



## FINANCIAL STATEMENTS

STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE

June 30, 2016

## **INTRODUCTORY SECTION**

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
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JUNE 30, 2016**

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**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
OFFICIAL ROSTER  
JUNE 30, 2016**

**HOUSE CHIEF CLERK'S OFFICE**

Denise Ramonas	Chief Clerk
Representative Don L Tripp	Speaker of the House of Representatives

**ADMINISTRATIVE OFFICIALS**

Raúl Burciaga	Director
Kathy Pacheco-Dofflemeyer	Assistant Director for Administration and Chief Financial Officer

## **FINANCIAL SECTION**

## Independent Auditor's Report

Mr. Tim Keller  
New Mexico State Auditor  
Representative Don L. Tripp, Speaker of the House of Representatives  
Denise Ramonas, House Chief Clerk  
House Chief Clerk's Office

### Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund (general fund), and the budgetary comparison for the general fund of the State of New Mexico's House Chief Clerk's Office (House Chief Clerk), as of and for the year ended June 30, 2016, and the related notes to the financial statements which collectively comprise the House Chief Clerk'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 misstatements, 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.

Mr. Tim Keller  
New Mexico State Auditor  
Representative Don L. Tripp, Speaker of the House of Representatives  
Denise Ramonas, House Chief Clerk  
House Chief Clerk's Office

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 House Chief Clerk'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 (general fund) of the House Chief Clerk as of June 30, 2016, and the respective changes in financial position and the respective 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*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 10 be presented to supplement the basic financial statements. Such 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

Mr. Tim Keller, New Mexico State Auditor  
Representative Don L. Tripp, Speaker of the House of Representatives  
Denise Ramonas, House Chief Clerk  
House Chief Clerk's Office

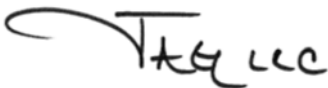
operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

The Schedule of Vendor Information for Purchases Exceeding \$60,000 listed as "other information" in the table of contents and required by Section 2.2.2 NMAC 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 November 29, 2016 on our consideration of the House Chief Clerk'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 the House Chief Clerk's internal control over financial reporting and compliance.



Jaramillo Accounting Group LLC (JAG)  
Albuquerque, New Mexico  
November 29, 2016



**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**OVERVIEW**

Our discussion and analysis of the State of New Mexico, House Chief Clerk's Office's financial performance provides an overview of its financial activities for the fiscal year ended June 30, 2016. It should be read in conjunction with the financial statements, which follow this discussion and analysis. This document will assist the reader in the following:

- Highlight significant financial issues;
- Provide an overview of the Agency's financial activity;
- Identify changes in the Agency's financial position;
- Identify any material deviation from the approved budget; and
- Identify issues and concerns.

**USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the State of New Mexico, House Chief Clerk's Office as a whole and present a longer-term view of its finances. Fund financial statements, for governmental activities, tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the State of New Mexico, House Chief Clerk's Office operations in more detail than the government-wide statements by providing information about the most significant funds. Financial data presented in these financial statements is for the activities of the State of New Mexico, House Chief Clerk's Office as a single agency. It does not purport to present the State of New Mexico as a whole.

**Government-Wide Financial Statements**

The government-wide financial statements report all assets and liabilities using the accrual basis of accounting which is similar to the accounting used by most private-sector companies. All current year revenues and expenses are reported regardless of when cash is received or paid.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**Government-Wide Financial Statements**

The government-wide financial statements include all activities of the State of New Mexico, House Chief Clerk's Office. State general fund appropriations finance most of these activities. The general fund is included in the government-wide financial statements.

**Fund Financial Statements**

The general fund is considered to be a major fund because only individual government-or individual enterprise funds can be considered for major fund status. The House Chief Clerk's government funds are required to be established by state law.

**Governmental funds** All of the House Chief Clerk's basic services are reported in governmental funds, which focus on the establishment of an appropriation by the state legislature and the expenditures of this money in accordance with a budget. Funds not expended at the year-end revert to the State General Fund. These funds are reported using an accounting method called modified accrual accounting, which measures cash and other financial assets that can be readily be converted to cash. The difference between governmental activities and governmental funds are reconciled.

**HOUSE CHIEF CLERK'S OFFICE AS A WHOLE**

The purpose of the House Chief Clerk's Office service program is to provide statutorily authorized services, including constituent services, general correspondence, public outreach and pre-session planning through its permanent interim staff. (See Section 2-14-3 NMSA 1978). The House leadership staff are house employees who work under the direction of their respective leaders and are budgeted through the office of the House Clerk's Office.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**Condensed Statement of Net Position**

	FY 2016	FY 2015	Change
Assets			
Current assets	\$ 413,729	\$ 332,906	\$ 80,823
Capital assets, net of accumulated depreciation	<u>-</u>	<u>19</u>	<u>(19)</u>
Total assets	<u>\$ 413,729</u>	<u>\$ 332,925</u>	<u>\$ 80,804</u>
Liabilities			
Current	\$ 444,197	\$ 367,301	\$ 76,896
Long-term	<u>28,576</u>	<u>17,311</u>	<u>11,265</u>
Total liabilities	<u>472,773</u>	<u>384,612</u>	<u>88,161</u>
Net Position			
Net investment in capital assets	-	19	(19)
Unrestricted	<u>(59,044)</u>	<u>(51,706)</u>	<u>(7,338)</u>
Total net position	<u>(59,044)</u>	<u>(51,687)</u>	<u>(7,357)</u>
Total liabilities and net position	<u>\$ 413,729</u>	<u>\$ 332,925</u>	<u>\$ 80,804</u>

As summarized in the above table, Net Position represent the differences between assets and liabilities of the House Chief Clerk. The deficit presented in net position does not mean the agency overspent its funding authority. It represents the estimated future cost of compensated absences that will be funded and paid from future appropriations. Compensated absences represent the amount accrued but unused leave time at current rates to be paid from future appropriations.

