

STATE OF NEW MEXICO

LA JARA WATER USERS ASSOCIATION

**INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED UPON PROCEDURES**

FOR THE YEAR-ENDED DECEMBER 31, 2017



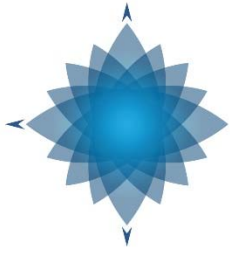
**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
TABLE OF CONTENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Page</u>
Table of contents	i
Official roster	ii
Independent accountant's report on applying agreed upon procedures	1-7
Schedule of revenues, expenditures, and changes in fund balance – budget (non-GAAP budgetary basis) and actual	8
Year-end Financial Report Submitted to DFA	9
Schedule of Capital Outlay Awards	10
Schedule of Findings and Responses	11
Exit conference	12

**LA JARA WATER USERS ASSOCIATION
OFFICIAL ROSTER
FOR THE YEAR ENDED DECEMBER 31, 2017**

<u>Board of Directors</u>	<u>Title</u>
Jill Mumford	President
Andrew Vigil	Vice President
Keith Stickford	Member

<u>Principal Employees</u>	
Yvette Cordova	Office Manager
Jared Maestas	System Operator



**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED UPON PROCEDURES**

To Management
La Jara Water Users Association
La Jara, New Mexico
and
To Mr. Wayne Johnson, State Auditor

We have performed the procedures enumerated below, which were agreed to by the La Jara Water Users Association (Association) and the New Mexico State Auditor's Office, solely to assist in determining if the Association is in compliance with New Mexico State Audit Rule, Tier 5, as of December 31, 2017. The Association is the responsible party and the subject matter is the responsibility of the Association. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the America Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purposes for which this report has been requested or for any other purpose.

The procedures we performed, and the associated findings are included in this report.

We were 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 Tier 5 agreed upon procedures. 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 management and others within the Association, the State Auditor, the Department of Finance and Administration – Local Government Division, and the New Mexico State Legislature and is not intended to be and should not be used by anyone other than these specified parties.

Integrity Accounting + Consulting, LLC

Integrity Accounting & Consulting, LLC
Albuquerque, NM

May 2, 2018

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

Our procedures and findings are as follows:

1. Verify Tier

Procedures

- a. Verify the local public body's revenue calculation and tier determination documented on the form provided at www.osanm.org under "Tiered System Reporting Main Page"

Results of Procedures Performed

- a. Based on a review of the Association's general ledger, total revenues for the fiscal year ending December 31, 2017 were \$183,497. Based on this information, the Association was properly determined to be a Tier 5 entity for FY17 since their total revenues were between \$50,000 and \$250,000 during the fiscal year.

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 of Procedures Performed

- a. The Association has one checking account and two savings accounts held at the same financial institution. In addition, the Association has two accounts held by New Mexico Finance Authority (NMFA). We obtained the bank statements and corresponding bank reconciliations for the Association's bank accounts. Bank reconciliations are completed by the Office Manager, and bank balances are reviewed by the Board of Directors as part of the financial presentation at monthly board meetings. We determined that bank reconciliations are performed on a timely basis and all were on-hand for the fiscal year.
- b. We tested reconciliations for five months: January, April, June, September and December 2017. Reconciliations were accurate, and the ending balances on the bank reconciliations agreed with the District's general ledger, supporting documentation and the financial reports submitted to DFA-LGD.

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

- c. We determined that none of the District's cash accounts exceeded FDIC coverage during the year; therefore, additional procedures were not performed.

3. Capital Assets

Procedures

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

Results of Procedures Performed

- a. The Association maintains a capital asset inventory listing in Microsoft Excel and performed a yearly inventory for the fiscal year ending December 31, 2017.

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 and test 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 of Procedures Performed

- a. An analytical review of actual revenue compared to budgeted revenue revealed no unexplained or unusual variations.
- b. We requested supporting documentation for thirty (30) deposits (41% of total revenue) from a total of 113 deposits for the year. For the sample selected, the amount recorded in the general ledger agreed with the supporting documentation and the bank statement.

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

- c. Per review of supporting documentation for the transactions tested, amounts were properly recorded on an accrual basis as to classification, amount and period.

5. Expenditures

Procedures

Select a sample of cash disbursements equal to at least 30% of the total dollar amount and test 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 of Procedures Performed

- a) We requested supporting documentation for thirty (30) disbursements (43% of total expenses) out of a total of 509 disbursements for the year. The amounts recorded as disbursed agreed with the supporting documentation. The amount, payee, date and description of the purchase agreed with the vendor's invoice, contract and canceled check. The District does not use purchase order forms.
- b) For the sample selected, disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.
- c) 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) and Regulations Governing the Per Diem and Mileage Act (2.42.2 NMAC).

