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STATE OF NEW MEXICO

ARTESIA HOUSING AUTHORITY

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

JUNE 30, 2017

ARTESIA HOUSING AUTHORITY

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ARTESIA HOUSING AUTHORITY

OFFICIAL ROSTER
JUNE 30, 2017

BOARD OF COMMISSIONERS

<u>Name</u>	<u>Title</u>
<i>Veral D'Entremont</i>	<i>Chairperson</i>
<i>Randy Hazelbaker</i>	<i>Commissioner</i>
<i>Patricia Heredia</i>	<i>Commissioner</i>
<i>Marty Petsonk</i>	<i>Commissioner</i>
<i>Lisa Crawford</i>	<i>Resident Commissioner</i>

ADMINISTRATIVE OFFICIALS

<i>Louisa Madrid</i>	<i>Executive Director</i>
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INDEPENDENT AUDITORS' REPORT

Mr. Tim Keller, State Auditor and
Board of Commissioners
Artesia Housing Authority
Artesia, New Mexico

Report on Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Artesia Housing Authority (Authority) as of and for the year ended June 30, 2017, and the related notes to the financial statements which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Mr. Tim Keller, State Auditor and
Board of Commissioners
Artesia Housing Authority
Artesia, New Mexico
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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Artesia Housing Authority, as of June 30, 2017, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the Authority's financial statements that collectively comprise Artesia Housing Authority's basic financial statements. The Financial Data Schedule and other schedules required by 2.2.2 NMAC are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Financial Data Schedule and *other schedules required by 2.2.2 NMAC* are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the Financial Data Schedule and *other schedules required by 2.2.2 NMAC* are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Mr. Tim Keller, State Auditor and
Board of Commissioners
Artesia Housing Authority
Artesia, New Mexico
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Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2017 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Kriegel/Gray/Shaw & Co., P.C.

Kriegel/Gray/Shaw & Co., P.C.
Las Cruces, New Mexico

September 28, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

ARTESIA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017

The Housing Authority of Artesia, New Mexico presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending June 30, 2017. It is designed to provide an overview of financial information and changes in financial position. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.

FINANCIAL HIGHLIGHTS

- The primary source of funding for these activities is tenant rentals, with subsidies and grants from the Department of Housing and Urban Development (HUD) providing a secondary but also significant source of funding.
- The Housing Authority's assets exceeded its liabilities by \$3,069,340 at the close of the fiscal year ended 2017.
 - Of this amount \$2,257,582 represents a restriction equal to the net amount invested in land, building, furnishings, leasehold improvements, equipment, and construction in progress.
 - The remainder of \$811,758 of unrestricted assets can be used to meet the Housing Authority's ongoing obligations to citizens and creditors. This amount is less than the total operating expenses of \$894,181 for the fiscal year 2017, so is not excessive by any means.
- The Housing Authority's total net position decreased by \$53,271 or 1.7% from the prior fiscal year restated net position. This decrease is mainly attributable to declines in federal grants and tenant rents, along with a small increase in operating expenses.
- The Authority spent \$171,486 on capital asset additions during the fiscal year.
- As a related measure of financial health, current assets of \$845,056 exceed current liabilities of \$51,474 more than sixteen times over.
- The Housing Authority continues to operate without the need for debt borrowing.

ARTESIA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority is a special-purpose government engaged in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements, comprised of two components: (1) fund financial statements and (2) a series of notes to the financial statements. These provide information about the activities of the Housing Authority as a whole and present a longer-term view of the Housing Authority's finances. This report also contains other supplemental information in addition to the basic financial statements themselves demonstrating how projects funded by HUD have been completed, and whether there are inadequacies in the Authority's internal controls.

Reporting on the Housing Authority as a Whole

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2017?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps to answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

Fund Financial Statements

All of the funds of the Housing Authority are reported as proprietary funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like other enterprises operated by state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Housing Authority's financial statements report its net position and changes in them. One can think of the Housing Authority's net position – the difference between assets and liabilities – as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other non-financial factors, however, such as the changes in Authority's occupancy levels or its legal obligations to HUD, to assess the overall health of the Housing Authority.

ARTESIA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
 JUNE 30, 2017

USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

- Low Rent Public Housing
- Public Housing Capital Fund Program

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

FINANCIAL ANALYSIS

The Housing Authority's net position was \$3,069,340 as of June 30, 2017. Of this amount, \$2,257,582 was net investment in capital assets, and the remaining \$811,758 was unrestricted. No other specific assets are restricted. Also, there are no other restrictions on general net position.

