



**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE**

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FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2019

**MORTON**  
ACCOUNTING, LLC

certified public accountants | consultants



## **INTRODUCTORY SECTION**

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LEGISLATIVE COUNCIL SERVICE  
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**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Official Roster  
June 30, 2019**

**New Mexico Legislative Council Members**

Speaker, Representative . . . . .	Brian Egolf . . . . .	Co-Chair
President Pro Tempore, Senator . . . . .	Mary Kay Papen . . . . .	Co-Chair
Senator . . . . .	Carlos R. Cisneros . . . . .	Member
Representative . . . . .	Candy Spence Ezzell . . . . .	Member
Representative . . . . .	Doreen Y. Gallegos . . . . .	Member
Representative . . . . .	Roberto "Bobby" J. Gonzales . . . . .	Member
Senator . . . . .	Stuart Ingle . . . . .	Member
Representative . . . . .	Patricia A. Lundstrom . . . . .	Member
Representative . . . . .	Rod Montoya . . . . .	Member
Senator . . . . .	William H. Payne . . . . .	Member
Senator . . . . .	Clemente Sanchez . . . . .	Member
Senator . . . . .	John Arthur Smith . . . . .	Member
Representative . . . . .	Sheryl Williams Stapleton . . . . .	Member
Representative . . . . .	James G. Townsend . . . . .	Member
Senator . . . . .	James P. White . . . . .	Member
Senator . . . . .	Peter Wirth . . . . .	Member

**Administrative Officials**

Raúl E. Burciaga . . . . .	Director
Amy Chavez-Romero . . . . .	Assistant Director for Drafting Services
Jon Boller . . . . .	Senior Staff Attorney
Anesa Serna-Espinoza . . . . .	Administrative Services Manager/CFO





## **FINANCIAL SECTION**



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Suite D-204  
Santa Fe, NM 87505  
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## INDEPENDENT AUDITOR'S REPORT

Senator Mary Kay Papen, President Pro-Tempore of the Senate  
Representative Brian Egolf, Speaker of the House of Representatives  
State of New Mexico, Legislative Council Service  
And Mr. Brian Colón,  
New Mexico State Auditor  
Santa Fe, New Mexico

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the budgetary comparisons for the general fund and the major special revenue fund of the State of New Mexico Legislative Council Service (Council Service), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Council Service's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

The Council Service's 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

Senator Mary Kay Papen, President Pro-Tempore of the Senate  
Representative Brian Egolf, Speaker of the House of Representatives  
State of New Mexico, Legislative Council Service  
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New Mexico State Auditor

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.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the budgetary comparisons for the general fund and major special revenue fund of the Council Service, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note A, the financial statements of the Council Service are intended to present the financial position and changes in financial position of only that portion of the governmental activities and the major funds that are attributable to the transactions of the Fund. They do not purport to, and do not, present fairly the financial position of the State of New Mexico as of June 30, 2019, and the changes in its financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion analysis and on pages ix - xvi 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 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 inquiries 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.

Senator Mary Kay Papen, President Pro-Tempore of the Senate  
Representative Brian Egolf, Speaker of the House of Representatives  
State of New Mexico, Legislative Council Service  
And Mr. Brian Colón,  
New Mexico State Auditor

*Other Information*


Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council Service's basic financial statements. The schedules listed as Supplementary Information and information listed as Other Supplementary Information in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules listed as supplementary information in the table of contents are the responsibility of management and were 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 auditing standards generally accepted in the United States of America. In our opinion, the schedules listed as supplementary information in the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The information listed in the table of contents as other supplementary 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 October 31, 2019 on our consideration of the Council Service'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 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 Council Service's internal control over financial reporting and compliance.



**Morton Accounting Services, LLC**

Santa Fe, New Mexico  
October 31, 2019

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Management's Discussion and Analysis  
(Required Supplementary Information)  
June 30, 2019**

**OVERVIEW**

Our discussion and analysis of the State of New Mexico, Legislative Council Service financial performance provide an overview of its financial activities for the fiscal year ended June 30, 2019. It should be read in conjunction with the financial statements that follow this discussion and analysis. This document will assist the reader in the following:

- highlight significant financial issues;
- provide an overview of the Legislative Council Service's financial activity;
- identify changes in the Legislative Council Service'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, Legislative Council Service 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, Legislative Council Service's 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, Legislative Council Service as a single agency. It does not purport to represent the State of New Mexico as a whole.

In compliance with requirements of accounting principles generally accepted in the United States of America (GAAP) for governmental entities, the Legislative Council Service's basic financial statements include the:

1. government-wide financial statements;
2. fund financial statements; and
3. notes to financial statements.

**Reporting on the Legislative Council Service as a Whole**

***Government-Wide Financial Statements***

The government-wide financial statements are designed to provide readers with a broad overview of the Legislative Council Service's finances that is similar to the accounting used by most private-sector companies. The government-wide financial statements report all assets and liabilities with the difference between the two reported as net position, using the accrual basis of accounting in the Statement of Net Position (Exhibit A).

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Management's Discussion and Analysis  
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June 30, 2019**

**Reporting on the Legislative Council Service as a Whole (Continued)**

***Government-Wide Financial Statements (Continued)***

The Statement of Activities (Exhibit B) presents information on how the Legislative Council Service's net position changed during the most recent fiscal year. Changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Therefore, revenues and expenses are included in this statement for some items that will result in cash flows in future fiscal periods (e.g., earned but unused vacation leave and uncollected accounts receivable).

The government-wide financial statements include all activities of the State of New Mexico, Legislative Council Service. Capital assets are included in these financial statements. State General Fund appropriations finance most of these activities.

In the Statement of Net Position and the Statement of Activities, the Legislative Council Service reports governmental activities since there are no business-type activities or component units.

**Reporting on the Legislative Council Service's Most Significant Funds**

**Governmental Activities - Fund Financial Statements**

*Governmental Funds* - All of the Legislative Council Service's basic services are reported in governmental funds, which focus on the establishment of an appropriation by the New Mexico 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 readily be converted to cash. The difference between governmental activities and governmental funds is reconciled.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Legislative Council Service uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows and spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar

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**Fund Financial Statements (Continued)**

information presented by governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Legislative Council Service's near-term financing decisions. Both of the governmental funds Balance Sheet (Exhibit C) and the governmental funds Statement of Revenues, Expenditures and Changes in Fund Balances (Exhibit D) provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Legislative Council Service maintains its fund structure in the Statewide Human Resources, Accounting and Management Reporting System (SHARE). The Legislative Council Service maintains one general fund that is composed of two accounts, the Council Service Account (Fund #12900) and the Building Services Account (Fund #13200), and one special revenue fund, the Capitol Buildings Repair Special Revenue Fund (Fund #07500).

The Legislative Council Service adopts an annual appropriated budget for its general fund and special revenue fund. A budgetary comparison statement has been provided for the funds to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on Exhibits C through F of this report.

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to gain a full understanding of the data provided in the government-wide financial statements. The notes to the financial statements can be found on pages 9 through 22 of this report.

**Budgetary Comparisons**

The budget comparison information required by Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, for the major governmental funds and non-major governmental funds that have legally adopted annual budgets is presented on Exhibits E and F and Statements 3 through 8. The budgetary comparisons present both the original and final budgets for the reporting period as well as the actual inflows and balances stated on a budgetary basis.

**THE LEGISLATIVE COUNCIL SERVICE AS A WHOLE**

The purpose of the Legislative Council Service program is to provide nonpartisan, confidential assistance to the New Mexico Legislature and its committees. This program includes information, bill drafting and administrative services as well as organizational, research, clerical and support

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LEGISLATIVE COUNCIL SERVICE  
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**THE LEGISLATIVE COUNCIL SERVICE AS A WHOLE (Continued)**

services for members and interim committees, and some services for other legislative agencies, standing committees and other state agencies as well as the public.

The Legislative Council Service net position decreased by \$1,407,271 from a year ago, decreasing from \$35,806,336 to \$34,399,065. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Legislative Council Service governmental activities.

