



MACIAS, GUTIERREZ & CO., P.C.
CERTIFIED PUBLIC ACCOUNTANTS
ESPANOLA, NEW MEXICO
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STATE OF NEW MEXICO

ACEQUIA DE LOS CUARTELES

Independent Accountants' Report on Applying
Agreed-Upon Procedures (Tier 3)

Year Ended December 31, 2017

STATE OF NEW MEXICO

ACEQUIA DE LOS CUARTELES

**Independent Accountants' Report on Applying
Agreed-Upon Procedures (Tier 3)**

Year Ended December 31, 2017

**STATE OF NEW MEXICO
ACEQUIA DE LOS CUARTELES**

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December 31, 2017**

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**STATE OF NEW MEXICO
ACEQUIA DE LOS CUARTELES**

**Official Roster
at December 31, 2017**

<u>Name</u>	<u>Title</u>
<u>Board of Directors</u>	
Dennis Quintana	President
Dominic Martinez	Vice-President/Secretary
Carmen E. Payne	Treasurer
<u>Staff</u>	
Charlie Esquibel	Mayordomo



Macias, Gutierrez
& Co., P.C.

*Certified Public Accountants
Member AICPA, NMSCPA*

1302 Calle De La Merced, Suite A
Española, New Mexico 87532
505.747.4415
Fax 505.747.4417

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES (TIER 3)

To: Dennis Quintana, President
Acequia de Los Cuarteles #13050
and
Wayne A. Johnson
New Mexico State Auditor

We have performed the procedures enumerated below, which were agreed to by the Acequia de Los Cuarteles and the Office of the State Auditor on the Tier Verification, the State-Funded Capital Outlay Expenditures and Reimbursements and Other (Items 1-7) for the year ended December 31, 2017, included in the accompanying information provided to us by management of the Acequia de Los Cuarteles. The Acequia de Los Cuarteles is responsible for the Tier Verification, the State Funded Capital Outlay Expenditures and Reimbursements and Other (Items 1-7) for the year ended December 31, 2017 included in the accompanying information provided to us by the management of the Acequia de Los Cuarteles. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. The procedures and associated findings (Results of Procedures Performed) are as follows:

The Contractor shall request and review all state-funded capital outlay awards, joint powers agreements, correspondence and other relevant documentation for the capital outlay award funds expended by the recipient that meet Tier 3 criteria.

1. Before beginning the procedures below, the IPA must verify the local public body's revenue calculation and tier determination using the form provided at www.osanm.org under "Tiered System Reporting Main Page."

We verified the Acequia de Los Cuarteles's revenue calculation and tier determination. The Acequia de Los Cuarteles's cash basis revenue was less than \$50,000 and expended at least 50% of, or the remainder of a capital outlay award which meets the criteria for **Tier 3 determination**.

2. The Contractor shall test all state-funded capital outlay expenditures to:

Procedures

- a) Determine that amount recorded as disbursed agrees to adequate supporting documentation. Verify that amount, payee, date and description agree to the vendor's invoice, purchase order, contract and cancelled check, as appropriate.

- b) Determine that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.
- c) Determine that the bid process (or request for proposal process if applicable), purchase orders, contracts and agreements were processed in accordance with the New Mexico Procurement Code (Section 13-1-28 through 13-1-99 NMSA 1978) and State Purchasing Regulations (1.4.1 NMAC).
- d) Determine the physical existence (by observation) of the capital asset based on expenditures to date.
- e) Verify that status reports were submitted to the state agency per terms of agreement and amounts in the status report agree with the general ledger and other supporting documentation.

Results of Procedures Performed

- a) We determined that amounts recorded as disbursed agreed to adequate supporting documentation and we verified that amounts, payees, dates and descriptions agreed to the vendor's invoices, purchase orders, contracts and cancelled check copies, as appropriate. For Project 15-0651, we examined two disbursements totaling \$50,507.62. A final disbursement of \$500.00 was made in early 2018 to close the project and included \$126.22 of local funds.
- b) We determined that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.
- c) We determined that the bid process (or request for proposal process if applicable), purchase orders, contracts and agreements were processed in accordance with the New Mexico Procurement Code (Section 13-1-28 through 13-1-99 NMSA 1978) and State Purchasing Regulations (1.4.1 NMAC).
- d) We determined the physical existence by photographs of the capital asset based on expenditures to date.
- e) We verified that status reports were submitted to the state agency per terms of agreement and amounts in the status report agree with accounting records and other supporting documentation.

3. Procedures

If the project was funded in advance, the Contractor shall determine if the award balance (and cash balance) appropriately reflects the percentage of completion based on the project schedule and expenditures to date.

Results of Procedures Performed

There was one project. The project was not intended to be funded in advance but on a reimbursement basis.

4. Procedures

If the project is complete, the Contractor shall determine if there is unexpended balance and whether it was reverted per statute and agreement with the grantor.

Results of Procedures Performed

The one project (15-0651) was not complete at December 31, 2017 and there was an unexpended balance of \$373.78 in agreement with the grantor. However, the project was completed in January 2018 and there was no unexpended balance in agreement with the grantor.

5. Procedures

The Contractor shall determine whether cash received for the award was accounted for in a separate fund or separate bank account that is non-interest bearing if so required by the capital outlay agreement.

Results of Procedures Performed

Since the project was approved on a reimbursement basis, no separate fund or bank accounts were required.