The decrease in government-wide net position of \$7,357 is attributable to changes in compensated absences.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**Condensed Statement of Activities**

	FY 2016	FY 2015	Change
Transfers:			
State general fund transfers (net of reversion)	\$ 810,463	\$ 864,370	\$ (53,907)
Program expenses:			
Legislative - Administrative Services	<u>817,820</u>	<u>809,241</u>	<u>8,579</u>
Change in net position	(7,357)	55,129	(62,486)
Net position, beginning of the year	<u>(51,687)</u>	<u>(106,816)</u>	<u>55,129</u>
Net position, end of the year	<u><u>\$ (59,044)</u></u>	<u><u>\$ (51,687)</u></u>	<u><u>\$ (7,357)</u></u>

The House Chief Clerk's total expenses for governmental-type activities during the fiscal year include an accrual for compensated absences. The negative change in net position does not reflect an over-expenditure of appropriated funds, but reflects the reporting difference from a budgetary basis of accounting to full accrual method of accounting that more closely resembles for-profit businesses.

Revenues decreased by \$53,907 and expenses increased by \$8,579. The changes in revenues and expenses were not significant.

**ANALYSIS OF FINANCIAL POSITION**

The House Chief Clerk receives 100% of its governmental funds from State General Fund appropriations from the State Legislature. These funds are expended by the House Chief Clerk based on a budget submitted and approved by the state legislature and the Governor. The financial position of the State of New Mexico, House Chief Clerk's Office has remained stable as a result of this year's operations.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**ANALYSIS OF BALANCES AND TRANSACTIONS OF INDIVIDUAL FUNDS**

The House Chief Clerk's Office maintains one governmental fund. The governmental fund receives an appropriation from the state legislature and the expenditures of this money are in accordance with a budget. Unused appropriations at year-end revert to the State General Fund.

The following summary presents the difference between results of operations for the governmental activities in the Statement of Net Position, compared to the Statement of Revenues and Expenditures in the fund statements.

Governmental fund expenditures differs from the government-wide expenses as follows:

	<b>FY 2016</b>	<b>FY 2015</b>	<b>Change</b>
Governmental fund expenditures	\$ 810,463	\$ 864,370	\$ (53,907)
Increase (decrease) in liability for compensated absences	7,338	(55,245)	62,583
Excess of depreciation over capital outlay purchases	<u>19</u>	<u>116</u>	<u>(97)</u>
Government-wide expenses	<u><u>\$ 817,820</u></u>	<u><u>\$ 809,241</u></u>	<u><u>\$ 8,579</u></u>

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The annual operating budget is monitored by the Department of Finance and Administration. Comparison of actual expenditures on a budgetary basis to approved budget amounts is presented below:

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual Expenditures</b>
Personal services/employee benefits	\$ 978,300	\$ 894,100	\$ 683,714
Contractual services	128,000	205,100	117,004
Other	<u>72,500</u>	<u>72,500</u>	<u>9,745</u>
Total	<u><u>\$ 1,178,800</u></u>	<u><u>\$ 1,171,700</u></u>	<u><u>\$ 810,463</u></u>

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

The budget is projected for the appropriation process during the Legislative Session. Actual amounts will vary from the projection. Any unexpended appropriations revert to the General Fund.

**CAPITAL ASSET ADMINISTRATION**

The following is a summary of capital asset balances at fiscal year-end.

	<b>June 30, 2016</b>
Total capital investment	\$ 11,563
Total accumulated depreciation	<u>(11,563)</u>
Capital assets, net	<u>\$ -</u>

The following is a summary for capital asset activity during the fiscal year.

	<b>June 30, 2016</b>
Depreciation expense	<u>\$ 19</u>

**LONG TERM DEBT**

The House Chief Clerk's Office had long term debt at June 30, 2016, for compensated absences payable (employee annual leave payable) amounting to \$28,576. The balance at June 30, 2015 was \$17,311. There was an increase of \$11,265 from the prior year.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The appropriations made for FY 2017 from the General Fund in Laws 2016, Chapter 1, Section 7 had no increase in budget or any amount for salary increases in FY 2017. The appropriation was decreased by Laws 2016, Chapter 11, Section 11.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2016**

**CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT**

The financial report is designed to provide citizens, taxpayers, customers, legislators and creditors with a general overview of the House Chief Clerk's finances and to demonstrate the House Chief Clerk's accountability for the funds it receives. If you have any questions about this report or need additional financial information contact:

House Chief Clerk's Office  
100 State Capitol  
Santa Fe, NM 87501(505) 986 4751  
[denise.ramonas@nmlegis.gov](mailto:denise.ramonas@nmlegis.gov)

