# State of New Mexico City of Artesia Public Housing Authority

Project No. NM021000001
Financial Statements and Supplemental Information and Independent Accountant's Report
For the year ended June 30, 2010

List of Principal Officials For the year ended June 30, 2010

## Board of Commissioners

Jimmy BoyseChairpersonVeral d'EntremontVice-ChairpersonAlex VasquezCommissionerRandy HazelbakerCommissionerLeslie PattersonCommissioner

Administrative Staff

Louisa Madrid Executive Director

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#### INDEPENDENT AUDITORS' REPORT

Mr. Hector H. Balderas New Mexico State Auditor and Board of Commissioners City of Artesia Public Housing Authority Artesia, New Mexico

We have audited the accompanying financial statements of the business-type activities of the City of Artesia Public Housing Authority, component unit of the City of Artesia, New Mexico, as of and for the year ended June 30, 2010, which collectively comprise the City of Artesia Public Housing Authority's basic financial statements as listed in the table of contents. We have also audited the budgetary comparisons of the enterprise fund presented as supplementary information in the accompanying individual fund financial statement for the year ended June 30, 2009. These financial statements are the responsibility of the City of Artesia Public Housing Authority's management. Our responsibility is to express an opinion 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As described in Note 1, the financial statements present only the City of Artesia Public Housing Authority and are not intended to present fairly the financial position of the City of Artesia, New Mexico, as of June 30, 2010, and the changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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 the City of Artesia Public Housing Authority, as of June 30, 2010, and the respective changes in financial position, and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America. In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the budgetary comparisons for the enterprise fund of the City of Artesia Public Housing Authority for the year ended June 30, 2010 in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our reports dated November 30, 2010, on our consideration of the City of Artesia Public Housing Authority's internal control over financial reporting and our tests of its compliance with certain provision of laws, regulations, and 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. Those reports are an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 3 through 6 are not a required part of the basic financial statements but is supplementary information required by the accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the basic financial statements and the budgetary comparisons presented as supplementary information. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and non-Profit Organizations, and is not a required part of the financial statements. The additional schedules listed as "other supplemental information" in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Steickler of Prints, LLP

November 30, 2010

REQUIRED SUPPLEMENTARY INFORMATION

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2010

The City of Artesia Public Housing Authority's ("Housing Authority") Management's Discussion and Analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Housing Authority's financial activity, (c) identify changes in the Housing Authority's financial position and (d) identify individual fund issues or concerns.

The Housing Authority is a component unit of the City of Artesia (the "City") and is governed by its City Council. The Housing Authority is funded and monitored by the U.S. Department of Housing and Urban Development and the Real Estate Assessment Center ("REAC").

This Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Housing Authority's financial statements.(beginning on page 7).

#### FINANCIAL HIGHLIGHTS

- The Housing Authority's total net assets increased by \$365,702 (or 14.2 percent) during the fiscal year ended June 30, 2010. Since the Housing Authority engages only in business-type activities, the increase is all in the category of business-type net assets. Net assets were \$2,945,639 and \$2,579.937 for 2010 and 2009, respectively. The increase in net assets was primarily due to an increase in revenue for the year ended June 30, 2010.
- The business-type activities revenue increased by \$164,373 (or 17.3 percent) during the fiscal year ended 2010. Revenue was \$1,116,883 and \$952,510 for 2010 and 2009, respectively. The increase in revenue for year ended June 30, 2010 was largely due to an increase in CFP grant revenue of \$45,416 and an increase in dwelling rental of \$56,193.
- The business-type activities expenses of all Housing Authority programs increased by \$1,048 (or .14 percent). Total expenses were \$756,903 and \$755,855 for 2010 and 2009, respectively. The increase in expenses for the year ended June 30, 2010 was primarily due to a decrease in salaries expense and a decrease in depreciation expense reported for the year ended June 30, 2010.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

The Management's Discussion and Analysis is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority's annual report consists of the following parts: 1) Management's Discussion and Analysis, 2) Basic Financial Statements, and 3) Other Required Supplementary Information. The financial statements include notes that explain in detail some of the information included in the basic financial statements.

### **Basic Financial Statements**

Our basic financial statements are prepared using proprietary fund (enterprise fund) accounting that uses the same basis of accounting as private-sector business enterprises. The Authority is operated under one enterprise fund. Under this method of accounting, an economic resources measurement focus and an accrual basis of accounting is used.

Revenue is recorded when earned and expenses are recorded when incurred. The basic financial statements include a statement of net assets, a statement of revenues, expenses and changes in net assets, and a statement of cash flows, followed by notes to the financial statements. A budget to actual schedule is presented following the notes. In addition to the basic financial statements, this report also contains required supplementary information pertaining to the schedule of cash accounts, pledged collateral and financial data schedule for the Authority.