**Table 1**

**Condensed Statement of Net Position**

	<u>FY 2019</u>	<u>FY 2018</u>	<u>Change</u>
<b>Assets</b>			
Current	\$ 2,922,728	\$ 2,725,316	\$ 197,412
Capital assets (net of accumulated depreciation)	<u>32,551,335</u>	<u>34,214,169</u>	<u>(1,662,834)</u>
Total assets	<u>\$ 35,474,063</u>	<u>\$ 36,939,485</u>	<u>\$ (1,465,422)</u>
<b>Liabilities</b>			
Current	\$ 684,311	\$ 738,050	\$ (53,739)
Long-term	<u>390,687</u>	<u>395,099</u>	<u>(4,412)</u>
Total liabilities	<u>1,074,998</u>	<u>1,133,149</u>	<u>(58,151)</u>
<b>Net Position</b>			
Net investment in capital assets	32,551,335	34,214,169	(1,662,834)
Restricted for subsequent years' expenditure	2,533,478	2,277,041	256,437
Unrestricted	<u>(685,748)</u>	<u>(684,874)</u>	<u>(874)</u>
Total net position	<u>34,399,065</u>	<u>35,806,336</u>	<u>(1,407,271)</u>
Total liabilities and net position	<u>\$ 35,474,063</u>	<u>\$ 36,939,485</u>	<u>\$ (1,465,422)</u>

As summarized in the above table, net position represents the differences between assets and liabilities of the Legislative Council Service.



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**THE LEGISLATIVE COUNCIL SERVICE AS A WHOLE (Continued)**

Current assets increased by \$197,412, or 7.24%, from a year ago. Current assets consist of cash in the amount of \$2,922,578. Current liabilities decreased by \$53,739, or 7.28%, from a year ago. The increase is attributable to an increase in compensated absences of \$5,286, a decrease in accounts payable of \$61,869 and an increase in payroll-related liabilities of \$2,844.

Liabilities of \$1,074,998 constitute 3.13% of total net position and consist primarily of accounts payable \$143,778, i.e., money that the Legislative Council Service is obligated to pay, but has not yet been transformed into warrants or wire transfers as of the close of the fiscal year; accrued salaries payable \$117,787; payroll taxes payable \$44,660; payroll benefits payable \$82,875; and compensated absences payable \$685,898.

**Table 2**

**Condensed Statement of Activities**

This table shows the components that decreased, in the aggregate, the Legislative Council Service net position.

	<b>FY 2019</b>	<b>FY 2018</b>	<b>Change</b>
<b>Expenses:</b>			
Legislative Program	\$ 10,734,753	\$ 11,185,977	\$ (451,224)
<b>Transfers:</b>			
State General Fund appropriations (net of reversions)	8,851,656	8,949,681	(98,025)
Operating transfers in	359,537	321,987	37,550
Transfers in - donated capital assets	116,289	19,759	96,530
Total transfers	<u>9,327,482</u>	<u>9,291,427</u>	<u>36,055</u>
<b>Change in net position</b>	(1,407,271)	(1,894,550)	487,279
<b>Net position, beginning of year</b>	<u>35,806,336</u>	<u>37,700,886</u>	<u>(1,894,550)</u>
<b>Net position, end of year</b>	<u>\$ 34,399,065</u>	<u>\$ 35,806,336</u>	<u>\$ (1,407,271)</u>

Net position may over time serve as a useful indicator of a government's financial position. In the case of the Legislative Council Service, a net asset balance is reported at the close of the most recent fiscal year.

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**THE LEGISLATIVE COUNCIL SERVICE AS A WHOLE (Continued)**

The Legislative Council Service reports balances in the following three categories of net position: (1) investment in capital assets; (2) restricted; and (3) unrestricted. The net investment in capital assets balance is positive, and the unrestricted balance is in a deficit. The Legislative Council Service has restricted net position of \$2,533,478 restricted for subsequent years' expenditures.

The Legislative Council Service uses capital assets to provide its services; consequently, these assets are not available for future spending.

The decrease in net position of \$1,407,271 was the result of the \$1,662,834 decrease in net capital assets, an increase of \$256,437 in funds restricted for subsequent years' expenditures and an increase of \$874 in compensated absences payable.

The Legislative Council Service governmental activities revenues and operating transfers-in increased by \$36,055 from a year ago. The change was the result of a decrease in net State General Fund appropriations of \$98,025, an increase in operating transfers-in of \$37,550 and an increase in donated capital assets of \$96,530.

The cost of governmental activities was \$10,734,753, compared to \$11,185,977 last year, or a decrease of \$451,224 (4.03%). The decrease was primarily the result of \$400,000 of expenditures associated with a fiscal year 2017 and fiscal year 2018 multi-year appropriation that was fully expended in fiscal year 2018.

**THE LEGISLATIVE COUNCIL SERVICE'S FUNDS**

As the Legislative Council Service completed the year, the governmental funds (as presented in the Balance Sheet, Exhibit C, page 3) reported a combined fund balance of \$2,533,628, which is greater than last year's combined fund balance of \$2,277,191, an increase of \$256,437 (11.26%). The fund balance of the Capitol Buildings Repair Special Revenue Fund increased as a result of transfers-in of \$256,437 from the Capitol Kitchen Fund and the Capitol Buildings Repair Fund. The combined fund balance of \$2,533,628 remaining at year-end includes \$2,533,478 restricted for expenditure in the subsequent fiscal year and \$150 in petty cash funds.

**General Fund Budgetary Highlights**

The General Fund is composed of the Council Service Fund account and the Building Services Fund account. Funding is from the State General Fund. The annual operating budget is monitored by the Department of Finance and Administration. There was no change from the total of the original approved budget of \$9,972,300 to the final revised budget of \$9,972,300.

Comparison of actual expenditures on a budgetary basis to approved budget amounts is presented on the following page.

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**THE LEGISLATIVE COUNCIL SERVICE AS A WHOLE (Continued)**

	<u>Original Budget</u>	<u>BAR Adjustments</u>	<u>Final Budget</u>	<u>Actual Amount</u>
Personal services/employee benefits	\$ 7,400,300	\$ -	\$ 7,400,300	\$ 6,650,103
Contractual services	411,600	10,000	421,600	409,709
Other	<u>2,160,400</u>	<u>(10,000)</u>	<u>2,150,400</u>	<u>1,894,944</u>
Total	<u>\$ 9,972,300</u>	<u>\$ -</u>	<u>\$ 9,972,300</u>	<u>\$ 8,954,756</u>

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 State General Fund.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

As of June 30, 2019, the Legislative Council Service had \$75,965,220 of capital assets, and accumulated depreciation of \$43,413,885, resulting in net capital assets of \$32,551,335. The majority of the Legislative Council Service's capital assets are invested in land of \$1,277,372 and buildings and building improvements of \$72,465,776.

There were current-year additions of capital assets totaling \$133,290, of which \$116,289 was donated to the Legislative Council Service.

**Capital Assets at Year-End  
(Net of Accumulated Depreciation)**

	<b>Governmental Activities</b>	
	<u>2019</u>	<u>2018</u>
<b><u>Non-Depreciable</u></b>		
Land	\$ 1,277,372	\$ 1,277,372
Artwork and books	<u>168,775</u>	<u>168,775</u>
Total non-depreciable capital assets	<u>1,446,147</u>	<u>1,446,147</u>
<b><u>Depreciable</u></b>		
Furniture and equipment	289,986	283,902
Information technology equipment	109,588	149,509
Buildings	12,057,500	12,447,500
Building improvements	<u>18,648,114</u>	<u>19,887,111</u>
Total depreciable capital assets	<u>31,105,188</u>	<u>32,768,022</u>
Total capital assets, net	<u>\$ 32,551,335</u>	<u>\$ 34,214,169</u>

**STATE OF NEW MEXICO  
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**CAPITAL ASSET AND DEBT ADMINISTRATION (Continued)**

**Debt - Compensated Absences Payable**

At the end of the current fiscal year, the Legislative Council Service had total debt outstanding of \$685,898, comprising accumulated balances for terminal and sick leave eligible for payment to employees (compensated absences payable) upon termination of their employment from the Legislative Council Service. Employees can receive compensation for accumulated unpaid annual leave as of the date of termination, generally up to a maximum of 240 hours upon severance. More information about the Legislative Council Service's changes in compensated absences is presented in Note 4 to the financial statements.

