

**STATE OF NEW MEXICO  
RANCHOS DE PLACITAS SANITATION DISTRICT**

**Independent Accountants' Report on  
Applying Tier 4 Agreed-Upon Procedures**

**For the Year Ended  
June 30, 2016**

James L. Hartogenesis, CPA LLC

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Certified Public Accountant

**STATE OF NEW MEXICO**  
**RANCHOS DE PLACITAS SANITATION DISTRICT**  
JUNE 30, 2016  
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**STATE OF NEW MEXICO  
RANCHOS DE PLACITAS SANITATION DISTRICT  
OFFICIAL ROSTER  
JUNE 30, 2016**

**Board of Directors**

<u>Name</u>	<u>Title</u>
Vacant	President
Nancy Hobbs	Treasurer
Sam Wasson	Director
Ralph Skelley	Director

**Administrative Officials**

Jean Thomsen-Youel	Secretary
Jeanne Burnley	Bookkeeper

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

Board of Directors  
Ranchos de Placitas Sanitation District  
and  
Honorable Timothy Keller  
New Mexico State Auditor  
Santa Fe, New Mexico

I have performed the procedures enumerated below which were agreed to by State of New Mexico Ranchos de Placitas Sanitation District (the "District") and the New Mexico State Auditor (the specified parties), solely to assist users in evaluating the District's financial reporting relating to its Cash, Capital Assets, Revenues, Expenditures, Journal Entries, and Budget information and its compliance with Section 12-6-3(B) NMSA 1978 and Section 2.2.2.16 NMAC, as of and for the year ended June 30, 2016. The District is responsible for its financial reporting as described above. 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.

In accordance with Tier 4 of the Audit Act – Section 12-6-3 B (4) NMSA 1978 and Section 2.2.2.16 NMAC, my procedures and associated findings are as follows:

**1. REVENUE DETERMINATION**

**Procedures**

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 "Tier System Reporting Main Page".

**Results of Procedures**

The District's revenue calculation and tier determination were verified as correct. Total revenue was \$92,632 which requires Tier 4 agreed-upon procedures.

## **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. For purposes of performing my procedures "timely" means completion of the bank reconciliations within one month after the last day of the reporting month and "complete" means that statements for bank and investment accounts are all accounted for by the District.

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 Department of Finance & Administration - Local Government Division (DFA-LGD). For purposes of performing my procedures "accuracy" means that reconciling items agree to deposit slips and subsequent bank or investment statements, and the reconciliations are mathematically correct.

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**

Bank accounts were complete and reconciled timely. 2 of 12 reconciliations were tested for accuracy and traced to the general ledger without exception. Financial reports were submitted to DFA without exception. Pledged collateral was not required.

## **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 of Procedures**

The District performed their annual capital asset inventory without exception.

## **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 revenues based on accountant's judgment and test 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 of Procedures**

Revenue was analytically tested and met expectations without exception. 16 receipts were tested and were determined to be properly recorded as to amount, classification and period.

## **5. EXPENDITURES**

### **Procedures**

Select a sample of cash disbursements based on accountant's 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 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) and Regulations Governing the Per Diem and Mileage Act (2.42.2 NMAC).

### **Results of Procedures**

36 disbursements were tested. Disbursements tested were accurate as to amount, payee, date and description, were properly authorized, and were in compliance with the budget, procurement code, and the Per Diem and Mileage Act, where applicable.

## **6. JOURNAL ENTRIES**

### **Procedures**

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.
- 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**

All 12 month's journal entries were tested. The entries were reasonable, had adequate support, and were reviewed and authorized monthly by the Board of Directors.

## **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**

The budget was reviewed and determined to be properly authorized. Expenditures were less than budgeted amounts at the fund level, which is the legal level of budgetary control. The Schedule of Revenues and Expenditures - Budget and Actual (Cash Basis) is presented on page 7 of this report.

## 8. 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 of Procedures

Nothing noted.

I was not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the District's financial reporting to the State Auditor as described above. Accordingly, I do not express such an opinion. 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 the State of New Mexico Ranchos de Placitas Sanitation District, New Mexico Office of the State Auditor, the New Mexico Legislature, and the New Mexico Department of Finance and Administration and is not intended to be and should not be used by anyone other than those specified parties.

