

**STATE OF NEW MEXICO
HAMMOND CONSERVANCY DISTRICT
OFFICE OF THE STATE AUDITOR TIER 6
AGREED-UPON PROCEDURES
Year Ended December 31, 2013**

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**STATE OF NEW MEXICO
HAMMOND CONSERVANCY DISTRICT
List of Principal Officials
December 31, 2013**

<u>Title</u>	<u>Name</u>
President	Alan Vaughn
Secretary/Treasurer.....	Ron Baird
Director.....	R. Russell Smith
Director.....	George W. Riley III
Director.....	Kent Roberts
Business Manager.....	Teresa Lane

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

State Auditor and the Board Members
Hammond Conservancy District
Bloomfield, New Mexico

We have performed the agreed-upon procedures which the Office of the State Auditor and Hammond Conservancy District (the District) have specified, listed in the attached schedule, as required by Tier 6 of the Audit Act Section 12-6-3B(6) NMSA 1978 and Section 2.2.2.16 NMAC for the period beginning January 1, 2013 and ending December 31, 2013 in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The District is the responsible party, and the subject matter is the responsibility of the District. The sufficiency of the procedures is solely the responsibility of those parties specified in the 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.

Our findings related to the procedures in the schedule of procedures and results are presented in the accompanying schedule of findings and responses as listed in the table of contents.

We were not engaged to, and did not conduct, an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. 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 District, 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.

David Berry, CPA, PC

Farmington, New Mexico
October 14, 2015

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HAMMOND CONSERVANCY DISTRICT
Schedule of Procedures and Results
Year Ended December 31, 2013

The procedures and associated results are listed below. Any finding as a result of performing these procedures can be found in the attached Schedule of Findings and Responses.

1. Cash

- 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.

No exceptions were noted testing the attribute above.

- b) Perform a random test of bank reconciliations for accuracy. Also trace ending balances to the general ledger, supporting documentation, and the financial reports submitted to DFA-Local Government Division.

Our testing noted that tested reconciliations were accurate and agreed to the general ledger. We also noted that financial reports were not submitted to DFA-Local Government Division. This finding has been included in the Schedule of Findings and Responses #1.

- 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.

We determined that the bank balance did not exceed FDIC limits and were fully insured by the FDIC. There were no uninsured deposits to test.

2. Capital Assets

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

An annual physical inventory of capital assets was not performed by management. The finding has been included in the Schedule of Findings and Responses #2.

3. Debt

- a. If the local public body has any debt, verify that the required payments were made during the year. If the debt agreement requires reserves, verify that the local public body is in compliance with those requirements.

We verified the annual debt service payment made during the year. The District disclosed all reserve requirements in the footnotes to the financial statements.

4. Revenue

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.

We compared 2013 actual revenues to 2012 actual revenues and to 2013 budgeted revenues for each type of revenue.

The following table summarizes the District's operating revenues:

	<u>2013</u>	<u>2012</u>
Charges for services	\$ 313,038	\$ 298,675
Other operating revenues	<u>7,815</u>	<u>7,308</u>
Total Operating Revenues	<u>\$ 320,853</u>	<u>\$ 305,983</u>
	<u>Actual</u>	<u>Budget</u>
Charges for services	\$ 313,038	\$ 283,500
Other operating revenues	<u>7,815</u>	<u>5,000</u>
Total Operating Revenues	<u>\$ 320,853</u>	<u>\$ 288,500</u>

All revenues tested are considered reasonable and comparable to the prior year and budget based on expectations.

Select a sample of revenues based on auditor judgment and test using the following attributes:

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

No exceptions were noted testing the attribute above.

- 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.

No exceptions were noted testing the attribute above.

5. Expenditures

Select a sample of cash disbursements based on auditor judgment and test using 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.

No exceptions were noted testing the attribute above.

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

No exceptions were noted testing the attribute above.

- 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).

No exceptions were noted testing the attribute above.

6. Journal Entries

If non-routine journal entries, such as adjustments or reclassifications, are posted to the general ledger, test significant items for the following attributes:

- a) Journal entries appear reasonable and have supporting documentation.

No exceptions were noted testing the attribute above.

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

No exceptions were noted testing the attribute above.

7. Budget

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.

We verified that the board of directors approved the original budget. There were no budget adjustments. Approval by the DFA – LGD was not documented by the District. This finding has been included in the Schedule of Findings and Responses #1.

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

The District's total actual expenses of \$302,611 were less than the budgeted expenses of \$308,000 by \$5,389 and we did no further testing.

- 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.

See attached Statement of Revenues and Expenses – Budget and Actual (Budgetary Basis)

8. Capital Outlay Appropriations

- a. 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.

The District purchased a vehicle during the year that was approved by the board of directors. No exception noted in the purchase process or review of the paid invoice. The purchase was not made with capital outlay award funds. No further testing.

9. Other

- a. 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(l)(3)(C) NMAC.