## **BASIC FINANCIAL STATEMENTS**



**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
STATEMENT OF NET POSITION  
June 30, 2016**

	<u>Governmental Activities</u>
<b>Assets</b>	
Interest in the State Treasurer General Fund Investment Pool	\$ <u>413,729</u>
<b>Liabilities:</b>	
Accounts payable	\$ 33,134
Accrued salaries payable	7,300
Payroll taxes payable	4,217
Payroll benefits payable	7,841
Due to State General Fund	361,237
Compensated absences payable	
Due within one year - current	30,468
Due after one year - long-term	<u>28,576</u>
Total Liabilities	<u>472,773</u>
<b>Net Position</b>	
Unrestricted	<u>(59,044)</u>
Total Liabilities and Net Position	<u><u>\$ 413,729</u></u>

*See Notes to Financial Statements.*

**STATE OF NEW MEXICO**  
**HOUSE CHIEF CLERK'S OFFICE**  
**STATEMENT OF ACTIVITIES**  
**For the year ended June 30, 2016**

	<b>Governmental Activities</b>
<b>Expenses</b>	
Legislative Program	\$ 817,820
<b>Transfers</b>	
Transfer in - State General Fund appropriations	1,178,800
Reversions to State General Fund - fiscal year 2016	(368,337)
Total transfers	810,463
Change in net position	(7,357)
<b>Net Position</b>	
Net position, beginning of year	(51,687)
Net position, end of year	\$ (59,044)

*See Notes to Financial Statements.*

**STATE OF NEW MEXICO**  
**HOUSE CHIEF CLERK'S OFFICE**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**June 30, 2016**

**Fund 74400**  
**General Fund**

**Assets**

Interest in the State Treasurer General Fund Investment Pool	\$	413,729
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**Liabilities and Fund Balances**

**Liabilities**

Accounts payable	\$	33,134
Accrued salaries payable		7,300
Payroll taxes payable		4,217
Payroll benefits payable		7,841
Due to State General Fund		361,237

Total liabilities		413,729
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**Fund Balances**

Unassigned		-
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Total liabilities and fund balances	\$	413,729
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*See Notes to Financial Statements.*

**STATE OF NEW MEXICO**  
**HOUSE CHIEF CLERK'S OFFICE**  
**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**WITH THE STATEMENT OF NET POSITION**  
**June 30, 2016**

Amounts reported for governmental activities in the Statement of Net Position is different because:

<b>Fund Balance - Governmental Fund</b>	\$	-
<p>Capital assets used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds</p>		
Cost of capital assets		11,563
Accumulated depreciation		(11,563)
<p>Compensated absences accrued in the government-wide financial statements, but not due and payable at fiscal year-end</p>		
		(59,044)
<b>Net position of Governmental Activities</b>	<b>\$</b>	<b>(59,044)</b>

*See Notes to Financial Statements.*

**STATE OF NEW MEXICO**  
**HOUSE CHIEF CLERK'S OFFICE**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**For the year ended June 30, 2016**

	<b>Fund 74400 General Fund</b>
<b>Expenditures</b>	
<b>Legislative</b>	
<b>Current</b>	
Personal services and employee benefits	\$ 683,714
Contractual services	117,004
Other costs	9,745
Total expenditures	810,463
 <b>Other Financing Sources (uses)</b>	
State General Fund appropriations	1,178,800
Reversions to State General Fund - fiscal year 2016	(368,337)
Total other financing sources (uses)	810,463
 <b>Net change in fund balances</b>	-
 <b>Fund balance, beginning of year</b>	-
 <b>Fund balance, end of year</b>	\$ -

*See Notes to Financial Statements.*

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT  
OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO  
THE STATEMENT OF ACTIVITIES  
Year Ended June 30, 2016**

Amounts reported for governmental activities in the Statement of Net Position are different because:

<b>Total Net Change in Fund Balances - Governmental Funds</b>	\$	-
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Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities these costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expenses in the Statement of Activities.

Capital outlay reported as expenditures in governmental funds		-
Depreciation expense		(19)

Accrued compensated absences are not recorded as liabilities in the governmental funds. However, for government activities, these costs are shown in the Statement of Net Position and the changes in the liability are recorded as a reduction or increase in the current personal services category.

Change in accrued compensated absences		<u>(7,338)</u>
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<b>Change in Net Position - Governmental Activities</b>	<b>\$</b>	<b><u>(7,357)</u></b>
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*See Notes to Financial Statements.*

**STATE OF NEW MEXICO**  
**HOUSE CHIEF CLERK'S OFFICE**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL (BUDGET BASIS)**  
**GENERAL FUND - FUND 74400**  
**For the year ended June 30, 2016**

	<u>Budgeted Amounts</u>		Actual Budget Basis	Variance Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
State General Fund	\$ 1,178,800	\$ 1,171,700	\$ 1,171,700	\$ -
Prior-year cash balance	-	-		
Total resources	<u>\$ 1,178,800</u>	<u>\$ 1,171,700</u>		
<b>Expenditures</b>				
Personal services	\$ 978,300	\$ 894,100	\$ 683,714	\$ 210,386
Contractual services	128,000	205,100	117,004	88,096
Other	<u>72,500</u>	<u>72,500</u>	<u>9,745</u>	<u>62,755</u>
Total expenditures	<u>\$ 1,178,800</u>	<u>\$ 1,171,700</u>	<u>\$ 810,463</u>	<u>\$ 361,237</u>

**Reconciliation of GAAP basis to actual budget basis**

	<u>Revenues</u>	<u>Expenditures</u>
GAAP basis	\$ 1,171,700	\$ 810,463
Adjustments:		
None	<u>-</u>	<u>-</u>
Budget basis	<u>\$ 1,171,700</u>	<u>\$ 810,463</u>

**Note:**

The actual expenditures on the budget basis for FY 2016 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2017 budget.

