

**State of New Mexico**  
**Chamberino Water MDWC & SA**

Independent Accountant's Report on  
Applying Agreed Upon Procedures  
December 31, 2018

**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

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DECEMBER 31, 2018**

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**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

**OFFICIAL ROSTER  
DECEMBER 31, 2018**

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**BOARD OF DIRECTORS**

Jose Luis Segura, President

Gloria Gonzales, Vice-President

Reyes Valtierra, Secretary / Treasurer

Luis Casteneda, Member

Jaime Marquez, Member

# WATTS CPA, P.C.

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Brian S. Colon, New Mexico State Auditor and  
Members of the Board of Directors  
Chamberino MDWC & SA  
Chamberino, New Mexico

I have performed the procedures enumerated below, which were agreed to by the Chamberino MDWC & SA and the New Mexico State Auditor, solely to assist you with respect to the compliance with Tier 5 of the Audit Act - Section 12-6-3 B (5) NMSA 1978 and Section 2.2.2.16 NMAC of Chamberino MDWC & SA as of and for the year ended December 31, 2018. Chamberino MDWC & SA's management is responsible for the association's accounting records. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, I 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.

My procedures and findings are as follows:

1. Verify the local public body's revenue calculation and tier determination documented on the form provided at [www.osanm.org](http://www.osanm.org) under "Tiered System Reporting Main Page."

### Results

I recalculated Chamberino MDWC & SA's revenue calculation and verified that tier 5 is the correct determination.

2. Cash

### Procedures

- a. Determine whether bank reconciliations are being performed in a timely manner and whether all bank and investment statements for the fiscal year are complete and on-hand.

- b. Test at least 30% of the bank reconciliations for accuracy. Also, trace ending balances to the general ledger, supporting documentation and the financial reports submitted to DFA-Local Government Division.

- c. Determine whether the local public body's financial institutions have provided it with the 50% of pledged collateral on all uninsured deposits as required by Section 6-10-17 NMSA 1978, NM Public Money Act, if applicable.

### Results

- a. I obtained all bank reconciliations prepared in FY 2018 and noted that all are performed on monthly basis which is considered timely. Also, I noted that all bank statements were complete and on hand at Chamberino MDWC & SA's office.

b. I selected 4 months of bank reconciliations, which is more than 30% of the reconciliations, and recalculated them, noting no errors. For four of the months' reconciliations, I traced the ending balance to the general ledger, the related supporting documentation including bank statements and details of reconciling items, and traced the balance to the quarterly financial reports submitted to DFA-Local Government Division. All accounts selected for testwork were reconciled properly.

c. As of December 31, 2018, Chamberino MDWC & SA's bank has provided more than the 50% collateral on uninsured deposits required by Section 6-10-17 NMSA 1978, NM Public Money Act.

### 3. Capital Assets

#### Procedures

Verify that the local public body is performing a yearly inventory as required by Section 12-6-10 NMSA 1978.

#### Results

Chamberino MDWC & SA performs an annual capital asset inventory which I verified by obtaining a copy of the annual capital asset inventory.

### 4. Revenue

#### Procedures

Identify the nature and amount of revenue from sources by reviewing the budget, agreements, rate schedules, and underlying documentation.

a. Perform an analytical review; test actual revenue compared to budgeted revenue for the year for each type of revenue.

Select a sample of revenue equal to at least 30% of the total dollar amount using the following attributes:

b. Amount recorded in the general ledger agrees to the supporting documentation and the bank statement.

c. Proper recording of classification, amount, and period per review of supporting documentation and the general ledger. Perform this revenue work on the same accounting basis that the local public body keeps its accounting records on, cash basis, modified accrual basis, or accrual basis.

#### Results

I identified the types of revenue that Chamberino MDWC & SA's receives by reviewing the budget, agreements, rate schedules and underlying documentation. Chamberino MDWC & SA's receives revenues from customers for connecting to the system, water usage fees, state grants, interest and miscellaneous other income.

a. I performed an analytical review of revenues by comparing actual revenue to the budgeted revenue for the year for each type of revenue. The results of the analytical review were as expected.

b. I judgementally selected 73 revenue transactions for three months, which totaled greater than 30% of all revenue, and agreed all to their respective supporting documentation and the bank statement.

c. I judgementally selected 73 revenue transactions for three months and found that each was recorded correctly in the general ledger for classification, amount and period based on the supporting documentation using the accrual basis of accounting.

### 5. Expenditures

#### Procedures

Select a sample of cash disbursements equal to at least 30% of the total dollars amount and test for the following attributes:

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

check, as appropriate.

b. Determine that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.