*James L. Hartogensis, CPA LLC*

Albuquerque, New Mexico  
August 15, 2016



**SCHEDULE OF REVENUES &  
EXPENDITURES - BUDGET AND  
ACTUAL (CASH BASIS)**

**STATE OF NEW MEXICO**  
**RANCHOS DE PLACITAS SANITATION DISTRICT**  
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL (CASH BASIS)  
YEAR ENDED JUNE 30, 2016

	Budgeted Amounts		Actual	Variance
	Original Budget	Final Budget		
<b>REVENUES:</b>				
Sales and service fees	\$ 44,000	\$ 44,000	\$ 54,013	\$ 10,013
Standby fees	2,400	2,400	2,937	537
Gross receipts tax	2,300	2,300	2,789	489
Interest income	700	700	788	88
Revenue from leases	33,000	33,000	32,105	(895)
<b>Total Revenues</b>	<u>\$ 82,400</u>	<u>\$ 82,400</u>	<u>\$ 92,632</u>	<u>\$ 10,232</u>
<b>EXPENDITURES:</b>				
Audit fees	\$ 2,600	\$ 2,600	\$ 2,504	\$ 96
Insurance	3,500	3,500	3,074	426
Utilities	12,000	12,000	7,606	4,394
Legal and professional fees	5,000	5,000	4,136	864
System operator contract	13,900	13,900	12,273	1,627
Repairs and maintenance	34,000	60,000	49,022	10,978
Office supplies	500	500	263	237
Bookkeeping	6,000	6,000	5,568	432
Gross receipts tax	2,400	2,400	2,514	(114)
Conservation fee	500	500	297	203
Other expenses	2,000	2,000	338	1,662
Capital outlay	200,000	174,000	-	174,000
<b>Total expenditures</b>	<u>\$ 282,400</u>	<u>\$ 282,400</u>	<u>\$ 87,595</u>	<u>\$ 194,805</u>
<b>Cash available to balance budget</b>	<u>\$ 200,000</u>	<u>\$ 200,000</u>		

**YEAR-END FINANCIAL REPORT**  
**SUBMITTED TO DFA**

**STATE OF NEW MEXICO**  
**RANCHOS DE PLACITAS SANITATION DISTRICT**  
**YEAR-END FINANCIAL REPORT SUBMITTED TO DFA**  
**YEAR ENDED JUNE 30, 2016**

Blue / Red Cells In Workbook are Data Entry Cells

DEPARTMENT OF FINANCE AND ADMINISTRATION  
 LOCAL GOVERNMENT DIVISION  
 BUDGET AND FINANCE BUREAU  
**SPECIAL DISTRICT FINANCIAL QUARTERLY REPORT FORM**

SUBMIT TO LOCAL GOVERNMENT DIVISION NOT LATER  
 THAN ONE MONTH AFTER THE CLOSE OF EACH QUARTER.  
 I HEREBY CERTIFY THAT THE CONTENTS IN THIS  
 REPORT ARE TRUE AND CORRECT TO THE BEST OF  
 MY KNOWLEDGE.

Special District: RANCHOS DE PLACITAS SANITATION DISTRICT  
 Quarter Ending: 6/30/2016  
 Prepared by: M. JEANNE BURNLEY

M JEANNE BURNLEY

(signature line)

QUARTERLY YEAR TO DATE TRANSACTIONS PER BOOKS

FUND TITLE	FUND NUMBER	UNAUDITED BEGINNING CASH BALANCE @ JULY 1 (or JAN. 1)	INVESTMENTS	REVENUES TO DATE	NET TRANSFERS	EXPENDITURES TO DATE	BOOK BALANCE END OF PERIOD	ADD: OUTSTANDING CHECKS	LESS: DEPOSITS IN TRANSIT	ADJUSTMENTS	ADJUSTED BALANCE END OF PERIOD	BALANCE PER BANK STATEMENTS	DIFFERENCE
GENERAL FUND - Operating (GF)	101	270,368	-	92,631	-	87,594	275,405	20	300	-	275,125	\$ 275,125.09	-
INTERGOVERNMENTAL GRANTS	218	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	299	-	-	-	-	-	-	-	-	-	-	-	-
DEBT SERVICE	400	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total		\$ 270,368	\$ -	\$ 92,631	\$ -	\$ 87,594	\$ 275,405	\$ 20	\$ 300	\$ -	\$ 275,125	\$ 275,125	\$ -

**STATE OF NEW MEXICO**  
**RANCHOS DE PLACITAS SANITATION DISTRICT**  
**YEAR-END FINANCIAL REPORT SUBMITTED TO DFA**  
**YEAR ENDED JUNE 30, 2016**