*See Notes to Financial Statements.*

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the State of New Mexico, House Chief Clerk's Office (House Chief Clerk) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The financial statements for the year ended June 30, 2016, represent fiscal year 2016 of the House Chief Clerk. The more significant accounting policies of the Council Service are described below:

**A. Financial Reporting Entity**

The House Chief Clerks' Offices Interim Funds of the House of Representatives was created by the Laws of 1993, Chapter 3, Sections 1-4, (Section 2-14-1 to 2-14-4, New Mexico Statutes Annotated, 1978 Compilation).

During the interim, the Chief Clerk elected by the House of Representatives shall perform the following duties:

1. Assistance with general correspondence, within guidelines of the Legislative Council;
2. Conduct pre session training for the staff of the respective houses;
3. Perform pre session duties necessary to assist the legislature in preparing for session in accordance with directions of the Legislative Council and in coordination with the Legislative Council Service;
4. Perform routine legislative requests for constituents regarding the availability of and access to existing programs and services of state government within guidelines established by the Legislative Council;
5. Maintain accurate inventories of the property of the respective houses in cooperation with the Legislative Council Service;
6. Perform public outreach functions necessary to educate the public about the legislature and the respective houses, including coordinating with the state department of public education and post-secondary educational institutions on educational program development regarding the legislative branch of government;



**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**A. Financial Reporting Entity (Continued)**

7. Serve on the coordinating group of the integrated legislative information system;  
and
8. Receive requests from members of the House for changes affecting the members' office spaces in the State Capitol prior to the request being presented to the building subcommittee of the Legislative Council.

The House Chief Clerk is a component unit of the primary government, the State of New Mexico. These financial statements present the financial position and results of operations of only those Statewide Human Resources, Accounting and Management Reporting System (SHARE) funds over which the House Chief Clerk has oversight responsibility. The House Chief Clerk does not have any component units.

**B. Basic Financial Statements - Government-Wide Statements**

The House Chief Clerk's basic financial statements include both government wide (reporting the House Chief Clerk as a whole, excluding fiduciary activities) and fund financial statements (reporting the House Chief Clerk's major funds). Both the government wide and fund financial statements categorize primary activities as governmental. The House Chief Clerk's general fund is classified as a governmental activity.

In the government wide Statement of Net Position, the governmental column is reported on a full accrual, economic resource basis, which recognizes all long term assets and receivables as well as long term debt and obligations. The House Chief Clerk's net position are reported in two parts - invested in capital assets, net of related debt; and unrestricted net position.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**B. Basic Financial Statements - Government-Wide Statements (Continued)**

The government wide Statement of Activities reports the gross cost of the House Chief Clerk's function. The function is supported by legislative revenues (intergovernmental revenues). This government wide focus is more on the sustainability of the House Chief Clerk as an entity and the change in the House Chief Clerk's net position resulting from the current year's activities. When an expense is incurred for purposes for which both unrestricted and restricted net position are available, restricted net position are used first, then unrestricted.

**C. Basic Financial Statements - Fund Financial Statements**

The financial transactions of the House Chief Clerk are reported in the individual fund financial statements. The accounts of the House Chief Clerk are maintained on the basis of funds as established by state statutes or account groups, 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 balance, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based on the appropriate state statutes and the purposes for which they are to be spent and the means by which spending activities are controlled. The following funds types and account groups are utilized by the House Chief Clerk:

**Governmental Funds**

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the House Chief Clerk:

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**C. Basic Financial Statements - Fund Financial Statements (Continued)**

General Fund The General Fund (Fund 74400) is the general operating fund and only major fund of the House Chief Clerk. The fund is used to account for all financial resources except those required to be accounted for in another fund. Unexpended and uncommitted appropriations remaining in this fund, revert to the State General Fund at year end.

**D. Basis of Accounting**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. The governmental fund of the House Chief Clerk's Office follows GASB statements and interpretations.

**Accrual**

Governmental activities in the government wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified Accrual**

The governmental funds financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**E. Interest in the State Treasurer General Fund Investment Pool**

Pooled cash and investments are on deposit with the State of New Mexico, Office of the State Treasurer General Fund investment pool. The State Treasurer's scope of authority for the types of investments which may be made with state funds is statutorily defined and governed by the State Treasurer's Investment Policy approved by the State Board of Finance.

**F. Net Position/Fund Equity/Fund Balances**

Net position represents the difference between assets and liabilities. In the government-wide financial statements, net position consist of three components: invested in capital assets, net of related debt; restricted; and unrestricted. The House Chief Clerk's office has capital assets, and no restricted assets. Therefore, all remaining net position are reported as unrestricted.

The House Chief Clerk follows Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definition.

Governmental fund balances are divided into five classifications based on the extent to which government is bound to honor constraints on the specific purposes for which amounts in that fund can be spent.

Non-spendable is the most limited amounts and are legally or contractually required to stay intact.

The spendable fund categories can be depicted as follows:

**Restricted** are amounts that are so due to enabling legislation, constitutional provisions, externally imposed by grantors, contributors, laws or regulations of other governments, or by creditors, such as through debt covenants.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**F. Net Position/Fund Equity/Fund Balances (Continued)**

**Committed** are amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and removal of the constraint would require a formal action by the same authority.

