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**Chester W. Mattocks**  
**Certified Public Accountant**

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**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**ANNUAL FINANCIAL REPORT AND  
INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2008**

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 2008**

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STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 2008

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**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**OFFICIAL ROSTER**  
**AS OF JUNE 30, 2008**

**Commission Members**

<u>Name</u>	
LaNelle Witt	Chair
Daniel Armstrong	Vice Chair
Rebecca Villalobos	Secretary
A. Samuel Adelo	Member
Judith Cooper	Member
Pearlene Garcia	Member
Ann Barton George	Member
Pat Madera	Member
Loyda Martinez	Member
Marjorie Miller-Engel	Member
Valerie Murrill	Member
Mary Pena Noskin	Member
Anita Pfeiffer	Member
Barbara Reedy	Member
Angie Vachio	Member

**Administration**

<u>Name</u>	<u>Position</u>
Mary Molina Mescall	Executive Director
Marie Sedillo	Executive Assistant
Michelle Gallegos	Financial Specialist
Mary Margaret Friend	Receptionist/Office Assistant
Lorraine Bantista	Displaced Homemakers Program
Kathi Brown	Public Relations Specialist
Kathy Chavez	Event Planner
Dr. Linda Friedman	TeamWorks Director
Debra Gallegos	TeamWorks Fiscal Manager
Ceci Grant	TeamWorks Fiscal Assistant
Nancy Blake Edwards	TeamWorks Admin. Assistant
Mary Meyer	TeamWorks Receptionist
Vanessa Tavarez-Corral	TeamWorks Las Cruces Site Manager
Otilio Montoya	TeamWorks Las Cruces Admin. Assistant
Maria Scheiffer	TeamWorks Las Cruces Receptionist

**INDEPENDENT AUDITOR'S REPORT**

State of New Mexico  
Commission on the Status of Women  
Albuquerque, New Mexico

and

Mr. Hector H. Balderas  
New Mexico State Auditor  
Santa Fe, New Mexico

I have audited the accompanying financial statements of the governmental activities, each major fund, and the respective budgetary comparisons of the General Fund, the Conference Fund, the Year of the Girl Fund and the TeamWorks Fund of the State of New Mexico Commission on the Status of Women (Commission) as of and for the year ended June 30, 2008, which collectively comprise the Commission's basic financial statements, as listed in the Table of Contents. These financial statements are the responsibility of the Commission's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my 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 I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements and the individual fund 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. I believe that my audit provides a reasonable basis for my opinions.

As discussed in Note 1A, the financial statements of the Commission, are intended to present the financial position and changes of financial position of only that portion of the governmental activities and each major fund of the State of New Mexico that is attributable to the transactions of the Commission. They do not purport to, and do not, present fairly the financial position of the entire State of New Mexico as of June 30, 2008 and the changes in its financial position thereof and respective budgetary comparisons for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission at June 30, 2008, and the respective changes in financial position, thereof and the respective budgetary comparisons of the General Fund, the Conference Fund, the Year of the Girl Fund and the TeamWorks Fund for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued my report dated December 11, 2008, on my consideration of the Commission's internal control over financial reporting and on my tests of its compliance with certain provisions of laws and regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my 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 and should be considered in assessing the results of my audit.

The Commission has not presented its Management's Discussion and Analysis for the year ended June 30, 2008. The Management's Discussion and Analysis is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board.

My audit was made for the purpose of forming opinions on the basic financial statements that collectively comprise the Commission's basic financial statements and on the individual fund financial statements. 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, *Audit of States, Local Governments, and Non-Profit Organizations*, and is 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 my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

  
December 11, 2008

**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**STATEMENT OF NET ASSETS**  
**AS OF JUNE 30, 2008**

	<b>Governmental Activities</b>
<b><u>ASSETS</u></b>	
Current assets:	
Investment account with New Mexico State Treasurer	\$ 122,266
Cash in bank	952
Petty cash	500
Due from other state agencies	338,002
Total current assets	<u>461,720</u>
Capital assets:	
Capital assets	342,512
Less accumulated depreciation	<u>(281,720)</u>
Total capital assets, net of accumulated depreciation	60,792
Total assets	<u>522,512</u>
<b><u>LIABILITIES</u></b>	
Current Liabilities:	
Investment account overdraft	244,317
Accounts payable	116,947
Accrued payroll and benefits	35,969
Deferred revenue	952
Due to State of New Mexico General Fund	5,569
Compensated absences payable - expected to be paid within one year	33,778
Total current liabilities	<u>437,532</u>
Noncurrent liabilities:	
Compensated absences payable - expected to be paid after one year	<u>-0-</u>
Total noncurrent liabilities	<u>-0-</u>
Total liabilities	<u>437,532</u>
<b><u>NET ASSETS (Deficit)</u></b>	
Invested in capital assets	60,792
Unrestricted (deficit)	(33,678)
Restricted for special appropriations	14,000
Restricted for Special Revenue Funds projects	43,866
Total net assets	<u>\$ 84,980</u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2008**

<u>FUNCTIONS/PROGRAMS</u>	<u>Expenses</u>	<u>Program Revenues Operating Grants And Contributions</u>	<u>Net (Expenses), Revenue and Changes in Net Assets</u>
Governmental activities:			
General government	\$ (635,104)	\$ -0-	\$ (635,104)
Public service	(1,504,413)	1,473,038	(31,375)
Total governmental activities	<u>\$ (2,139,517)</u>	<u>\$ 1,473,038</u>	<u>(666,479)</u>
<b>REVENUES:</b>			
General revenues:			
General Fund appropriation (net of current year reversion of \$5,569)			601,831
General Fund appropriation- compensation package			22,400
Loss on disposal of capital assets			(1,830)
Transfer it-other state agency- general grant			16,800
Total general revenues			<u>639,201</u>
Change in net assets			<u>(27,278)</u>
Net assets - beginning of year- as originally presented			31,522
Restatement- compensated absences payable			24,675
Restatement- deferred revenue			56,061
Net assets- beginning of year- as restated			<u>112,258</u>
Net assets - end of year			<u>\$ 84,980</u>

The accompanying notes are an integral part of these financial statements.



STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN

**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**AS OF JUNE 30, 2008**

	General Fund	Conference	Year of The Girl	TeamWorks	Total Governmental Funds
<b><u>ASSETS</u></b>					
Investment account with New Mexico State Treasurer	\$ 78,400	\$ 35,591	\$ 8,275	\$ -0-	\$ 122,266
Cash in bank	-0-	-0-	-0-	952	952
Petty Cash	100	-0-	-0-	400	500
Due from other state agencies	23,959	-0-	-0-	314,043	338,002
Total assets	<u>\$ 102,459</u>	<u>\$ 35,591</u>	<u>\$ 8,275</u>	<u>\$ 315,395</u>	<u>\$ 461,720</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>					
Liabilities:					
Investment overdraft	\$ -0-	\$ -0-	\$ -0-	\$ 244,317	\$ 244,317
Accounts payable	63,619	-0-	-0-	53,328	116,947
Accrued payroll and benefits	19,171	-0-	-0-	16,798	35,969
Deferred revenue	-0-	-0-	-0-	952	952
Due to State of New Mexico General Fund reversion FY 08	5,569	-0-	-0-	-0-	5,569
Total liabilities	<u>88,359</u>	<u>-0-</u>	<u>-0-</u>	<u>315,395</u>	<u>403,754</u>
Fund balances:					
Reserved for petty cash	100	-0-	-0-	-0-	100
Reserved for special appropriation	14,000	-0-	-0-	-0-	14,000
Unreserved reported in Special Revenue Funds	-0-	35,591	8,275	-0-	43,866
Total fund balances	<u>14,100</u>	<u>35,591</u>	<u>8,275</u>	<u>-0-</u>	<u>57,966</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 102,459</u>	<u>\$ 35,591</u>	<u>\$ 8,275</u>	<u>\$ 315,395</u>	<u>\$ 461,720</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS -  
TO THE STATEMENT OF NET ASSETS - GOVERNMENTAL ACTIVITIES  
AS OF JUNE 30, 2008**

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Total fund balances - Governmental Funds (Balance Sheet - Governmental Funds)	\$	57,966
Amounts reported for governmental activities in the Statement of Net Assets are different at June 30, 2008 because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund financial statements. These assets consist of:		
Capital assets	\$	342,512
Less accumulated depreciation		<u>(281,720)</u>
Total capital assets, net of accumulated depreciation		60,792
Some liabilities are not due and payable in the current period and therefore are not reported in the governmental funds:		
Compensated absences payable		<u>(33,778)</u>
Net assets of Governmental activities (Statement of Net Assets)	\$	<u>84,980</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2008

	General Fund	Conference	Year of The Girl	TeamWorks	Total Governmental Funds
<b>REVENUES</b>					
Federal grants	\$ -0-	\$ -0-	\$ -0-	\$ 1,446,274	\$ 1,446,274
Miscellaneous	-0-	26,764	-0-	-0-	26,764
Total revenues	-0-	26,764	-0-	1,446,274	1,473,038
<b>EXPENDITURES</b>					
Current:					
General government:					
Personal services/employee benefits	429,389	-0-	-0-	407,415	836,804
Contractual services	19,393	-0-	-0-	721,366	740,759
Other costs	192,249	24,959	-0-	317,493	534,701
Total expenditures	641,031	24,959	-0-	1,446,274	2,112,264
Excess (deficiency) of revenues over Expenditures	(641,031)	1,805	-0-	-0-	(639,226)
Other financing sources (uses):					
State general fund appropriation - regular	607,400	-0-	-0-	-0-	607,400
State general fund appropriation - compensation package	22,400	-0-	-0-	-0-	22,400
Transfer in- other state agency-grant	16,800	-0-	-0-	-0-	16,800
Reversions to state general fund FY 08	(5,569)	-0-	-0-	-0-	(5,569)
Total other financing sources (uses)	641,031	-0-	-0-	-0-	641,031
Net change in fund balances	-0-	1,805	-0-	-0-	1,805
Fund balances - beginning	100	-0-	-0-	-0-	100
Restatements	14,000	33,786	8,275	-0-	56,061
Fund balances- beginning as restated	14,100	33,786	8,275	-0-	56,161
Fund balances - ending	\$ 14,100	\$ 35,591	\$ 8,275	\$ -0-	\$ 57,966

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS - TO THE STATEMENT OF  
ACTIVITIES - GOVERNMENTAL ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2008**

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Net change in fund balances (Statement of Revenues,  
Expenditures and Changes in Fund Balances) \$ 1,805

Amounts reported for governmental activities in the  
Statement of Activities are different for the year  
ended June 30, 2008 because:

In the Statement of Activities, certain operating expenses -  
compensated absences payable - are measured by the amounts  
earned during the year. In the Governmental Funds, however,  
expenditures are measured by the amount of financial resources  
used (essentially the amounts actually paid). The decrease in  
the liability for compensated absences payable for the year  
was: 21,404

The Governmental Funds report capital outlays as  
expenditures. However, in the Statement of Activities,  
the cost of capital assets is allocated over  
their estimated useful lives and reported as  
depreciation expenses. In the current year, these  
amounts were:

Capital outlay expenditures which were capitalized	\$ -0-	
Depreciation	(48,657)	
Excess of capital outlay expenditures over depreciation		(48,657)
Loss on disposal of capital assets only recognized in government-wide financial statements		(1,830)
Change in net assets of Governmental Activities (Statement of Activities)		<u>\$ (27,278)</u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - BUDGET AND ACTUAL - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2008**

	<u>Budgeted Amounts</u>		<u>Actual Amounts - Budgetary Basis</u>	<u>Variance- Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES:</b>				
Other	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>EXPENDITURES:</b>				
Current:				
General Government:				
Personal svcs/Employee benefits	423,000	430,400	429,389	1,011
Contractual services	26,900	19,700	19,393	307
Other costs	<u>179,900</u>	<u>196,500</u>	<u>192,249</u>	<u>4,251</u>
Total expenditures	<u>629,800</u>	<u>646,600</u>	<u>641,031</u>	<u>5,569</u>
Excess (deficiency) of revenues over expenditures	<u>(629,800)</u>	<u>(646,600)</u>	<u>(641,031)</u>	<u>5,569</u>
Other financing sources (uses):				
State general fund appropriations	607,400	607,400	607,400	-0-
Special supplemental appropriations	22,400	22,400	22,400	-0-
Transfer in other state agency -grant	-0-	16,800	16,800	-0-
Reversions – FY 08	<u>-0-</u>	<u>-0-</u>	<u>(5,569)</u>	<u>(5,569)</u>
Total other financing sources and uses	<u>629,800</u>	<u>646,600</u>	<u>641,031</u>	<u>(5,569)</u>
Net change in fund balance	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of these financial statements.

STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL - SPECIAL REVENUE FUND -  
CONFERENCE  
FOR THE YEAR ENDED JUNE 30, 2008

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance- Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES:</b>				
Miscellaneous	\$ 53,700	\$ 53,700	\$ 26,764	\$ (26,936)
Total revenues	<u>53,700</u>	<u>53,700</u>	<u>26,764</u>	<u>(26,936)</u>
<b>EXPENDITURES:</b>				
Current:				
General Government:				
Personal svcs/Employee benefits	-0-	-0-	-0-	-0-
Contractual services	10,000	10,000	-0-	10,000
Other costs	<u>43,700</u>	<u>43,700</u>	<u>24,959</u>	<u>18,741</u>
Total expenditures	<u>53,700</u>	<u>53,700</u>	<u>24,959</u>	<u>28,741</u>
Excess (deficiency) of revenues over expenditures	<u>-0-</u>	<u>-0-</u>	<u>1,805</u>	<u>1,805</u>
Other financing sources (uses):				
State general fund appropriations	-0-	-0-	-0-	-0-
Special appropriations	-0-	-0-	-0-	-0-
Reversions to State General Fund	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total other financing sources and uses	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Net change in fund balance	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 1,805</u>	<u>\$ 1,805</u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL - SPECIAL REVENUE FUND -  
YEAR OF THE GIRL  
FOR THE YEAR ENDED JUNE 30, 2008**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance- Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES:</b>				
Miscellaneous	\$ 50,000	\$ 50,000	\$ -0-	\$ (50,000)
Total revenues	<u>50,000</u>	<u>50,000</u>	<u>-0-</u>	<u>(50,000)</u>
<b>EXPENDITURES:</b>				
Current:				
General Government:				
Personal sves/Employee benefits	-0-	-0-	-0-	-0-
Contractual services	12,500	12,500	-0-	12,500
Other costs	<u>37,500</u>	<u>37,500</u>	<u>-0-</u>	<u>37,500</u>
Total expenditures	<u>50,000</u>	<u>50,000</u>	<u>-0-</u>	<u>50,000</u>
Excess (deficiency) of revenues over expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Other financing sources (uses):				
State general fund appropriations	-0-	-0-	-0-	-0-
Special appropriations	-0-	-0-	-0-	-0-
Reversions to State General Fund	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total other financing sources and uses	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Net change in fund balance	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of these financial statements.

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL - SPECIAL REVENUE FUND -TEAMWORKS  
FOR THE YEAR ENDED JUNE 30, 2008**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance- Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES:</b>				
Miscellaneous	\$ 1,440,000	\$ 1,466,373	\$ 1,446,274	\$ (20,099)
Total revenues	<u>1,440,000</u>	<u>1,466,373</u>	<u>1,446,274</u>	<u>(20,099)</u>
<b>EXPENDITURES:</b>				
Current:				
General Government:				
Personal svcs/Employee benefits	358,400	409,000	407,415	1,585
Contractual services	823,800	737,488	721,366	16,122
Other costs	<u>257,800</u>	<u>319,885</u>	<u>317,493</u>	<u>2,392</u>
Total expenditures	<u>1,440,000</u>	<u>1,466,373</u>	<u>1,446,274</u>	<u>20,099</u>
Excess (deficiency) of revenues over expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Other financing sources (uses):				
State general fund appropriations	-0-	-0-	-0-	-0-
Special appropriations	-0-	-0-	-0-	-0-
Reversions to State General Fund	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total other financing sources and uses	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Net change in fund balance	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of these financial statements.



**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**NOTES TO FINANCIAL STATEMENTS**  
**AS OF JUNE 30, 2008**

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**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The State of New Mexico Commission on the Status of Women (Commission) was created by the Laws of 1974, Chapter 90, Subsection 1 and amended by the New Mexico Statutes Annotated, 1978 Compilation, Section 28-3-1 through 28-3-11. The Commission's purpose is to stimulate and encourage throughout the State of New Mexico, the study and review of the status of women:

- Recommended methods of overcoming discrimination against women in public and private employment.
- Promote method for enabling women to develop their skills, continue their education and be retained.
- Cooperate with and assist public and private entities dealing with women.
- Conduct periodic conferences throughout the State of New Mexico to apprise women of their rights and opportunities and to learn from them their needs and problems.
- Secured recognition of women's accomplishments and contributions to New Mexico.
- Provide workforce development activities for women receiving Temporary Assistance for Needy Families (TANF), formerly known as welfare.

The mission of the New Mexico Commission on the Status of Women is to increase awareness of the rights, responsibilities, and interests of women and girls in New Mexico and to preserve women's history and contributions to the State. In partnership with the New Mexico State Human Services Department, the Commission administrators programs directed at workforce development for adult women in accordance with the maintenance-of-effort requirements for the temporary assistance for needy family block grant program.

The financial statements for the Commission have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. 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 these accounting policies are described below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement #34 "Basic Financial Statements and Management Discussion and Analysis for State and Local Governments." This Statement provides for the most significant change in financial reporting in over twenty years and is scheduled for a phased implementation based on size of government.

The Commission implemented the provisions of GASB #34 effective July 1, 2001. As a part of this Statement, there is a new reporting requirement regarding the government's infrastructure (road, bridges, etc.) The Commission does not own any infrastructure assets and therefore is unaffected by this requirement. The Commission also implemented the provisions of the later related GASB statements #37 and #38 which affect GASB #34 and its implementation.

#### A. Financial Reporting Entity

Governmental Accounting Standards Board Statement (GASBS) 14. "The Financial Reporting Entity," effective for periods beginning after December 15, 1992, establishes standards for defining and reporting on the financial reporting entity. GASBS 14 supersedes previous standards issued by the National Council on Governmental Accounting. The requirements of GASBS 14 apply at all levels to all state and local governments.

GASB 14 defines the financial reporting entity as consisting of the primary government, organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. This definition of the reporting entity is based primarily on the notion of financial accountability as the "cornerstone of all financial reporting in government."

A primary government is any state government or general-purpose local government, consisting of all the organizations that make up its legal entity. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are, for financial reporting purposes, part of the primary government. The Commission, therefore, is part of the primary government of the State of New Mexico, and its financial data should be included with the financial data of the State. However, New Mexico does not at present issue an audited Comprehensive Annual Financial Report inclusive of all agencies of the primary government.

The Audit Act, Sections 12-6-1 through 12-6-14, NMSA 1978, requires the financial affairs of every agency to be thoroughly examined and audited each year, and a complete written report to be made. Moreover, the New Mexico State Auditor requires that each agency shall prepare financial statements in accordance with accounting principles generally accepted in the United States of America. As a result, the Commission has prepared and issued its own audited, agency Annual Financial Report.

Included within the Commission for this purpose are the following: All of the programs that are administered and/or controlled by the Commission have been included.