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 13-1-199 NMSA 1978) and State Purchasing Regulations (1.4.1 NMAC) and Regulations Governing the Per Diem and Mileage Act (2.42.2 NMAC).

Results

a. I judgementally selected greater than 30% of total cash disbursements and determined that the amount recorded as disbursed agrees to adequate supporting documentation for all selected disbursements. I also verified that the amount, payee, date and description agree to the vendor's invoice, purchase order, contract and canceled check, as appropriate for the selected disbursements.

b. I judgementally selected greater than 30% of total cash disbursements and determined that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures for all selected disbursements.

c. None of the tested disbursements required a bid process for FY 2018.

6. Journal Entries

Procedures

Test all non-routine journal entries, adjustments and reclassifications posted to the general ledger for the following attributes:

a. Journal entries appear reasonable and have supporting documentation.

b. The local public body has procedures that require journal entries to be reviewed and there is evidence the reviews are being performed.

Results

a. & b. There were no journal entries posted to the general ledger for FY 2018.

7. Budget

Procedures

Obtain the original fiscal year budget and all budget amendments made throughout the fiscal year and perform the following:

a. Verify, through a review of the minutes and correspondence, that the original budget and subsequent budget adjustments were approved by the local public body's governing body and DFA-LGD.

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

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

## Results

a. I verified by reviewing the board of director's minutes and correspondence from DFA-LGD that the original budget and subsequent budget adjustments were approved by Chamberino MDWC & SA's governing body and DFA-LGD, respectively.

b. I determined that total actual expenditures did not exceed the final budget at the legal level of budgetary control. Chamberino MDWC & SA does not budget for grants, loan proceeds and capital outlay.

c. See the attached page 8 for the statement of revenues and expenditures budget and actual - budgetary basis.

## 8. Capital Outlay Appropriations

### Procedures

Request and review all state-funded capital outlay awards, joint powers agreements, correspondence and other relevant documentation for any capital outlay award funds expended by the recipient during the fiscal year. Test all capital outlay expenditures during the fiscal year to:

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

b. Determine that disbursements were properly authorized and approved in accordance 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 and State Purchasing Regulations (Section 13-1-28 through 13-1-199 NMSA 1978 and 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.

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

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

h. 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 award agreement.

i. Determine whether reimbursement requests were properly supported by costs incurred by the recipient. Determine whether the costs were paid by the local public body prior to the request for reimbursement.

### Results

a. I determined all amounts recorded as disbursed agrees to adequate supporting documentation. I verified that amount, payee, date and description agrees to the purchase order, contract, vendor's invoice and canceled check, as appropriate.

b. I determined that the cash disbursements were properly authorized and approved in accordance with the budget, legal requirements and established policies and procedures.

- c. There were no bid processes in the year ended December 31, 2018.
- d. This step is not applicable as the project is in the planning and design stage.
- e. I verified 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.
- f. The project is not funded in advance.
- g. The project is not complete making this step not applicable.
- h. Cash received for the award was not required to be accounted for in a separate fund or separate bank account that is non-interest bearing.
- i. I determined that all reimbursement requests were properly supported by costs incurred by the recipient. I determined the costs were paid by the local public body prior to the request for reimbursement.

9. Other

Procedures

If information comes to the IPA's attention (regardless of materiality) indicating any fraud, illegal acts, noncompliance, or any internal control deficiencies, such instances must be disclosed 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(I)(3)(C) NMAC.

Results

No information came to my attention (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. I was not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of Chamberino MDWC & SA, the New Mexico State Auditor, the New Mexico Legislature and the DFA-LGD and is not intended to be and should not be used by anyone other than those specified parties.

Watts CPA, P.C.

El Paso, Texas  
May 10, 2019

**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

**CAPITAL OUTLAY AWARDS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

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	<b>3345-CIF</b>	
Amount awarded	\$	200,875
Received through December 31, 2018	\$	116,046
Expended through December 31, 2018	\$	116,046
Remaining balance as of December 31, 2018	\$	84,829
Project effective date through		January 21, 2019

**Legislation:**

3345-CIF - Loan/Grant to plan, design and construct water system improvements and a well for the Chamberino MDWC & SA from the Colonias Infrastructure Project Fund created by the Colonias Infrastructure Act, NMSA 1978 Sec 6-30-1 through 6-30-8.