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

The appropriation for fiscal year 2020 to the Council Service fund was made from the General Fund in Laws 2019, Chapter 1, Section 3. The Building Services fund, General Fund appropriation was made in Laws 2019, Chapter 271, Section 4 (A). A 4% compensation package was also appropriated for the 2020 fiscal year in Laws 2019, Chapter 271, Section 8 to both the Council Service and Building Services funds.

**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 Legislative Council Service's finances and to demonstrate the Legislative Council Service's accountability for the funds it receives. If you have any questions about this report or need additional financial information, please contact:

**Legislative Council Service  
411 State Capitol  
Santa Fe, NM 87501  
(505) 986-4600  
[lcs@nmlegis.gov](mailto:lcs@nmlegis.gov)**

## **BASIC FINANCIAL STATEMENTS**

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Net Position  
June 30, 2019**

	<u><b>Governmental Activities</b></u>
<b>Assets:</b>	
Interest in the State Treasurer General Fund Investment Pool (note 2)	\$ 2,922,578
Petty cash	150
Capital assets, net (note 3)	<u>32,551,335</u>
 Total assets	 <u><u>\$ 35,474,063</u></u>
 <b>Liabilities:</b>	
Accounts payable	\$ 143,778
Accrued salaries payable	117,787
Payroll taxes payable	44,660
Payroll benefits payable	82,875
Due to State General Fund (note 5)	-
Compensated absences payable: (note 4)	
Due within one year - current	295,211
Due after one year - long-term	<u>390,687</u>
 Total liabilities	 <u>1,074,998</u>
 <b>Net Position:</b>	
Net investment in capital assets	32,551,335
Restricted	2,533,478
Unrestricted	<u>(685,748)</u>
 Total net position	 <u>34,399,065</u>
 Total liabilities and net position	 <u><u>\$ 35,474,063</u></u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Activities  
For the Year Ended June 30, 2019**

	<b><u>Governmental Activities</u></b>
<b>Expenses:</b>	
Legislative Program	\$ <u>10,734,753</u>
 <b>General revenues and transfers:</b>	
Transfers in (note 6):	
State General Fund appropriations	9,869,200
Other financing sources	359,537
Donated capital assets	116,289
Reversions to State General Fund - Fiscal Year 2019 (note 5)	<u>(1,017,544)</u>
Total general revenues and transfers	<u>9,327,482</u>
 <b>Change in net position</b>	 (1,407,271)
 <b>Net position, beginning of the year</b>	 <u>35,806,336</u>
 <b>Net position, end of year</b>	 <u>\$ <u>34,399,065</u></u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Balance Sheet  
Governmental Funds  
June 30, 2019**

	<u>Major Funds</u>		
	<u>General Fund - All Accounts</u>	<u>Fund 07500 Legis.-Capitol Buildings Repair Special Revenue Fund</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>			
Interest in the State Treasurer General Fund Investment Pool (note 2)	\$ 389,100	\$ 2,533,478	\$ 2,922,578
Petty cash	150	-	150
	<u>389,250</u>	<u>2,533,478</u>	<u>2,922,728</u>
Total assets	<u>\$ 389,250</u>	<u>\$ 2,533,478</u>	<u>\$ 2,922,728</u>
<b>Liabilities and Fund Balances:</b>			
<b>Liabilities:</b>			
Accounts payable	\$ 143,778	\$ -	\$ 143,778
Accrued salaries payable	117,787	-	117,787
Payroll taxes payable	44,660	-	44,660
Payroll benefits payable	82,875	-	82,875
Due to State General Fund (note 5)	-	-	-
	<u>389,100</u>	<u>-</u>	<u>389,100</u>
Total liabilities	<u>389,100</u>	<u>-</u>	<u>389,100</u>
<b>Fund Balances:</b>			
Committed:			
Petty cash	150	-	150
Restricted:			
Subsequent years' expenditures	-	2,533,478	2,533,478
	<u>150</u>	<u>2,533,478</u>	<u>2,533,628</u>
Total fund balances	<u>150</u>	<u>2,533,478</u>	<u>2,533,628</u>
Total liabilities and fund balances	<u>\$ 389,250</u>	<u>\$ 2,533,478</u>	<u>\$ 2,922,728</u>

The accompanying notes are an integral part of these financial statements.



**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Reconciliation of the Balance Sheet  
Governmental Funds  
June 30, 2019**

**Amounts reported for governmental activities in the Statement of Net Position (Exhibit A) are different because:**

<b>Fund Balances - Governmental Funds (Exhibit C)</b>	\$	2,533,628
<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		75,965,220
Accumulated depreciation		(43,413,885)
<p>Compensated absences accrued in the government-wide financial statements, but not due and payable at fiscal year end</p>		
		<u>(685,898)</u>
<b>Net Position of Governmental Activities</b>	<b>\$</b>	<b><u><u>34,399,065</u></u></b>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2019**

	<u>Major Funds</u>		<u>Total Governmental Funds</u>
	<u>General Fund - All Accounts</u>	<u>Fund 07500 Legis.-Capitol Buildings Repair Special Revenue Fund</u>	
<b>Expenditures:</b>			
Current:			
Personal services and employee benefits	\$ 6,650,103	\$ -	\$ 6,650,103
Contractual services	409,709	-	409,709
Other costs	1,877,943	-	1,877,943
Capital Outlay	17,001		17,001
	<u>8,954,756</u>	<u>-</u>	<u>8,954,756</u>
<b>Total expenditures</b>			
	<u>8,954,756</u>	<u>-</u>	<u>8,954,756</u>
<b>Other Financing Sources (uses):</b>			
Transfers:			
State General Fund appropriations	9,869,200	-	9,869,200
Other Financing Sources	103,100	256,437	359,537
Reversions - Fiscal Year 2019	(1,017,544)	-	(1,017,544)
	<u>8,954,756</u>	<u>256,437</u>	<u>9,211,193</u>
<b>Total other financing sources (uses)</b>			
	<u>8,954,756</u>	<u>256,437</u>	<u>9,211,193</u>
<b>Net change in fund balances</b>	-	256,437	256,437
<b>Fund Balances:</b>			
Fund balance, beginning of year	<u>150</u>	<u>2,277,041</u>	<u>2,277,191</u>
Fund balance, end of year	<u>\$ 150</u>	<u>\$ 2,533,478</u>	<u>\$ 2,533,628</u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**LEGISLATIVE COUNCIL SERVICE**  
**Reconciliation of the**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2019**

**Amounts reported for governmental activities in the Statement of Net Position (Exhibit A) are different because:**

**Total Net Change in Fund Balances - Governmental Funds (Exhibit D)** \$ 256,437

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	17,001
Donated capital assets	116,289
Depreciation expense - FY 2019	(1,795,734)
Loss on disposal of capital assets	(390)

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	(874)
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**Change in Net Position - Governmental Activities (Exhibit B)** \$ (1,407,271)

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**LEGISLATIVE COUNCIL SERVICE**  
**Statement of Revenues and Expenditures - Budget and Actual (Budget Basis)**  
**Major Governmental Funds**  
**General Fund - All Accounts**  
**Council Service Account Fund 12900 and Building Services Account Fund 13200 (Combined)**  
**For the Year Ended June 30, 2019**

(From Statement 3)