No entities were noted that should be considered component units of the Commission. No entities were specifically excluded from the Commission because no entities were noted as meeting any of the criteria for potential inclusion.

#### B. Basic Financial Statements - GASB Statement #34

The basic financial statements include both government-wide (based on the Commission as a whole) and fund financial statements. The new reporting model focus is on either the Commission as a whole or major individual funds (within the fund financial statements). Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business type activities. In the government-wide Statement of Net Assets, both the governmental and business-type activities columns are presented on a consolidated basis by column, and are reflected on a full accrual, economic resources basis, which incorporates long-term assets and receivables as well as long-term debt and obligations. The Commission did not have any business-type activities during the year ended June 30, 2008, and the Commission has decided not to apply any FASB pronouncements issued after November 30, 1989.

The government-wide Statement of Activities reflects both the gross and net cost per functional category, which are otherwise being supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. The program revenues must be directly associated with the function or a business-type activity. Program-related grants and contributions consist of donations for a conference and of federal grants for Temporary Assistance to Needy Families. The Commission includes only two functions (general government and public service).

The net cost (by function or business-type activity) is normally covered by general revenues (intergovernmental revenues or other revenue, etc.). Historically, the previous mode did not summarize or present net cost by function or activity. The Commission does not currently employ indirect cost allocation systems. The Commission's policy for when an expense is incurred for purposes for which both restricted and unrestricted assets are available is to utilize the restricted assets first.

This government-wide focus is more on the sustainability of the Commission as an entity and the change in aggregate financial position resulting from the activities of the current fiscal period.

The fund financial statements are similar to the financial statements presented in the previous accounting model. Emphasis here is on the major funds in either the governmental or business-type categories. Non-major funds (by category) or fund type are summarized into a single column. The General Fund is required to be a major program, and the Commission has decided that since the three Special Revenue Funds are very important to the operations of the Commission, they should all be major funds. Therefore, there are no nonmajor funds. The Commission has no fiduciary funds or component units similar to fiduciary funds, but if the Commission did, they would not be included in the government-wide financial statements.

The governmental fund statements are presented on a current financial resources and modified accrual basis of accounting. This presentation is deemed appropriate to (a) demonstrate legal compliance, (b) demonstrate the source and use of liquid resources, and (c) demonstrate how the Commission's actual experience conforms to the budget or fiscal plan. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental activities column, a reconciliation is presented on the page following each statement, which briefly explains the adjustments necessary to transform the fund based financial statements into the governmental activities column on the governmental-wide presentation.

Interfund accounts which are on the fund financial statements would have been eliminated in the government-wide financial statements if there were any. There were no such accounts at June 30, 2008.

### C. Basis of Presentation

The financial transactions of the Commission are maintained on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures or expenses and other financing sources or uses. Government resources are allocated to, and accounted for, in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are summarized by type in the accompanying financial statements. The various funds are reported by generic classification within the financial statements.

The new reporting model, GASB Statement 34, sets forth minimum criteria for the determination of major funds based on a percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or governmental and enterprise combined. All these governmental funds have been classified as major funds by the Commission after considering the criteria for major funds. Only individual governmental or individual enterprise funds can be considered for major fund status.

#### 1. Governmental Fund Types

The focus of Governmental Fund measurement (in the Fund Financial Statements) is based upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the Governmental Funds of the Commission.

The Commission reports the following major governmental funds.

**General Fund** - The General Fund is the general operating fund of the Commission and is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is funded primarily by an appropriation from the State General Fund, and any unused funds at the end of the fiscal year revert back to the State General Fund.

#### Special Revenue Funds

The Special Revenue Funds are used to account for revenue that is legally restricted to expenditures for special purposes. The funds are used to account for proceeds for each program sources of revenue which is legally restricted for each special purpose. There are three special revenues funds:

**Conference (#087)**- New Mexico Commission on the Status of Women statutory requirements, Article 3, 28-3-2, states the Commission shall conduct periodic conferences throughout the state and secure recognition of women's accomplishments and contributions for New Mexico. These funds are received on behalf of the State from gifts, donations and bequests. Any unexpended or unencumbered balance remaining at the year end shall not revert to State General Fund. It is a non-reverting fund per Laws of 2007, Chapter 28, Section 4, Subsection F.

**Year of the Girl (#247)**- This funding is generated by voluntary donations, ticket sales, admission fees and corporate advertisers/sponsors and are used to pay for transition conferences and the Governor's Award for Outstanding New Mexico Women awards program. Any unexpended or unencumbered balance remaining at the year end shall not revert to State General Fund. It is a non-reverting fund per Laws of 2007, Chapter 28, Section 4, Subsection F.

**TeamWorks (#383)**- Special Revenue funding is appropriated by the State of New Mexico, Human Services Department (HSD). It is known as block grant that transfers from HSD to the Commission to develop, establish and operate job placement programs for participants as defined in the New Mexico Works Act. It is a non-reverting fund per the contract between HSD and the Commission and also is totally financed by federal monies.

Under the terms of grant agreement, the Commission funds certain programs by the combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the programs, followed by categorical block grants, and by the unrestricted general

revenues. Any unexpended or unencumbered balance is reverted to the New Mexico Human Services Department.

2. Non-Current Governmental Assets/Liabilities

GASB Statement #34 eliminated the presentation of Account Groups, but provides for these records to be maintained and incorporates the information into the Governmental Activities column in the government-wide Statement of Net Assets.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditure/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied.

The Government-wide Financial Statements are presented on an accrual basis of accounting. The Governmental Funds in the Fund Financial Statements are presented on a modified accrual basis.

Modified Accrual - All governmental funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period which is considered within sixty days of year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general long-term debt, if any, is recognized when due.

In applying the "susceptible to accrual" concept to intergovernmental revenues pursuant to GASB Statement #33, which was also adopted as of July 1, 2001 by the Commission, the provider should recognize liabilities and expenses and the recipient should recognize receivables and revenues when the applicable eligibility requirements including time requirements, are met. Resources transmitted before the eligibility requirements are met, under most circumstances, should be reported as advances by the provider and deferred revenue by the recipient. The TeamWorks Special Revenue Fund is the only fund on a reimbursement basis so it is the only fund which should have deferred revenue. None of the other funds should defer revenue.

E. Budgetary Accounting

The Commission follows these procedures in establishing the budgetary data reflected in the financial statements:

1. No later than September 1<sup>st</sup>, the Commission prepares a budget appropriation request by category to be presented to the next Legislature.
2. The appropriation request is submitted to the New Mexico Department of Finance and Administration's Budget Division (DFA) and to the Legislative Finance Committee (LFC).
3. DFA makes recommendations and adjustments to the appropriation request which then becomes the Governor's proposal to the Legislature.
4. The LFC holds hearings on the appropriation request, also submitting recommendations and adjustments before presentation to the Legislature.

