



**KRIEGEL/GRAY/SHAW & CO., P.C.**

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**STATE OF NEW MEXICO**

**HOUSING AUTHORITY OF THE  
TOWN OF CLAYTON**

**(A COMPONENT UNIT OF THE  
TOWN OF CLAYTON)**

**FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**JUNE 30, 2018**

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

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# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

OFFICIAL ROSTER  
JUNE 30, 2018

## BOARD OF COMMISSIONERS

<u>Name</u>	<u>Title</u>
<i>Carlota Ulibarri</i>	<i>Chairperson</i>
<i>Lonnie Wiseman</i>	<i>Vice Chairperson</i>
<i>Lynette Keeth</i>	<i>Commissioner</i>
<i>Ilene Taylor</i>	<i>Commissioner</i>
<i>Adam Wolfe</i>	<i>Commissioner</i>

## ADMINISTRATIVE OFFICIALS

<i>Angela Lucero</i>	<i>Executive Director</i>
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## INDEPENDENT AUDITORS' REPORT

Mr. Wayne Johnson, State Auditor and  
Board of Commissioners  
Housing Authority of the Town of Clayton  
(A Component Unit of the Town of Clayton)  
Clayton, New Mexico

### **Report on Financial Statements**

We have audited the accompanying financial statements of the business-type activities and each major fund of the Housing Authority of the Town of Clayton (Authority), a component unit of the Town of Clayton (Town), as of and for the year ended June 30, 2018, and the related notes to the financial statements which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

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

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

Mr. Wayne Johnson, State Auditor and  
Board of Commissioners  
Housing Authority of the Town of Clayton  
(A Component Unit of the Town of Clayton)  
Clayton, New Mexico  
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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Housing Authority of the Town of Clayton, as of June 30, 2018, and the respective changes in financial position and cash flows thereof and for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Reporting Entity*

As discussed in Note 1, the financial statements of the Authority are intended to present the financial position and changes in its financial position and cash flows of only that portion of the Town that is attributable to the Authority. They do not purport to, and do not present fairly the financial position of the Town as of June 30, 2018, and the changes in its financial position or, where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 10 and the pension liability schedules on pages 29 and 30 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Mr. Wayne Johnson, State Auditor and  
Board of Commissioners  
Housing Authority of the Town of Clayton  
(A Component Unit of the Town of Clayton)  
Clayton, New Mexico  
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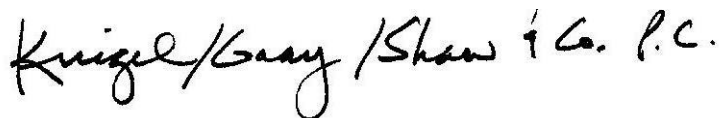
*Other Information*

Our audit was conducted for the purpose of forming opinions on the Authority's financial statements. The Financial Data Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

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

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2018 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.



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

November 20, 2018

## MANAGEMENT'S DISCUSSION AND ANALYSIS

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018

The management of the Housing Authority of Clayton, New Mexico presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending June 30, 2018. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.

## FINANCIAL HIGHLIGHTS

- The primary source of funding for these activities continues to be tenant rentals, whereas subsidies and grants from the Department of Housing and Urban Development (HUD) provide a secondary but also significant source of funding.
- The Housing Authority's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$854,460 at the close of the fiscal year ended 2018.
  - Of this amount \$816,489 represents a restriction equal to the net amount invested in land, building, furnishings, leasehold improvements, equipment, and construction in progress.
  - The remainder of \$37,971 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount equals 10.83% of the total operating expenses of \$353,597 for the fiscal year 2018, which means the Authority might be able to operate about 1.3 months using the unrestricted assets alone, which is comparable to the 1.3 months in the prior fiscal year.
- The Housing Authority's total net position decreased by \$102,272, a decrease of 10.69% from the prior fiscal year. This decrease is attributable to a decrease in federal grants, described in more detail below.
- The decrease in net position of these funds was accompanied by a decrease in federal grants for capital expenditures of \$58,791.
- The Authority spent \$6,716 on capital asset additions during the fiscal year.
- These changes led to a decrease in total assets of \$85,871 and a decrease in total liabilities of \$13,889. As related measure of financial health, there are still over \$6.71 of current assets covering each dollar of total current liabilities, which compares with \$9.32 covering the prior fiscal year's liabilities.
- The Housing Authority continues to operate without the need for debt borrowing.