CONDENSED FINANCIAL STATEMENTS

Condensed Statement of Net Position
As of June 30, 2017

	2017	2016 as restated
ASSETS		
Current assets	\$845,056	\$911,371
Assets restricted for tenant deposits	27,732	32,795
Capital assets, net of depreciation	2,257,582	2,329,094
<i>Total assets</i>	\$3,130,370	\$3,273,260
LIABILITIES		
Current liabilities	\$51,474	\$147,331
Noncurrent liabilities	9,556	3,219
<i>Total liabilities</i>	61,030	150,550
NET POSITION		
Net investment in capital assets, net of depreciation	2,257,582	2,329,094
Unrestricted net position	811,758	793,616
<i>Total net position</i>	3,069,340	3,122,710
<i>Total liabilities, deferred inflows of resources, and net position</i>	\$3,130,370	\$3,273,260

ARTESIA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017

Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position
For the Fiscal Year Ended June 30, 2017

	2017	2016 as restated
OPERATING REVENUES		
Tenant rental revenue	\$502,611	\$524,927
Other miscellaneous	703	5,791
Federal grants for operations	196,086	221,515
<i>Total operating revenues</i>	699,400	752,233
OPERATING EXPENSES		
	894,179	875,108
<i>(Losses) from operations</i>	(194,779)	(122,875)
NON-OPERATING REVENUES		
Interest income	681	580
<i>(Losses) after non-operating revenues</i>	(194,098)	(122,295)
OTHER CHANGES IN NET POSITION		
Federal grants for capital expenditures	140,728	157,430
<i>Net increase (decrease) in net position</i>	(53,370)	35,135
Net position, beginning of year	3,122,710	3,087,575
Net position, end of year	\$3,069,340	\$3,122,710

Net position decreased by \$53,270 or 1.7%, from fiscal year 2016. In the narrative that follows, the detailed factors causing this change are discussed:

ARTESIA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017

EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating revenues decreased \$52,833 or by 7%, due to a decline in the operating subsidy and in tenant rents.

Non-operating revenues decreased due to a decrease in capital fund program revenues of \$16,702.

The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal years 2013 through 2016.

Federal revenues from HUD for operations decreased by \$25,429 or by 11.5% from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant.

Total tenant revenue decreased by \$22,316 or 4.3% from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income.

Compared with the prior fiscal year, total operating expenses increased by \$19,071 or by 2.2%, while non-operating or capital expenditures decreased by \$16,702 or 10.6%.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2017, the Housing Authority had a total cost of \$7,855,698 invested in a broad range of assets, as listed below. This amount, not including depreciation, represents increases of \$138,365 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

Capital Assets, Net of Accumulated Depreciation
As of June 30, 2017

	2017	2016 as restated
Land	\$102,969	\$102,969
Construction in progress	405,661	438,782
Buildings and building improvements	6,971,343	6,807,142
Equipment and furniture	375,725	368,440
Accumulated depreciation	(5,598,116)	(5,388,239)
<i>Total</i>	\$2,257,582	\$2,329,094

ARTESIA HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2017

Debt

The Housing Authority has not incurred any mortgages, leases, or bond indentures for financing capital assets or operations.

Budget

The Housing Authority budgets in accordance with HUD requirements which are utilized only as a guideline. Budget amendments were made during the year to allow for expenditure of increased tenant rent income and increase various expenditure line items while also decreasing others.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by federal budget than by local economic conditions. The capital budgets for the 2018 fiscal year have already been submitted to HUD for approval and no major changes are expected.

The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing properties including administrative fees involved in the modernization.

CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact the Executive Director at the Artesia Housing Authority, 617 W. Bush Avenue, Artesia, New Mexico 88210.

BASIC FINANCIAL STATEMENTS

ARTESIA HOUSING AUTHORITY

STATEMENT OF NET POSITION

JUNE 30, 2017

	<u>Total</u>
ASSETS	
Current Assets	
Cash	\$786,875
Receivables (net of allowance):	
Tenants	3,760
Miscellaneous	1,584
Prepaid expenses	52,837
<i>Total current assets</i>	<u>845,056</u>
Noncurrent Assets:	
Restricted Cash	27,732
Capital Assets:	
Land	102,969
Construction in progress	405,661
Buildings and building improvements	6,971,343
Equipment and furniture	375,725
Less accumulated depreciation	(5,598,116)
<i>Capital assets, net</i>	<u>2,257,582</u>
<i>Total assets</i>	<u>3,130,370</u>
Deferred outflows of resources	0
LIABILITIES	
Current Liabilities:	
Accounts payable	7,801
Accrued payroll liabilities	13,247
Prepaid rent	2,694
Tenant deposits	27,732
<i>Total current liabilities</i>	<u>51,474</u>
Noncurrent Liabilities:	
Compensated absences	9,556
<i>Total liabilities</i>	<u>61,030</u>
Deferred inflows of resources	0
NET POSITION	
Net investment in capital assets	2,257,582
Unrestricted	811,758
<i>Total net position</i>	<u>\$3,069,340</u>

The Notes to Financial Statements are an integral part of these statements.