5. Both the DFA's and LFC's recommended appropriation proposals are presented to the Legislature for approval of the final budget plan.
6. Budget hearings are scheduled before the New Mexico House Appropriations and Senate Finance Committees. The final outcome of these hearings are incorporated into the General Appropriations Act.
7. The Act is signed into law by the Governor of the State of New Mexico within the legally prescribed time limit.
8. The Commission submits, no later than May 1, to DFA an annual operating budget by category and line item based upon the appropriations made by the Legislature. The DFA - Budget Division reviews and approves the operating budget which becomes effective on July 1.
9. All subsequent budget adjustments must be approved by the Commission and the Director of the DFA - Budget Division. The budget for the current year was properly amended.
10. Legal budget control for expenditures and encumbrances is by category of line item.
11. Formal budgetary integration is employed as a management control device during the fiscal year for the General Fund and the Special Revenue Funds.
12. The budget is adopted on a modified accrual basis of accounting that is consistent with accounting principles generally accepted in the United States of America. This change was implemented with the laws of 2004, Chapter 114, Section 3, paragraph N and paragraph O. It is effective for fiscal years beginning July 1, 2004. However, there is a statutory exception per the General Appropriation Act, Laws of 2006, Chapter 109, Section 3, Subsections N and O. The budget is adopted on the modified accrual basis of accounting except for accounts payable accrued at the end of the fiscal year that do not get paid by the statutory deadline per Section 6-10-4 NMSA 1978. Those accounts payable must be paid out of the next year's budget. There were none of these accounts payable at June 30, 2008. A reconciliation is not provided because there were no differences between the budgetary basis and the modified accrual basis.
13. Each year the Legislature approves multiple year appropriations, which the State considers as continuing appropriations. The Legislature authorizes these appropriations for two to five years; however, it does not identify the authorized amount by the fiscal year. Consequently, the appropriation is budgeted in its entirety the first year the Legislature authorizes it. The unexpended portion of the budget is carried forward as the next year's beginning budget balance until either the project period has expired or the appropriation has been fully expended. The budget presentations in these financial statements are consistent with this budgeting methodology.
14. Appropriations lapse at the end of the fiscal year except for those amounts recorded as vouchers payable and salaries payable. All of the Commission's funds except for the General Fund are non-reverting

#### F. Capital Assets

Property, plant and equipment including software, purchased or acquired is carried at historical cost or estimated historical cost. Contributed assets are recorded at the fair market values as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life

of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The State's capitalization policy, i.e., the dollar value above which asset acquisitions including software, are added to the capital accounts, is \$5,000 which is a change in policy effective July 1, 2005. However, all capital outlay purchases may not necessarily be capitalized. The Commission does not capitalize any interest in regards to its capital assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives with no salvage value. The Commission utilizes Internal Revenue Service guidelines to estimate the useful lives on fixed assets as follows:

Furniture and fixtures	10 years
Data processing equipment	6 years
Equipment and machinery	10 years

GASB Statement #34 requires the recording and depreciation of infrastructure assets. Infrastructure assets include roads, bridges, traffic signals, etc. The Commission does not own any infrastructure assets.

G. Encumbrances Accounting

Encumbrances accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation and is employed as an extension of formal budgetary control in the General Fund and the Special Revenue Funds. Encumbrances not recorded as vouchers payable at year end lapse.

H. Compensated Absences Payable

Vacation and sick leave earned and not taken is cumulative; however, upon termination of employment, sick pay for such leave hours accumulated up to 600 hours is forfeited, and vacation pay is limited to payment for 240 hours. Vacation leave up to the maximum of 240 hours is payable upon separation from service at the employee's current hourly rate. Sick leave is payable semiannually to qualified employees for hours accumulated above 600 hours at a rate equal to 50 percent of their hourly rate, not to exceed 120 hours each semiannual period. Upon retirement, payment for sick leave is limited to 400 hours accumulated in excess of 600 hours at the 50 percent hourly rate. The compensated absences payable is included in the government-wide financial statements.

Qualified classified employees, per the schedule approved by the Commission, accumulate annual leave to a maximum of 240 hours as follows:

<u>Years of Service</u>	<u>Hours Earned Per Pay Period</u>
Less than 3 years	3.08
Between 3 and 7 years	3.69
Between 7 and 11 years	4.61
Between 11 and 15 years	5.54
Over 15 years	6.15

Exempt employees who are appointed by the Governor accumulate annual leave per a schedule developed by the Department of Finance and Administration to a maximum of 240 hours as follows:

<u>Years of Service</u>	<u>Hours Earned Per Pay Period</u>
Less than 3 years	4.62
Between 3 and 7 years	5.54
Between 7 and 14 years	6.46
Over 14 years	7.39

I. Due to State of New Mexico General Fund (Reversions)

Reversions to the State of New Mexico General Fund by the Commission are based on the definitions of reverting funds.

Reverting Funds - All funds that are not identified by law as non-reverting are reverting funds. Such funds are the excess of budgeted expenditures over actual expenditures.

Current year reversions due to the State of New Mexico General Fund as of June 30, 2008 were as follows:

	<u>General Fund</u>
Current year:	
FY 08 reversions	\$ 5,569
Total FY 08 reversions	<u>\$ 5,569</u>

J. Reservations of Fund Balances

Reservations of fund balances on the Governmental funds are created to either (1) satisfy legal covenants that require that a portion of the fund balance be segregated or (2) identify the portion of the fund balance that cannot be appropriated for future expenditures. The only specific reservations of fund balance accounts at June 30, 2008 were:

Reserved for Petty Cash – This reserve was created that funds had been committed to petty cash funds.

Reserved for Special Appropriation – This reserve consists of a special appropriation which was received but not yet spent.

K. Revenues, Expenditures and Expenses

Substantially all governmental fund revenues are accrued. The due from other state agencies at June 30, 2008 consists of \$310,670 in federal grants reimbursements due to the TeamWorks Special Revenue Fund by another state agency. It also includes \$19,368 in the General Fund and \$5,582 in the TeamWorks Special Revenue Fund which were owed to the Commission by another state agency



which apparently took funds in error from the Commission. No allowance for doubtful accounts was necessary in the opinion of management.

Expenditures are recognized when the related fund liability is incurred.

L. Net Assets

The government-wide financial statements utilize a net asset presentation. Net Assets are categorized as invested in fixed assets, restricted and unrestricted.