**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

**STATEMENT OF REVENUES AND EXPENDITURES  
- BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
FOR THE YEAR ENDED DECEMBER 31, 2018**

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	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual on Budgetary Basis</b>	<b>Variance with Final Budget- Favorable (Unfavorable)</b>
Revenues:				
Water sales	\$ 112,422	\$ 112,422	\$ 107,927	\$ (4,495)
Tap hook up fees	5,000	5,000	15,366	10,366
Customer deposits	700	700	935	235
Miscellaneous	800	800	5,850	5,050
Interest	900	900	747	(153)
	<u>119,822</u>	<u>119,822</u>	<u>130,825</u>	<u>11,003</u>
<b>Total revenues</b>				
Expenditures:				
Current:				
Contractual services	33,475	33,475	45,623	(12,148)
Operating expenses	76,087	76,087	66,367	9,720
Debt Service				
Loan payments	10,260	10,260	7,054	3,206
	<u>119,822</u>	<u>119,822</u>	<u>119,044</u>	<u>778</u>
<b>Total expenditures</b>				
Increase in cash	<u>-</u>	<u>-</u>	<u>11,781</u>	<u>11,781</u>
Cash - beginning of year	<u>215,721</u>	<u>215,721</u>	<u>215,721</u>	<u>-</u>
<b>Cash - end of year</b>	<u>\$ 215,721</u>	<u>\$ 215,721</u>	<u>\$ 227,502</u>	<u>\$ 11,781</u>

**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

**YEAR END FINANCIAL REPORT AS SUBMITTED TO DFA  
DECEMBER 31, 2018**

**CHAMBERINO MDWC & SA  
Income Statement  
For the Quarter Ending: December 31, 2018**

<b>INCOME</b>			
	<b>2018 Budget</b>	<b>YTD This Year</b>	<b>% of Budget</b>
Water Sales	\$112,422.00	\$107,926.91	96.00%
Tap Hook up Fees	\$5,000.00	15,366.02	307.32%
Customer Deposits	\$700.00	935.00	133.57%
Miscellaneous	\$800.00	5,850.00	731.25%
Interest	\$900.00	746.70	82.97%
<b>TOTAL</b>	<b>\$119,822.00</b>	<b>\$130,824.63</b>	<b>109.18%</b>
<b>EXPENSES</b>			
El Paso Electric	\$10,000.00	\$ 7,066.63	70.67%
AWSD Contract	\$33,475.00	45,623.46	136.29%
Operation Expenses	\$12,000.00	21,963.89	183.03%
Petty Cash	\$2,200.00	-	0.00%
Taxation & Revenue (Gross Receipts)	\$6,500.00	6,769.02	104.14%
USDA Loan	\$10,260.00	7,054.06	68.75%
Loan Reserves	\$9,800.00	3,996.00	40.78%
Annual Loan CIF 3345	\$1,038.00	1,038.00	100.00%
San Luis Church (Hall Rental)	\$600.00	550.00	91.67%
State Public Regulation	\$200.00	-	0.00%
NM Office of State Engineer	\$200.00	275.63	137.82%
NM One Call	\$200.00	-	0.00%
HUB International insurance	\$4,415.00	3,979.00	90.12%
Customer Deposits Refunds	\$200.00	143.60	71.80%
Postmaster	\$60.00	-	0.00%
Training	\$1,200.00	-	0.00%
Water Conservation Fees	\$700.00	578.16	82.59%
NM Rural Water Association	\$200.00	-	0.00%
Check & Deposit Slip Order	\$300.00	137.68	45.89%
Donations	\$100.00	200.00	200.00%
Miscellaneous expenses	\$1,000.00	3,206.10	320.61%
Contract Services Badger Meter Ann	\$1,854.00	988.78	53.33%
Well Site	\$7,500.00	6,100.00	81.33%
Property Taxes	\$0.00	-	0.00%
Legal Expense	\$2,000.00	720.55	36.03%
Audit Expense	\$3,200.00	1,049.00	32.78%
Credit Card	\$1,000.00	131.87	13.19%
Engineering	\$1,000.00	-	0.00%
Baseball park improvements	\$2,000.00	3,560.00	178.00%
Fuel	\$500.00	63.25	12.65%
Tractor Maintenance	\$1,500.00	-	0.00%
Tools/Equipment	\$800.00	-	0.00%
Billing software Contract/Collection	\$4,000.00	3,850.00	96.25%
<b>TOTAL</b>	<b>\$119,822.00</b>	<b>\$119,044.68</b>	<b>99.35%</b>

**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

**SCHEDULE OF FINDINGS AND RESPONSES  
DECEMBER 31, 2018**

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**Summary of Findings:**

Current year findings:

None

Prior year findings:

None

**STATE OF NEW MEXICO  
CHAMBERINO MDWC & SA**

**EXIT CONFERENCE  
FOR THE YEAR ENDED DECEMBER 31, 2018**

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An exit conference was conducted on May 10, 2019 with the following individuals in attendance:

**Chamberino MDWC & SA**

Jose Luis Segura

President

**Watts CPA, P.C.**

Brad Watts

Shareholder