6. Journal Entries

Procedures

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

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

- 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 of Procedures Performed

The Association utilizes water utility billing software to maintain customer accounts and the Quick Books software to record accounting transaction details. Adjustments are made as necessary to customer account balances in the water billing software and are generally related to the set up or termination of payment plans and lien filings. General journal entries are prepared by the Office Manager and are reported to the Board as part of the financial presentation at monthly meetings. All journal entries appear reasonable and have supporting documentation.

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 of Procedures Performed

- a) From a review of board resolution and correspondence, we determined that the fiscal year 2017 original proposed and final budget was approved by the Association's Board through resolution 2017-002 on January 17, 2017. Correspondence from the DFA-LGD indicated submission and approval. We also noted two subsequent budget adjustments which only reallocated expenditures by line item. They were approved by the Association's Board through board resolution 2017-008 on August 17, 2017, and through board resolution 2017-010 on October 19, 2017. Because the adjustments did not increase or decrease revenue or expenditures, approval by DFA-LGD is not required.

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

- b) Total actual expenditures did not exceed the final budget at the total fund level, the legal level of budgetary control.
- c) A schedule of revenues and expenditures – budget and actual (page 8) was prepared on the accrual budgetary basis used by the Association for each individual fund.

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. Perform the following tests on all state-funded capital outlay expenditures:

- 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 the cash 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 charged with oversight 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.

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
AGREED-UPON PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2017**

- 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 of Procedures Performed

- a) Based on review of accounting records we determined that amount recorded as disbursed agrees to supporting documentation. The cash payments were properly authorized and approved by the board of directors.
- b) The cash disbursements were properly authorized and approved by the board of directors in accordance with the budget and established policies and procedures.
- c) The request for proposal process was 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) Based on expenditures to date only engineering services have been provided.
- e) The status reports were submitted to the New Mexico Environment Department as required by the terms of agreement and amounts agree with general ledger and supporting documentation. Cash received for the award was accounted for in a separate account and reimbursement requests were properly supported by costs incurred by the recipient.
- f) The project was not funded in advance; this procedure is not applicable.
- g) The project has not been completed as of 12/31/2017. The procedure is not applicable.
- h) We determined that cash received for the award was accounted for in a separate account to assure separate budgeting and accounting of the funds.
- i) We reviewed disbursement requests that were submitted to New Mexico Environment Department. They were properly supported by the invoices from the vendors and we determined that the costs were incurred by the Associations prior to the request for reimbursement.

9. Other

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 21.2.2.10(I)(3)(C) NMAC.

Result 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.

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET (MODIFIED ACCRUAL BASIS BASIS) AND ACTUAL
For the Year Ended December 31, 2017**

	<u>Budgeted Amounts</u>			Variance Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:				
Operations	\$			
Water User Fees	106,422	106,422	104,969	(1,453)
Other operating revenue	150,900	150,900	72,498	(78,402)
Tax and late fees	7,074	7,074	6,490	(584)
Connection fee	300	300	520	220
Other				
Membership fees	-	-	(1,158)	(1,158)
Interest	-	-	178	178
Total revenues	<u>264,696</u>	<u>264,696</u>	<u>183,497</u>	<u>(81,199)</u>
Expenditures:				
Current:				
Personnel	47,669	50,269	53,798	(3,529)
Professional services	82,803	82,803	74,678	8,125
System parts, supplies, repairs & maintenance	94,865	94,865	5,666	89,199
Utilities	6,270	6,270	5,433	837
Taxes, licenses and fees	9,544	9,544	5,544	4,000
Insurance	6,665	4,065	1,240	2,825
Vehicle expense	3,500	3,500	2,903	597
Other operating expenses	2,550	2,550	5,936	(3,386)
Debt service				
Principal	11,102	11,102	11,102	-
Interest	7,424	7,424	7,424	-
Total expenditures	<u>272,392</u>	<u>272,392</u>	<u>173,724</u>	<u>98,668</u>
Excess (Deficiency) of Revenues Over Expenditures	\$ <u>(7,696)</u>	<u>(7,696)</u>	<u>9,773</u>	<u>17,469</u>
Budgeted cash carryover	<u>7,696</u>	<u>7,696</u>		
Net change in fund balance	\$ <u>-</u>	<u>-</u>		

MDWCA Name: La Jara Mutual Domestic Water Consumers & MSWA
Mailing Address: PO Box 107, La Jara, NM 87027
Email Address: lajarawater@gmail.com
Phone number: 575-289-0175