	<u>Budgeted Amounts</u>		<u>Actual Budget Basis</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
State General Fund appropriation	\$ 9,869,200	\$ 9,869,200	\$ 9,869,200	\$ -
Other financing sources	103,100	103,100	103,100	-
	<u>9,972,300</u>	<u>9,972,300</u>	<u>\$ 9,972,300</u>	<u>\$ -</u>
Total revenues				
Prior-year fund balance	-	-		
Total resources	<u>\$ 9,972,300</u>	<u>9,972,300</u>		
<b>Expenditures:</b>				
Personal services and employee benefits	\$ 7,400,300	\$ 7,400,300	\$ 6,650,103	\$ 750,197
Contractual services	411,600	421,600	409,709	11,891
Other	2,160,400	2,150,400	1,894,944	255,456
Other financing uses	-	-	-	-
Total expenditures	<u>\$ 9,972,300</u>	<u>\$ 9,972,300</u>	<u>\$ 8,954,756</u>	<u>\$ 1,017,544</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u>Revenues</u>	<u>Expenditures</u>
GAAP basis			\$ 9,972,300	\$ 8,954,756
Adjustments:				
None			-	-
Budget basis			<u>\$ 9,972,300</u>	<u>\$ 8,954,756</u>

Note:

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Revenues and Expenditures - Budget and Actual (Budget Basis)  
Major Governmental Funds  
Legis.-Capitol Buildings Repair Special Revenue (Fund 07500)  
For the Year Ended June 30, 2019**

	<b>Budgeted Amounts</b>		<b>Actual Budget Basis</b>	<b>Variance Favorable (Unfavorable)</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues:</b>				
State General Fund appropriations	\$ -	\$ -	\$ -	\$ -
Other financing sources	-	-	256,437	256,437
Total revenues	\$ -	\$ -	\$ 256,437	\$ 256,437
<b>Expenditures:</b>				
Personal services and employee benefits	\$ -	\$ -	\$ -	\$ -
Contractual services	-	-	-	-
Other	-	-	-	-
Other financing uses	-	-	-	-
Total expenditures	\$ -	\$ -	\$ -	\$ -
<b>Reconciliation of GAAP basis to budget basis:</b>			<b>Revenues</b>	<b>Expenditures</b>
GAAP basis			\$ 256,437	\$ -
Adjustments:				
None budgeted / special revenue fund			(256,437)	-
Budget basis			\$ -	\$ -

**Note:**

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**LEGISLATIVE COUNCIL SERVICE**  
**Notes to the Financial Statements**  
**June 30, 2019**

**1. Summary of Organization and Significant Accounting Policies**

The financial statements of the State of New Mexico, Legislative Council Service (Council Service) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The financial statements for the year ended June 30, 2019 represent fiscal year 2019 of the Council Service. The more significant accounting policies of the Council Service are described below:

**A. Financial Reporting Entity**

The Council Service was created by Laws 1951, Chapter 182, Section 2 (Section 2-3-2 NMSA 1978).

The Council Service functions for the use of the members of the New Mexico Legislature, the governor and the various departments, institutions and agencies of the state that may desire to avail themselves of its services and also provides information services to the public. The Council Service conducts itself with strict regard to the division of powers among the legislative, executive and judicial branches of the government of the state.

The Council Service is a department of 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 Council Service has oversight responsibility. The Council Service does not have any component units.

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

The Council Service's basic financial statements include both government-wide (reporting the Council Service as a whole, excluding fiduciary activities) and fund financial statements (reporting the Council Service's major funds). Both the government-wide and fund financial statements categorize primary activities as governmental. The Council Service General Fund and the Legis.-Capitol Buildings Repair Special Revenue Fund are included as governmental activities.

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 Council Service net position is reported in three parts: invested in capital assets; restricted for capital projects; and unrestricted net position. Interfund activity (between or within funds) due to/due from other funds is eliminated in the government-wide financial statements.

The government-wide Statement of Activities reports the gross cost of the Council Service function. The function is supported by general government revenues (intergovernmental

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**1. Summary of Organization and Significant Accounting Policies (Continued)**

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

revenues). This government-wide focus is more on the sustainability of the Council Service as an entity and the change in the Council Service 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 is used first, then unrestricted.

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

The financial transactions of the Council Service are reported in the individual fund financial statements. The accounts of the Council Service are maintained on the basis of funds as established by state statutes, 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, reserves, fund balance, revenues and expenditures/expenses. 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 are utilized by the Council Service:

***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 Council Service:

**General Fund** - The General Fund is the general operating fund of the Council Service. The General Fund is composed of two accounts: the Council Service Fund account (Fund 12900); and the Building Services Fund account (Fund 13200). The General Fund is a major fund of the Council Service and is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Fund** - The Legis.-Capitol Buildings Repair Fund (Fund 07500) is a special revenue fund of the Council Service. It is used to account for repairs, remodeling and equipment additions to capitol buildings and adjacent lands; to repair or replace building machinery and buildings located in capitol buildings; and to contract for options to purchase real estate, such real estate, if purchased, to be put to state use. Expenditures from the fund must be authorized by the State Board of Finance. The Legis.-Capitol Buildings Repair Fund is a major fund of the Council Service and was created by Section 15-3B-17 NMSA 1978 as the "State Capitol Maintenance Fund". However, the fund is referred to by the Council Service as the "Legis.-Capitol Buildings Repair Fund". Revenue sources are derived into the fund from the GSD-Capitol Buildings Repair Fund and from the Capitol Kitchen Fund from the sale of food, food services and related concessions by the House of Representatives.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**1. Summary of Organization and Significant Accounting Policies (Continued)**

**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 funds of the Council Service follow GASB statements and interpretations.

**Accrual** - Governmental activities in the government-wide financial statements are presented on 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 on a current financial resources measurement focus using 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.

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

Cash is on deposit as an investment in the State Treasurer General Fund Investment Pool. The state treasurer's scope of authority for the types of investments that 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 Balances**

Net position represents the difference between assets and liabilities. In the government-wide financial statements, net position consists of three components: invested in capital assets, net of related debt; restricted; and unrestricted.

The Council Service follows GASB 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 that are legally or contractually required to stay intact.



**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**1. Summary of Organization and Significant Accounting Policies (Continued)**

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

The spendable fund categories can be depicted as follows:

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

**Committed** refers to 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 its 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.

**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 is historical cost, or where historical cost is not available, estimated historical cost based on replacement. Contributed assets are reported at fair market value as of the date received.

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: buildings, 40 years; building improvements, 40 years; furniture and fixtures, five to 12 years; computer equipment and software, four years; and maintenance equipment, various years. During the 2005 regular legislative session, House Bill 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.

Assets that were capitalized under the \$5,000 amount were removed as of June 30, 2018 per 2018 Audit Rule 2.2.2.10.W, eliminating the requirement to keep old assets capitalized under historical thresholds on inventory listings until they are disposed of.

The Council Service has a collection of artwork and books presented for public exhibition and education that is being preserved for future generations. The collection is capitalized but not depreciated as part of capital assets.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**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 nonvesting 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 Council Service recognizes the liabilities for compensated absences meeting the requirements of accrual as of year-end. The compensated absences payable have been valued using current pay levels. All compensated absences are considered to be paid out of subsequent year resources. (See also Note 4.)

**J. Budgetary Procedures and Accounting**

The Council Service follows these procedures in establishing the budgetary data reflected in the financial statements:

The New Mexico Legislature makes annual appropriations for the Council Service's funds. Legal compliance is monitored through the establishment of a budget and a financial control system that permits budget-to-actual comparison. Expenditures by fund may not legally exceed appropriations. Budgeted line-item classifications may be amended upon submission of a budget adjustment request to the Department of Finance and Administration's State Budget Division to process.

The basis of accounting for the budget, as appropriated by the New Mexico Legislature and processed by the State Budget Division, differs from the basis of accounting required by GAAP. The budget for the Council Service's various funds is adopted on a modified accrual basis of accounting. However, there is a 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.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**1. Summary of Organization and Significant Accounting Policies (Continued)**

**J. Budgetary Procedures and Accounting (Continued)**

Those accounts payable require approval to pay prior-year bills out of the fiscal year 2019 budget. At June 30, 2019, there were none. Reconciling items between the budget basis to the GAAP basis of accounting are reflected in the various Statements of Revenue and Expenditures - Budget and Actual.

