <u>2014</u> | <u>Additions</u> | <u>Deletions</u> | <u>2015</u> |
|------------------------------------|-----------------|------------------|------------------|------------------------|
| Capital Assets: | | | | |
| Furniture, fixtures, and equipment | \$ 21,650 | - | - | 21,650 |
| Accumulated Depreciation | | | | |
| Furniture, fixtures, and equipment | <u>(21,650)</u> | <u>-</u> | <u>-</u> | <u>(21,650)</u> |
| Total net capital assets | <u>\$ -</u> | <u>-</u> | <u>-</u> | <u>-</u> |

Current year depreciation expense for the year ended June 30, 2015 was \$0. All of the SAWDB's equipment have been purchased under government contracts and are restricted as to their use as designated by granting agencies.

5. UNEARNED REVENUE

During the fiscal year ended June 30, 2015, the SAWDB had unearned revenue as follows:

| <u>Unearned Revenue</u> | <u>2015</u> | <u>2014</u> |
|---|------------------|---------------|
| WIA funds received in advance due to resource sharing costs paid on behalf of HELP, NM, NM Department of Workforce Solutions, and Wagner Peyser with WIA administrative costs. Those costs were then billed to HELP, NM, NM Department of Workforce Solutions, and Wagner Peyser. | \$ 10,624 | 10,624 |
| WIA funds requested and received in advance | <u>25,059</u> | <u>-</u> |
| | <u>\$ 35,683</u> | <u>10,624</u> |

6. CONCENTRATIONS

The SAWDB depends on financial resources flowing from, or associated with, the Federal Government. Because of this dependency, the SAWDB is subject to changes in specific flows of intergovernmental revenues based on modifications to Federal laws and Federal appropriations.

7. PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA) PLAN AND POST EMPLOYMENT BENEFITS

During the fiscal year ended June 30, 2015, the SAWDB had no employees eligible for retirement benefits and, therefore, had no retirement benefit expenditures during the year.

8. RISK MANAGEMENT

The SAWDB is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions and natural disasters for which its fiscal agent SCCOG carried commercial insurance in the name of the SAWDB. Settled claims have not exceeded this commercial coverage in the past year.

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. As of June 30, 2015, the SAWDB did not have any probable risk of loss.

9. RELATED PARTY TRANSACTIONS

The SAWDB board members include community leaders who are involved in and concerned with providing opportunities for employment in the areas serviced by the SAWDB. The area partners, one-stop providers, and training providers are required to have representation on the SAWDB Board of directors in accordance with New Mexico State Statutes, 1978, 15-14-4 D. These contracts were consummated at arm's length for each of the activities.

During the year ended June 30, 2015, purchases for goods and services were made by the SAWDB with companies or organizations with which various board members are associated. The following schedule details those purchases by organization/company/association:

| <u>Board Member</u> | <u>Organization</u> | <u>Association to SAWDB</u> | <u>Amount</u> |
|---------------------|---------------------------|-----------------------------|-------------------|
| Fred Owensby | NMSU/DABCC | Eligible training Provider | \$ 81,458 |
| Anthony Kessel | Computer Career Center | Eligible training Provider | 52,600 |
| Marlene Herrera | Alamo Navajo School Board | Youth Training Provider | 59,231 |
| Roque Garcia | Families and Youth Inc | Youth Training Provider | 248,891 |
| | | | <u>\$ 442,181</u> |

10. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES

U.S. generally accepted accounting principles require disclosures of certain information individual funds including:

- A. No funds that maintained a deficit fund balance as of June 30, 2015.
- B. No funds exceeded approved budgetary authority for the year ended June 30, 2015.

11. EVALUATION OF SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the balance sheet date but before the financial statements are issued. The SAWDB recognizes in the financial statements the effects of all subsequent events that provide additional evidence about conditions that existed at the date of the balance sheet, including the estimates inherent in the process of preparing the financial statements. The SAWDB's financial statements do not recognize subsequent events that provide evidence about conditions that did not exist at the date of the balance sheet but arose after the balance sheet date and before financial statements are available to be issued. The SAWDB has evaluated subsequent events through December 14, 2015, which is the date the financial statements were available to be issued.