#### Statement of Net Assets

The statement of net assets presents information on the Authority's assets and liabilities, with the difference between the two reported as net assets.

#### Statement of Revenues, Expenses, and Changes in Net Assets

Over time, increases or decreases in net assets may serve as a useful indication of whether the Authority's financial position is improving or deteriorating. The statement of revenues, expenses, and changes in net assets report the operating revenues and expenses, and non-operating revenues and expenses of the Authority for the fiscal year. The difference is the net income or loss, which is combined with any capital grants to determine the net change in assets for the fiscal year. That change, combined with the net assets at the end of the previous year, totals to the net assets at the end of the current fiscal year.

#### Statement of Cash Flows

The statement of cash flows reports cash and cash equivalent activities for the fiscal year resulting from operating activities, capital and related financing activities, and investing activities. The net result of these activities, added to the beginning of the year cash balance, totals to the cash and cash equivalent balance at the end of the current fiscal year.

#### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The notes to the financial statements can be found on pages ten through seventeen of this report.

### Financial Statement Analysis

Overall, the Authority is in good financial condition. Unrestricted net assets increased \$237,311 in comparison to the prior year. The Authority was able to use a majority of their Capital Fund Program grant revenues on upgrades and the modernization of various dwelling units, rather than general operation expenditures.

	2010		2009
Assets: Current and other assets Capital assets, net of accumulated depreciation	\$ 719,742 2,298,321	\$	484,718 2,169,930
Total assets	\$ 3,018,063	\$	2,654,648
Liabilities: Current and other liabilities	72,424		74,711
Net Assets: Invested in capital assets, net of related debt Unrestricted	2,298,321 647,318		2,169,930 410,007
Total net assets	2,945,639	_	2,579,937
Total liabilities and net assets	\$ 3,018,063	\$	2,654,648

The remaining balance of unrestricted net assets of \$647,318 may be used to meet the Authority's ongoing obligations.

## Statement of Revenues, Expenses, and Changes in Net Assets

A condensed Statements of Revenues, Expenses, and changes in Fund Net Assets for the fiscal years ended June 30, 2010 and 2009 are shown in the table below.

	201 <u>0</u>		
Revenues:			
Operating Revenues:			
Tenant revenues	\$ 395,8	339,676	
Grant revenues	695,	747 596,033	
Other revenues	30,9	20,101	
Total revenues	1,122,6	955,810	
Expenses:			
Operating Expenses:			
Salaries and benefits	271,3	386 257,550	
Operating	293,0	556 279,028	
Depreciation	191,8	861 219,277	
Total expenses	756,9	755,855	
Change in net assets	\$ 365,	702 \$ 199,955	

Tenant revenues increased by \$56,193 (or 16.55 percent) during the year. Salaries and benefits increased by \$13,836 (or 5.4 percent) during the year. Depreciation decreased by \$27,416 (or 12.58 percent).

## Capital Asset and Debt Administration

There was an overall net increase in net capital assets during the year ended June 30, 2010 because the current year depreciation expense was less than additions to capital assets.

## Economic Factors and Next Year's Budgets

Funding is determined at the federal level. HUD appropriated the 2010 budgets at 88.4%. HUD expects to appropriate the 2011 budgets at a 100% level of funding. In addition, the Housing Authority continues to receive Capital Fund Program Grants that are used to make improvements to the physical assets of the Housing Authority and improvements to management.

## **Requests for Information**

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information would be addressed to the Executive Director, 617 W. Bush Artesia, New Mexico 88210.



# STATEMENT OF NET ASSETS JUNE 30, 2010

See accompanying notes to financial statements.

ASSETS	
Current assets	
Cash and cash equivalents	\$ 662,691
Accounts receivable-Net	830
Prepaid expenses	40,263
Total current assets	703,784
Noncurrent assets	
Restricted cash: Cash and cash equivalents - Tenant	
security deposits	15,958
security deposits	13,938
Capital assets	
Land	102,969
Building and improvements	6,024,077
Furniture and equipment	165,946
	< 101 001
Land annual fated dama Salina	6,292,992
Less accumulated depreciation	3,994,671
Total capital assets (net of accumulated depreciation)	2,298,321
Total noncurrent assets	2,314,279
TOTAL ASSETS	\$ 3,018,063
LIABILITIES AND NET ASSETS	
Current liabilities	
	\$ 31,122
Accounts payable Accrued wages	18,980
-	
Accrued compensated absenses	6,233
Total	56,335
Current liabilities payable from restricted assets	,
Tenant security deposits	16,089
Total current liabilities	72,424
Net assets	12,424
	2,298,321
Invested in capital assets	
Unrestricted	647,318
Total net assets	2,945,639
TOTAL LIABILITIES AND NET ASSETS	\$ 3,018,063
S COLUMN TO THE	\$ 3,016,003

# STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2010

Operating Revenues Tenant revenues HUD operating grant revenue CFP grant revenue Other revenue	\$ 395,869 349,989 345,758 25,267
Total operating revenue	1,116,883
Operating expenses Salaries and benefits Operating expenses Depreciation expense	271,386 293,656 191,861
Total operating expenses	756,903
Operating income	359,980
Non-operating revenues Interest revenue	5,722
Change in net assets	365,702
Net assets, beginning of year	2,579,937
Net assets, end of year	\$ 2,945,639

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2010

See accompanying notes to financial statements.

TOR THE TEAR ENDED OF THE SO, 2010			
CASH FLOWS FROM OPERATING ACTIVITIES:	Ġ.	426.020	
Cash received from tenants	\$	426,929	
Cash received from HUD		695,747	
Interest received		5,722	
Cash payments to suppliers for goods and services		(296,397)	
Cash payments to employees for services		(271,821)	
Net cash provided by operating activities		560,180	
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:			
Purchase of property and equipment		(320,252)	
Net increase in cash and cash equivalents		239,928	
Cash and cash equivalents, beginning of year		438,721	
Cash and cash equivalents, end of year	\$	678,649	
Cash and cash equivalents consist of:			
Unrestricted cash and cash equivalents	\$	662,691	
Restricted cash and cash equivalents - Tenants deposits		15,958	
	\$	678,649	
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating income	\$	365,702	
Adjustments to reconcile operating income to net cash			
provided by operating activities:			
Depreciation		191,861	
Changes in assets and liabilities:			
Accounts receivable		5,741	
Prepaid expenses		(837)	
Accounts payable		(1,904)	
Accrued liabilities and other expenses		(435)	
Tenant security deposits		52	
Total adjustments		194,478	
Net cash provided by operating activities	\$	560,180	

## NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2009

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the City of Artesia Public Housing Authority (the "Public Housing Authority"), is presented to assist in understanding the Public Housing Authority's financial statements. The financial statements and notes are representations of the Public Housing Authority's management, who is responsible for their integrity and objectivity.

The Public Housing Authority was established in 1968. There are two different housing projects in the City of Artesia, New Mexico for the Public Housing Authority. The first project, consisting of sixty units, was completed in 1968. The second project, consisting of seventy-eight units, was completed in 1969. Five commissioners, who are selected by the Mayor and City Council of the City of Artesia, govern the Public Housing Authority. For financial purposes only, the Public Housing Authority is a discretely presented component unit of the City of Artesia. The Authority was created to provide a conduit for housing funds for disadvantaged citizens.

The following is a summary of the Public Housing Authority's accounting policies.

Reporting Entity—The Public Housing Authority is governed by the City of Artesia, New Mexico (the "City") and its separate business type activity financial statements which are included in the City's basic financial statements. The Public Housing Authority has no component units.

The financial statements include those activities and functions related to the Public Housing Authority which are controlled by or dependent upon its Board of Commissioners. The accompanying financial statements do not present the financial position and results of operations of the City, taken as a whole in accordance with generally accepted accounting principles (GAAP).

Basis for Presentation—The accompanying financial statements have been prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements—and Management's Discussion and Analysis - For State and Local Governments. The accompanying financial statements have been prepared in accordance with the accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units.

Fund Accounting—The Housing Authority of the City of Artesia, New Mexico is a governmental proprietary activity accounted for as an Enterprise Fund. Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. All activities necessary to provide such services are accounted for in this fund, but not limited to administration, operations, maintenance, financing and related debt service, and billing and collection.

All enterprise funds are accounted for on a cost of service or "economic resources" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on the balance sheet. The reported net assets (net total assets) is segregated into net assets invested in capital assets, net of related debt and unrestricted components. In accordance with GASB Statement No. 20, the Public Housing Authority has elected to follow all financial Accounting Standards Board (FASB) pronouncements issued prior to November 30, 1989, including FASB 71, unless those pronouncements conflict with or contradict GASB pronouncements. The Authority has elected not to follow FASB pronouncements issued subsequent to that date.

Under the terms of grant agreements, the Public Housing Authority funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the Public Housing Authority's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenue.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues, such as charges for services, subsidies and capital contributions are associated with the principal activity of the fund. Nonoperating revenues, such as investments earnings result from ancillary activities.