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

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

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

Pooled cash and investments of \$2,922,578 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%.

The June 30, 2019 Office of the State Treasurer's General Fund Investment Pool audited financial statements were not available as of October 24, 2019. Based on the state treasurer's unaudited information, the management of the Council Service has presented pooled cash and investments at a value that approximates fair value as required by GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

<u>Account Name</u>	<u>SHARE Fund #</u>	<u>Balance per Depository</u>	<u>Reconciling Items</u>	<u>Balance per Books</u>
<u>General Fund:</u>				
Council Service Fund Account	12900	\$ 203,117	\$ -	\$ 203,117
Building Services Fund Account	13200	185,983	-	185,983
 <u>Special Revenue Fund:</u>				
Legis.-Capitol Buildings Repair Fund	07500	<u>2,533,478</u>	<u>-</u>	<u>2,533,478</u>
		<u>\$ 2,922,578</u>	<u>\$ -</u>	<u>\$ 2,922,578</u>

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**2. Interest in the State Treasurer General Fund Investment Pool (Continued)**

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

Credit Risk - The state treasurer pools are not rated.

For additional GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, information regarding cash held by the state treasurer, the reader should see the separate audit report for the Office of the State Treasurer for the fiscal year ended June 30, 2019.

**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 State Treasurer. Claims on the Pool are reported as assets by the various agencies investing in the Pool.

As provided for in Chapter 8, Article 6 NMSA 1978, the state treasurer shall receive and keep all money of the state, except when otherwise provided, and shall disburse the public money upon lawful warrants. The Office of the State Treasurer acts as the state's bank when agency cash receipts are deposited and later pooled into a statewide investment fund, also referred to as the Pool. In times when cash amounts are greater than immediate needs, the amounts are placed into short-term investments. When agencies make payments to vendors and employees, they are made from this Pool and their claims on the Pool are reduced.

The comprehensive cash reconciliation model that compares aggregated agency claims on the Pool to the associated resources held by the Office of the State Treasurer has been completed for fiscal year 2019. This process has been previously 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. These reviews have deemed the process sound and the department fully compliant with reconciliation requirements.

The following assertions are provided:

1. As of June 30, 2019, resources held in the Pool were equivalent to the corresponding business unit claims on those resources.
2. All claims as recorded in SHARE shall be honored at face value.

The Council Service has cash reconciliation policies and procedures in place that 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, 2019.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**3. Capital Assets**

The following is a summary of capital assets activity for the year ended June 30, 2019 as reported in the financial statements:

	<u>Balance 6/30/2018</u>	<u>Additions</u>	<u>(Deletions)</u>	<u>Balance 6/30/2019</u>
Governmental activities:				
Nondepreciable assets:				
Land	\$ 1,277,372	\$ -	\$ -	\$ 1,277,372
Artwork and books	<u>168,775</u>	<u>-</u>	<u>-</u>	<u>168,775</u>
Total	<u>1,446,147</u>	<u>-</u>	<u>-</u>	<u>1,446,147</u>
Depreciable assets:				
Furniture & equipment	759,805	56,583	(80,941)	735,447
Information technology equip.	1,268,422	76,707	(27,279)	1,317,850
Buildings	22,777,801	-	-	22,777,801
Building improvements	<u>49,687,975</u>	<u>-</u>	<u>-</u>	<u>49,687,975</u>
Total	<u>74,494,003</u>	<u>133,290</u>	<u>(108,220)</u>	<u>74,519,073</u>
Total capital assets	<u>75,940,150</u>	<u>133,290</u>	<u>(108,220)</u>	<u>75,965,220</u>
Less accumulated depreciation for:				
Furniture & equipment	(475,903)	(50,499)	80,941	(445,461)
Information technology equip.	(1,118,913)	(116,238)	26,889	(1,208,262)
Buildings	(10,330,301)	(390,000)	-	(10,720,301)
Building improvements	<u>(29,800,864)</u>	<u>(1,238,997)</u>	<u>-</u>	<u>(31,039,861)</u>
Total accumulated depreciation	<u>(41,725,981)</u>	<u>(1,795,734)</u>	<u>107,830</u>	<u>(43,413,885)</u>
Total governmental activities				
Capital assets, net	<u>\$ 34,214,169</u>	<u>\$ (1,662,444)</u>	<u>\$ (390)</u>	<u>\$ 32,551,335</u>

Depreciation expense for the year was charged to governmental activities as follows:

Legislative Program:	
Legislative Council Service (Fund 12900)	\$ 125,984
Legislative Building Services (Fund 13200)	<u>1,669,750</u>
	<u>\$ 1,795,734</u>

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**3. Capital Assets (Continued)**

The following is a detail of capital assets activity by fund for the year ended June 30, 2019:

	<u>Balance 6/30/2018</u>	<u>Additions</u>	<u>(Deletions)</u>	<u>Balance 6/30/2019</u>
<b>Council Service (Fund 12900)</b>				
Governmental activities:				
Depreciable assets:				
Furniture & equipment	\$ 210,343	\$ 19,531	\$ (80,941)	\$ 148,933
Information technology equip.	<u>1,268,422</u>	<u>76,707</u>	<u>(27,279)</u>	<u>1,317,850</u>
Total capital assets	<u>1,478,765</u>	<u>96,238</u>	<u>(108,220)</u>	<u>1,466,783</u>
Less accumulated depreciation for:				
Furniture & equipment	(166,848)	(9,746)	80,941	(95,653)
Information technology equip.	<u>(1,118,913)</u>	<u>(116,238)</u>	<u>26,889</u>	<u>(1,208,262)</u>
Total accumulated depreciation	<u>(1,285,761)</u>	<u>(125,984)</u>	<u>107,830</u>	<u>(1,303,915)</u>
Total governmental activities Capital assets, net	<u>\$ 193,004</u>	<u>\$ (29,746)</u>	<u>\$ (390)</u>	<u>\$ 162,868</u>
 <b>Building Services (Fund 13200)</b>				
Governmental activities:				
Nondepreciable assets:				
Land	\$ 1,277,372	\$ -	\$ -	\$ 1,277,372
Artwork and books	<u>168,775</u>	<u>-</u>	<u>-</u>	<u>168,775</u>
Total	<u>1,446,147</u>	<u>-</u>	<u>-</u>	<u>1,446,147</u>
Depreciable assets:				
Furniture & equipment	549,462	37,052	-	586,514
Buildings	22,777,801	-	-	22,777,801
Building improvements	<u>49,687,975</u>	<u>-</u>	<u>-</u>	<u>49,687,975</u>
Total	<u>73,015,238</u>	<u>37,052</u>	<u>-</u>	<u>73,052,290</u>
Total capital assets	<u>74,461,385</u>	<u>37,052</u>	<u>-</u>	<u>74,498,437</u>
Less accumulated depreciation for:				
Furniture & equipment	(309,055)	(40,753)	-	(349,808)
Buildings	(10,330,301)	(390,000)	-	(10,720,301)
Building improvements	<u>(29,800,864)</u>	<u>(1,238,997)</u>	<u>-</u>	<u>(31,039,861)</u>
Total accumulated depreciation	<u>(40,440,220)</u>	<u>(1,669,750)</u>	<u>-</u>	<u>(42,109,970)</u>
Total governmental activities Capital assets, net	<u>\$ 34,021,165</u>	<u>\$ (1,632,698)</u>	<u>-</u>	<u>\$ 32,388,467</u>

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
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**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.

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 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 Council Service Fund and the Building Services Fund are used to liquidate payment for compensated absences.

Immediately prior to retirement from 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 50% of their hourly rate for up to 400 hours of sick leave.