**Assigned** consists of amounts that are intended to be used for a specific purpose established by the government's highest level of decision-making authority, or their designated body or official. The purpose of the assignment must be narrower than the general fund, assigned fund balance represents the residual amount in the fund balance

**Unassigned** represents the residual amount after all classifications have been considered for the government's general fund, and could report a surplus or a deficit.

The House Chief Clerk would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

**G. Capital Assets**

Capital assets are recorded as expenditures in the governmental funds and capitalized at cost in the Statement of Activities. The valuation basis for capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement.

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: furniture and fixtures, 5-12 years. During the 2005 Regular Legislative Session, HB 1074 amended Section 12-6-10, NMSA 1978, changing the capitalization threshold for movable chattel and equipment from items costing more than \$1,000 to items costing more than \$5,000 effective June 17, 2005

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**H. Use of Estimates**

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management makes estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**I. Compensated Absences Payable**

Accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported as long-term liabilities. The expenditure is reported for these amounts in the Statement of Activities. In accordance with the provisions of Statement of Financial Accounting Standards No. 43, Accounting for Compensated Absences, no liability is recorded for non-vesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that employees may convert to cash.

The House Chief Clerk recognizes the liabilities for compensated absences meeting the requirements of accrual as of year-end. The compensated absences payable has been valued using current pay levels. All compensated absences are considered to be paid out of subsequent year resources. (See Note 4).

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**J. Budgetary Procedures and Accounting**

The House Chief Clerk follows these procedures in establishing the budgetary data reflected in the financial statements:

The State Legislature makes annual appropriations for the House Chief Clerk's Office. Legal compliance is monitored through the establishment of a budget and a financial control system which permits budget to actual comparison. Expenditures by "appropriation unit" may not legally exceed appropriations. Budgeted line item classifications may be amended upon submission of a budget adjustment request form to the State Budget Division to process.

The basis of accounting for the budget, as appropriated by the State Legislature and processed by the State Budget Division, differs from the basis of accounting required by GAAP. The budget for the General Fund is adopted on a modified accrual basis of accounting. However, there is statutory exception. The budget is adopted on the modified accrual basis of accounting except for accounts payable accrued at the end of the fiscal year that do not get paid by the statutory deadline per Section 6-10-4 NMSA 1978. Those accounts payable require approval to pay prior year bills out of the FY 2017 budget. At June 30, 2016, there were none. No reconciling items between the budget basis to the GAAP basis of accounting are reflected in the Statement of Revenue and Expenditures - Budget and Actual.

All of the unexpended and uncommitted appropriations made to the House Chief Clerk revert to the State General Fund, unless specifically excluded in the appropriation language, along with any unappropriated miscellaneous revenue.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 2. INTEREST IN THE STATE TREASURER GENERAL FUND INVESTMENT POOL (CONTINUED)**

State law (Section 8-6-3 NMSA 1978) requires the House Chief Clerk's Office cash be managed by the New Mexico State Treasurer's Office. Accordingly, the investments of the House Chief Clerk's Office consist of an interest in the General Fund Investment Pool managed by the New Mexico State Treasurer's Office.

Pooled cash and investments of \$413,729 are on deposit with the State of New Mexico, Office of the State Treasurer General Fund investment pool. In general, state statutes require that all deposits held by the State Treasurer be collateralized at a minimum level of 50 percent. Pooled cash and investments is comprised of the reconciled account balance at the State of New Mexico, Office of the State Treasurer, House Interim account #74400.

The June 30, 2016 State Treasurer's General Fund Investment audited financial statements were not available as of November 29, 2016. Based on the State Treasurer's unaudited information, the management of the House Chief Clerk has presented pooled cash and investments at a value which approximates fair value as required by GASBS 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools.

Name of Depository	Account Name	Agency Number	SHARE Fund #	Balance per Depository Investment Pool	Balance per Books
State Treasurer	State of NM House Chief Clerk	11500	74400	\$ 413,729	\$413,729

Interest Rate Risk - The New Mexico State Treasurer's Office has an investment policy that limits investment maturities to five years or less on allowable investments. This policy is means of managing exposure to fair value losses arising from increasing interest rates. This policy is reviewed and approved annually by the New Mexico State Board of Finance.

Credit Risk - The New Mexico State Treasurer pools are not rated.



**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 2. INVESTMENT IN STATE TREASURER GENERAL FUND INVESTMENT POOL (CONTINUED)**

For additional GASBS 40, Deposit and Investment Risk Disclosures, information regarding cash held by the New Mexico State Treasurer, the reader should see the separate audit report for the New Mexico State Treasurer's Office for the fiscal year ended June 30, 2016.

**State General Fund Investment Pool**

For cash management and investment purposes, funds of various state agencies are deposited in the State General Fund Investment Pool (the Pool), which is managed by the Office of the New Mexico State Treasurer. Claims on the Pool are reported as assets by the various agencies investing in the Pool.

As communicated last year, the Financial Control Division (FCD) in collaboration with the State Treasurer's Office, implemented a comprehensive reconciliation model that compared aggregated agency claims on the State General Fund Investment Pool and to the associated resources held by the State Treasurer's Office. This process now has been reviewed by the IPAs performing audits of the General Fund, the Department of Finance and Administration and the State of New Mexico's Comprehensive Annual Financial Report for fiscal year 2015. Each review of the process deemed it to be adequate and the findings related to Cash Reconciliation were significantly reduced or eliminated. Successfully addressing this issue allowed the Department to reinstate \$100M that had been reserved as a loss contingency.