# **HOUSING AUTHORITY OF THE TOWN OF CLAYTON**

(A Component Unit of the Town of Clayton)  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018

## **OVERVIEW OF THE FINANCIAL STATEMENTS**

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

### **Reporting on the Housing Authority as a Whole**

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2018?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

### **Fund Financial Statements**

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

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

## **USING THIS ANNUAL REPORT**

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

Low Rent Public Housing  
Public Housing Capital Fund Program

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

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018

## Reporting the Housing Authority's Most Significant Funds

The Housing Authority's financial statements provide detailed information about the most significant funds. Some funds are required to be established by the Department of Housing and Urban Development (HUD). However, the Housing Authority establishes other funds to help it control and manage money for particular purposes, or to show that it is meeting legal responsibilities for using grants and other money.

The Housing Authority's enterprise funds use the following accounting approach for Proprietary funds: All of the Housing Authority's services are reported in enterprise funds. The focus of proprietary funds is on income measurement, which, together with the maintenance of net position, is an important financial indicator.

## FINANCIAL ANALYSIS

The Housing Authority's net position was \$854,460 as of June 30, 2018. Of this amount, \$816,489 was net investment in capital assets, and the remaining \$37,971 was unrestricted. No other specific assets are restricted. Also, there are no other restrictions on general net position.

## CONDENSED FINANCIAL STATEMENTS

### Condensed Balance Sheet (Excluding Interfund Transfers) As of June 30, 2018

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
Current assets	\$173,982	\$163,575
Assets restricted for tenant deposits	11,950	8,507
Capital assets, net of depreciation	816,489	916,210
<i>Total assets</i>	1,002,421	1,088,292
<b>Deferred outflows of resources</b>	33,391	54,218
<b><i>Total assets and deferred outflows of resources</i></b>	<b>\$1,035,812</b>	<b>\$1,142,510</b>
<b>LIABILITIES</b>		
Current liabilities	\$27,701	\$18,473
Net pension liability	139,717	162,834
<i>Total liabilities</i>	167,418	181,307
<b>Deferred inflows of resources</b>	13,934	4,471
<b>NET POSITION</b>		
Net investment in capital assets, net of depreciation	816,489	916,210
Unrestricted net position	37,971	40,522
<i>Total net position</i>	854,460	956,732
<b><i>Total liabilities, deferred inflows of resources, and net position</i></b>	<b>\$1,035,812</b>	<b>\$1,142,510</b>

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018

## Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position (Excluding Interfund Transfers) Fiscal Year Ended June 30, 2018

	<u>2018</u>	<u>2017</u>
<b>OPERATING REVENUES</b>		
Tenant rental revenue	\$148,085	\$148,279
Other tenant revenue	3,812	3,408
Federal grants for operations	73,571	78,756
<i>Total operating revenues</i>	<u>225,468</u>	<u>230,443</u>
<b>OPERATING EXPENSES</b>		
Personnel services	90,474	86,471
Employee benefits	41,104	55,113
Professional services	14,373	14,494
Repairs and maintenance	31,802	35,384
Utilities	43,654	38,697
General operating	25,752	28,163
Depreciation	106,438	118,370
<i>Total operating expenses</i>	<u>353,597</u>	<u>376,692</u>
<i>(Losses) from operations</i>	(128,129)	(146,249)
<b>NON-OPERATING REVENUES</b>		
Other income	505	100
Interest income	635	193
<i>Total non-operating revenues</i>	<u>1,140</u>	<u>293</u>
<i>(Losses) after non-operating revenues</i>	(126,989)	(145,956)
<b>OTHER CHANGES IN NET POSITION</b>		
Federal grants for capital expenditures	24,717	83,508
Net increase (decrease) in net position	(102,272)	(62,448)
Net position, beginning of year	956,732	1,019,180
<b>Net position, end of year</b>	<u><u>\$854,460</u></u>	<u><u>\$956,732</u></u>

The net position of these funds decreased by \$102,272, or by 10.69%, from those of fiscal year 2017, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018

## EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating and non-operating revenues decreased \$62,919, or by 20.02%, from a combination of larger offsetting factors. Reasons for most of this change are listed below in order of impact from greatest to least:

- Federal Capital Funds from HUD decreased by \$58,791, or by 70.40% from that of the prior fiscal year. The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal years 2017 and 2018.
- Federal revenues from HUD for operations decreased by \$5,185, or by 6.58% from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant. There was a decrease in the number of eligible tenants receiving subsidies, so Housing Assistance Grants decreased accordingly.
- Total other tenant revenue increased by \$404 from that of the prior year, or by 405.0%.
- Total tenant revenue decreased by \$210 or by .14% from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income.
- Interest income increased by \$442 or by 229.0% from that of the prior fiscal year primarily due to an increase in the rate of interest paid on the CDs.

Compared with the prior fiscal year, total operating and non-operating expenses decreased by \$23,095, or by 6.13%, but this also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below:

- Depreciation expense decreased by \$11,932 or by 10.08% from that of the prior fiscal year.
- Repairs and maintenance decreased by \$3,582 or by 10.12% from that of the prior fiscal year.
- Personnel services and employee benefits decreased by \$10,006, or by 7.07% from that of the prior fiscal year, due to a decrease in employee benefits (specifically accrual for retirement).
- General expenses decreased by \$2,411, or by 8.56% from that of the prior fiscal year. The largest decrease was in office supplies.
- Utilities expense increased by \$4,957, or by 12.81% from that of the prior fiscal year.
- Professional services, totaling \$14,373, decreased by \$121 or .83% from that of the prior fiscal year. This decrease is due to decreased accounting and audit costs paid during the year.

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2018

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

At June 30, 2018, the Housing Authority had a total cost of \$3,687,948 invested in a broad range of assets, as listed below. This amount, not including depreciation, represents increases of \$6,717 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

#### Capital Assets, Net of Accumulated Depreciation As of June 30, 2018

	<u>2018</u>	<u>2017</u>
Land	\$51,294	\$51,294
Construction in progress	45,500	2,601
Vehicles	61,368	61,368
Buildings	2,374,911	2,411,093
Leasehold improvements	642,848	642,848
Furniture and equipment	512,027	512,027
Accumulated depreciation	(2,871,459)	(2,765,021)
<b>Total</b>	<b>\$816,489</b>	<b>\$916,210</b>

As of the end of the 2018 fiscal year, the Authority is still in the process of completing HUD grants of \$162,867 obtained during the 2018 fiscal year and prior.

### Debt

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

### Budget

The Housing Authority budgets in accordance with HUD requirements which are utilized only as a guideline. No budget amendments were made during the year.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

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

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

## CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Angela Lucero, at the Housing Authority of the Town of Clayton, 200 Aspen Street, Clayton, New Mexico 88415.

## BASIC FINANCIAL STATEMENTS

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## STATEMENT OF NET POSITION

JUNE 30, 2018

	Low Rent Fund	Capital Fund Program Fund	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash	\$97,391	\$1	\$97,392
Investments - CD's	63,445	0	63,445
Receivables (net of allowance):			
Tenants	3,427	0	3,427
Interest	177	0	177
Inventory	9,541	0	9,541
<i>Total current assets</i>	<u>173,981</u>	<u>1</u>	<u>173,982</u>
<b>Noncurrent Assets:</b>			
Restricted Cash - security deposits	11,950	0	11,950
<b>Capital Assets:</b>			
Land	51,294	0	51,294
Construction in progress	0	45,500	45,500
Buildings	2,374,911	0	2,374,911
Improvements	642,848	0	642,848
Equipment and furniture	512,027	0	512,027
Vehicles	61,368	0	61,368
Less accumulated depreciation	(2,871,459)	0	(2,871,459)
<i>Capital assets, net</i>	<u>770,989</u>	<u>45,500</u>	<u>816,489</u>
<i>Total assets</i>	<u>956,920</u>	<u>45,501</u>	<u>1,002,421</u>
<b>Deferred outflows of resources - Pension</b>	33,391	0	33,391
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	6,868	0	6,868
Accrued salaries and taxes	4,646	0	4,646
Prepaid rent	587	0	587
Tenant deposits	11,950	0	11,950
Compensated absences	3,650	0	3,650
<i>Total current liabilities</i>	<u>27,701</u>	<u>0</u>	<u>27,701</u>
Net pension liability	139,717	0	139,717
<i>Total liabilities</i>	<u>167,418</u>	<u>0</u>	<u>167,418</u>
<b>Deferred inflows of resources - Pension</b>	13,934	0	13,934
<b>NET POSITION</b>			
Net investment in capital assets	770,989	45,500	816,489
Unrestricted	37,970	1	37,971
<i>Total net position</i>	<u>\$808,959</u>	<u>\$45,501</u>	<u>\$854,460</u>