The District failed to submit the complete required recommendation form and agreed upon procedures contract to the state auditor by the deadline. This finding has been included in the Schedule of Findings and Responses #3.

STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT
STATEMENT OF REVENUES AND EXPENSES -
BUDGET AND ACTUAL (BUDGETARY BASIS)

Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
OPERATING REVENUES:				
Charges for services	\$ 283,500	\$ 283,500	\$ 313,038	\$ 29,538
Other	5,000	5,000	7,815	2,815
Total Operating Revenues	288,500	288,500	320,853	32,353
OPERATING EXPENSES:				
Personnel services:				
Salaries and wages	166,000	166,000	152,971	13,029
Payroll taxes	13,000	13,000	11,788	1,212
Other personnel expenses	3,000	3,000	3,000	-
Total Personnel Services	182,000	182,000	167,759	14,241
Maintenance, operations and contractual services:				
Advertising	500	500	-	500
Contract labor	2,000	2,000	11,356	(9,356)
Equipment repairs	8,000	8,000	9,270	(1,270)
Equipment rental	4,200	4,200	4,203	(3)
Insurance	18,500	18,500	19,190	(690)
Other	3,100	3,100	2,262	838
Postage	1,200	1,200	765	435
Professional fees	34,000	34,000	24,672	9,328
Repairs and maintenance	14,000	14,000	13,951	49
Telephone	5,000	5,000	4,521	479
Utilities	8,500	8,500	6,226	2,274
Total Maintenance, Operations and Contractual Services	99,000	99,000	96,416	2,584

STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT

(Continued)

STATEMENT OF REVENUES AND EXPENSES -
BUDGET AND ACTUAL (BUDGETARY BASIS)

Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
Material and supplies:				
Chemicals	4,000	4,000	10,919	(6,919)
Fuel and oil	14,000	14,000	17,878	(3,878)
Shop supplies and tools	3,000	3,000	5,709	(2,709)
Office supplies	6,000	6,000	3,930	2,070
	<hr/>	<hr/>	<hr/>	<hr/>
Total Materials and Supplies	27,000	27,000	38,436	(11,436)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Operating Expenses	308,000	308,000	302,611	5,389
	<hr/>	<hr/>	<hr/>	<hr/>
Operating Income (Loss)	(19,500)	(19,500)	18,242	37,742
	<hr/>	<hr/>	<hr/>	<hr/>
NONOPERATING REVENUES (EXPENSES):				
Long-term debt payment	(9,000)	(9,000)	(9,000)	-
Replacement reserves / capital expenditures	(30,000)	(30,000)	-	30,000
Interest income	500	500	310	(190)
Ad valorem taxes	58,000	58,000	67,002	9,002
Federal grants	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Nonoperating Revenues (Expenses)	19,500	19,500	58,312	38,812
	<hr/>	<hr/>	<hr/>	<hr/>
Change in Net Position (Budgetary Basis)	\$ -	\$ -	76,554	\$ 76,554
	<hr/>	<hr/>	<hr/>	<hr/>
RECONCILIATION TO CHANGE IN NET POSITION ON BASIC FINANCIAL STATEMENTS:				
Depreciation			(266,134)	
Long-term debt payment			9,000	
			<hr/>	
Change in net position per basic financial statements			\$ (180,580)	
			<hr/>	

HAMMOND CONSERVANCY DISTRICT
Schedule of Findings and Responses
Year Ended December 31, 2013

Finding #1 - FS 2010-001 Submission of Reports to the Department of Finance and Administration (DFA-LGD) (Procedures 1 and 7)

Condition

The District did document the submission of financial and budgetary reports with DFA-LGD.

Criteria

Section 6-6-2 NMSA 1978 requires local public bodies to submit quarterly financial reports and an annual budget to DFA-LGD.

Cause

The District was unaware it should document the submission of reports and budgets.

Effect

The District is not in compliance with Section 6-6-2 NMSA 1978.

Recommendation

The District should adopt policies and procedures to comply with and document compliance with Section 6-6-2 NMSA 1978.

Management Response

The District will adopt policies and procedures to comply with and document compliance with Section 6-6-2 NMSA 1978.

Finding #2 - FS 2009-001 Capital Asset Certification (Other) (Procedure 2)

Condition

The District did not conduct an annual capital asset inventory to be certified by its governing authority (the Board).

Criteria

The New Mexico Administrative Code (NMAC) Section 2.20.1.16A & E states that “at the end of the fiscal year, each agency shall conduct a physical inventory of its fixed assets and the results of the physical inventory shall be recorded in a written inventory report, certified as to correctness and signed by the governing body of the agency”. Section 12-6-10 NMSA 1978 further specifies that the inventory should be done for “movable chattels and equipment costing more than \$5,000 and under the control of the governing authority”.

Cause

The District was not aware of the statute requiring capital asset inventory and certification by the Board.

Effect

The District is not in compliance with Section 12.6.10 NMSA 1978.