ARTESIA HOUSING AUTHORITY

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

JUNE 30, 2017

	Total
Operating Revenues	
Tenant rental revenue	\$502,611
Other tenant revenue	703
HUD operating subsidy	196,086
<i>Total operating revenues</i>	699,400
 Operating Expenses	
Personnel services	227,584
Employee benefits	83,516
Professional services	23,503
Repairs and maintenance	111,637
Utilities	117,210
General operating	120,852
Depreciation	209,877
<i>Total operating expenses</i>	894,179
<i>Operating loss</i>	(194,779)
 Non-Operating Revenues (Expenses)	
Other income	0
HUD capital grants	140,728
Interest income	681
<i>Total non-operating revenues (expenses)</i>	141,409
<i>(Loss) before capital contributions and transfers</i>	(53,370)
 Capital Contributions and Transfers:	
Capital contributions	0
Capital transfers in	0
Capital transfers (out)	0
<i>Total non-operating revenue (expenses)</i>	0
<i>Changes in net position</i>	(53,370)
Net position, beginning of year, as previously stated	3,063,774
Restatements	58,936
Net position, beginning of year, as restated	3,122,710
<i>Net position, end of year</i>	<i>\$3,069,340</i>

The Notes to Financial Statements are an integral part of these statements.

ARTESIA HOUSING AUTHORITY

STATEMENT OF CASH FLOWS

JUNE 30, 2017

	<u>Total</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from tenants	\$504,118
Grants - subsidies	196,086
Cash payments to suppliers for goods and services	(403,489)
Cash payments to employees for services	(313,542)
<i>Net cash (used) for operating activities</i>	<u>(16,827)</u>
CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES	
Cash received from other sources	0
Net change in customer deposits	0
Net transfers in (out)	0
<i>Net cash provided (used) by noncapital and related financing activities</i>	<u>0</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Cash received from intergovernmental sources	140,728
Acquisition and construction of capital assets	(138,365)
<i>Net cash provided by capital and related financing activities</i>	<u>2,363</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Net purchases/maturities of certificates of deposit	0
Interest income	681
<i>Net cash used by investing activities</i>	<u>681</u>
<i>Net (increase) in cash</i>	(13,783)
Cash and cash equivalents, beginning of year	828,390
<i>Cash and cash equivalents, end of year</i>	<u>\$814,607</u>
Cash and Cash Equivalents	
Cash	\$786,875
Restricted	27,732
	<u>\$814,607</u>

The Notes to Financial Statements are an integral part of these statements.

ARTESIA HOUSING AUTHORITY

STATEMENT OF CASH FLOWS

JUNE 30, 2017

	<u>Total</u>
Reconciliation of Operating (Loss) to Net Cash Provided by Operating Activities	
Operating (loss)	(\$194,779)
Adjustments to Reconcile Operating (Loss) to Net Cash Provided by Operating Activities	
Depreciation	209,877
Change in assets and liabilities:	
Decrease in tenants' receivable	4,665
Decrease in accounts receivable	59,631
(Increase) in miscellaneous receivables	(1,584)
(Increase) in prepaid expenses	(5,117)
(Decrease) in accounts payable	(83,217)
(Decrease) in accrued salaries and compensated absences	(2,442)
Increase in prepaid rent	2,694
(Decrease) in tenant deposits	(6,555)
<u>Total adjustments</u>	<u>177,952</u>
<u>Net cash used by operating activities</u>	<u>(\$16,827)</u>

The Notes to Financial Statements are an integral part of these statements.

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Artesia Housing Authority (the Authority) was organized pursuant to an agreement with the United States Department of Housing and Urban Development (HUD) in 1968. The agreement provided for 138 low-rent housing units, the construction of which was financed by bonds guaranteed by the U.S. Government. The terms of the agreement provided that HUD shall provide annual contributions to cover the debt service on bonds used for the construction and subsidies for operations of the program.

The primary goal of the Low Rent Public Housing program is the provision of a decent home in a suitable living environment for families that cannot afford standard private housing. Under this program, decent, safe and sanitary housing is made available to families having incomes lower than those serviced by Public Housing Agencies (PHA) which are organized and authorized in accordance with State Law to engage or assist in the development and operation of a Low Rent Public Housing program. The PHA is a local housing authority (LHA) governed by an appointed board of directors who employ an administrative staff headed by an executive director.

This summary of significant accounting policies of the Authority is presented to assist in the understanding of the Authority's financial statements. The financial statements and notes are the representation of the Authority's management, who is responsible for their integrity and objectivity. The Authority has implemented Governmental Accounting Standards Board (GASB) statement No. 34 *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* for the year ended June 30, 2017. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units.

The more significant of the Authority's accounting policies are described below.

The following programs are maintained as major enterprise funds by the Authority:

Low Rent Public Housing Program – Funded through direct grants from HUD, the overall objective of the Low Rent Public Housing Program is to provide cost-effective, decent, safe and affordable dwellings for lower income families through reduced rate rental units built and owned by the Authority.