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended June 30, 2015

12. CONTINGENCY

The New Mexico Department of Workforce Solutions (NMDWS) conducted monitoring and issued a report on October 14, 2015. In this report, questioned costs of \$356,926 of the WIA grant were identified relating to its service provider's non-compliance of the Board's Individual Training Account (ITA) Policy, specifically the "Occupation in Demand" and "Letter of Hire" sections. See Finding 2015-004. Per management's discussions with the NMDWS Bureau Chief, the questioned cost may be removed if the required actions are fulfilled as stated in the monitoring report. The Board is currently working with NMDWS towards compliance. At the issuance of the audit report, the outcome of this finding is unknown.

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For The Year Ended June 30, 2015**

| Federal Grantor/Program Title | Federal CFDA Number | Pass-through Entity's Identifying Number | Grant Award Expended |
|--|------------------------------------|---|---------------------------------|
| <i>Indirect</i> | | | |
| U.S. Department of Labor, passed through New Mexico Department of Workforce Solutions Workforce Investment Act | | | |
| *WIA Administration PY13/FY14 | 17.xxx | 14-004-PY13 | \$ 164,166 |
| *WIA Administration PY14/FY15 | 17.xxx | 15-004-PY14 | 88,703 |
| *WIA Adult Program PY13/FY14: | 17.258 | 14-004-PY13 | 798,422 |
| *WIA Adult Program PY14/FY15: | 17.258 | 15-004-PY14 | 216,564 |
| *WIA Dislocated Workers PY13/FY14: | 17.278 | 14-004-PY13 | 362,260 |
| *WIA Dislocated Workers PY14/FY15: | 17.278 | 15-004-PY14 | 50,256 |
| *WIA Youth Activities PY13/FY14: | 17.259 | 14-004-PY13 | 84,965 |
| *WIA Youth Activities PY14/FY15: | 17.259 | 15-004-PY14 | 629,638 |
| Total WIA | | | <u>2,394,974</u> |
| Total expenditures | | | <u>\$ 2,394,974</u> |

*Major program

Selected Disclosures

1. The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Southwestern Area Workforce Development Board, and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

2. The Southwestern Area Workforce Development Board did not receive any noncash assistance.

3. Payments to subrecipients

| <u>Organization</u> | <u>Amount</u> |
|---------------------------------|---------------------|
| Alamo Schools | \$ 59,231 |
| Families and Youth, Inc. | 248,891 |
| HELP | <u>752,589</u> |
| Total payments to subrecipients | <u>\$ 1,060,711</u> |

See independent auditor's report

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF VENDOR INFORMATION
For The Year Ended June 30, 2015**

| <i>RFB#/RFP#</i> | <i>Type of Procurement</i> | <i>Awarded Vendor</i> | <i>\$ Amount of Awarded Contract</i> | <i>\$ Amount of Amended Contract</i> | <i>Name and Physical Address per the procurement documentation, of ALL Vendor(s) that responded</i> | <i>In-State/ Out-of-State Vendor (Y or N) (Based on Statutory Definition)</i> | <i>Was the vendor in-state and chose Veteran's preference (Y or N) For federal funds answer N/A</i> | <i>Brief Description of the Scope of Work</i> |
|------------------|----------------------------|-----------------------|--------------------------------------|--------------------------------------|---|---|---|---|
| WIA Adult & DW | RFP | Help - NM, Inc. | 1,000,000 | 1,663,045 | Help - NM, Inc.; 5101 Copper NE; Albuquerque, NM 87108 | In-state | No | Service provider for the WIA Adult & Dislocated Worker programs |
| | | | | | SER - Jobs for Progress, Inc.; 2516 Cerrillos Rd.; Santa Fe, NM 87505 | | | |

See independent auditor's report



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Board of Directors
Southwestern Area Workforce Development Board
Elephant Butte, New Mexico and

Mr. Tim Keller, State Auditor
Santa Fe, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the general fund budgetary comparison of the Southwestern Area Workforce Development Board (SAWDB), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the SAWDB's basic financial statements, and have issued our report thereon dated December 14, 2015.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the SAWDB's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the SAWDB's internal control. Accordingly, we do not express an opinion on the effectiveness of the SAWDB's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs, that we consider to be a significant deficiency: 2015-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the SAWDB's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2015-001, 2015-002, 2015-003, and 2015-004.