**Budget**—Budget for Low Rent Public Housing is adopted and amended on a HUD-prescribed basis on an annual basis.

The Public Housing Authority follows these procedures in establishing the budgetary process:

- 1. The executive director and the fee accountant prepare the budget in accordance with the US Department of Housing and Urban Development ("HUD") Guidelines.
- 2. HUD reviews the proposed budget and makes corrections, revisions and amendments as necessary.
- 3. The executive director submits the budget to the Public Housing Authority's board of commissioners for approval.
- 4. The board of commissioners approves the budget

This budget is a guideline to operation but is not a legally enforceable document.

Basis of Accounting—The financial statements are prepared using the accrual basis of accounting.

Cash and Cash Equivalents—For purposes of the statement of cash flows, the Public Housing Authority considers all investment instruments purchased with a maturity of three months or less to be cash equivalents.

State statutes authorize the Public Housing Authority to invest in interest bearing accounts with

local financial institutions, direct obligations of the U.S. Treasury or New Mexico political subdivisions, and the State Treasurer's Investment Pool. New Mexico state statutes require that financial institutions with public monies on deposit pledge collateral, to the owner of such public monies, in an amount not less than 50% of the uninsured public monies held on deposit. Collateral pledged is held in safekeeping by other financial institutions, with safekeeping receipts held by the Public Housing Authority. The pledged securities remain in the name of the financial institution.

Receivables—Accounts receivables pertain to amounts due from customers for rental of dwellings. The Public Housing Authority evaluates receivables for collectibility and records an allowance for doubtful accounts based on expected defaults. At June 30, 2010 the allowance for doubtful accounts is \$17,866.

Capital Assets—Capital assets which include property and equipment in service is recorded at cost. Expenditures of land, structures, and equipment that substantially increase the useful lives of existing assets, are capitalized at cost. The Public Housing Authority records depreciation of property and equipment in service on the straight-line method at amounts estimated to amortize costs of assets over their estimated useful lives.

The Public Housing Authority adopted a capitalization policy whereby all property and equipment over \$5,000 in value and useful life greater than one year are capitalized.

The following estimated useful lives are used in providing for depreciation of property and equipment.

Buildings and improvements Furniture and equipment 40 years 5 - 10 years

Analysis of impairment—Management reviews long-lived assets and intangible assets for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. In management's opinion, there is no impairment of such Public Housing Authority assets at June 30, 2010.

Use of Estimates—The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures 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 can differ from those estimates.

Compensated Absences-Vested or accumulated vacation leave that is expecting to be liquidated with expendable available financial resources is reported as an expenditure and a liability. In accordance with the provisions of Governmental Accounting Standards Board, Statement No. 16, Accounting for Compensated Absences, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits. Employees accumulate leave in varying terms, based upon length of service and position held.

Taxes—The Public Housing Authority is exempt from federal and state income taxes; as such, no provision is made in the accompanying financial statements.

Annual Subsidies—Subsidies and contributions from HUD are received periodically and represent the most significant source of revenues and contributed capital. The terms of these subsidies and contributions are defined in various contracts. HUD subsidies for ongoing operations are recorded as operating grant revenues in the accompanying statements of revenues and expenses. HUD contributions for modernizations are recorded as capital grant revenues in the accompanying statements of revenues and expenses.

Net Assets—Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations on their use either through the enabling legislation adopted by the Public Housing Authority or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Restricted resources are used first to fund appropriations. The Public Housing Authority applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

New governmental accounting standards—In June 2007, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 51, Accounting and Financial Reporting for Intangible Assets which is effective for financial statements for periods beginning after June 15, 2009. The Statement establishes uniform financial reporting standards for intangible assets.

In November 2007, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 52, Land Held as Investments by Endowments, which is effective for financial statements for periods beginning after June 15, 2008, with earlier application encouraged. This Statement establishes standards for the reporting of land and other real estate by endowment.

In June, 2008 the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 53, Accounting and Financial Reporting for Derivative Instruments, which is effective for all periods beginning after June 15, 2009. The statement is intended to improve how governments report information about derivative instruments.

Management has not yet determined the impact of the above statements on the financial statements.

Subsequent Events - Management has evaluated events through November 29, 2010, the date the financial statements were available to be issued.

## 2. CASH AND CASH EQUIVALENTS

The Public Housing Authority maintains cash in one financial institution, First American in Artesia, New Mexico. Collateral is held in safekeeping at a Federal Reserve Bank, or member bank other than the depository bank, in the name of the respective depository bank and pledged as a pool of collateral against all of the public deposits it holds, with the exception of deposit insurance by the Federal Deposit Insurance Corporation.