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

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

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

JUNE 30, 2018

	Low Rent Fund	Capital Fund Program Fund	Total
<b>Operating Revenues</b>			
Tenant rental revenue	\$148,085	\$0	\$148,085
Other tenant revenue	3,812	0	3,812
HUD operating subsidy	73,571	0	73,571
<i>Total operating revenues</i>	<u>225,468</u>	<u>0</u>	<u>225,468</u>
<b>Operating Expenses</b>			
Personnel services	90,474	0	90,474
Employee benefits	41,104	0	41,104
Professional services	11,373	3,000	14,373
Repairs and maintenance	31,802	0	31,802
Utilities	43,654	0	43,654
General operating	25,752	0	25,752
Depreciation	106,438	0	106,438
<i>Total operating expenses</i>	<u>350,597</u>	<u>3,000</u>	<u>353,597</u>
<i>Operating loss</i>	(125,129)	(3,000)	(128,129)
<b>Non-Operating Revenues (Expenses)</b>			
Other income	505	0	505
HUD capital grants	0	24,717	24,717
Interest income	635	0	635
<i>Total non-operating revenues (expenses)</i>	<u>1,140</u>	<u>24,717</u>	<u>25,857</u>
<i>(Loss) before capital contributions and transfers</i>	(123,989)	21,717	(102,272)
<b>Capital Contributions and Transfers:</b>			
Operating transfers in (out)	15,000	(15,000)	0
Capital transfers in	82,589	0	82,589
Capital transfers (out)	0	(82,589)	(82,589)
<i>Total non-operating revenue (expenses)</i>	<u>97,589</u>	<u>(97,589)</u>	<u>0</u>
<i>Changes in net position</i>	(26,400)	(75,872)	(102,272)
Net position, beginning of year	835,359	121,373	956,732
<b><i>Net position, end of year</i></b>	<b><u>\$808,959</u></b>	<b><u>\$45,501</u></b>	<b><u>\$854,460</u></b>

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



# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## STATEMENT OF CASH FLOWS

JUNE 30, 2018

	Low Rent Fund	Capital Fund Program Fund	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash received from tenants	\$147,664	\$0	\$147,664
Grants - subsidies	73,571	0	73,571
Cash payments to suppliers for goods and services	(99,817)	(3,000)	(102,817)
Cash payments to employees for services	(130,049)	0	(130,049)
<i>Net cash (used) for operating activities</i>	(8,631)	(3,000)	(11,631)
<b>CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Cash received from other sources	505	0	505
Net change in customer deposits	3,350	0	3,350
Net transfers in (out)	15,000	(15,000)	0
<i>Net cash provided (used) by noncapital and related financing activities</i>	18,855	(15,000)	3,855
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Cash received from intergovernmental sources	0	24,717	24,717
Acquisition and construction of capital assets	0	(6,717)	(6,717)
<i>Net cash provided by capital and related financing activities</i>	0	18,000	18,000
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Net purchases/maturities of certificates of deposit	(431)	0	(431)
Interest income	635	0	635
<i>Net cash provided by investing activities</i>	204	0	204
<i>Net increase in cash</i>	10,428	0	10,428
Cash and cash equivalents, beginning of year	98,913	1	98,914
<b><i>Cash and cash equivalents, end of year</i></b>	<b>\$109,341</b>	<b>\$1</b>	<b>\$109,342</b>
<b>Cash and Cash Equivalents</b>			
Cash	\$97,391	\$1	\$97,392
Restricted	11,950	0	11,950
	\$109,341	\$1	\$109,342