Recommendation

The District should adopt policies and procedures to comply with Section 12.6.10 NMSA 1978.

Management Response

The District will adopt policies and procedures to comply with Section 12.6.10 NMSA 1978.

Finding #3 - FS 2008-002 Late Submission of Reports (Other) (Procedure 9)

Condition

The District did not submit its required reports to the New Mexico Office of the State Auditor for the year ended December 31, 2013 by its due dates.

Criteria

The New Mexico State Auditor rules require that a State Agency audit (AUP) report be submitted within 5 months after its year end (SAO Rule 2.2.2.9 A(1)(d)).

Cause

The District did not contract to have the AUP done on a timely basis due to cash flow concerns.

Effect

The District is not in compliance with the New Mexico State Auditor Rules and Regulations.

Recommendation

The District should adopt policies and procedures to comply with the New Mexico Auditor Rules and Regulations.

Management Response

The District will adopt policies and procedures for controls over financial statement preparation and requirements to comply with the New Mexico Auditor Rules and Regulations.

**STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT
EXIT CONFERENCE
Year Ended December 31, 2013**

An exit conference was held on October 14, 2015, and the following were in attendance:

Hammond Conservancy District:

Board Director	Ron Baird
Business Manager	Teresa Lane

David Berry, CPA, PC:

CPA	David Berry, CPA
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**STATE OF NEW MEXICO
HAMMOND CONSERVANCY DISTRICT
ANNUAL COMPILED FINANCIAL REPORT
Year Ended December 31, 2013**

INTRODUCTORY SECTION

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**STATE OF NEW MEXICO
HAMMOND CONSERVANCY DISTRICT
List of Principal Officials
December 31, 2013**

<u>Title</u>	<u>Name</u>
President	Alan Vaughn
Secretary/Treasurer.....	Ron Baird
Director.....	R. Russell Smith
Director.....	George W. Riley III
Director.....	Kent Roberts
Business Manager.....	Teresa Lane

FINANCIAL SECTION

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DAVID BERRY, CPA, PC

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CERTIFIED PUBLIC ACCOUNTANT / SMALL BUSINESS CONSULTANT

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

State Auditor and the Board Members
Hammond Conservancy District
Bloomfield, New Mexico

Management is responsible for the accompanying financial statements of the business-type activities of Hammond Conservancy District (a governmental entity), as of and for the year ended December 31, 2013, and related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

David Berry, CPA, PC

**Farmington, New Mexico
October 14, 2015**

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Management's Discussion and Analysis Year Ended December 31, 2013

For financial reporting purposes, Hammond Conservancy District (the District) is considered a special purpose, primary government according to the definition in Governmental Accounting Standards Board. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and accrual basis accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.

The report consists of Managements' Discussion and Analysis, the Statement of Net Assets, the Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. These statements provide both long-term and short-term financial information for the District.

The discussion and analysis of the District's financial statements provides an overview of its financial activities as of and for the year ended December 31, 2013.

Financial Highlights

- The District's assets exceeded its liabilities at the close of the fiscal year December 31, 2013 by \$9,099,685 (net position). This was a decrease of \$180,580 from December 31, 2012 net position of \$9,280,685. Of the December 31, 2013 net position, \$192,610 is unrestricted.
- The District's financial position declined in 2013 as compared to prior year. Net position decreased during the year by \$180,580. Depreciation expense of \$266,134 is included in this decrease of net position.
- The District's cash and cash equivalents reflect \$194,024 at December 31, 2013. All excess cash assets are invested in certificates of deposit. In addition, funds have been designated for future operation and maintenance and pump replacement in the amount of \$84,139.

The Statement of Net Assets and Statement of Revenue, Expenses, and Changes in Net Position

The Statement of Net Position and Statement of Revenues, Expenses, and Changes in Net Position report the District's net position and how they have changed. Net position is defined as the difference between assets and liabilities. It is one indicator that measures the District's financial health, or position. Non-financial factors are also important to consider, including number of members and the condition of the system.

These statements include all assets and liabilities using the accrual basis of accounting. All of the current year's revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid. The following table summarizes the District's assets, liabilities, and net position as of December 31, 2013 and 2012.

Net Assets, as of December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Assets		
Current Assets	\$ 192,610	\$ 147,443
Capital Assets, Net	8,983,436	9,219,770
Non-Current Assets	<u>84,139</u>	<u>82,552</u>
Total Assets	9,260,185	9,449,765
Liabilities		
Current Liabilities	\$ 9,000	\$ 9,000
Non-Current Liabilities	<u>151,500</u>	<u>160,500</u>
Total Liabilities	160,500	169,500
Net Position:		
Invested in Capital Assets	\$ 8,822,936	\$ 9,050,270
Restricted Expendable	84,139	82,552
Unrestricted	<u>192,610</u>	<u>147,443</u>
Total Net Position	\$ 9,099,685	\$ 9,280,265

Analysis of Net Position

The District's assets exceeded liabilities by \$9,099,685 at the close of the fiscal year. Net position consists of 97% Capital Assets (e.g. project works, buildings, and equipment) or \$8,822,936. The District uses these capital assets in its mission to deliver irrigated water to land owners in the District's service area; consequently, these assets are not available for future spending. Net position also consists of restricted assets in the amount of \$84,139. Unrestricted net position is available for the District's ongoing operations and is \$192,610.