Capital Fund Projects – Funded on a reimbursement basis by HUD, the program funds may be used for the development, financing, and modernization of public housing developments and for management improvements. Per HUD requirements, these funds are presented within the Low Rent Public Housing Program on the Financial Statements.

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial Reporting Entity

In evaluating how to define the Authority for financial reporting purposes, management has considered all potential component units. The decision to include potential component units in the financial reporting entity was made by applying the criteria set forth in GASB #14. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters.

A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the Authority has no component units.

Basis of Presentation

All of the Authority's programs are accounted for as business-type activities using proprietary (enterprise) funds for financial reporting purposes. This financial statement presentation provides an indication of the financial performance of the Authority as a whole. Enterprise designations are used to account for activities (a) which are financed with debt that is solely secured by a pledge of the net revenues from fees and charges of the activity; (b) which are governed by laws or regulations that require that the activity's costs of providing services be recovered with fees and charges, rather than taxes or similar revenues; or (c) that the pricing policies of the activity establish fees and charges designed to recover its costs.

The Authority uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. Encumbrance accounting is not used for budgetary or normal financial reporting purposes.

A fund is a separate accounting entity with a self-balancing set of accounts. The Authority classifies all funds into one category: proprietary. That category, in turn, is divided into separate "funds".

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds).

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Authority's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of related cash flows.

GASB No. 63 amends GASB 34 to incorporate deferred outflows of resources and deferred inflows of resources in the financial reporting model.

Deferred outflows of resources – a consumption of net assets by the government that is applicable to a future reporting period. It has a positive effect on net position, similar to assets.

Deferred inflows of resources – an acquisition of net assets by the government that is applicable to a future reporting period. It has a negative effect on net position, similar to liabilities.

Net Position – The residual of the net effects of assets, deferred outflows of resources, liabilities, and deferred inflows of resources.

The Authority distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the Authority's principal ongoing operations. The Authority's operating revenues consist primarily of charges for services and operating grants. Operating expenses include administration, utilities and ordinary repairs and maintenance expenses as well as general expenses, housing assistance payments, and depreciation expense. All revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses. The principal non-operating revenues are governmental grants. Grant revenue is recognized as soon as all eligibility requirements imposed by the provider have been met.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the Statement of Net Position. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

The accrual basis of accounting is utilized by proprietary funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

ARTESIA HOUSING AUTHORITY

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Equity

Cash and Cash Equivalents

The Authority considers cash in operating bank accounts, cash on hand and all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents. State statutes authorize the Authority to invest in obligations of the U.S. Treasury, certified financial institution time deposits, and New Mexico political subdivision obligations.

New Mexico Statutes require that financial institutions with public monies on deposit to pledge collateral to the owner of such public monies in an amount not less than 50% of the public monies held on deposit. Collateral pledged is held in safekeeping by other financial institutions, with safekeeping receipts held by the Authority (Note 2).

Accounts Receivable

All trade receivables and tenant receivables are shown net of an allowance for doubtful accounts. The allowance is comprised of all accounts receivable which management estimates to be uncollectible.

Prepaid Items

Prepaid balances are for payments made by the Authority in the current year to provide services that are applicable to future accounting periods.

Land, Structures and Equipment

Proprietary fund property and equipment acquisitions are recorded at cost or, if contributed property, at their fair market value at the time the contribution is made. Repairs and maintenance are recorded as expenses, while renewals and betterments are capitalized. Assets capitalized have an original cost of \$5,000 or more, per section 12-6-10 NMSA 1978, and a useful life of more than one year. Pursuant to the implementation of GASB Statement No. 34, the historical costs of infrastructure assets, (retroactive to 1979) are included as part of the Authority's capital assets reported in the basic financial statements. Information Technology Equipment including software is being capitalized and included in furniture, fixtures and equipment in accordance with NMAC 2.2.20.1.9 C (5). Contributed capital assets are recorded at estimated fair market value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. No interest was included as part of the cost of capital assets under construction.

Depreciation is recorded using the straight-line method based on the estimated useful life of the asset. The following lives are utilized:

Buildings & Building Improvements	10-40 years
Machinery & Equipment	5-10 years

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounts Payable

Payables are comprised of unpaid vendor and supplier invoices and are recognized when incurred.

Accrued Expenses

Accrued expenses are comprised of accrued salaries, wages, related employment taxes and current maturities of compensated absences, discussed more fully below.

Compensated Absences

The Authority's policy allows employees to accumulate limited amounts of vacation and sick pay, which are payable to the employee upon termination or retirement. Vested or accumulated vacation leave is reported as an expenditure and a liability of the program that will pay it.