Calendar Year
2017

	APPROVED BUDGET	1st QR: Jan - Mar	2nd QR: Apr - Jun	3rd QR: Jul - Sept	4th QR: Oct - Dec	Year to Date(YTD) Totals	YTD (over)/under BUDGET	% of Budget
Beginning balances:								
Cash	3,248							
Savings	68,860							
CDs	-							
Investments	-							
Beginning Balance TOTAL	\$ 72,108							
REVENUES								
Water Sales (Water Use Fees)	106,422	25,585	26,532	26,886	25,966	104,969	1,453	99%
Connection/Reconnection Charges	300	160	160	60	140	520	(220)	173%
Membership and Meter Sales (Utility Service Fees)	0	(781)	0	0	(377)	(1,158)	1,158	-
Late Fees and Penalties (Other Fines and Forfeits)	2,054	415	401	401	321	1,539	515	75%
Gross Receipts Tax (Other State shared taxes)	5,020	1,211	1,243	1,265	1,231	4,951	69	99%
Other Operating Revenue (miscellaneous - other)	150,900	1,094	69,443	3,285	(304)	73,519	77,381	49%
TOTAL	\$ 264,696	27,685	97,779	31,897	26,978	184,339	80,357	70%
EXPENDITURES								
Salaries - Operator, Bookkeeper, etc.	50,269	12,252	11,865	12,271	15,213	51,601	(1,332)	103%
Employee Benefits and Expenses	-					0	0	-
Electricity	4,270	1,483	862	641	966	3,953	317	93%
Other Utilities - Gas, Water, Sewer, Telephone	2,000	662	498	499	505	2,164	(164)	108%
System Parts and Supplies	90,865	816	1,144	810	855	3,625	87,240	4%
System Repairs and Maintenance	4,000	130	260	0	2,102	2,492	1,508	62%
Vehicle Expenses	3,500	805	646	742	1,119	3,312	188	95%
Office and Administrative Expenses	1,880	521	539	245	495	1,800	80	96%
Professional Services - Accounting, Engineering, Legal	82,803	0	72,533	2,146	0	74,678	8,125	90%
Insurance	4,065	0	1,494	(472)	218	1,240	2,825	30%
Dues, Fees, Permits and Licenses	510	80	7	0	321	407	103	80%
Taxes - Gross Receipts Tax, Water Conservation Fee	9,034	2,252	2,246	2,309	2,481	9,288	(254)	103%
Training	670	225	413	0	0	638	32	95%
Miscellaneous	-	1,906	2,484	(390)	(1,515)	2,486	(2,486)	-
Loans								
Annual debt service - Loan 1	10,276	0	7,346	0	2,930	10,276	0	100%
Annual debt service - Loan 2	8,250	5,331	0	0	2,918	8,250	0	100%
TOTAL	\$ 272,392	26,463	102,337	18,801	28,609	176,210	96,182	65%
Ending Balance	64,412					80,237		
LESS: Operating Reserve	-							
Emergency Reserve	-							
Capital Improvement Reserve	-							
Debt Reserve	18,765					18,429		
Ending Available Cash Balance	\$ 45,647					\$ 61,808		

I HEREBY CERTIFY THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THIS REPORT DEPICTS ALL FUNDS.

/s/ Jill Mumford
 President/Chairperson

1/18/2018
 Date

STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
CAPITAL OUTLAY APPROPRIATIONS

Description	Resolution number	Legislation	Appropriation	Amount awarded	Amount expended	Amount received	Remaining balance
La Jara MDWC&MSWA - Water system	2016-006	Laws of 2016, Chapter 81 Sec.18, Paragraph 67	16-A2297-STB	\$100,000	\$84,374	\$22,281	\$15,626

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2017**

Status of Prior Year Findings

PRIOR YEAR FINDINGS

2016-001 – Bank Reconciliations - Resolved

2016-002 – Mileage Reimbursement – Resolved

No unresolved prior year findings.

CURRENT YEAR FINDINGS

No current year findings.

**STATE OF NEW MEXICO
LA JARA WATER USERS ASSOCIATION
OTHER DISCLOSURES
FOR THE YEAR ENDED JUNE 30, 2017**

B. EXIT CONFERENCE

The contents of the report for the La Jara Water Users Association were discussed on May 2, 2018. The following individuals were in attendance.

La Jara Water Users Association Officials

Andrew Vigil, Vice-President

Terry Johnson, Treasurer

Yvette Cordova, Office Manager

Integrity Accounting & Consulting Personnel

Erick Robinson, CPA, CFE Partner