The following table summarizes the District's revenue, expenses, and changes in net position for the year ended December 31, 2013 and 2012:

Revenue, Expenses and Changes in Net Position

	<u>2013</u>	<u>2012</u>
Operating Revenues	\$ 320,853	\$ 305,983
Operating Expenses	<u>568,745</u>	<u>594,629</u>
Operating Loss	(247,892)	(288,646)
Nonoperating Revenues (Expenses)	<u>67,312</u>	<u>59,694</u>
Decrease in Net Position	\$ (180,580)	\$ (228,952)

During the fiscal year, the District's net position decreased by \$180,580. Operating revenues increased by \$14,870 (5% increase) due to increase in charges and levies.

Operating Revenues

The following table summarizes the District's operating revenues for the fiscal year ended December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Charges for services	\$ 313,038	\$ 298,675
Other operating revenues	<u>7,815</u>	<u>7,308</u>
Total Operating Revenues	\$ 320,853	\$ 305,983

Operating revenues increased by \$14,870 (5% increase) due to increase in charges and levies.

Operating Expenses

The following table summarizes the District's operating expenses for the fiscal year ended December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Personnel services	\$ 167,759	\$ 138,039
Maintenance, operations and contractual services	96,416	141,128
Material and supplies	38,436	36,159
Depreciation	<u>266,134</u>	<u>279,303</u>
Total Operating Expenses	\$ 568,745	\$ 594,629

Non-Operating Revenues and Expenses

The following table summarizes the District's non-operating revenues (expenses) for the fiscal year ended December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Interest income	\$ 310	\$ 233
Ad valorem taxes	67,002	59,461
Operating grants	-	-
Gain (loss) on disposition of capital assets	<u>-</u>	<u>-</u>
Total Nonoperating Revenues	\$ 67,312	\$ 59,694

Capital Assets and Long-Term Debt

The District added \$29,800 and \$1,797 in capital assets during the fiscal year ended December 31, 2013 and 2012. Depreciation expenses for the year ended December 31, 2013 and 2012, amounted to \$266,134 and \$279,303, respectively.

The District made principal payments in the amount of \$9,000 and \$9,000 during the years ended December 31, 2013 and 2012, respectively.

Factors Impacting Future Periods

The District will continue maintenance on the delivery system of irrigation water to land owners in its service area.

Comparison of Budget to Actual

Included in this audit report is a Budget Comparison Summary of the original budget to the final budget to the actual revenue and expenses. This report is required by the New Mexico State Auditor.

Operating revenues were over budget by \$32,353 due to charges for services and other charges.

Total operating expenses were under/(over) budget by \$5,389. Personnel services were under/(over) budget by \$14,241; maintenance, operations and contractual services were under/(over) budget by \$2,584; and materials and supplies were under/(over) budget by (\$11,436).

Total Nonoperating revenues (expenses) were over/ (under) budget by \$38,812.

BASIC FINANCIAL STATEMENTS

**STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT
BASIC FINANCIAL STATEMENTS**

STATEMENT OF NET POSITION

December 31, 2013

ASSETS	
CURRENT ASSETS:	
Cash and cash equivalents	\$ 109,885
Accounts receivable, net of allowance of \$975	40,195
Due from other governments	28,035
Prepaid expenses	14,495
Total Current Assets	<u>192,610</u>
NONCURRENT ASSETS:	
Restricted assets - cash	84,139
Capital assets, net of accumulated depreciation	8,983,436
Total Noncurrent Assets	<u>9,067,575</u>
Total Assets	<u><u>\$ 9,260,185</u></u>
 LIABILITIES AND NET POSITION	
CURRENT LIABILITIES:	
Accounts payable	\$ -
Accrued payroll taxes	-
Current portion of noncurrent liabilities	9,000
Total Current Liabilities	<u>9,000</u>
NONCURRENT LIABILITIES:	
Note payable - US Department of Interior (noncurrent)	<u>151,500</u>
Total Liabilities	<u>160,500</u>
NET POSITION:	
Net investment in capital assets	8,822,936
Restricted expendable	84,139
Unrestricted	192,610
Total Net Position	<u>9,099,685</u>
Total Liabilities and Net Position	<u><u>\$ 9,260,185</u></u>

See accompanying notes and accountant's report.

**STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT
BASIC FINANCIAL STATEMENTS**

**STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN FUND NET POSITION**

Year Ended December 31, 2013

OPERATING REVENUES:

Charges for services	\$	313,038
Other operating revenues		7,815
Total Operating Revenues		<u>320,853</u>

OPERATING EXPENSES:

Personnel services		167,759
Maintenance, operations and contractual services		96,416
Material and supplies		38,436
Depreciation		266,134
Total Operating Expenses		<u>568,745</u>
Operating Income (Loss)		<u>(247,892)</u>

NONOPERATING REVENUES (EXPENSES):

Interest income		310
Ad valorem taxes		67,002
Federal grants		-
Total Nonoperating Revenues (Expenses)		<u>67,312</u>

Increase (decrease) in net position (180,580)

NET POSITION, beginning of year 9,280,265

NET POSITION, end of year \$ 9,099,685

See accompanying notes and accountant's report.

**STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT
BASIC FINANCIAL STATEMENTS**

STATEMENT OF CASH FLOWS

Year Ended December 31, 2013

CASH FLOWS FROM OPERATING ACTIVITIES:	
Charges for services and other operating revenues	\$ 309,663
Payments to employees for salaries and benefits	(167,759)
Payments to suppliers	<u>(147,036)</u>
Net Cash Provided (Used) By Operating Activities	<u>(5,132)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Ad valorem taxes	67,002
Operating grants	<u>-</u>
Net Cash Provided (Used) By Noncapital Financing Activities	<u>67,002</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:	
Acquisition of fixed assets	(29,800)
Repayment of debt	<u>(9,000)</u>
Net Cash Provided (Used) By Capital Financing Activities	<u>(38,800)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest on investments	<u>311</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	23,381
CASH AND CASH EQUIVALENTS, beginning	<u>170,643</u>
CASH AND CASH EQUIVALENTS, ending	<u><u>\$ 194,024</u></u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:	
Operating income (loss)	\$ (247,892)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	266,134
Changes in:	
Accounts receivable	(11,190)
Due from other governments	(10,100)
Prepaid expenses	(2,084)
Accrued taxes payable	<u>-</u>
Net Cash Provided (Used) By Operating Activities	<u><u>\$ (5,132)</u></u>

See accompanying notes and accountant's report.

HAMMOND CONSERVANCY DISTRICT
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 1 – CREATION OF ENTITY AND BASIS OF PRESENTATION

Reporting Entity

The District was created by decree of the State of New Mexico, Chapter 75, New Mexico State Statutes Annotated 1953, as a political subdivision of the State in April 1958. The District participated in the Colorado River Storage Project, pursuant to an agreement with the Department of Interior, subject to Federal Reclamation Laws, beginning in 1959. The Project accomplished the construction of a diversion dam, main canal, pumping plant and associated water transportation system, and headquarters. Subsequent to the development period, the District assumed responsibility for the operation and maintenance of the Project to deliver irrigation water to land owners located within Bloomfield, New Mexico. The District is governed by a Board of Directors elected by the members of the District. The Board of Directors of the District has decision-making authority, the power to designate management, and the ability to significantly influence operations and primary accountability for fiscal matters. Based on the application of these criteria no component units were included in the financial statements.

Basis of Accounting

For financial reporting purposes, the District is considered a special-purpose government engaged in business-type activities. The financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when incurred. All significant intra-entity transactions have been eliminated.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include amounts in demand deposit accounts, cash on hand, and certificates of deposits.

State statutes authorize the District to invest excess funds in United States bonds or treasury certificates or other instruments backed by the full faith and credit of the United States Government.

Collateral is required for at least 50% (102% for overnight deposits) of all balances not insured by the FDIC. Obligations that may be pledged as collateral are obligations of the U.S. Government, its agencies and state and local governments. Collateral is held in safekeeping at depository institutions.

Accounts Receivable

Land within the District is statutorily classified as Class A (irrigable) and Class B (non-irrigable) land. Class A land owners pay for water services as follows: Levies are charged at the rate of \$15 per acre for approximately 3,933 acres of authorized irrigable land; water usage is charged at the rate of \$22.50 per acre;. a special levy of \$10 per acre is charged each month; each Class A land owner is charged \$90 per year to provide additional funds for operations.

The District is required to provide service and grant credit to a diverse customer base within its service territory. The District may require security deposits prior to providing service to customers depending upon an assessment of credit worthiness. The District reviews customer accounts receivable on a regular basis and has an accounts receivable collection policy.

The District has reviewed its customer base for concentrations of credit risk and has determined that no individual customer or group of customers engaged in similar activities represent a material concentration of credit risk to the District.

Due From Other Governments

Intergovernmental receivables include amounts due from grantors for grants for specific programs and capital projects. Program grants and capital grants for general fixed assets are recorded as receivables and revenues at the time reimbursable project costs are incurred. Revenues received in advance of project costs being incurred are deferred. Capital grants for fixed asset additions to the proprietary funds are recorded as receivables and a corresponding increase to contributions in aid of construction when reimbursable project costs are incurred.