The SAWDB's Response to the Findings

The SAWDB's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The SAWDB's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Hinkle + Landers, P.C.
Albuquerque, NM
December 14, 2015



**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

The Board of Directors
Southwestern Area Workforce Development Board
Elephant Butte, New Mexico and
Mr. Tim Keller, State Auditor
Santa Fe, New Mexico

Report on Compliance for Each Major Federal Program

We have audited the Southwestern Area Workforce Development Board’s (SAWDB) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the SAWDB’s major federal programs for the year ended June 30, 2015. The SAWDB’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the SAWDB’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the SAWDB’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the SAWDB’s compliance.

Basis for Qualified Opinion on the Workforce Investment Act Cluster.

As described in the accompanying schedule of findings and questioned costs, the SAWDB did not comply with requirements regarding the Workforce Investment Act Cluster, CFDA numbers 17.258, 17,259, and 17.278, as described in finding number 2015-004 for Activities Allowed or Unallowed and Allowable Costs/Cost Principles. Compliance with such requirements is necessary, in our opinion, for the SAWDB to comply with the requirements applicable to that program.

Qualified Opinion on the Workforce Investment Act Cluster

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the SAWDB complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Workforce Investment Act Cluster for the year ended June 30, 2015.

Other Matters

The results of our auditing procedures disclosed another instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item 2015-001. Our opinion on each major federal program is not modified with respect to this matter.

The SAWDB's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The SAWDB's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of the SAWDB is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the SAWDB's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the SAWDB's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2015-004 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the

December 14, 2015

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY OMB
CIRCULAR A-133, continued**

deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2015-001 to be a significant deficiency.

The SAWDB's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The SAWDB's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Hinkle & Landers, P.C.

Hinkle + Landers, P.C.
Albuquerque, NM
December 14, 2015

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 2015**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements:

Type of auditor’s report issued Unmodified

Internal Control over financial reporting:

| | | |
|---|--------------|-------------|
| Material weaknesses identified? | __yes | <u>X</u> no |
| Significant deficiencies identified that are not considered to be material weaknesses? | <u>X</u> yes | __no |
| Non-compliance material to financial statements noted? | __yes | <u>X</u> no |

Federal Awards:

Internal Control

| | | |
|---|--------------|------|
| Material weaknesses identified? | <u>X</u> yes | __no |
| Significant deficiencies identified that are not considered to be material weaknesses? | <u>X</u> yes | __no |

Type of auditor’s report issued on major programs Qualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? Xyes __no

Identification of major program as noted below:

| CFDA Numbers Funding Source | Name of Federal Programs | Funding Source |
|--------------------------------|---------------------------|--|
| | Workforce Investment Act: | |
| 17.258 | Adult | U.S. Dept. of Labor |
| 17.259 | Youth | Passed through the |
| 17.278 | Dislocated Worker | New Mexico Dept. of Workforce Solutions |

Dollar threshold use to distinguish between
A and B programs: \$300,000

Auditee qualified as low-risk auditee? Xyes __no

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 2015**

SECTION II & III- FINANCIAL STATEMENTS AND FEDERAL AWARD FINDINGS

| Reference # | Finding | Status of Current and Prior Year Findings | Type of Finding* |
|---------------------|--|--|-----------------------------|
| PRIOR YEAR | | | |
| 2014-001 | TIMELY SUBMISSION OF MONTHLY STATUS REPORTS | Resolved | E,F |
| CURRENT YEAR | | | |
| 2015-001 | TRACKING AND BILLING OF GRANT ACTIVITY | Current | B, E, F |
| 2015-002 | CHIEF PROCUREMENT OFFICER | Current | G |
| 2015-003 | UNDER-COLLATERALIZATION OF CASH BALANCES | Current | G |
| 2015-004 | INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY, "OCCUPATION IN DEMAND" AND "LETTER OF HIRE", NON- COMPLIANCE | Current | D, F |