**Invested in Capital Assets** - is intended to reflect the portion of net assets which are associated with non-liquid, capital assets less outstanding capital asset related debt. The net related debt is the debt less the outstanding liquid assets and any associated unamortized cost. The Commission did not have any related debt during the year ended June 30, 2008

**Unrestricted (Deficit) Net Assets** - represent the deficit of the Commission at June 30, 2008. It consists of the Commission's compensated absences payables, for which there are currently no resources available to finance it. It is expected that this deficit will be financed by future state appropriations. These funds are restricted and can only be used to finance certifications and similar items.

M. Use of Estimates

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

2. INVESTMENT ACCOUNTS, INVESTMENT POLICY AND CASH

Investment Accounts With State Treasurer

The following is a summary of the investment accounts of the Commission with the New Mexico State Treasurer which represent the Commission's interest in the State of New Mexico General Fund Investment Pool as reported by the New Mexico Department of Finance and Administration (DFA):

	<b>SHARE FUND Number</b>	<b>Financial Statement Balances At June 30, 2008</b>
General Fund	60100-0430	\$ 78,400
Conference Fund	60100-0870	35,591
Year of the Girl Fund	60100-2740	8,275
TeamWorks Fund	60100-3830	(244,317)
Total		<u>\$ (122,051)</u>

The New Mexico State Treasurer monitors the collateral for deposits held by it for other state entities, which would include the investment accounts of the Commission which represent the Commission's interest in the General Fund Investment Pool. The Office of the State Treasurer has its own separate annual independent audit in which the collateral pledged to secure these accounts is disclosed. That report may be obtained by writing to the State of New Mexico State Treasurer's Office, P.O. Box 608, Santa Fe, New Mexico 87504-0608. The Commission is not permitted to have any investments, and the Commission did not have any investments during the year ended June 30, 2008. There is no custodial risk in relations to the accounts at the Commission's level. The custodial risk would belong to the New Mexico State Treasurer.

The Commission also has \$100 in petty cash in the General Fund and \$400 in petty cash in the TeamWorks Fund. The Commission also has a bank account-demand deposit with Wells Fargo that had a balance of \$952 at June 30, 2008 with no reconciling items. It was fully collateralized by FDIC Insurance during the year ended June 30, 2008 so there was no custodial risk.

### 3. CAPITAL ASSETS

A summary of changes in the capital assets for the year ended June 30, 2008 as follows:

	<b>Balance June 30, 2007</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2008</b>
Furniture and fixtures	\$ 15,326	\$ -0-	\$ -0-	\$ 15,326
Data processing equipment	297,981	-0-	(3,085)	294,896
Equipment and machinery	34,486	-0-	(2,196)	32,290
Total Capital assets	<u>347,793</u>	<u>-0-</u>	<u>(5,281)</u>	<u>342,512</u>
Less accumulated depreciation for:				
Furniture and fixtures	(9,692)	(2,189)	-0-	(11,881)
Data processing equipment	(203,179)	(42,500)	3,085	(242,594)
Equipment and machinery	(23,643)	(3,968)	366	(27,245)
	<u>(236,514)</u>	<u>(48,657)</u>	<u>3,451</u>	<u>(281,720)</u>
Total accumulated depreciation				
Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 111,279</u>	<u>\$ (48,657)</u>	<u>\$ (1,830)</u>	<u>\$ 60,792</u>

Depreciation expense for the year ended June 30, 2008 was \$48,657. All of the depreciation expense of \$48,657 was allocated as follows:

General government	\$ 4,775
Public service	<u>43,882</u>
Workforce training	<u>\$ 48,657</u>

**4. COMPENSATED ABSENCES PAYABLE**

A summary of changes in the compensated absences payable for the year ended June 30, 2008 is as follows:

	<u>Original Balance at June 30, 2007</u>	<u>Restatement</u>	<u>Restated Balance June 30, 2007</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2008</u>	<u>Due Within One Year</u>
Compensated Absences Payable	\$ 79,857	\$ (24,675)	\$ 55,182	\$ 20,465	\$ (41,869)	\$ 33,778	\$ 33,778

\$33,778 has been classified as a current liability in the Statement of Net Assets. In prior years, the General Fund has been used to liquidate its compensated absences for its employees. The General Fund is expected to continue to do so in the future. The TeamWorks Special Revenue Fund has been used to liquidate its compensated absences for its employees in the past and is expected to continue to do so in the future.

**5. RETIREMENT PLAN**

*Plan Description.* Substantially all of the full-time employees of the Commission participate in a public employee retirement system authorized under the Public Employees Retirement Act (Chapter 10, Article 11, NMSA 1978). The Public Employees Retirement Association (PERA) is the administrator of the plan, which is a cost-sharing multiple-employer defined benefit retirement plan. The plan provides for retirement, disability benefits, survivor benefits, and cost-of-living adjustments to plan members and beneficiaries. PERA issues a separate, publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to PERA, P.O. Box 2123, Santa Fe, New Mexico 87504-2123. The report is also available on PERA’s website at [www.pera.state.nm.us](http://www.pera.state.nm.us).

*Funding Policy.* Plan members are required to contribute 7.42% of their gross salary. The Commission is required to contribute 16.59% of the gross covered salary. The contribution requirements of plan members and the Commission are established under Chapter 10, Article 11 NMSA 1978. The requirements may be amended by acts of the Legislature. The Commission’s contribution to PERA for the years ended June 30, 2008, 2007 and 2006 was \$95,283, \$85,020 and \$80,400, respectively, which was equal to the amount of the required contribution for each year.

**6. POST-EMPLOYMENT BENEFITS**

*Plan Description.* The Commission contributes to the New Mexico Retiree Health Care Fund, a cost-sharing multiple-employer defined benefit post-employment healthcare plan administered by the New Mexico Retiree Health Care Authority (RHCA). The RHCA provides health care insurance and prescription drug benefits to retired employees of participating New Mexico government agencies, their spouses, dependents, and surviving spouses and dependents. The RHCA Board was established by the Retiree Health Care Act (Chapter 10, Article 7C, NMSA1978). The Board is responsible for establishing

and amending benefit provisions of the healthcare plan and is also authorized to designate optional and/or voluntary benefits like dental, vision, supplemental life insurance, and long-term care policies.

Eligible retirees are: 1) retirees who make contributions to the fund for at least five years prior to retirement and whose eligible employer during that period of time made contributions as a participant in the RHCA plan on the person's behalf unless that person retires before the employer's RHCA effective date, in which the event the time period required for employee and employer contributions shall become the period of time between the employer's effective date and the date of retirement; 2) retirees defined by the Act who retired prior to July 1, 1990; 3) former legislators who served at least two years; and 4) former governing authority members who served at least four years.