The schedule of pledged collateral to secure the deposits of the Public Housing Authority as of June 30, 2010 is as follows:

	First National Bank			
Total deposits in bank FDIC coverage	\$	716,529 (250,000)		
Total uninsured public funds	\$	466,529		
Pledged securities Collateral requirement (50% of	\$	470,000		
uninsured public funds)		(233,265)		
Over collateralization	\$	236,735		

As of June 30, 2010 the amount of cash reported on the financial statements differs from the amount on deposit with the various institutions because of transactions in transit and outstanding checks. Cash and cash equivalents consists of the following:

	Per Institution		ReconcilingItems		Per Financial Statement	
Checking accounts:						
Operating account	\$	78,424	\$	(38,000)	\$	40,424
Payroll account		12,895		-		12,895
Tenant Security Deposit		15,858		100		15,958
Capital fund account		609,352		-		609,352
Cash on hand		<u>-</u>	. —	20		20
	\$	716,529	\$	(37,880)	\$	678,649

The carrying amounts of deposits are reported as cash within the financial statements as follows:

Statement of Net Assets:  Cash  Restricted cash	\$	662,691 15,958
	<u> </u>	678,649

Custodial Credit Risk—Deposits—Custodial credit risk is the risk that, in the event of a bank failure the Public Housing Authority's deposits may not be returned to it. The Public Housing Authority does not have a deposit policy for custodial credit risk. Bank balances of \$250,000 are covered by federal depository insurance. As of June 30, 2010, none of the Public Housing Authority's bank balance of \$716,529 was exposed to custodial risk as \$466,529 of it was uninsured and collateralized by collateral held by pledging bank's agent, not in the Authority's name.

## 3. ACCOUNTS RECEIVABLE - TENANTS

Accounts receivable - tenants at June 30, 2010 consisted of the following:

Charges for services \$ 18,696

Less allowance for doubtful accounts (17,866)

Net receivables \$ 830

## 4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2010 was as follows:

	Balance at 2009			Balance at 2010	
Capital assets, not being depreciated: Land	\$ 102,969	\$ -	<u>\$</u>	\$ 102,969	
Capital assets, being depreciated: Buildings and improvements Furniture and equipment	5,703,825 165,946	325,015	(4,763)	6,024,077 165,946	
Total capital assets, being depreciated	5,869,771	325,015	(4,763)	6,190,023	
Less accumulated depreciation for: Buildings and improvements Furniture and equipment	(3,646,028) (156,782)	(188,248) (3,613)		(3,834,276) (160,395)	
Total accumulated depreciation	(3,802,810)	(191,861)		(3,994,671)	
Total capital assets, being depreciated, net	2,066,961	133,154	(4,763)	2,195,352	
Capital assets, net	\$ 2,169,930	\$ 133,154	\$ (4,763)	\$ 2,298,321	

Depreciation expense for the year ended June 30, 2010 was \$191,861.

## 5. LONG-TERM LIABILITIES

Changes in long-term liabilities during the year ended June 30, 2010, were as follows:

	2009	Ĭì	ncrease	De	ecreases	2010	e Within ne Year
Compensated absences	\$ 4,696	\$	9,484	\$	(7,947)	\$ 6,233	\$ 6,233

#### 6. EMPLOYEE BENEFITS

The Public Housing Authority adopted the Money Purchase Pension Plan (Plan) effective April 1, 1972. The Plan is qualified by the Internal Revenue Service under Code Section 401(a). All employees will be eligible to participate in the Plan if they have completed six months of service and have attained the age of twenty and one-half.

For covered employees, participants can contribute up to the lesser of \$40,000 or 100% of their gross compensation to the plan. The Public Housing Authority is required to contribute 5.5% of the eligible employee's gross compensation.

The contribution requirements for the year ended were:

June 30, 2008	\$ 7,143
June 30, 2009	\$ 8,138
June 30, 2010	\$ 8,158

#### 7. POST EMPLOYMENT HEALTH CARE BENEFITS

The Retiree Health Care Act (Chapter 10, Article 76 NMSA 1978) provides comprehensive care group health insurance for persons who have retired from certain public service in New Mexico. The Public Housing Authority has elected not to participate in the post-employment health insurance plan.

#### 8. OPERATING SUBSIDIES

The Public Housing Authority receives operating subsidy funding from HUD under the Performance Funding System and the amount is calculated on HUD Form 52723. After the end of each year, the amount of utilities, rent shortfall, and targeted investment income estimated for the initial operating subsidy calculation are adjusted to actual. If the estimated utility expenses are higher than actual, the difference is returned to HUD. If the actual investment income is more than targeted investment income, the difference is also returned to HUD. If there is a rent shortfall, HUD will increase the amount due to the Public Housing Authority.