Cash Flows

For the purpose of the statement of cash flows, the Authority considers all highly liquid investments (including restricted assets) with an original maturity of three months or less when purchased to be cash equivalents.

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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant estimates affecting the Authority's financial statements include management's estimate of the useful lives of capital assets.

Net Position

Net position comprise the various net earnings from operating and non-operating revenues, expenses and contributions of capital. Net position are classified in the following three components: invested in capital assets, net of related debt; restricted; and unrestricted net position. Invested in capital assets, net of related debt, consists of all capital assets, net of accumulated depreciation and reduced by the outstanding debt that is attributable to the acquisition, construction and improvement of the assets: debt related to the unspent proceeds or other restricted cash and investments is excluded from the determination. Restricted net position consists of net assets for which constraints are placed thereon by external parties, such as: lenders, grantors, contributors, laws, regulations and enabling legislation, including self-imposed legal mandates. Unrestricted net position consist of all other net assets not included in the above categories.

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Restricted Assets

Certain resources set aside for modernization and development, as well as security deposits held as insurance against the non-payment for services rendered are classified on the balance sheet as restricted because their use is limited. The Authority's policy is to apply restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Revenue Recognition

Dwelling rental revenues are recorded as rentals become due. Rental payments received in advance, if any, are deferred until earned. The Authority has entered into annual contributions contracts with HUD to develop, manage and own public housing projects and to administer the federal Section 8 housing programs, whereby monthly housing assistance payments are made to landlords on behalf of eligible lower income individuals and families. HUD makes monthly operating subsidy contributions within the public housing program and monthly contributions for housing assistance payments and administration fees for the Section 8 program. Such contributions are reflected as operating grants in the accompanying financial statements.

Budgets

The Authority adheres to the following regarding the budget:

1. The executive director and the fee accountant prepare the budget in accordance with HUD guidelines.
2. Capital expenditures for the Capital Funds Program (CFP) are budgeted for grant purposes. Expenditures capitalized are reflected as increases to capital assets and reported on the statement of net position. The Authority does not budget for depreciation expense.
3. HUD reviews the proposed budget and makes corrections, revisions and amendments as necessary.
4. The executive director submits the budget to the Authority's Board of Directors for approval.
5. The Board of Directors approves the budget.

The Authority does not budget depreciation expense; therefore, the budget is not prepared in accordance with generally accepted accounting principles. The budget is a guideline to operations and is not a legally enforceable document. The Authority's level of budgetary control is at the total fund level and the individual capital projects level.

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 2. CASH AND CASH EQUIVALENTS

State statutes authorize the investment of the Authority’s funds in a wide variety of instruments including certificates of deposit and other similar obligations, state investment pool, money market accounts, and United States Government obligations. All invested funds of the Authority properly followed State investment requirements as of June 30, 2017.

Deposits of funds may be made in interest or non-interest bearing checking accounts in one or more banks or savings and loan associations within the geographical boundaries of the Authority. Deposits may be made to the extent that they are insured by an agency of the United States or by collateral deposited as security or by bond given by the financial institution.

The rate of interest in non-demand interest-bearing accounts shall be set by the State Board of Finance, but in no case shall the rate of interest be less than one hundred percent of the asked price on United States treasury bills of the same maturity on the day of deposit. Excess of funds may be temporarily invested in securities which are issued by the State or by the United States government, or by their departments or agencies, and which are either direct obligations of the State or the United States or are backed by the full faith and credit of those governments.

The collateral pledged is listed on a separate schedule of this report. The types of collateral allowed are limited to direct obligations of the United States Government and all bonds issued by any agency, district or political subdivision of the State of New Mexico.

According to the Federal Deposit Insurance Corporation, public unit deposits are funds owned by the public unit. Time deposits, savings deposits and interest bearing NOW accounts of a public unit in an institution in the same state will be insured up to \$250,000 in aggregate and separate from the \$250,000 coverage for public unit demand deposits at the same institution.

Deposits

New Mexico State Statutes require collateral pledged for deposits in excess of the federal deposit insurance to be delivered, or a joint safekeeping receipt be issued, to the Authority for a least one half of the amount on deposit with the institution. The schedule listed below discloses the State of New Mexico, Office of the State Auditor’s requirements on reporting the insured portion of the Authority’s deposits.

	First American Bank
Total amount of deposits	\$848,590
FDIC Coverage	(250,000)
Total uninsured public funds	598,590
Pledged collateral held by pledging bank’s trust department or agent but not in agency’s name	730,583
Uninsured and uncollateralized	\$0
Total pledged collateral	\$730,583
Collateral requirement (50% of uninsured public funds)	(299,295)
Total over (under) requirement	\$431,288

At June 30, 2017, the carrying amount of the Authority’s deposits was \$814,587.