For FY 2016 the following assertions are provided:

1. The calculated difference between resources maintained by STO and the agency claims has remained stable and within a narrow and acceptable range (<\$200K standard deviation) over the last twelve months.
2. Resources are sufficient to cover claims and there is no need to adjust any specific business unit claim on the SGFIP.
3. All claims will be honored at face value.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 2. INTEREST IN STATE TREASURER GENERAL FUND INVESTMENT POOL (CONTINUED)**

The House Chief Clerk's Office has reconciliation policies and procedures in place which are performed on a monthly basis to ensure that the agency's cash balances in the pool, in SHARE, are correct and to mitigate the risk that the agency's cash balances, in the pool, would not be misstated as of June 30, 2016.

**NOTE 3. CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ended June 30, 2016:

	<u>June 30, 2015</u>	<u>Additions</u>	<u>(Deletions)</u>	<u>June 30, 2016</u>
Furniture and equipment	\$ 11,563	\$ -	\$ -	\$ 11,563
Accumulated depreciation	<u>(11,544)</u>	<u>(19)</u>	<u>-</u>	<u>(11,563)</u>
Total	<u>\$ 19</u>	<u>\$ (19)</u>	<u>\$ -</u>	<u>\$ -</u>

Capital assets are not subject to any related debt.

Depreciation expense of \$19 was charged to governmental activities, Legislative Program.

**NOTE 4. LONG TERM LIABILITIES**

Qualified employees are entitled to accumulate annual leave as follows: Unlimited accumulated annual leave may be carried forward into the beginning of the calendar year. When employees terminate, they are compensated for accumulated unpaid annual leave as of the date of termination, generally up to a maximum of 240 hours. However, it has been the accepted practice in coordination with and approval of leadership that, under extenuating circumstances, compensation for accumulated unpaid leave may exceed 240 hours for reasons including timing and circumstances of the termination (e.g., session or changes in chief clerk or leadership), availability of funding from one fiscal year to the next and the needs of the legislative office from which the employee is terminating.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 4. LONG TERM LIABILITIES (CONTINUED)**

Qualified employees are entitled to accumulate sick leave at the rate of 3.69 hours per pay period. Employees who have accumulated 600 hours of unused sick leave are entitled to be paid for unused sick leave in excess of 600 hours at a rate equal to fifty percent (50%) of their hourly rate of pay for up to 120 hours of sick leave. Payment for unused sick leave may be made only once per fiscal year on either the payday immediately following the first full pay period in January or the first full pay period in July. The General Fund is used to liquidate payment for compensated absences. Immediately prior to retirement from the service, employees who have accumulated 600 hours of unused sick leave are entitled to be paid for unused sick leave in excess of 600 hours at a rate equal to fifty percent (50%) of their hourly rate for up to 400 hours of sick leave. The following is a summary of changes in long term liabilities for the year ended June 30, 2016:

	<b>June 30, 2015</b>	<b>Additions</b>	<b>(Deletions)</b>	<b>June 30, 2016</b>
Compensated absences	<u>\$ 51,706</u>	<u>\$ 44,974</u>	<u>\$ (37,636)</u>	<u>\$ 59,044</u>
Current	\$ 34,395			\$ 30,468
Long Term	<u>17,311</u>			<u>28,576</u>
	<u>\$ 51,706</u>			<u>\$ 59,044</u>

**NOTE 5. REVERSIONS AND DUE TO STATE GENERAL FUND**

Due to State General Fund, June 30, 2015	<u>\$ 311,030</u>
Additions:	
Reversion - FY 2016 Unexpended budget balance	361,237
Reversion - FY 2016 budget reduction (Laws 2016, Ch. 11, Sec. 10.A.(3))	<u>7,100</u>
Total reversions for FY 2016	<u>368,337</u>
Deletions:	
Payments - FY 2016 Transfer to State General Fund - FY 2015 reversion	(311,030)
Payments - FY 2016 Transfer to State General Fund - FY 2016 budget reductions	<u>(7,100)</u>
Total transfers to State General Fund	<u>(318,130)</u>
Due to State General Fund, June 30, 2016	<u>\$ 361,237</u>

The State General Fund appropriation was \$1,178,800 with a budget reduction of \$7,100, and the unexpended portion was \$361,237, for a net State General Fund appropriation of \$810,463.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 6. INTERAGENCY TRANSFERS**

Inter-agency transfers for the year ended June 30, 2016, consist of the following:

<b>Agency/Fund</b>	<b>To</b>	<b>From</b>	<b>Agency/Fund</b>	<b>Amount</b>	<b>Purpose</b>
	<b>Amount</b>			<b>Amount</b>	
11500/74400	<u>\$ 1,178,800</u>	34101/85300		<u>\$ 1,178,800</u>	General Fund appropriation, (Laws 2015, Ch. 1, Sec 7)

**NOTE 7. PENSION PLAN - PUBLIC EMPLOYEES RETIREMENT ASSOCIATION**

The House Chief Clerk's Office, as part of the primary government of the State of New Mexico, is a contributing employer to a cost sharing multiple employer defined benefit pension plan administered by the Public Employees Retirement Association (PERA). Disclosure requirements for governmental funds apply to the primary government as a whole, and as such, this information will be presented in the Component Appropriation Funds Annual Financial Report (General Fund) and the Comprehensive Annual Financial Report (CAFR) of the State of New Mexico. Information concerning the net pension liability, pension expense, and pension-related deferred inflows and outflows of resources of the primary government will be contained in the General Fund and the CAFR and will be available, when issued, from the Office of State Controller, Room 166, Bataan Memorial Building, 407 Galisteo Street, Santa Fe, New Mexico, 87501.