#### 9. RISK MANAGEMENT

The Public Housing Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, workers compensation; and natural disasters. The Public Housing Authority has purchased commercial insurance to provide for these contingencies. The Public Housing Authority pays an annual premium for its general insurance coverage and risk of loss is transferred.

#### 10. ECONOMIC DEPENDENCY

Substantially all revenues of the Public Housing Authority are received from programs directed by the United States Department of Housing and Urban Development. Receipt of these funds is contingent upon the Public Housing Authority's continued compliance with the grant provisions and the maintenance of the grant programs by the United States Department of Housing and Urban Development.

## 11. CONTINGENCIES

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



# SCHEDULE OF REVENUES AND EXPENSES BUDGET (NON-GAAP) AND ACTUAL (CASH BASIS) FOR THE YEAR ENDED JUNE 30, 2010

	Budgete	d Amounts		
	Original	Final	Actual Amounts	Variance with Final Budget- Positive (Negative)
REVENUES:				A #0.040
Rents	\$ 325,000	\$ 325,000	\$ 395,869	\$ 70,869
HUD subsidy	290,000	290,000	349,988	59,988
CFP grant revenue	950,811	950,811	345,758	(605,053)
Other revenue	18,700	18,700	25,267	6,567
Total Revenues	1,584,511	1,584,511	1,116,882	(467,629)
EXPENSES:				
Administrative salaries	89,100	89,100	95,297	(6,197)
Training	2,500	2,500	1,798	702
Travel	1,600	1,600	-	1,600
Accounting fees	6,900	6,900	8,663	(1,763)
Auditing fees	7,000	7,000	5,807	1,193
Employee benefits-Admin	42,200	42,200	42,289	(89)
Other administrative expenses	30,000	30,000	32,454	(2,454)
Water	35,000	35,000	44,113	(9,113)
Electricity	50,000	50,000	39,318	10,682
Gas	45,000	45,000	34,654	10,346
Other utilities	14,000	14,000	11,890	2,110
Maintenance labor	82,500	82,500	89,895	(7,395)
Employee benefits - Maint	45,000	45,000	43,904	1,096
Maintenance materials	32,000	32,000	28,260	3,740
Maintenance contract costs	23,000	23,000	24,940	(1,940)
Insurance	55,000	55,000	50,206	4,794
Capital outlay	854,516	871,273	318,685	552,588
Total expenditures	1,415,316	1,432,073	872,173	559,900
Excess (deficiency) of revenues over				
expenditures	169,195	152,438	244,709	92,271
Non-Operating Revenue:				
Interest income	5,000	5,000	5,722	722_
Revenue over expenses	\$ 174,195	\$ 157,438	\$ 250,431	\$ 92,993

# SCHEDULE OF RECONCILIATION BETWEEN THE BUDGETARY BASIS AND GAAP BASIS REVENUES AND EXPENSES FOR THE YEAR ENDED JUNE 30, 2010

Excess of revenues and other sources over expenses GAAP basis	\$ 365,702
Expenses accruals, net Depreciation expense Capital Outlay	 11,553 191,861 (318,685)
Excess of revenues over expenses and other sources, Non-GAAP budgetary basis	\$ 250,431

# FINANCIAL DATA SCHEDULE JUNE 30, 2010

Accou No.		]	Low Rent 14.850		CFP 14.872		Total
111	Current Assets: Cash	\$	662,691	\$		\$	662,691
126	Accounts receivable -	P	002,091	3	•	Ф	002,091
	tenant dwellings rent		830		-		830
	Receivable from other government		-		-		-
142	Prepaid expenses		40,263				40,263
150	Total current assets		703,784		-		703,784
	Restricted Assets:						
114	Tenant security deposit		15,958		-		15,958
	Property, Plant and Equipment						
161	Land		102,969		_		102,969
162	Building and improvements		5,142,102		881,975		6,024,077
163	Furniture, Equipment & Machinery -						
	Dwelling		165,946		-		165,946
166	Accumulated Depreciation		(3,931,443)		(63,228)		(3,994,671)
190	Total Assets	\$	2,199,316	\$	818,747	\$	3,018,063
	Liabilities and Fund Equity						
	Current Liabilities:						
312	Accounts payable <= 90 days	\$	31,122	\$	-	\$	31,122
312	Accrued wages		18,980				18,980
322	Accrued compensation absences -						
	current portion  Liabilities payable from restricted assets:		6,233		-		6,233
341	Tenant security deposits		16,089		_		16,089
	- over cooding aspects		10,009			_	
300	Total Liabilities		72,424		-		72,424
	Net Assets						
508.1	Invested in capital assets, net of						
	related debt		1,479,574		818,747		2,298,321
512.1	Unrestricted net assets		647,318		-		647,318
600	Total Liabilities and Net Assets	\$	2,199,316	\$	818,747	\$	3,018,063