The District receives indirect cost reimbursements from the Bureau of Reclamation grant. These revenues are for expenses incurred in performing administrative functions on behalf of the project. The associated expense is included as a cost of the constructed assets.

Prepaid Items

Payments made to vendors for services that will benefit periods beyond the year-end are recorded as prepaid items.

Restricted Assets

The restricted assets consist of certificates of deposit required for compliance with various debt agreements.

Capital assets

Capital assets are recorded at original cost, or fair value if donated. The District's capitalization policy for moveable equipment includes all items with a unit cost of \$5,000 or more, and an estimated useful life of greater than one year. The District includes software purchased with a piece of equipment in the cost of capitalization. This total cost is depreciated over the useful life of the equipment. Renovations to buildings, infrastructure and land improvements that significantly increase the value or extend the useful life of the structure are capitalized.

Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets, generally 10 to 50 years for project works and headquarters, 7 to 10 years for shop and maintenance equipment, and 5 to 10 years for office and transportation equipment.

Compensated Absences

It is the policy of the District to permit certain employees to accumulate a limited amount of earned but unused vacation leave, which will be paid to employees upon separation from the District. The cost of earned but unpaid vacation leave is normally recognized in proprietary funds when the benefit vests to the employee and becomes a legal liability to the District. It is the policy of the District to allow employees to take their vacation leave prior to the next irrigation season. At year-end, substantially all of the accumulated compensated absences had been used prior to year-end, and no liability was accrued. The District does not pay for unused sick leave upon termination; therefore, amounts are not accrued for sick leave liability.

Net position

Net position is classified as follows:

Net Investment in capital assets represent the District's total investment in capital assets, net of outstanding debt related to those capital assets.

Restricted net assets represent those operating funds on which external restrictions have been imposed that limit the purposes for which such funds can be used. *Restricted expendable* net assets are resources that the District is legally or contractually obligated to spend in accordance with imposed restrictions by third parties. *Restricted non-expendable* net assets consist of endowment and similar funds in which third parties have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income. There are no restricted non-expendable net assets at year-end.

Unrestricted net assets consist of those operating funds over which the governing board retains full control to use in achieving any of its authorized purposes.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the District's policy is to first apply the expense towards restricted resources, and then towards unrestricted resources.

Revenues

Revenues are classified as operating or non-operating according to the following criteria:

Operating revenue include activities that have the characteristics of an exchange transaction, such as a) charges for services and fees, net of allowance for uncollectible allowance.

Non-operating revenues include activities that have the characteristics of non-exchange transactions, such as a) capital grants; and b) investment income.

General (ad valorem) taxes are collected by the San Juan County Treasurer and distributed monthly to the District. Class A and B landowners pay property taxes based on the assessed valuation as of January 1st of each year. The tax levy is payable in two installments, November 10th and April 10th. The property taxes are considered delinquent and subject to lien, penalty and interest, 30 days after the date on which they are due. Property taxes are recognized as revenue when levied by San Juan County Treasurer.

Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Expenses

Expenses are classified as operating or non-operating according to the following criteria:

Operating expenses include activities that have the characteristics of an exchange transaction, such as a) employee salaries, benefits, and related expense; b) utilities, supplies, and other services; d) professional fees; and e) depreciation expenses related to District property, plant, and equipment.

Non-operating expenses include activities that have the characteristics of non-exchange transactions, such as interest on capital asset-related debt and bond expenses that are defined as non-operating expenses.

Tax Status

The income generated by the District is excluded from federal income taxes under section 115(a) of the Internal Revenue Code. The District is exempt under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3). Income generated from activities unrelated to the District's exempt purpose is subject to tax under Internal Revenue Code section 511.

Budgets

According to State statute, the District adopts and approves an annual nonappropriated budget adopted on a cash (non-GAAP) basis. Budgetary control is prepared at the level of account classification, and serves as a management control device. Once adopted, the Board is authorized to amend the budget at the account classification and fund level.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 3 – LEGAL COMPLIANCE - BUDGETS

Prior to June 1, the Business Manager submits to the Board of Directors a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them. Public hearings are conducted to obtain taxpayers comments. Prior to September 1, the budget is legally enacted through passage of a resolution.

The Business Manager is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures of any fund must be approved by the Board of Directors. Expenditures of the District may not legally exceed appropriations at the level at which the budget is adopted, that is, expenditures in each fund may not exceed the budgeted appropriation for that fund.

Budgets for proprietary enterprise funds are adopted on a cash (non-GAAP) basis.

NOTE 4 - CASH AND CASH EQUIVALENTS

Custodial Credit Risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may not be returned to it. State statute requires that the bank deposits be 50% collateralized. At year end, the District was in compliance with state statute.

The carrying amount of the District's deposits was \$194,024 and the bank balance was \$211,473 as of December 31, 2013. Of the bank balance, \$211,473 was covered by federal depository insurance. The remaining balance of \$0 was covered by collateral held in the pledging financial institutions' trust department or agent but not in the District's name, and \$0 was uncollateralized and uninsured. The \$0 is considered to be a custodial credit risk because the collateral is not held in the District's name.