Below is a summary of changes in long-term liabilities for the year ended June 30, 2019:

	<u>Balance 6/30/2018</u>	<u>Additions</u>	<u>(Deletions)</u>	<u>Balance 6/30/2019</u>	<u>Amounts Due Within One Year</u>	<u>Long Term</u>
Compensated absences						
Council Service	\$ 523,510	\$ 256,195	\$ (272,890)	\$ 506,815	\$ 205,765	\$ 301,050
Building Services	<u>161,514</u>	<u>143,463</u>	<u>(125,894)</u>	<u>179,083</u>	<u>89,446</u>	<u>89,637</u>
Total	<u>\$ 685,024</u>	<u>\$ 399,658</u>	<u>\$ (398,784)</u>	<u>\$ 685,898</u>	<u>\$ 295,211</u>	<u>\$ 390,687</u>

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**5. Due to State General Fund - Reversions of State General Fund Appropriations**

	<u>General Fund</u>		
	<u>Council Service</u>	<u>Building Services</u>	<u>Total</u>
Cash balance, June 30, 2019	\$ 203,117	\$ 185,983	\$ 389,100
Less:			
Accounts payable at 6/30/19	(55,573)	(88,205)	(143,778)
Accrued payroll at 6/30/19	(71,501)	(46,286)	(117,787)
Payroll taxes payable, 6/30/19	(29,027)	(15,633)	(44,660)
Payroll benefits payable, 6/30/19	<u>(47,016)</u>	<u>(35,859)</u>	<u>(82,875)</u>
Due to State General Fund, June 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Reconciliation of Reversions to the Amount Due to the State General Fund:

Reversions - FY 2019 - Unexpended budget balance	\$ 624,245	\$ 393,299	\$ 1,017,544
Payments - FY 2019 - Transfer to State General Fund	<u>(624,245)</u>	<u>(393,299)</u>	<u>(1,017,544)</u>
Due to State General Fund, June 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Total reversions for the year for the Council Service Account Fund 12900 amounted to \$624,245.  
Total reversions for the year for the Building Services Account Fund 13200 amounted to \$393,299.  
Total reversions for the two General Fund accounts amounted to \$1,017,544.



**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**6. Transfers**

Inter-agency transfers for the 2019 fiscal year are as follows:

<u>To</u>		<u>From</u>		<u>Purpose</u>
<u>Agency/Fund</u>	<u>Amount</u>	<u>Agency/Fund</u>	<u>Amount</u>	
General Fund Appropriations:				
11100/12900	\$ 5,751,500	34101/85300	\$ 5,751,500	Laws 2018, Chapter 2, Section 3. Laws 2018, Chapter 73, Section 8.
11900/13200	4,117,700	34101/85300	4,117,700	Laws 2018, Chapter 73, Section 4(A).
	<u>\$ 9,869,200</u>		<u>\$ 9,869,200</u>	Total General Fund Appropriations
Other Financing Sources:				
11100/12900	66,200	34100/62000	66,200	FY2019 Compensation Package, Laws 2018, Chapter 73, Section 8.
11100/07500	23,003	11100/81100	23,003	FY2019 Regular Session transfer of House Kitchen Receipts per Laws 2004, Chapter 1, Section 10.
11100/07500	233,434	35000/86305	233,434	2% transfer from GSD Capitol Buildings Repair Fund per Laws 2001, Chapter 319, Section 17(A).
11900/13200	36,900	34100/62000	36,900	FY2019 Compensation Package, Laws 2018, Chapter 73, Section 8.
	<u>\$ 359,537</u>		<u>\$ 359,537</u>	Total Other Financing Sources
Donated Capital Assets:				
11100/12900	96,238	13100/13300	96,238	FY2019 Capital asset transfer-equipment & software.
11900/13200	20,051	13100/13300	20,051	FY2019 Capital asset transfer- equipment.
	<u>\$ 116,289</u>		<u>\$ 116,289</u>	Total Donated Capital Assets
Reversions to General Fund:				
34101/85300	624,245	11100/12900	624,245	FY2019 reversion.
34101/85300	393,299	11900/13200	393,299	FY2019 reversion.
	<u>\$ 1,017,544</u>		<u>\$ 1,017,544</u>	Total Reversions
	<u>\$ 11,362,570</u>		<u>\$ 11,362,570</u>	Total Transfers

**7. Pension Plan - Public Employees Retirement Association**

The Council Service, 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. 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

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**7. Pension Plan - Public Employees Retirement Association (Continued)**

of the primary government will be contained in the General Fund and the CAFR and will be available, when issued, from the Office of the State Controller, Room 166, Bataan Memorial Building, 407 Galisteo Street, Santa Fe, NM 87501.

**8. Post-Employment Benefits - State Retiree Health Care Plan**

Compliant with the requirements of GASB Statement No.75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, the State of New Mexico has implemented this standard for the fiscal year ended June 30, 2019.

The Council Service, as part of the primary government of the State of New Mexico, is a contributing employer to a cost-sharing multiple-employer defined benefit post-employment health care plan that provides comprehensive group health insurance for persons who have retired from certain public service positions in New Mexico. The other post-employment benefits (OPEB) plan is administered by the Retiree Health Care Authority of the State of New Mexico. Overall, total OPEB liability exceeds OPEB plan net position, resulting in a net OPEB liability. The state has determined the state's share of the net OPEB liability to be a liability of the state as a whole, rather than any agency or department of the state, and the liability will not be reported in the department of agency level financial statements of the state. All required disclosures will be presented in the CAFR of the State of New Mexico.

Information concerning the net liability, benefit expense and benefit-related deferred inflows and deferred outflows or resources of the primary government will be contained in the State of New Mexico CAFR for the year ended June 30, 2019 and will be available, when issued, from the Office of the State Controller, Room 166, Bataan Memorial Building, 407 Galisteo Street, Santa Fe, New Mexico 87501.

**9. Commitments and Contingencies**

The Council Service is committed under several leases for various office equipment. The lease commitments are contingent upon legislative appropriation. Therefore, no long-term lease commitments exist that require disclosure. Total lease expenditures for rent of equipment for the year ended June 30, 2019 amounted to \$110,311.

**10. Risk Management and Litigation**

The Council Service obtains coverage through the State of New Mexico's Risk Management Division of the 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 Tort Claims Act. All Council Service 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.

The Council Service 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

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Notes to the Financial Statements  
June 30, 2019**

**10. Risk Management and Litigation (Continued)**

insurance (workers' compensation, unemployment compensation, employee liability and transportation property) with the Risk Management Division.

**Risk Management**

The Council Service, as a state agency defined in the Tort Claims Act, is insured through the Risk Management Division. The Council Service 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; and
3. fringe benefit coverage for State of New Mexico employees.

The Council Service's 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 Council Service 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 Council Service. In addition, for the years ended June 30, 2019, 2018 and 2017, the Council Service had no claims for which the Risk Management Division has returned as "not covered" that would become the responsibility of the Council Service.

**11. Special Appropriations**

The Legislative Council Service received the following special appropriation during fiscal year 2019 for expenditures in fiscal years 2019 and 2020 that was fully expended in fiscal year 2019.