## FINANCIAL DATA SCHEDULE FOR THE YEAR ENDED JUNE 30, 2010

Accou No. REVE	int ENUE:	I	Low Rent 14.850	CFP 14.872		Total
703 704	Net tenant rental revenue Tenant revenue -other	\$ —	395,869 25,267	\$ <u>-</u>	\$	395,869 25,267
705	Total tenant revenue		421,136	-		421,136
706 706.1 711	HUD PHA operating grants Capital grants Investment income - unrestricted		349,989 - 5,722	 345,758		349,989 345,758 5,722
700	Total Revenue		776,847	345,758	_	1,122,605
EXPE 911 912 915 916 931 932 933 938 941 942 943 974 961 964	NSES: Administrative salaries Auditing and accounting fees Employee benefits contributions Other operating - administrative Water Electricity Gas Other utilities expense Ordinary maintenance - labor Ordinary maintenance - materials & other Ordinary maintenance - contract costs Depreciation expense Insurance premiums		95,297 14,471 86,194 34,249 44,113 39,318 34,654 11,890 89,895 28,260 24,940 159,522 50,206	32,339		95,297 14,471 86,194 34,249 44,113 39,318 34,654 11,890 89,895 28,260 24,940 191,861 50,206
	Other general expenses		11,555	-		11,555
	otal Expenses		724,564	 32,339		756,903
1000	Excess of operating revenue over expenses		52,283	313,419		365,702
1103 1104	Net assets at beginning of year Equity transfer		1,815,347 259,262	 764,590 (259,262)		2,579,937
N	et assets at end of year	\$	2,126,892	\$ 818,747	\$	2,945,639

# SCHEDULE OF CASH ACCOUNTS JUNE 30, 2010

	1	PerInstitution		econciling Items	Per Financial Statement		
Checking accounts:							
Operating account	\$	78,424	\$	(38,000)	\$	40,424	
Payroll account		12,895		-		12,895	
Tenant Security Deposit		15,858		100		<b>15</b> ,958	
Capital fund account		609,352				609,352	
	\$	716,529	\$	(37,900)	\$	678,629	

# SCHEDULE OF PLEDGED COLLATERAL JUNE 30, 2010

CUSIP	Par		CUSIP Par		Maturity
Number		Value	Date		
264430EE5	\$	25,000	07/01/2011		
801891EF5		50,000	08/01/2011		
801891EF5		25,000	08/01/2011		
077581MQ6		175,000	08/01/2020		
876014FF3		195,000	09/01/2020		
	\$	470,000			
	Number 264430EE5 801891EF5 801891EF5 077581MQ6	Number  264430EE5 \$ 801891EF5 801891EF5 077581MQ6	Number         Value           264430EE5         \$ 25,000           801891EF5         50,000           801891EF5         25,000           077581MQ6         175,000           876014FF3         195,000		



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# 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

Mr. Hector H. Balderas New Mexico State Auditor and Board of Commissioners City of Artesia Public Housing Authority Artesia, New Mexico

We have audited the financial statements of the business-type activities and related budgetary comparison presented as supplemental information of the City of Artesia Public Housing Authority, a component unit of the City of Artesia, as of and for the year ended June 30, 2010, and have issued our report thereon dated November 30, 2010. 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.

## Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Artesia Public Housing Authority's internal control over financial reporting as a basis for designing our auditing procedures 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 City of Artesia Public Housing Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Artesia Public Housing Authority's internal control over financial reporting.

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.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting, described as item 10-01. A significant deficiency is a deficiency, or 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.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Artesia Public Housing 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 10-01.

We also noted certain other matters that are required to be reported pursuant to Government Auditing Standards paragraphs 5.14 and 5.16, and pursuant to Section 12-6-5, NMSA 1978, which are described in the accompanying schedule of findings and questioned costs as findings 10-01.

The Authority's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the Authority's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the board of commissioners, management, others within the Organization, the City of Artesia, the State Auditor, the New Mexico Legislature, the New Mexico Department of Finance Administration and applicable federal grantors and is not intended to be and should not be used by anyone other than these specified parties.

Staicklan & Prints, Up

El Paso, Texas November 30, 2010



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# REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Mr. Hector H. Balderas New Mexico State Auditor and Board of Commissioners City of Artesia Public Housing Authority Artesia, New Mexico

### Compliance

We have audited the compliance of the City of Artesia Public Housing Authority with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2010. The City of Artesia Public Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the City of Artesia Public Housing Authority's management. Our responsibility is to express an opinion on the City of Artesia Public Housing Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether, noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Artesia Public Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the City of Artesia Public Housing Authority's compliance with those requirements.