The RHCA issues a publicly available stand-alone financial report that includes financial statements and required supplementary information for the postemployment healthcare plan. That report and further information can be obtained by writing to the Retiree Health Care Authority at 4308 Carlisle NE, Suite 104, Albuquerque, NM 87107.

*Funding Policy.* The Retiree Health Care Act (Section 10-7C-13 NMSA 1978) authorizes the RHCA Board to establish the monthly premium contributions that retirees are required to pay for healthcare benefits. Each participating retiree pays a monthly premium according to a service based subsidy rate schedule for the medical plus basic life plan plus an additional participation fee of five dollars if the eligible participant retired prior to the employer's RHCA effective date or is a former legislator or former governing authority member. Former legislators and governing authority members are required to pay 100% of the insurance premium to cover their claims and the administrative expenses of the plan. The monthly premium rate schedule can be obtained from the RHCA or viewed on their website at [www.nmrhca.state.nm.us](http://www.nmrhca.state.nm.us).

The Retiree Health Care Act (Section 10-7C-15 NMSA 1978) is the statutory authority that establishes the required contributions of participating employers and their employees. The statute requires each participating employer to contribute 1.3% of each participating employee's annual salary; each participating employee is required to contribute .65% of their salary. Employers joining the program after 1/1/98 are also required to make a surplus-amount contribution to the RHCA based on one of two formulas at agreed-upon intervals.

The RHCA plan is financed on a pay-as-you-go basis. The employer, employee and retiree contributions are required to be remitted to the RHCA on a monthly basis. The statutory requirements for the contributions can be changed by the New Mexico State Legislature.

The Commission's contributions to the RHCA for the years ended June 30, 2008, 2007 and 2006 were \$6,280, \$6,033 and \$6,047 respectively, which equal the required contributions for each year.

## **7. INSURANCE COVERAGE**

The Commission obtains coverage through the Risk Management Division of the State of New Mexico General Services Department. This coverage includes liability and civil rights, property, vehicle, employer bond, workers' compensation, group insurance and state unemployment. These coverages are designed to satisfy the requirements of the State Tort Claims Act. All employees of the Commission are covered by blanket fidelity bond and money securities coverage by the State of New Mexico for the period July 1, 2007, through June 30, 2008.

**8. COMMITMENTS - OPERATING LEASES**

The Commission leased its office space and equipment under operating leases with noncancelable terms. Total rental expenditures for the year ending June 30, 2008 for all operating leases were \$237,320.

Future rental expenditures under these leases are as follows:

<u>Year Ending June 30, 2008</u>	<u>Payments</u>
2009	\$ 212,942
2010	214,500
2011	218,043
2012	222,199
2013	223,490
2014-2016	449,580
Total	<u>\$ 1,540,754</u>

**9. SPECIAL APPROPRIATION**

The Commission also received a special appropriation of \$14,000 in a prior year. The \$14,000 is shown as reserved for special appropriation in the fund financial statements and as restricted for special appropriation in the government-wide financial statements. It is not a capital outlay special appropriation. The following relates to this special appropriation:

<u>Reversion Date</u>	<u>Related Laws</u>	<u>Original Amount</u>	<u>Amount Spent in FY 08</u>	<u>Amount Carried Over to FY 09</u>
6/30/09	Laws of 2008, Chapter 28, Section 5, Subsection 69	<u>\$ 14,000</u>	<u>\$ -0-</u>	<u>\$ 14,000</u>

**10. OPERATING TRANSFERS FROM OTHER STATE AGENCIES**

The following are the transfers in and out from other state agencies during the year ended June 30, 2008. The Commission's Fund involved in these transfers was the General Fund, SHARE fund 60100-04300.

<u>SHARE Fund</u>	<u>FUND TITLE</u>	<u>TRANSFER</u>	
		<u>In</u>	<u>Out</u>
(1) 34100	Department of Finance & Administration	\$ 607,400	\$ -0-
(2) 34100	Department of Finance & Administration	22,400	-0-
(3) 34100	Department of Finance & Administration	-0-	5,811
(4) 66500	Department of Health	16,800	-0-
Total		<u>\$ 646,600</u>	<u>\$ 5,811</u>

- (1) State General Fund Appropriation
- (2) State General Fund Appropriation – compensation package
- (3) Reversion to State General Fund for 2007.
- (4) Transfer of grant funds

## **11. RESTATEMENTS**

There was a computational error of \$24,675 made in computing the compensated absences payable of \$79,857 at June 30, 2007. By restating for this error, net assets increases by \$24,675 at June 30, 2007. Since this restatement relates to compensated absences payable, there is no effect on the fund financial statements.

Several funds originally had deferred revenue at June 30, 2007. Under GASB Statement #33, these deferred revenues should have been taken into fund balance.

	<u>General Fund</u>	<u>Conference</u>	<u>Year of the Girl</u>	<u>Total for Funds at June 30, 2007</u>
Original fund balance	\$ 100	\$ -0-	\$ -0-	100
Restatements	14,000	33,786	8,275	56,061
Restated fund balance at June 30, 2007	<u>\$ 14,100</u>	<u>\$ 33,786</u>	<u>\$ 8,275</u>	<u>\$ 56,161</u>

The \$14,000 is related to a special appropriation while the two other Special Revenue Funds are not reimbursement grant funds which means that there should be no deferred revenue. The increase in beginning net assets is \$56,061 and the beginning fund balances are increased by the same amount.

## **12. DUE FROM OTHER STATE AGENCIES**

	<u>SHARE Fund</u>	<u>Title</u>	<u>General Fund</u>	<u>TeamWorks Special Revenue Fund</u>	<u>Total</u>
(1)	63000	Human Services Department	\$ -0-	\$ 310,670	\$ 310,670
(2)	39400	New Mexico State Treasurer	23,959	3,373	27,332
		Totals	<u>\$ 23,959</u>	<u>\$ 314,043</u>	<u>\$ 338,002</u>

- (1) For reimbursement of FANF grant
- (2) For reimbursements of funds apparently taken in error.

**SUPPLEMENTARY INFORMATION**

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2008**

<u>Federal Grantor/Pass Through Grantor/Program Title</u>	<u>Grantor Number</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
Department of Health and Human Services: Passed through the State of New Mexico Human Services Department: TANF block grant pursuant to the New Mexico Domestic Assistance Program	GSA-06- 630-9000- 0004	93.558	\$ 1,446,274
Total Expenditures of Federal Awards			<u>\$ 1,446,274</u>

Notes to Schedule of Expenditures of Federal Awards

1. Basis of Presentation  
The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the State of New Mexico Commission on the Status of Women (Commission) and is presented on the accrual basis of accounting which is the same basis as was used to prepare the financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the financial statements.
2. Non-Cash Assistance  
The Commission did not receive any federal awards in the form of non-cash assistance during the year.
3. Subrecipients  
The Commission did not provide any federal awards to subrecipients during the year.