**NOTE 8. POST EMPLOYMENT BENEFITS - STATE RETIREE HEALTH CARE PLAN**

**Plan Description.** The House Chief Clerk's Office contributes to the New Mexico Retiree Health Care Fund, a cost sharing multiple employer defined benefit postemployment healthcare plan administered by the New Mexico Retiree Health Care Authority (RHCA). The RHCA provides health care insurance and prescription drug benefits to retired employees of participating New Mexico government agencies, their spouses, dependents, and surviving spouses and dependents. The RHCA Board was established by the Retiree Health Care Act (Chapter 10, Article 7C, NMSA 1978).

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 8. POST EMPLOYMENT BENEFITS - STATE RETIREE HEALTH CARE PLAN (CONTINUED)**

The Board is responsible for establishing and amending benefit provisions of the healthcare plan and is also authorized to designate optional and/or voluntary benefits like dental, vision, supplemental life insurance, and long-term care policies.

Eligible retirees are: 1) retirees who make contributions to the fund for at least five years prior to retirement and whose eligible employer during that period of time made contributions as a participant in the RHCA plan on the person's behalf unless that person retires before the employer's RHCA effective date, in which event the time period required for employee and employer contributions shall become the period of time between the employer's effective date and the date of retirement; 2) retirees defined by the Act who retired prior to July 1, 1990; 3) former legislators who served at least two years; and 4) former governing authority members who served at least four years.

The RHCA issues a publicly available stand-alone financial report that includes financial statements and required supplementary information for the postemployment healthcare plan. That report and further information can be obtained by writing to the Retiree Health Care Authority at 4308 Carlisle NE, Suite 104, Albuquerque, NM 87107.

**Funding Policy.** The Retiree Health Care Act (Section 10-7C-13 NMSA 1978) authorizes the RHCA Board to establish the monthly premium contributions that retirees are required to pay for healthcare benefits. Each participating retiree pays a monthly premium according to a service based subsidy rate schedule for the medical plus basic life plan plus an additional participation fee of five dollars if the eligible participant retired prior to the employer's RHCA effective date or is a former legislator or former governing authority member. Former legislators and governing authority members are required to pay 100% of the insurance premium to cover their claims and the administrative expenses of the plan. The monthly premium rate schedule can be obtained from the RHCA or viewed on their website at [www.nmrhca.state.nm.us](http://www.nmrhca.state.nm.us).

The employer, employee and retiree contributions are required to be remitted to the RHCA on a monthly basis. The statutory requirements for the employer and employee contributions can be changed by the New Mexico State Legislature. Employers that choose to become participating

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 8. POST EMPLOYMENT BENEFITS STATE RETIREE HEALTH CARE PLAN (CONTINUED)**

employers after January 1, 1998, are required to make contributions to the RHCA fund in the amount determined to be appropriate by the board.

The Retiree Health Care Act (Section 10-7C-15 NMSA 1978) is the statutory authority that establishes the required contributions of participating employers and their employees. For employees that were members of an enhanced retirement plan (state police and adult correctional officer member coverage plan 1; municipal police member coverage plans 3, 4 or 5; municipal fire member coverage plan 3, 4 or 5; municipal detention officer member coverage plan 1; and members pursuant to the Judicial Retirement Act) during the fiscal year ended June 30, 2016, the statutes required each participating employer to contribute 2.5% of each participating employee's annual salary; and each participating employee was required to contribute 1.25% of their salary. For employees that were not members of an enhanced retirement plan during the fiscal year ended June 30, 2016, the statute required each participating employer to contribute 2.0% of each participating employee's annual salary; each participating employee was required to contribute 1.0% of their salary. In addition, pursuant to Section 10-7C-15(G) NMSA 1978, at the first session of the Legislature following July 1, 2013, the legislature shall review and adjust the distributions pursuant to Section 7-1-6.1 NMSA 1978 and the employer and employee contributions to the authority in order to ensure the actuarial soundness of the benefits provided under the Retiree Health Care Act. The House Chief Clerk's Office's contributions to the RHCA for the years ended June 30, 2016, 2015 and 2014 were \$9,776, \$10,115 and \$10,572, respectively, which equal the required contributions for each year.

**NOTE 9. RISK MANAGEMENT AND LITIGATION**

The House Chief Clerk's office obtains coverage through the Risk Management Division of the State of New Mexico General Services Department. This coverage includes liability and civil rights, property, vehicle, employer bond, workers' compensation, group insurance and state unemployment. These coverages are designed to satisfy the requirements of the State Tort Claims Act. All House Chief Clerk's employees are covered by a blanket fidelity bond with a \$5,000,000 coverage limit with a \$1,000 deductible per occurrence by the State of New Mexico.

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**NOTE 9. RISK MANAGEMENT AND LITIGATION (CONTINUED)**

The House Chief Clerk's office 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 the agency carries insurance (workers' compensation, unemployment compensation, employee liability, and transportation property) with the State of New Mexico Risk Management Division (RMD) of the General Services Department.