<u>Agency/Fund</u>	<u>Amount</u>	<u>Unexpended Balance</u>	<u>Appropriation Lapses</u>	<u>Purpose</u>
11100/12900 \$	1,500 \$	-	06/30/2020	Energy Council Dues Laws 2019, Chapter 271, Section 5(1)



## **SUPPLEMENTARY INFORMATION**

## **Combining and Individual Fund Financial Statements**

**General Fund - Council Service Fund Account**

To account for activities of the Legislative Council Service, except for the maintenance of the State Capitol. (SHARE Fund #12900)

**General Fund - Building Services Fund Account**

To account for activities of the Legislative Council Service activity related to the maintenance of the State Capitol. (SHARE Fund #13200)

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Combining Balance Sheet  
General Fund - All Accounts  
June 30, 2019**

	<u>General Fund</u>		<u>Total General Fund</u>
	<u>Fund 12900 Council Service Account</u>	<u>Fund 13200 Building Services Account</u>	
<b><u>Assets</u></b>			
Interest in the State Treasurer General Fund Investment Pool (note 2)	\$ 203,117	\$ 185,983	\$ 389,100
Petty cash	<u>100</u>	<u>50</u>	<u>150</u>
Total assets	<u>\$ 203,217</u>	<u>\$ 186,033</u>	<u>\$ 389,250</u>
<b><u>Liabilities and Fund Balance</u></b>			
<b>Liabilities:</b>			
Accounts payable	\$ 55,573	\$ 88,205	\$ 143,778
Accrued salaries payable	71,501	46,286	117,787
Payroll taxes payable	29,027	15,633	44,660
Payroll benefits payable	47,016	35,859	82,875
Due to State General Fund (note 5)	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>203,117</u>	<u>185,983</u>	<u>389,100</u>
<b>Fund Balance:</b>			
Committed:			
Petty cash	<u>100</u>	<u>50</u>	<u>150</u>
Total fund balance	<u>100</u>	<u>50</u>	<u>150</u>
Total liabilities and fund balances	<u>\$ 203,217</u>	<u>\$ 186,033</u>	<u>\$ 389,250</u>

The accompanying notes are an integral part of these financial statements.



**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Combining Statement of Revenues, Expenditures and  
Changes in Fund Balances  
General Fund - All Accounts  
Year Ended June 30, 2019**

	<b>General Fund</b>		<b>Total General Fund</b>
	<b>Fund 12900 Council Service Account</b>	<b>Fund 13200 Building Services Account</b>	
<b>Expenditures:</b>			
Current:			
Personal services and employee benefits	\$ 4,047,397	\$ 2,602,706	\$ 6,650,103
Contractual services	292,678	117,031	409,709
Other costs	853,380	1,024,563	1,877,943
Capital outlay	-	17,001	17,001
Total expenditures	<u>5,193,455</u>	<u>3,761,301</u>	<u>8,954,756</u>
<b>Other financing sources (uses):</b>			
State General Fund appropriations	5,751,500	4,117,700	9,869,200
Other financing sources	66,200	36,900	103,100
Reversions - fiscal year 2019 (note 5)	<u>(624,245)</u>	<u>(393,299)</u>	<u>(1,017,544)</u>
Total other financing sources (uses)	<u>5,193,455</u>	<u>3,761,301</u>	<u>8,954,756</u>
<b>Net change in fund balances</b>	-	-	-
<b>Fund Balances:</b>			
Fund balance, beginning of year	<u>100</u>	<u>50</u>	<u>150</u>
Fund balance, end of year	<u>\$ 100</u>	<u>\$ 50</u>	<u>\$ 150</u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Revenues and Expenditures  
Budget and Actual (Budget Basis)  
General Fund - All Accounts  
Council Service Account - Fund 12900 and Building Services Account - Fund 13200  
For the Year Ended June 30, 2019**

(From Statements 4 and 8)  
(To Exhibit E)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State General Fund appropriations	9,869,200	9,869,200	9,869,200	
Other Financing Sources	\$ 103,100	\$ 103,100	\$ 103,100	\$ -
Total revenues	9,972,300	9,972,300	<u>\$ 9,972,300</u>	<u>\$ -</u>
Prior-year fund balance	-	-		
Total resources	<u>\$ 9,972,300</u>	<u>\$ 9,972,300</u>		
<b>Expenditures:</b>				
Personal services and employee benefits	\$ 7,400,300	\$ 7,400,300	\$ 6,650,103	\$ 750,197
Contractual services	411,600	421,600	409,709	11,891
Other	<u>2,160,400</u>	<u>2,150,400</u>	<u>1,894,944</u>	<u>255,456</u>
Total expenditures	<u>\$ 9,972,300</u>	<u>\$ 9,972,300</u>	<u>\$ 8,954,756</u>	<u>\$ 1,017,544</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u>Revenues</u>	<u>Expenditures</u>
GAAP basis			\$ 9,972,300	\$ 8,954,756
Adjustments:				
None			-	-
Budget basis			<u>\$ 9,972,300</u>	<u>\$ 8,954,756</u>

## Note:

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Revenues and Expenditures  
Budget and Actual (Budget Basis)  
General Fund - Council Service Account - (Fund 12900) - All Departments  
For the Year Ended June 30, 2019**

(From Statements 5 through 7)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State General Fund appropriations	5,751,500	5,751,500	5,751,500	
Other Financing Sources	\$ 66,200	\$ 66,200	\$ 66,200	\$ -
Total revenues	5,817,700	5,817,700	<u>\$ 5,817,700</u>	<u>\$ -</u>
Prior-year fund balance	-	-		
Total resources	<u>\$ 5,817,700</u>	<u>\$ 5,817,700</u>		
<b>Expenditures:</b>				
Personal services and employee benefits	\$ 4,516,200	\$ 4,516,200	\$ 4,047,397	\$ 468,803
Contractual services	300,000	300,000	292,678	7,322
Other	<u>1,001,500</u>	<u>1,001,500</u>	<u>853,380</u>	<u>148,120</u>
Total expenditures	<u>\$ 5,817,700</u>	<u>\$ 5,817,700</u>	<u>\$ 5,193,455</u>	<u>\$ 624,245</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u>Revenues</u>	<u>Expenditures</u>
GAAP basis			\$ 5,817,700	\$ 5,193,455
Adjustments:				
None			-	-
Budget basis			<u>\$ 5,817,700</u>	<u>\$ 5,193,455</u>

**Note:**

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**LEGISLATIVE COUNCIL SERVICE**  
**Statement of Revenues and Expenditures**  
**Budget and Actual (Budget Basis)**  
**General Fund - Council Service Account - (Fund 12900 - Dept. Z0000)**  
**For the Year Ended June 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State General Fund appropriations	5,272,000	5,272,000	5,272,000	
Other Financing Sources	\$ 66,200	\$ 66,200	\$ 66,200	\$ -
Total revenues	5,338,200	5,338,200	<u>\$ 5,338,200</u>	<u>\$ -</u>
Prior-year fund balance	-	-		
Total resources	<u>\$ 5,338,200</u>	<u>\$ 5,338,200</u>		
<b>Expenditures:</b>				
Personal services and employee benefits	\$ 4,516,200	\$ 4,516,200	\$ 4,047,397	\$ 468,803
Contractual services	300,000	300,000	292,678	7,322
Other	<u>522,000</u>	<u>522,000</u>	<u>445,083</u>	<u>76,917</u>
Total expenditures	<u>\$ 5,338,200</u>	<u>\$ 5,338,200</u>	<u>\$ 4,785,158</u>	<u>\$ 553,042</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u>Revenues</u>	<u>Expenditures</u>
GAAP basis			\$ 5,338,200	\$ 4,785,158
Adjustments:				
None			-	-
Budget basis			<u>\$ 5,338,200</u>	<u>\$ 4,785,158</u>

## Note:

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**LEGISLATIVE COUNCIL SERVICE**  
**Statement of Revenues and Expenditures**  
**Budget and Actual (Budget Basis)**  
**General Fund - Council Service Account - (Fund 12900 - Dept. Z0100)**  
**For the Year Ended June 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State General Fund appropriations	478,000	478,000	478,000	
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
Total revenues	478,000	478,000	<u>\$ 478,000</u>	<u>\$ -</u>
Prior-year fund balance	-	-		
Total resources	<u>\$ 478,000</u>	<u>\$ 478,000</u>		
<b>Expenditures:</b>				
Personal services and employee benefits	\$ -	\$ -	\$ -	\$ -
Contractual services	-	-	-	-
Other	<u>478,000</u>	<u>478,000</u>	<u>406,797</u>	<u>71,203</u>
Total expenditures	<u>\$ 478,000</u>	<u>\$ 478,000</u>	<u>\$ 406,797</u>	<u>\$ 71,203</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u>Revenues</u>	<u>Expenditures</u>
GAAP basis			\$ 478,000	\$ 406,797
Adjustments:				
None			-	-
Budget basis			<u>\$ 478,000</u>	<u>\$ 406,797</u>