**OTHER REPORTS**

C  
W  
M Chester W. Mattocks  
Certified Public Accountant

P.O. Box 25941  
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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**

State of New Mexico  
Commission on the Status of Women  
Albuquerque, New Mexico

and

Mr. Hector H. Balderas  
New Mexico State Auditor  
Santa Fe, New Mexico

I have audited the financial statements of the governmental activities, each major fund and the respective budgetary comparisons of the General Fund, the Conference Fund, the Year of the Girl Fund, and the TeamWorks Fund of the State of New Mexico, Commission on the Status of Women (Commission) as of and for the year ended June 30, 2008 which collectively comprise the Commission's basic financial statements, and have issued my report thereon dated December 11, 2008. I conducted my 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 my audit, I considered the Commission's internal control over financial reporting as a basis for designing my audit procedures for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Commission's internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency or combination of control deficiencies, that adversely affects the Commission's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Commission's financial statements that is more than inconsequential will not be prevented or detected by the Commission's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that result in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Commission's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

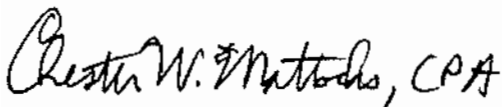
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

However, I noted an instance of noncompliance that is required to be reported under Government Auditing Standards paragraphs 5.14 and 5.16 and Section 12-6-5, NMSA, 1978, and which is described in the accompanying Schedule of Findings and Responses as item 2008-1.

The Commission's response to the finding identified in my audit is described in the accompanying Schedule of Findings and Responses. I did not audit the Board's response and, accordingly, I express no opinion on it.

This report is intended for the information and use of the Governing Board of the Commission, the management of the Commission, the State of New Mexico Department of Finance and Administration, the State of New Mexico Office of the State Auditor, and the State of New Mexico Legislative Finance Committee and is not intended to be and should not be used by anyone other than these specified parties.

Handwritten signature of Chester W. Matthews, CPA in black ink.

December 11, 2008

C  
W  
M Chester W. Mattocks  
Certified Public Accountant

P.O. Box 25941  
Albuquerque, New Mexico 87125  
(505) 299-5233

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

State of New Mexico  
Commission on the Status of Women  
Albuquerque, New Mexico  
and  
Mr. Hector H. Balderas  
State Auditor  
Santa Fe, New Mexico

Compliance

I have audited the compliance of the State of New Mexico, Commission on the Status of Women (Commission) with the types of compliance requirements described in the *(OMB) Circular A-133 Compliance Supplement* that are applicable to its major federal program for the year ended June 30, 2008. The Commission's major federal program is 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 its major federal program is the responsibility of the Commission's management. My responsibility is to express an opinion on the Commission's compliance based on my audit.

I conducted my 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 I 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 Commission's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on the Commission's compliance with those requirements.

In my opinion, the Commission complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended June 30, 2008.

Internal Control Over Compliance

The management of the Commission 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 my audit, I considered the Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over

compliance. Accordingly, I do not express an opinion on the effectiveness of the Commission's internal control over compliance.

*A control deficiency* in an entity's internal control over compliance 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 noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the Commission's internal control

*A material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the Commission's internal control.

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

This report is intended solely for the information and use of the Governing Board of the Commission, the management of the Commission, the State of New Mexico Department of Finance and Administration, the State of New Mexico Legislative Finance Committee, the State of New Mexico Office of the State Auditor, and applicable federal grantors, and is not intended to be and should not be used by anyone other than these specified parties.

  
December 11, 2008

STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2008**

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**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

*Financial Statements*

Type of auditor's report issued: Unqualified.

Internal control over financial reporting:

- Material weakness(es) identified?                     yes     no
- Significant deficiencies identified that are  
not considered to be material weaknesses?                     yes     none reported

Noncompliance material to financial statements noted?                     yes     no

*Federal Awards*

Internal control over major programs:

- Material weakness(es) identified?                     yes     no
- Significant deficiencies identified that are  
not considered to be material weakness(es)?                     yes     none reported

Type of auditor's report issued on compliance for major programs: Unqualified.

Any audit findings disclosed that are required to be reported  
in accordance with section 510(a) of Circular A-133?                     yes     no

Identification of major programs:

*CFDA Number(s) Name of Federal program or Cluster*

93.558                    Temporary Assistance for Needy Families (TANF)

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee:                     yes     no

**STATE OF NEW MEXICO  
COMMISSION ON THE STATUS OF WOMEN**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS- CONTINUED  
FOR THE YEAR ENDED JUNE 30, 2008**

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**SECTION II – FINANCIAL STATEMENT FINDING**

**2008-1 FORM I-9s**

**Statement of finding:** Form I-9's were not signed by the employer for four out of sixteen persons tested.

**Criteria:** The Immigration Reform and Control Act of 1986 (IRCA) requires that a properly completed Form I-9 be on file for any employees hired after November 6, 1986.

**Effect:** The Commission was not in compliance with IRCA regulations regarding the Form I-9. An employer who fails to maintain properly completed Form I-9s can be fined \$100 per missing item for each form, up to \$1,000 per form, even if the employee is legally authorized to work in the United States.

**Cause:** Forms were apparently not reviewed after completion.

**Recommendation:** All of the Form I-9s should be properly completed.

**Management's Response:** We will revise the new employee orientation requirement checklist to ensure quality assurance. We will develop an employee personnel file checklist to ensure signature and required documents are complete as an added quality assurance measure.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None reported.

**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

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Finding 07-1 General Ledger Accounts Reconciliation – Resolved.



**STATE OF NEW MEXICO**  
**COMMISSION ON THE STATUS OF WOMEN**

**EXIT CONFERENCE**  
**FOR THE YEAR ENDED JUNE 30, 2008**

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An exit conference was held on December 15, 2008. Attending were the following:

State of New Mexico, Commission on the Status of Women

Daniel Armstrong, Vice-Chair  
Mary Molina Mescall, Executive Director  
Michelle Gallegos, Business Operations Specialist  
Mary Ann Baker-Randell, TeamWorks Director  
Debra Gallegos, TeamWorks Fiscal Manager

Independent Auditor

Chester W. Mattocks, CPA

Note: The financial statements presented in this report were substantially prepared by the independent auditor, Chester W. Mattocks, CPA.