* Legend for Type of Findings

- A. Material Weakness in Internal Control Over Financial Reporting
- B. Significant Deficiency in Internal Control Over Financial Reporting
- C. Other Matters Involving Internal Control Over Financial Reporting
- D. Material Weakness in Internal Control Over Compliance of Federal Awards
- E. Significant Deficiency in Internal Control Over Compliance of Federal Awards
- F. Instance of Noncompliance to Federal Awards
- G. Compliance with State Audit Rule

2015-001—TRACKING AND BILLING OF GRANT ACTIVITY

Type of Finding: B, E, F

Federal program information:

Funding Department: Department of Labor passed through the New Mexico Department of Workforce Solutions

Title: WIA Cluster

CFDA Number: 17.258, 17.259, and 17.278

Statement of Condition

The fiscal agent staff (FA) did not ensure that all grant activity was properly tracked and billed. As a result, the FA billed NMDWS for the same expenses, totaling \$25,059, on two separate cash requests.

Criteria

Grant billings should be tracked to avoid discrepancies resulting from double billing or under-billing.

Effect

There is an increased risk of errors, inaccurate or incomplete financial reporting, and unmet deadlines.

STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 2015

Cause

The FA inadvertently voided a \$25,059 prior period payable. In an attempt to correct the issue, the Board inadvertently increased current year expense by the same amount. Because grant activity is not being tracked on a monthly basis, the amount was billed and received for a second time.

Questioned Costs

None

Recommendation

The FA should consider reconciling grant activity to monthly MFSR's, cash requests, and the general ledger on a monthly basis.

Management Response

The Fiscal Administrator will begin immediately thoroughly reviewing all unposted invoices made by the Fiscal Clerk and verify with the Vendor/Contractor file that payment has not already been processed. Currently, the Fiscal Administrator reviews the coding of the transactions. The Vendor was not paid twice; however, the invoice was processed twice in the MIP accounting system. Currently, as checks are processed Staff completes a payment tracking sheet that is attached to the payment. The Fiscal Administrator will require and review the payment tracking sheet to be completed before the invoice is posted in the Accounting System. This will assist in verifying that the invoice has not been previously processed. The Fiscal Administrator currently compares Revenue and Expenses prior to submitting cash requests and MFSR. Immediately, the Fiscal Administrator will begin comparing Revenue and Expenses again once payment is received to verify that the amounts balance.

2015-002—CHIEF PROCUREMENT OFFICER

Type of Finding: G

Statement of Condition

During fiscal year 2015, the SAWDB did not have their designated Chief Procurement Officer complete certification by June 30, 2015.

Criteria

New Mexico Administrative Code section 1.4.1.94 C in order for Chief Procurement Officers to become certified and recertified, a Chief Procurement Officer shall obtain such education and training as deemed appropriate by the secretary of the general services department and pass a certification or recertification examination, as appropriate, approved by the secretary of the general services department.

According to section 1.4.1.94 D, on or after July 1, 2015, only certified Chief Procurement Officers may:

- Make determinations, including determinations regarding exemptions, pursuant to the Procurement Code.
- Issue purchase orders and authorize small purchases pursuant to the Procurement Code.
- Approve procurement pursuant to the Procurement Code..

**STATE OF NEW MEXICO
SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 2015**

Cause

As of July 1, 2015, The SAWDB does not appear to have a certification completed for the designated Chief Procurement Officer.

Effect

The SAWDB does not appear to be in compliance with the New Mexico Administrative Code for the certification requirement of the Chief Procurement Officer under the Procurement Code.

Recommendation

We recommend that the SAWDB's Chief Procurement Officer immediately complete certification.

Management Response

Fiscal staff was unable to attend the required training per New Mexico Administrative Code section 1.4.1.94 C. The SAWDB Fiscal Agent Staff currently have three employees registered to attend the Public Purchasing Foundation Classes & Culminating Test program on February 2nd -5th. This is the next time the course is offered.

2015-003 – UNDER-COLLATERALIZATION OF CASH BALANCES

Type of Finding: G

Statement of Condition

The Federal Deposit Insurance Corporation (FDIC) insures deposits up to \$250,000 per depositor per insured bank. Cash accounts held at Bank of the Southwest at June 30, 2015 totaled \$257,582, leaving \$7,582 uninsured by the FDIC in case of bank failure. SAWDB did not collateralize any of the uninsured balance.