NOTE 5 - RESTRICTED ASSETS

The following is a summary of restricted assets as of December 31, 2013:

Operations and maintenance account.....	\$ 39,406
Pump replacement.....	<u>44,733</u>
Total Restricted Assets.....	<u>\$ 84,139</u>

Certain resources set aside for their warranties, operations and equipment replacement, are classified as restricted assets on the balance sheet because their use is limited by applicable agreements. The "operations and maintenance" account is used to report resources set aside to fund operations and maintenance. The "pump replacement" account is used to report resources set aside to replace the pump in the future.

NOTE 6 – CAPITAL ASSETS

The following is a summary of changes in capital assets during the fiscal year:

	<u>December 31,</u> <u>2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>December 31,</u> <u>2013</u>
Project works & headquarters	\$12,790,519	\$ -	\$ -	\$12,790,519
Shop & maint. equip.....	370,252	-	-	370,252
Office equipment.....	71,127	-	-	71,127
Transportation equip.....	<u>67,457</u>	<u>29,800</u>	<u>-</u>	<u>97,257</u>
Total	<u>13,299,355</u>	<u>29,800</u>	<u>-</u>	<u>13,329,155</u>
Less accumulated depreciation				
Project works & headquarters	3,575,719	262,813	-	3,838,532
Shop & maint. equip.....	369,162	233	-	369,395
Office equipment.....	69,480	359	-	69,839
Transportation equip.....	<u>65,224</u>	<u>2,729</u>	<u>-</u>	<u>67,953</u>
Total accumulated depreciation.....	<u>4,079,585</u>	<u>266,134</u>	<u>-</u>	<u>4,345,719</u>
Net	<u>\$ 9,219,770</u>	<u>\$(236,334)</u>	<u>\$ -</u>	<u>\$ 8,983,436</u>

NOTE 7 - LONG-TERM DEBT

During the year ended December 31, 2013, the following changes occurred in long-term debt:

	<u>Balance</u> <u>12/31/2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/2013</u>	<u>Due Within</u> <u>One Year</u>
N/P - Finance Company	\$ -	\$ -	\$ -	\$ -	\$ -
N/P - US Dept of Interior	<u>169,500</u>	<u>-</u>	<u>9,000</u>	<u>160,500</u>	<u>9,000</u>
Total	<u>\$ 169,500</u>	<u>\$ -</u>	<u>\$ 9,000</u>	<u>\$ 160,500</u>	<u>\$ 9,000</u>

Note Payable - U.S. Department of Interior

The amount due to the United States Department of Interior, Bureau of Reclamation, dated October 1959, in the amount of \$450,000 payable in 50 annual installments of \$9,000, noninterest bearing, and beginning in 1982. The balance due as of December 31, 2013 was \$160,500.

The terms of the contract with the Department of Interior provides for repayment of principal only. Accordingly, no interest expense has been recorded or capitalized in the financial statements. The terms of the loan agreement require that the District maintain cash reserves as security for the debt, and for repairs and replacements. The District is in compliance with the reserve requirements as of December 31, 2013.

Long-term debt service requirements to maturity are as follows:

<u>Fiscal Year Ended</u>	<u>Finance Company</u>	<u>US Dept. Interior</u>	<u>Total</u>
December 31, 2014.....	-	9,000	9,000
December 31, 2015.....	-	9,000	9,000
December 31, 2016.....	-	9,000	9,000
December 31, 2017.....	-	9,000	9,000
December 31, 2018.....	-	9,000	9,000
December 31, 2019-2023.....	-	45,000	45,000
December 31, 2024-2028.....	-	45,000	45,000
December 31, 2029-2031.....	-	25,500	25,500
Debt service requirements.....	-	160,500	160,500
Less current portion.....	-	(9,000)	(9,000)
Long-term debt, net.....	<u>\$ -</u>	<u>\$151,500</u>	<u>\$151,500</u>

NOTE 8 – NET POSITION

The restricted operation and maintenance asset is balanced by a restricted expendable net position amounting to \$39,406.

The restricted pump replacement asset is balanced by a restricted expendable net position amounting to \$44,733.

The District has designated \$84,565 to provide funds for repairs, replacement and maintenance of the assets of the District.

The following is a summary of reserved, designated and undesignated net position as of December 31, 2013:

Restricted per agreement:	
Operation and maintenance	\$ 39,406
Pump replacement	44,733
Total Restricted Expendable	<u>\$ 84,139</u>
Unrestricted:	
Designated for repairs and replacement ...	\$ 84,565
Undesignated net position	108,045
Total Unrestricted	<u>\$ 192,610</u>

NOTE 9 - CONTINGENCIES AND COMMITMENTS

Grants

The District receives financial assistance from federal and state sources in the form of grants and entitlements. The disbursements of the funds received are generally limited to specific compliance requirements as specified in the grant agreement. In prior years, the District had their grants audited under the audit requirements of the Office of Management and Budgets Circular A-133. The Federal agencies reserve the right to review the scope of the audit and conduct a follow-up review if deemed necessary. Any disallowed claims resulting from such audits could become a liability of the General Fund or any other applicable District fund. The District, however, believes that liabilities resulting from disallowed claims, if any, will not have a material effect on the District's financial position at year end.