ARTESIA HOUSING AUTHORITY

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017

NOTE 2. CASH AND CASH EQUIVALENTS (CONTINUED)

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure, the government’s deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk, other than following state statutes as put forth in the Public Money Act (Section 6- 10-1 to 6-10-63, NMSA 1978). At June 30, 2017, none of the Authority’s bank balance of \$848,590 was exposed to custodial credit risk because the amount uninsured was collateralized by collateral held by the pledging bank’s trust department in the Authority’s name.

Reconciliation of Cash and Temporary Investments

Proprietary Funds - Statement of Net Position	
Cash and cash equivalents	\$786,875
Restricted cash	27,732
Less: Petty Cash	(20)
Add: Outstanding and Other Reconciling Items	34,003
<hr/>	
Total Amount of Deposits per Bank	\$848,590
<hr/>	

NOTE 3. ACCOUNTS RECEIVABLE

The Authority’s accounts receivable at June 30, 2017, are as follows:

	Accounts Receivable	Allowance	Net
	<hr/>		
Accounts receivable - Tenants	\$17,070	\$13,310	\$3,760
Accounts receivable - Miscellaneous	1,584	0	1,584
<hr/>			
Total	\$18,654	\$13,310	\$5,344
<hr/>			

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 4. LAND, STRUCTURES, AND EQUIPMENT

A summary of capital assets and changes occurring during the year ended June 30, 2017 follows. Land and construction in progress are not subject to depreciation.

	Balance June 30, 2016	Restatement	Increases	Decreases	Transfers	Balance June 30, 2017
Business-Type Activities:						
Capital assets, not being depreciated:						
Land	\$102,969	\$0	\$0	\$0	\$0	\$102,969
Construction in process	0	438,782	116,107	0	(149,228)	405,661
<i>Total capital assets, not being depreciated</i>	102,969	438,782	116,107	0	(149,228)	508,630
Depreciable capital assets:						
Furniture, fixtures, and equipment	203,045	165,395	7,285	0	0	375,725
Buildings & building improvements	7,351,688	(544,546)	14,973	0	149,228	6,971,343
<i>Total depreciable capital assets</i>	7,554,733	(379,151)	22,258	0	149,228	7,347,068
Less accumulated depreciation:						
Furniture, fixtures, and equipment	(191,488)	(136,910)	(22,984)	0	0	(351,382)
Buildings & building improvements	(5,196,751)	136,910	(186,893)	0	0	(5,246,734)
<i>Total accumulated depreciation</i>	(5,388,239)	0	(209,877)	0	0	(5,598,116)
<i>Depreciable capital assets, net</i>	2,166,494	(379,151)	(187,619)	0	149,228	1,748,952
<i>Business-type capital assets, net</i>	\$2,269,463	\$59,631	(\$71,512)	\$0	\$0	\$2,257,582

The Authority has continued to maintain the cost of its buildings and equipment and update its depreciation schedule as information becomes available. Depreciation expense for the year ended June 30, 2017, totaled \$209,877.

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 5. ACCRUED COMPENSATED ABSENCES

Changes in accrued compensated absences during the year ended June 30, 2017, were as follows:

	Balance June 30, 2016	Increases	Decreases	Balance June 30, 2017	Current Portion
Compensated absences	\$9,754	\$7,282	(\$7,480)	\$9,556	\$0
Total	\$9,754	\$7,282	(\$7,480)	\$9,556	\$0

The Authority’s policy allows employees to accumulate limited amounts of vacation and sick pay, which vacation is payable to the employee upon termination or retirement.

NOTE 6. RISK MANAGEMENT

Artesia Housing Authority is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority has joined together with other housing authorities throughout the country and obtained insurance through the Housing Authority Insurance Group, a housing Authority risk pool currently operating as a common risk management and insurance program for member units. The Authority pays an annual premium to the Housing Authority Insurance Group for its general insurance coverage and all risk of loss is transferred.

NOTE 7. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustments by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although Authority expects such amounts, if any, to be immaterial.

ARTESIA HOUSING AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

NOTE 8. CONCENTRATIONS

Approximately 40 percent of the Authority's revenues are derived from grants from various federal agencies. Reduction or interruption of these funds is not expected, however, if reduction or interruption of funding occurred it would have a material impact on the operations of the Authority.

NOTE 9. RESTATEMENTS

The Housing Authority has restated Net Position at June 30, 2016 for the following:

Grant revenue receivable	\$59,630
Accrued payroll liabilities	(694)
<hr/>	
	<u>\$58,936</u>

The restatement is due to construction in process (six unit renovation) and the related capital fund program revenue not recorded in the prior fiscal year and correction of payroll taxes submitted in prior year.