6. Procedures

The Contractor shall determine whether reimbursement requests were properly supported by costs incurred by the recipient. The Contractor shall determine whether the costs were paid by the local public body prior to the request for reimbursement.

Results of Procedures Performed

We determined that reimbursement requests were properly supported and the Acequia incurred costs prior to the submission of requests for funding from the New Mexico Interstate Stream Commission. For Project 15-0651, we examined three reimbursement requests totaling \$50,881.40.

7. Other Procedures

If information comes to the Contractor's attention (regardless of materiality) indicating any fraud, illegal acts, noncompliance, or any internal control deficiencies, disclose in the report as required by Section, 12-6-6 NMSA 1978. The findings must include the required content per Section 2.2.2.10 (l) (3) (C) NMAC.

Results of Procedures Performed

No exceptions were found as a result of applying the procedures described above (regardless of materiality) indicating any fraud, illegal acts, noncompliance or any internal control deficiencies.

* * * * *

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or a review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Tier Verification, State-Funded Capital Outlay Expenditures and Reimbursements or Other for the Acequia de Los Cuarteles for the year ended December 31, 2017, included in the accompanying information provided to us by management of the Acequia de Los Cuarteles. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Acequia de Los Cuarteles, the New Mexico State Auditor's Office, the Department of Finance and Administration, Local Government Division and the New Mexico Legislature and is not intended to be and should not be used by anyone other than the specified parties.

Macias, Gutierrez & Co., CPAs, P. C.

Macias, Gutierrez & Co., CPAs, P. C.
Española, New Mexico
April 19, 2018

STATE OF NEW MEXICO
 ACEQUIA DE LOS CUARTELES
 Agreed-Upon Procedures (Tier 3)
 For the Year Ended December 31, 2017

Exhibit A

<u>Capital Outlay Project No.</u>	<u>Pay Request</u>	<u>Amount Awarded</u>	<u>Amount Requested/ Received</u>	<u>Amount Expended</u>	<u>Remaining Balance</u>	<u>Actual Legislation</u>	<u>Effective Dates</u>
15-065 STB		<u>\$ 80,000.00</u>					
	1-2		\$ 29,118.60	\$ 29,118.60	\$ 50,881.40	Laws of 2015, Chapter 3, Section 27, Paragraph 23, to plan, design, construct and install improvements to the Cuarteles ditch for the acequia de los Cuarteles association in Santa Fe county.	Through 6/30/2019
	3		39,523.00	39,523.00	11,358.40		
	4		10,984.62	10,984.62	373.78		
	5		<u>373.78</u>	<u>-</u>	<u>373.78</u>		
			<u>\$ 80,000.00</u>	<u>79,626.22</u>	<u>373.78</u>		
	FY 2018			<u>373.78</u>	<u>-</u>		
				<u>\$ 80,000.00</u>	<u>\$ -</u>		

STATE OF NEW MEXICO
 ACEQUIA DE LOS CUARTELES
 Agreed-Upon Procedures (Tier 3)
 For the Year Ended December 31, 2017

Exhibit B

Grant No.	Pay Request	Invoice/ Request Date	Amount Awarded	Amount Requested/ Received	Date Received	Invoice Amount	Check Number	Check Date	Actual Amount Expended	Vendor Paid
15-0651			<u>\$ 80,000.00</u>							
STB	1-2			<u>\$ 29,118.60</u>		<u>\$ 29,118.60</u>			<u>\$ 29,118.60</u>	
	Totals	through	FY 2016	<u>29,118.60</u>		<u>29,118.60</u>			<u>29,118.60</u>	
	3	1/20/2017		39,523.00	3/2/2017	39,523.00	117	3/17/2017	39,523.00	Allied 360 Construction
	4	6/6/2017		10,984.62	6/26/2017	10,984.62	121	7/11/2017	10,984.62	Allied 360 Construction
	5	12/28/2017		<u>373.78</u>	1/19/2018	<u>500.00</u>				
			FY 2017	<u>50,881.40</u>		<u>51,007.62</u>			<u>50,507.62</u>	
	Totals	through	FY 2017	<u>\$ 80,000.00</u>		<u>\$ 80,126.22</u>			79,626.22	
			FY 2018				127	1/23/2018	<u>500.00</u>	Carlos Esquibel
									<u>\$ 80,126.22</u>	

**STATE OF NEW MEXICO
ACEQUIA DE LOS CUATRELES**

**Schedule of Findings and Responses
Year Ended December 31, 2017**

	<u>Type of Finding *</u>	<u>Prior Year Finding Number</u>	<u>Current Year Finding Number</u>
Current Year Findings: None	N/A	N/A	N/A
Follow-up on Prior Year Findings: Non-compliance per terms of the agreement with grantor	D	2016-001	Resolved

- * Legend for Findings:**
- A. Fraud
 - B. Illegal Act(s)
 - C. Internal Control Deficiency(ies)
 - D. Noncompliance

**STATE OF NEW MEXICO
ACEQUIA DE LOS CUARTELES**

**Exit Conference
Year Ended December 31, 2017**

EXIT CONFERENCE

The report contents were discussed at an exit conference held on April 19, 2018 with the following:

Acequia de Los Cuarteles

Carmen E. Payne, Treasurer

Accounting Firm

James R. (Jim) Macias, CPA