Commitments

In September 1996 the District entered into a cooperative agreement with the United States Department of Interior, Bureau of Reclamation. The agreement is authorized by Public Law 104-20 to expand its salinity control efforts to new areas within the Colorado River Basin. The Bureau of Reclamation will provide funding and technical assistance for work associated with lining canals and laterals of the District conveyance system. The duration of this agreement extends through September 30, 2002. The total cost of lining the East Highline, West Highline, Gravity Extension Lateral, main canal, and project mitigation is estimated to be \$13,486,000. The Bureau of Reclamation has reserved \$11,905,000 from its 1996 funds to cover payments, which may be due under this agreement. Additional funding is subject to congressional appropriations. The District is responsible for conducting all required pre-construction and construction activities, and submitting periodic reports to the Bureau of Reclamation as required by federal and state laws. The District has subcontracted with a construction manager to assist with accomplishing these responsibilities.

Risk Management

The District has purchased commercial insurance that transfers risks of loss to an unrelated party. This coverage minimizes the District's retained risks of loss up to the policy limits.

NOTE 10 – SUBSEQUENT EVENTS

The District has evaluated subsequent events through October 14, 2015, which is the date the financial statements were available to be issued.

SUPPORTING SCHEDULES

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STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT
STATEMENT OF REVENUES AND EXPENSES -
BUDGET AND ACTUAL (BUDGETARY BASIS)

Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
OPERATING REVENUES:				
Charges for services	\$ 283,500	\$ 283,500	\$ 313,038	\$ 29,538
Other	5,000	5,000	7,815	2,815
Total Operating Revenues	288,500	288,500	320,853	32,353
OPERATING EXPENSES:				
Personnel services:				
Salaries and wages	166,000	166,000	152,971	13,029
Payroll taxes	13,000	13,000	11,788	1,212
Other personnel expenses	3,000	3,000	3,000	-
Total Personnel Services	182,000	182,000	167,759	14,241
Maintenance, operations and contractual services:				
Advertising	500	500	-	500
Contract labor	2,000	2,000	11,356	(9,356)
Equipment repairs	8,000	8,000	9,270	(1,270)
Equipment rental	4,200	4,200	4,203	(3)
Insurance	18,500	18,500	19,190	(690)
Other	3,100	3,100	2,262	838
Postage	1,200	1,200	765	435
Professional fees	34,000	34,000	24,672	9,328
Repairs and maintenance	14,000	14,000	13,951	49
Telephone	5,000	5,000	4,521	479
Utilities	8,500	8,500	6,226	2,274
Total Maintenance, Operations and Contractual Services	99,000	99,000	96,416	2,584

STATE OF NEW MEXICO, HAMMOND CONSERVANCY DISTRICT (Continued)

STATEMENT OF REVENUES AND EXPENSES -
BUDGET AND ACTUAL (BUDGETARY BASIS)

Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
Material and supplies:				
Chemicals	4,000	4,000	10,919	(6,919)
Fuel and oil	14,000	14,000	17,878	(3,878)
Shop supplies and tools	3,000	3,000	5,709	(2,709)
Office supplies	6,000	6,000	3,930	2,070
Total Materials and Supplies	<u>27,000</u>	<u>27,000</u>	<u>38,436</u>	<u>(11,436)</u>
Total Operating Expenses	<u>308,000</u>	<u>308,000</u>	<u>302,611</u>	<u>5,389</u>
Operating Income (Loss)	<u>(19,500)</u>	<u>(19,500)</u>	<u>18,242</u>	<u>37,742</u>
NONOPERATING REVENUES (EXPENSES):				
Long-term debt payment	(9,000)	(9,000)	(9,000)	-
Replacement reserves / capital expenditures	(30,000)	(30,000)	-	30,000
Interest income	500	500	310	(190)
Ad valorem taxes	58,000	58,000	67,002	9,002
Federal grants	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>19,500</u>	<u>19,500</u>	<u>58,312</u>	<u>38,812</u>
Change in Net Position (Budgetary Basis)	<u>\$ -</u>	<u>\$ -</u>	<u>76,554</u>	<u>\$ 76,554</u>

**RECONCILIATION TO CHANGE IN NET
POSITION ON BASIC FINANCIAL STATEMENTS:**

Depreciation	(266,134)
Long-term debt payment	<u>9,000</u>
Change in net position per basic financial statements	<u><u>\$ (180,580)</u></u>

See accompanying notes and accountant's report.