SPECIAL DISTRICT: PLACITAS SANITATION DISTRICT  
 QUARTER ENDING: 6/30/16

REVENUES	CURRENT QUARTER	YEAR TO DATE	APPROVED BUDGET	YTD % OF BUDGET
<b>General Fund 101 ( enter items below )</b>				
SALES & SERVICE FEES	9,027.18	54,013	44,000	123%
STANDBY FEES	645	2,937	2,400	122%
GROSS RECEIPTS TAX	475	2,789	2,300	121%
INTEREST INCOME	59	788	700	113%
REVENUE FROM LEASES	8,485	32,105	33,000	97%
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Subtotal General Fund Revenues	\$ 18,691	\$ 92,631	\$ 82,400	112%
Other Financing Sources:				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Transfers	\$ -	\$ -	\$ -	-
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 18,691</b>	<b>\$ 92,631</b>	<b>\$ 82,400</b>	<b>112%</b>
<b>Intergovernmental Grants 218 ( enter items below )</b>				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Subtotal Intergovernmental Grants Revenues	\$ -	\$ -	\$ -	-
Other Financing Sources:				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Transfers	\$ -	\$ -	\$ -	-
<b>TOTAL INTERGOV. GRANT REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Other 299 ( enter items below )</b>				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Subtotal Other 299 Revenues	\$ -	\$ -	\$ -	-
Other Financing Sources:				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Transfers	\$ -	\$ -	\$ -	-
<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Debt Service 400</b>				
<b>General Obligation Bonds</b>	-	-	-	-
General Obligation - (Property tax)	-	-	-	-
Investment Income	-	-	-	-
Other - Misc	-	-	-	-
<b>Revenue Bonds</b>	-	-	-	-
Bond Proceeds	-	-	-	-
Revenue Bonds - GRT	-	-	-	-
Investment Income	-	-	-	-
Revenue Bonds - Other	-	-	-	-
<b>Miscellaneous(NMFA, BOF, etc.)</b>	-	-	-	-
	-	-	-	-
Subtotal Debt Service Fund Revenues	\$ -	\$ -	\$ -	-
Other Financing Sources:				
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Transfers	\$ -	\$ -	\$ -	-
<b>TOTAL DEBT SERVICE REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 18,691</b>	<b>\$ 92,631</b>	<b>\$ 82,400</b>	<b>112%</b>

**STATE OF NEW MEXICO**  
**RANCHOS DE PLACITAS SANITATION DISTRICT**  
**YEAR-END FINANCIAL REPORT SUBMITTED TO DFA**  
**YEAR ENDED JUNE 30, 2016**

SPECIAL DISTRICT: PLACITAS SANITATION DISTRICT  
 QUARTER ENDING: 6/30/16

EXPENDITURES	CURRENT QUARTER	YEAR TO DATE	APPROVED BUDGET	YTD % OF BUDGET
<b>General Fund 101 ( enter items below )</b>				
AUDITING	-	2,504	2,600	96%
INSURANCE	285	3,074	3,500	88%
UTILITIES	1,308	7,606	12,000	63%
LEGAL & PROFESSIONAL FEES	195	4,136	5,000	83%
SYSTEM OPERATOR CONTRACT	3,068	12,273	13,900	88%
REPAIR & MAINTENANCE	20,126	49,022	60,000	82%
OFFICE SUPPLIES	64	263	500	53%
BOOKKEEPING FEES	1,440	5,568	6,000	93%
GROSS RECEIPTS TAX	-	2,514	2,400	105%
CONSERVATION FEE	-	297	500	59%
MISCELLANEOUS EXPENSES	60	338	2,000	17%
NEW WELL	-	-	174,000	0%
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 26,547</b>	<b>\$ 87,594</b>	<b>\$ 282,400</b>	<b>31%</b>
<b>Intergovernmental Grants 218 ( enter items below )</b>				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>TOTAL INTERGOV. GRANT EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Other 299 ( enter items below )</b>				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>TOTAL OTHER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Debt Service 400</b>				
Bond Payments Principal	-	-	-	-
Bond Payments- Interest	-	-	-	-
Other Debt Service	-	-	-	-
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 26,547</b>	<b>\$ 87,594</b>	<b>\$ 282,400</b>	<b>31%</b>

**STATE OF NEW MEXICO  
RANCHOS DE PLACITAS SANITATION DISTRICT  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2016**

**Current Year Findings**

None.

STATE OF NEW MEXICO  
RANCHOS DE PLACITAS SANITATION DISTRICT  
STATUS OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2016

**Prior Year Findings**

None.



**STATE OF NEW MEXICO  
RANCHOS DE PLACITAS SANITATION DISTRICT  
EXIT CONFERENCE  
YEAR ENDED JUNE 30, 2016**

The report contents were discussed at an exit conference held on August 13, 2016 with the following in attendance:

**Ranchos de Placitas Sanitation District**

Nancy Hobbs	Treasurer
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**James L. Hartogenesis, CPA LLC**

James Hartogenesis, CPA, CGFM	Principal
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