SUPPLEMENTARY INFORMATION

ARTESIA HOUSING AUTHORITY
SCHEDULE OF COLLATERAL PLEDGED BY DEPOSITORY FOR PUBLIC FUNDS
JUNE 30, 2017

Name of Depository	Description of Pledged Collateral	CUSIP Number	Fair Value June 30, 2017	Name of Location of Safekeeper
First American Bank, N.A.	Torrance Etc Cntys NM 20	891400NR0	\$356,443	FHLB: Federal Home Loan Bank
First American Bank, N.A.	Taos SD #1-Ed Tech NT NM 22	876014FF3	202,108	FHLB: Federal Home Loan Bank
First American Bank, N.A.	Estancias Mun SD #7 NM 23	297326EH9	172,032	FHLB: Federal Home Loan Bank
Total			\$730,583	

The Notes to Financial Statements are an integral part of these statements.

ARTESIA HOUSING AUTHORITY

SCHEDULE OF DEPOSIT ACCOUNTS

JUNE 30, 2017

Bank Account Type/Name	First American Bank
Checking - General Operating Fund	\$495,237
Checking - Payroll Account	43,344
Checking - Investment Account	278,293
Checking - Security Deposits	31,716
<i>Total on deposit</i>	848,590
Reconciling items	(34,003)
Reconciled balance, June 30, 2017	\$814,587
Petty Cash	20
Total cash per financial statements	\$814,607

The Notes to Financial Statements are an integral part of these statements.

Artesia Housing Authority
Financial Data Schedule
6/30/2017

Line Item	Account Description	2017
111	Cash - Unrestricted	786,875
114	Cash - Tenant Security Deposits	27,732
100	Total Cash	<u>814,607</u>
122	Accounts Receivable - HUD other projects	-
125	Accounts Receivable - Miscellaneous	1,584
126	Accounts Receivable - Tenants	17,070
126.1	Allowance for Doubtful Accounts - Tenants	(13,310)
120	Total Receivables, net of Allowance for Doubtful Accounts	<u>5,344</u>
142	Prepaid Expenses and Other Assets	<u>52,837</u>
150	Total Current Assets	<u>872,788</u>
161	Land	102,969
162	Buildings	5,529,174
163	Furniture, Equipment & Machinery - Dwellings	204,780
164	Furniture, Equipment & Machinery - Administration	170,945
165	Leasehold Improvements	1,442,169
166	Accumulated Depreciation	(5,598,116)
167	Construction in Progress	405,661
168	Infrastructure	-
160	Total Capital Assets, net of Accumulated Depreciation	<u>2,257,582</u>
180	Total Non-Current Assets	<u>2,257,582</u>
190	TOTAL ASSETS	3,130,370
200	Deferred Outflows of Resources	<u>-</u>
290	TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>3,130,370</u>
312	Accounts Payable <= 90 Days	7,801
321	Accrued Wages/Payroll Taxes Payable	13,247
322	Accrued Compensated Absences - Current Portion	-
341	Tenant Security Deposits	27,732
342	Unearned Revenue	2,694
310	Total Current Liabilities	<u>51,474</u>
354	Accrued Compensated Absences - Non Current	9,556
357	Accrued Pension and OPEB Liabilities	-
350	Total Noncurrent Liabilities	<u>9,556</u>
300	Total Liabilities	<u>61,030</u>
508.4	Net Investment in Capital Assets	2,257,582
511.4	Restricted Net Position	
512.4	Unrestricted Net Position	811,758
513	Total Equity - NET POSITION	<u>3,069,340</u>
	TOTAL LIABILITIES AND EQUITY	3,130,370
400	Deferred Inflows of Resources	<u>-</u>
600	TOTAL LIABILITIES, EQUITY AND DEFERRED INFLOWS OF RESOURCES	<u>3,130,370</u>
70300	Net Tenant Rental Revenue	502,611
70400	Tenant Revenue - Other	703
70500	Total Tenant Revenue	<u>503,314</u>
70600	HUD PHA Operating Grants	196,086
70610	Capital Grants	140,728