In our opinion, the City of Artesia Public Housing Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2010.

#### Internal Control over Compliance

Management of the City of Artesia Public Housing Authority is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the City of Artesia Public Housing Authority's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Artesia Public Housing Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the board of commissioners, management, others within the Organization, the City of Artesia, the State Auditor, the New Mexico Legislature, the New Mexico Department of Finance Administration and applicable federal grantors and is not intended to be and should not be used by anyone other than these specified parties.

Strickless & Prioto, LLP

El Paso, Texas November 30, 2010

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2010

Federal Grantor/Pass Through Grantor/Program Title	Federal CFDA No.	Pass-through Number	_	Award Amount	Federal Expenditures
U.S. Department of Housing and Urban Development					
Capital Fund Program	14.872	NM02P021501-07	\$	224,416	\$ 4,763
Capital Fund Program	14,872	NM02P02I501-08		223,451	25,489
Capital Fund Program	14.872	NM02P021501-09		223,100	86,443
ARRA - Capital Fund Program	14.885	NM02S021501-09		282,844	229,063
Operating Fund Program	14.850	NM021-00000109D		323,945	191,569
Operating Fund Program	14,850	NM021-00000110D		287,494	158,420
Total Expenditures of Federal Awards			\$	1,565,250	\$ 695,747

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2010

#### 1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards presents the activity of all federal awards of the City of Artesia Public Housing Authority. All federal awards received, including those received through other agencies are included on the schedule.

#### 2. BASIS OF ACCOUNTING

The accompanying schedule of expenditures of federal awards is presented using the accrual basis of accounting, which is described in Note 1 of the City of Artesia Public Housing Authority's financial statements.

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

A. SUMMARY OF AUDIT RESULTS		
Financial Statements		
Type of auditor's report issued:	Unqualified	
Internal control over financial reporting:		
Material weakness(es) identified? Significant deficiencies identified that are not considered to be material weaknesses?	Yes Yes	No
Noncompliance material to financial statements noted?	Yes	XNo
Federal Awards		
Internal control over major programs:		
Material weakness(es) identified? Significant deficiencies identified that are not considered to be material weaknesses?	Yes Yes	_X_No _X_None Reported
Type of auditor's report issued on compliance for major progra	ms: Unqualified	
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	Yes	_XNo
Identification of major programs:		
CFDA Number(s)	Name of Federal Prog	gram or Cluster
14.872 14.885 14.850	Capital Fund Program ARRA Capital Fund I Operating Fund Progr	Program
Dollar threshold used to distinguish between type A and type B programs	\$300,000	
Auditee qualified as low-risk auditee?	Yes	X No

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2010

#### FINDINGS - FINANCIAL STATEMENT AUDIT:

2010-01: Audit Report Submission to the New Mexico State Auditor

## Condition

The required submission date of the audit report for the fiscal year ended June 30, 2010 to the New Mexico State Auditor was December 1, 2010. The June 30, 2010 replacement financial statements were submitted in January.

#### Criteria

The New Mexico State Statutes Section 12-6-12 requires the state auditor to promulgate reasonable regulations necessary to carry out the duties of the office. NMAC 2-2-2-9 requires that the City of Artesia Public Housing Authority submit the audit report by December 1 following the end of each fiscal year at June 30.

#### **Effect**

Delays in the submission of the audit reports affecting the reporting of financial information to other state agencies and local governments.

#### Cause

The New Mexico State Auditor's office required corrections to the original audit report submission.

#### Recommendation

The audit report should be submitted prior to the submission deadline date to allow the New Mexico State Auditor's office time to review and release the audit report by the December 1st deadline date.

## Agency Response

The NM State Auditors rejecting the audit due to required corrections from Strickler and Prieto, Auditors, created a finding for our agency.

# SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2010

Current status

No prior year audit findings

## EXIT CONFERENCE FOR THE YEAR ENDED JUNE 30, 2010

An exit conference was conducted November 30, 2010 in a closed meeting of the City of Artesia Public Housing Authority Commissioners pursuant to Section 12-6-5 NMSA, 1978 with the following individuals in attendance:

## City of Artesia Public Housing Authority

Veral d'Entremont Leslie Patterson Louisa Madrid Vice-Chairperson Commissioner Executive Director

Strickler & Prieto, LLP

Sandra Chiquito

Manager

## **Financial Statement Preparation**

The Public Housing Authority independent public accountants prepared the accompanying financial statements; however, the Public Housing Authority is responsible for the financial statement content.