Criteria

Section 6-10-17 NMSA requires 50% collateral requirement for state monies deposited in each financial institution.

Effect

The SAWDB is not following State Statutes concerning safekeeping of public monies.

Cause

The book balance for cash remained below the \$250,000 threshold, so SAWDB did not recognize when the threshold was exceeded.

Recommendation

The SAWDB should keep track of its bank balances to ensure the collateralization threshold is not exceeded, and if it is, should have a process to ensure collateralization of 50% of the uninsured balance.

Management Response

SAWDB Fiscal staff accrues expenditures and make cash requests. Fiscal staff monitor the cash account daily, to verify the day that deposits are received and checks are released on that same day. June 26th (Friday), the cash request that caused SAWDB cash account to increase to over \$250,000 was deposited. The checks were cashed on July 1st dropping the cash balance to below the \$250,000 threshold. Since the Checks are prepared and signed when the cash

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requests are received SAWDB Bank reconciliations do not show this cash on hand. To ensure that this does not happen Fiscal Staff will immediately begin requesting cash more frequently to decrease the size of the cash requests.

2015-004 – INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY, “OCCUPATION IN DEMAND” AND “LETTER OF HIRE”, NON-COMPLIANCE.

Federal program information:

Funding Department: Department of Labor passed through the New Mexico Department of Workforce Solutions

Title: WIA Cluster

CFDA Number: 17.258, 17.259, and 17.278

Type of Finding: D, F

Statement of Condition

The New Mexico Department of Workforce Solutions (NMDWS) conducted monitoring and issued a report on October 14, 2015. The report identifies non-compliance of the WIA grant relating to one of the service provider’s non-compliance with the SAWDB’s Individual Training Account (ITA) Policy, specifically the “Occupation in Demand” and “Letter of Hire” sections. NMDWS has identified \$356,926 in questioned costs. Per review of the questioned costs and management’s discussions with representatives of NMDWS, it does not appear that SAWDB will be required to return these funds unless they fail to meet the required actions in the monitoring report, as directed by NMDWS.

Criteria

The SAWDB is not using the correct job growth data in accordance with SAWDB ITA policy 12-08, 12-08.1 as amended, and 12-08.2 as amended C.(1)(b).

Effect

The SAWDB is not in compliance with grant and state requirements.

Cause

The SAWDB’s Adult & Dislocated Worker service provider did not fully comply with the “Occupations in Demand” and “Letter of Hire” sections of the SAWDB ITA policy.

Questioned Costs

\$356,926

Recommendation

The SAWDB should continue its communication with NMDWS in order to resolve this instance of non-compliance.

Management Response

The SAWDB immediately initiated the actions required by the NMDWS, which include mandatory training for its Adult & Dislocated workers service provider. Management, the SAWDB’s Monitoring Committee and the SAWDB will work toward resolving the finding by increasing the level of monitoring, desk reviews, and training. NMDWS has indicated that it

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must conduct a follow-up review of the required actions in the finding to determine if the questioned costs will be removed. The timeframe for closing the finding has not been determined.

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EXIT CONFERENCE
For The Year Ended June 30, 2015

An exit conference was held in a closed session on December 14, 2015 and the contents of this report were discussed. Present at the exit conference were:

Representing Southwestern Area Workforce Development Board:

| | |
|--------------------|--|
| Edward Khancabian | SAWDB Board Member |
| Gary Whitehead | SAWDB Board Member |
| Katherine Gervasio | SCCOG/WIA Fiscal Administrator |
| Steve Duran | WIA Administrator |
| Jay Armijo | Executive Director, South Central Council of Governments |

Representing Hinkle + Landers, P.C.:

| | |
|------------------------|---|
| Farley Vener, CPA, CFE | Independent auditor, Hinkle + Landers, P.C. |
| Maclen Enriquez | Independent auditor, Hinkle + Landers, P.C. |

PREPARATION OF FINANCIAL STATEMENTS

The accompanying financial statements of the SAWDB have been prepared by Hinkle + Landers, P.C., the organization's independent public auditors; however, the financial statements are the responsibility of management.