Artesia Housing Authority
Financial Data Schedule
6/30/2017

Line Item	Account Description	2017
71100	Investment Income - Unrestricted	681
70000	TOTAL REVENUE	<u>840,809</u>
91100	Administrative Salaries	122,007
91200	Auditing Fees	15,775
91310	Bookkeeping Fee	7,455
91500	Employee Benefit Contributions - Administrative	32,168
91600	Office Expenses	31,644
91700	Legal Expenses	273
91800	Travel	900
91900	Other	1,630
91000	Total Operating - Administrative	<u>211,852</u>
92400	Tenant Services - Other	-
92500	Total Tenant Services	<u>-</u>
93100	Water	38,402
93200	Electricity	36,088
93300	Gas	23,573
93600	Sewer	19,147
93800	Other Utilities	-
93000	Total Utilities	<u>117,210</u>
94100	Ordinary Maintenance and Operations - Labor	105,578
94200	Ordinary Maintenance and Operations - Materials & Other	36,396
94300	Ordinary Maint and Operations - Contract Costs	76,938
94500	Employee Benefit Contributions - Ordinary Maintenance	51,348
94000	Total Maintenance	<u>270,260</u>
96110	Property Insurance	55,159
96120	Liability Insurance	-
96130	Workmen's Compensation	-
96140	All Other Insurance	-
96100	Total Insurance Premiums	<u>55,159</u>
96400	Bad Debt - Tenant Rents	29,821
96000	Total - Other General Expenses	<u>29,821</u>
96900	Total Operating Expenses	<u>684,302</u>
97000	Excess Operating Revenue over Operating Expenses	<u>156,507</u>
97400	Depreciation Expense	<u>209,877</u>
90000	TOTAL EXPENSES	<u>894,179</u>
10010	Operating Transfers In	-
10020	Operating Transfers Out	-
10100	Total Other Financing Sources (Uses)	<u>-</u>
10000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	<u>(53,370)</u>
11030	Beginning Equity	3,063,774
11040	Restatements	58,936
11190	Unit Months Available	1,656
11210	Number of Unit Months Leased	1,555

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

Mr. Tim Keller, State Auditor and
Board of Commissioners
Artesia Housing Authority
Artesia, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Artesia Housing Authority as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated September 28, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit, of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Mr. Tim Keller, State Auditor and
Board of Commissioners
Artesia Housing Authority
Artesia, New Mexico
Page Two

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies. 2017-001 and 2017-002

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Artesia Housing Authority's Response to Findings

Artesia Housing Authority's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Artesia Housing Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kriegel/Gray/Shaw & Co., P.C.

Kriegel/Gray/Shaw & Co., P.C.
Las Cruces, New Mexico

September 28, 2017

ARTESIA HOUSING AUTHORITY
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

CURRENT YEAR FINDINGS:

2017-001 No Invoice for Unit Turnaround Services – Significant Deficiency

Statement of Condition – During our disbursements testwork, we noted that amounts paid by the Housing Authority for Unit Turnaround services do not have an agreed price prior to services rendered.

Criteria – Good fiscal controls require agreement as to scope and cost prior to commencement of work.

Cause – Scope of work not always clear prior to work starting.

Effect – Potential for expansion of scope or cost without agreement of both parties.

Recommendation – Document scope of work and range of dollars for services to be performed.

Management's Response – Prior to any turnaround services done it is discussed with the individual what is to be done in the unit and a check sheet of items to be done is given to said person. An agreed amount is verbally agreed upon. The HA (Executive Director) will begin October 1, 2017 using an invoice type of document for services performed and amount to be paid as suggested by auditor.

2017-002 No Clear Policy or Procedures for Accounts Receivable - Tenant Charge-offs – Significant Deficiency

Statement of Condition – No formal policy to determine and report charge-offs to the Board of Commissioners.

Criteria – Good internal controls and fiscal policy require a clear and consistent policy and procedures regarding when past due receivables are to be charged-off/sent to collections for vacated tenants.

Cause – Lack of clarity of policy.

Effect – The accounts receivable-tenants schedule at June 30, 2017 included three vacated tenants that had not been sent to collection, one of which had not been a tenant for more than a year prior. The allowance for doubtful accounts could be understated due to uncollectible accounts and potential for collection becomes more remote due to the passage of time.

Recommendation – A clear policy and related procedures should be established for accounts to be charged-off and sent to collections. The accounts receivable-tenant schedule should be separated into two sections, current tenants and vacated tenants to allow for clear management of allowance for doubtful accounts and charge-off determination.

Management's Response – The PHA will establish a charge-off policy for accounts of vacated tenants. The three tenants noted did not show up in QB's until after the change in computers and software. The QB's software doesn't separate the current tenants and vacated tenants, it never has. The PHA (Executive Director) will seek further assistance from fee accountant to see if the accounts can be separated. The PHA will put a policy and procedure in place by December 31, 2017.

ARTESIA HOUSING AUTHORITY
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

CURRENT STATUS ON PRIOR YEAR FINDINGS:

2016-001 Personnel Files – Compliance and Other Matter

Resolved and not repeated.

ARTESIA HOUSING AUTHORITY
EXIT CONFERENCE
JUNE 30, 2017

EXIT CONFERENCE:

The exit conference was held September 15, 2017 and was attended by the following:

Representing Artesia Housing Authority:

Marty Petsonk, Commissioner
Tabita Doporto, Admissions Specialist

Representing Kriegel/Gray/Shaw & Co., P.C.:

Debbie Gray, CPA/Shareholder
Rebecca Pott, Staff Auditor
Brenda Shannon, CPA/Staff Auditor

FINANCIAL STATEMENTS PREPARATION

Preparation of the financial statements is the responsibility of management. Although, the Artesia Housing Authority's personnel provided significant assistance in the preparation, the statements and related footnotes were prepared by Kriegel/Gray/Shaw & Co., P.C.