## Note:

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**LEGISLATIVE COUNCIL SERVICE**  
**Statement of Revenues and Expenditures**  
**Budget and Actual (Budget Basis)**  
**General Fund - Council Service Account - (Fund 12900 - Dept. ZD5001)**  
**For the Year Ended June 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State General Fund appropriations	1,500	1,500	1,500	
Other Financing Sources	-	-	-	-
Total revenues	1,500	1,500	<u>\$ 1,500</u>	<u>\$ -</u>
Prior-year fund balance	-	-		
Total resources	<u>\$ 1,500</u>	<u>\$ 1,500</u>		
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Expenditures:</b>				
Personal services and employee benefits	\$ -	\$ -	\$ -	\$ -
Contractual services	-	-	-	-
Other	1,500	1,500	1,500	-
Total expenditures	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u>Revenues</u>	<u>Expenditures</u>
GAAP basis			\$ 1,500	\$ 1,500
Adjustments:				
None			-	-
Budget basis			<u>\$ 1,500</u>	<u>\$ 1,500</u>

## Note:

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Statement of Revenues and Expenditures  
Budget and Actual (Budget Basis)  
General Fund - Building Services Account - (Fund 13200)  
For the Year Ended June 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budget Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>				
State General Fund appropriations	4,117,700	4,117,700	4,117,700	
Other Financing Sources	\$ 36,900	\$ 36,900	\$ 36,900	\$ -
Total revenues	4,154,600	4,154,600	<u>\$ 4,154,600</u>	<u>\$ -</u>
Prior-year fund balance	-	-		
Total resources	<u>\$ 4,154,600</u>	<u>\$ 4,154,600</u>		
<b>Expenditures:</b>				
Personal services and employee benefits	\$ 2,884,100	\$ 2,884,100	\$ 2,602,706	\$ 281,394
Contractual services	111,600	121,600	117,031	4,569
Other	<u>1,158,900</u>	<u>1,148,900</u>	<u>1,041,564</u>	<u>107,336</u>
Total expenditures	<u>\$ 4,154,600</u>	<u>\$ 4,154,600</u>	<u>\$ 3,761,301</u>	<u>\$ 393,299</u>
<b>Reconciliation of GAAP basis to budget basis:</b>			<u><b>Revenues</b></u>	<u><b>Expenditures</b></u>
GAAP basis			\$ 4,154,600	\$ 3,761,301
Adjustments:				
None			-	-
Budget basis			<u>\$ 4,154,600</u>	<u>\$ 3,761,301</u>

## Note:

The actual expenditures on the budget basis for FY 2019 do not include any accounts payable that required a request to pay prior-year bills out of the FY 2020 budget.

The accompanying notes are an integral part of these financial statements.





## **COMPLIANCE**



1512 Pacheco Street  
Suite D-204  
Santa Fe, NM 87505  
505.303.3557 (o)

**INDEPENDENT AUDITOR'S REPORT 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***

Senator Mary Kay Papen, President Pro-Tempore of the Senate  
Representative Brian Egolf, Speaker of the House of Representatives  
State of New Mexico, Legislative Council Service  
and Mr. Brian Colón  
New Mexico State Auditor

We have audited, 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, the financial statements of the governmental activities, each major fund, and the budgetary comparisons for the general fund and major special revenue fund of the State of New Mexico Legislative Council Service (Council Service) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Council Service's basic financial statements, and have issued our report thereon dated October 31, 2019.

***Internal Control over Financial Reporting***

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

Senator Mary Kay Papen, President Pro-Tempore of the Senate  
Representative Brian Egolf, Speaker of the House of Representatives  
State of New Mexico, Legislative Council Service  
and Mr. Brian Colón  
New Mexico State Auditor

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 Council Service’s financial statements are free from 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 responses as item 2019-001.

***Council Service’s Response to Findings***

The Council Service’s response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Council Service’s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

***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.



**Morton Accounting Services, LLC**

Santa Fe, New Mexico  
October 31, 2019

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICES  
Schedule of Findings and Responses  
June 30, 2019**

**Section I – Summary of Auditor’s Results**

**Type of auditor’s report issued:** Unmodified

**Internal control over financial reporting:**

- |    |  |    |
|----|--|----|
| 1. | Material weaknesses identified                           | No |
| 2. | Significant deficiencies identified                      | No |
| 3. | Noncompliance material to the financial statements noted | No |

**Section II – Prior Year Audit Findings**

None.

**Section III – Current Year Findings Pertaining to the Financial Statements Which Are Required to Be Reported**

**2019-001 Internal Control Over Payroll Processing (Other Matter in Accordance with 2.2.2.10(L)(1) NMAC)**

**Condition:**

During our internal control test work over payroll transactions, we noted the following:

- 1) In one of twenty-five payroll transactions tested, the approved Personnel Action Request Form did not match the paid hourly rate. The variance amounted to \$1.04 underpayment for the transaction tested.
- 2) Also, in one of the twenty-five payroll transactions tested, the overtime hours on timecard did not match payroll register. The variance was adequately explained by staff. However, the notes on timecard did not contain sufficient documentation to perform an independent recalculation of the transaction.

**Criteria:**

Internal controls over payroll transactions should prevent and detect differences between 1) hourly rates used to calculate payroll disbursements and approved rates in personnel action forms; and 2) time posted to timecards/timesheets and time actually paid to employees, and any variances reconciled to allow for independent verification/recalculation of amounts paid.

**Cause:**

- 1) The variance in the approved rate vs. personnel action form appears to be a typographical error.
- 2) The existing timekeeping system requires manual reconciliations and adjustments to calculate and correct time to be paid for the various types of employees, resulting in risk for calculation errors. The timecard for this particular individual, noted that the individual forgot to clock back in after lunch, however, there was no indication of number of hours worked after lunch (and to be added to the calculation of time paid).

**Effect:**

Employees may be over or under paid. An audit trail may not exist to allow for verification or recalculation of payroll disbursements.

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICES  
Schedule of Findings and Responses  
June 30, 2019**

**Section III – Current Year Findings Pertaining to the Financial Statements Which Are Required to Be Reported, continued**

**2019-001 Internal Control Over Payroll Processing (Other Matter in Accordance with 2.2.2.10(L)(1) NMAC), continued**

**Recommendation:**

- 1) We recommend that payroll rates used to determine payroll disbursements be reviewed to ensure that only approved rates documented in personnel action forms are used to calculate disbursements.
- 2) Further, we recommend that management review the design and operation of the payroll processing internal controls, and establish specific procedures requiring that documentation of reconciliation of timecards to actual hours paid to ensure independent verification/recalculation can be performed.

**Agency Response:**

The CFO will enact the following changes immediately (during FY20):

- 1) Any changes to an employees' hourly rate entered in the SHARE system will be reviewed by a second payroll staff for assurance that only the approved rates documented in the personnel action form are entered.
- 2) Staff entering and approving time will take corrective steps to make sure all documentation affecting time is noted at the time of approving payroll for disbursement in order to enable independent verification and recalculation.
- 3) Training will be provided to ensure that these corrective action steps will be implemented and followed.

**Section IV – Other Matters as Required by New Mexico State Statute 12-6-5, NMSA 1978**

None

**STATE OF NEW MEXICO  
LEGISLATIVE COUNCIL SERVICE  
Financial Statements and Exit Conference  
June 30, 2019**

**Section V – Exit Conference**

An exit conference was held at the State Capitol to discuss the audit report.

In attendance on October 24, 2019 were the following individuals:

*Representing the State of New Mexico, Legislative Council Service:*

Representative Brian Egolf, Speaker of the House of Representatives, Legislative Council, Co-Chair  
Senator Mary Kay Papen, President Pro-Tempore  
Reena Szcrepanski, Chief of Staff  
Raúl Burciaga, Director, Legislative Council Service  
Anesa Serna-Espinoza, Chief Financial Officer, Legislative Council Service

*Representing Morton Accounting Services, LLC:*

Janet Pacheco-Morton, CPA, CGFM, Managing Principal