**Risk Management**

The House Chief Clerk, as a state agency defined in the New Mexico Tort Claims Act, is insured through the Risk Management Division of the state of New Mexico. The House Chief Clerk pays annual premiums to the Risk Management Division for coverage provided in the following areas:

1. Liability and civil rights protection for claims made by others against the state of New Mexico.
2. Coverage to protect the state of New Mexico's property and assets.
3. Fringe benefit coverage's for state of New Mexico employees.

The House Chief Clerks' exposure is limited to \$1,000 per any first-party incurred property loss, with the exception of theft, which has a \$5,000 deductible. After conferring with legal counsel concerning pending litigation and claims, there are no known or threatened legal proceedings involving material matters to which the House Chief Clerk is a party and/or believes that the outcome of pending litigation would have a materially adverse effect on the financial position or operations of the House Chief Clerk. In addition, for the years ended June 30, 2016, 2015, and 2014, the House Chief Clerk's office had no claims for which the Risk Management Division has returned as "not covered" that would become the responsibility of the House Chief Clerk's office.

**OTHER INFORMATION (UNAUDITED)**



**STATE OF NEW MEXICO**  
**HOUSE CHIEF CLERK'S OFFICE**  
**SCHEDULE OF VENDOR INFORMATION FOR PURCHASES**  
**EXCEEDING \$60,000 (EXCLUDING GROSS RECEIPTS TAX) (UNAUDITED)**  
**For the year ended June 30, 2016**

RFB#/RFP# (If applicable)	Type of Procurement	Vendor Name	Did Vendor Win Contract?	\$ Amount of Awarded Contract	\$ Amount of Amended Contract	Physical address of vendor (City, State)	Did the Vendor provide documentation of eligibility for in-state preference?	Did the Vendor provide documentation of eligibility for veterans' preference?	Brief Description of the Scope of Work	If the procurement is attributable to a Component Unit, Name of Component Unit
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NONE

*See accompanying notes to the Schedule of Vendor Information for Purchases Exceeding \$60,000.*

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
NOTES TO SCHEDULE OF VENDOR INFORMATION FOR PURCHASES  
EXCEEDING \$60,000 (EXCLUDING GROSS RECEIPTS TAX) (UNAUDITED)  
For the year ended June 30, 2016**

**This Schedule includes:**

Competitive procurements in fiscal year (FY) 2016 that result in one or more contracts with a maximum contract price of over \$60,000 or more, excluding gross receipts tax, regardless of whether expenditures under that contract were over \$60,000 in FY 2016;

Sole-source procurements in FY 2016 that result in one or more contracts with a maximum contract price of over \$60,000 or more, excluding gross receipts tax, regardless of whether expenditures under that contract were over \$60,000 in FY 2016; and

Emergency procurements in FY 2016 that result in one or more contracts with a maximum contract price of over \$60,000 or more, excluding gross receipts tax, regardless of whether expenditures under that contract were over \$60,000 in FY 2016.

**This Schedule does not include:**

Information on a multi-year procurement that occurred in a prior year, even if it resulted in expenditures of \$60,000 or more in FY 2016, unless there was a contract amendment that occurred in the current fiscal year (i) of a contract with a maximum contract price of \$60,000 or more, or (ii) that increased the maximum contract price of an existing contract to equal or exceed \$60,000; and Procurements based on statewide pricing agreements in FY 2016.

## COMPLIANCE

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

Mr. Tim Keller  
New Mexico State Auditor  
Representative Don L. Tripp, Speaker of the House of Representatives  
Denise Ramonas, House Chief Clerk  
House Chief Clerk's Office

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 (general fund), the aggregate remaining fund information, the budgetary comparison of the general fund of the State of New Mexico's House Chief Clerk's Office (House Chief Clerk), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the House Chief Clerk's basic financial statements, and have issued our report thereon dated November 29, 2016.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the House Chief Clerk'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 House Chief Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the House Chief Clerk'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

Mr. Tim Keller  
New Mexico State Auditor  
Representative Don L. Tripp, Speaker of the House of Representatives  
Denise Ramonas, House Chief Clerk  
House Chief Clerk's Office

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.

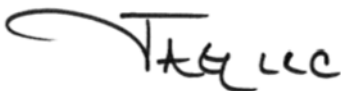
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the House Chief Clerk'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **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 result 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 House Chief Clerk's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Jaramillo Accounting Group LLC (JAG)  
Albuquerque, New Mexico  
November 29, 2016

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2016**

**NONE**

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2016**

**NONE**

**STATE OF NEW MEXICO  
HOUSE CHIEF CLERK'S OFFICE  
EXIT CONFERENCE  
YEAR ENDED JUNE 30, 2016**

An exit conference was held at the Legislative Council Service on November 22, 2016 to discuss the audit report. In attendance were the following individuals:

**Governance**

Representative Don L. Tripp, Speaker of the House of Representatives

**House Chief Clerk's Office**

Denise Ramonas, House Chief Clerk

**Management**

Raúl Burciaga, Director

Kathy Pacheco-Dofflemeyer, Assistant Director for Administration

Anesa Serna-Espinoza, Financial Assistant

**Independent Auditor – Jaramillo Accounting Group LLC (JAG)**

Audrey J. Jaramillo, CPA, CFE

Phillip Gonzales, CGFM

*These financial statements and Management's Discussion and Analysis were prepared by the Legislative Council Service staff. Management is responsible for ensuring that the books and records adequately support the preparation of financial statements in accordance with generally accepted accounting principles and that records are current and in balance. Management and Governance has reviewed and approved the financial statements.*