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

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## STATEMENT OF CASH FLOWS

JUNE 30, 2018

	Low Rent Fund	Capital Fund Program Fund	Total
<b>Reconciliation of Operating (Loss) to Net Cash Provided by Operating Activities</b>			
Operating (loss)	(\$125,129)	(\$3,000)	(\$128,129)
<b>Adjustments to Reconcile Operating (Loss) to Net Cash Provided by Operating Activities</b>			
Depreciation	106,438	0	106,438
Change in assets and liabilities:			
Increase in tenants' receivable	(2,616)	0	(2,616)
Decrease in tenant prepaid rent	(1,617)	0	(1,617)
Increase in inventories	(375)	0	(375)
(Increase) in accounts payable	5,966	0	5,966
(Increase) in accrued salaries and compensated absences	1,529	0	1,529
(Increase) in net pension contributions and liability	7,173	0	7,173
<i>Total adjustments</i>	116,498	0	116,498
<b><i>Net cash provided by operating activities</i></b>	<b>(\$8,631)</b>	<b>(\$3,000)</b>	<b>(\$11,631)</b>

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

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Housing Authority of the Town of Clayton (the Authority) was established in 1972. In 1974, fifty (50) low-rent housing units were completed and ready for occupation. Five commissioners who are selected by the Town's Board of Trustees govern it. For financial reporting purposes, the Authority is a discretely presented component unit of the Town of Clayton. The Authority was created to provide a conduit for housing funds for disadvantaged citizens.

The financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP) in the United States as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below:

#### Reporting Entity

In evaluating how to define the reporting entity for financial reporting purposes, management has considered all potential component units. The decision to include any potential component units in the reporting entity was made by applying the criteria set forth in GAAP. The most primary standard for including or excluding a potential component unit with the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Authority is able to exercise oversight responsibilities. Based upon the application of these criteria, the Authority has no component units.

#### Basis of Presentation and Accounting

The Authority's basic financial statements are presented on the full accrual basis of accounting and conform to accounting principles generally accepted in the United States of America. The Authority applies Government Auditing Standards Board (GASB) pronouncements.

The accounts of the Authority are organized on the basis of proprietary fund type, specifically two enterprise funds. The activities of these funds are accounted for with a separate set of self-balancing accounts that comprise the Authority's assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses.

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Enterprise funds account for activities: (1) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (2) that are required by laws or regulations that the activity's costs of providing services, including capital costs, such as depreciation or debt service, be recovered with fees and charges rather than with taxes or similar revenues; or (3) that the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs, such as depreciation or debt service. The Authority distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the Authority's ongoing operation. The principal operating revenues are rental income and charges for services. Operating expenses include the cost of rental operations, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The principal non-operating revenues are governmental subsidies and grants. Grant revenue is recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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

The accounting and financial reporting treatment applied to the Authority is determined by its measurement focus. The transactions of the Authority are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, all liabilities and deferred outflows and inflows of resources associated with the operations are included on the statement of net position. Net position such as total assets net of total liabilities, are segregated into net investment in capital assets; restricted; and unrestricted components. The Authority's operating statements present increases (revenues) and decreases (expenses) in net total assets.

The Authority reports the following two major business-type funds:

The *low rent fund* accounts for the provisions of low rent income services to the residents of the Authority. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, billing, and collection.

The *capital fund program fund* accounts for the yearly capital grants and associated capital projects at the Authority. The fund is authorized by the U.S. Department of Housing and Urban Development.

#### Budgets

The Authority follows these procedures in establishing the budgetary process:

1. The executive director and the fee accountant prepare the budget in accordance with the U.S. 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 Authority's board of commissioners for approval.
4. The board of commissioners approves the budget.

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

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Cash and Cash Equivalents

Cash includes amounts in demand deposits and certificates of deposit with original maturities of 90 days or less.

State statutes authorize the government to invest in interest bearing accounts with local financial institutions, certificates of deposit, 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 Authority. The pledged securities remain in the name of the financial institution.

#### Investments

Investments are reported at fair value.

#### Inventory

Material and supplies are valued at cost, which approximates market, using the first- in/first-out (FIFO). The Authority has created an allowance for obsolete inventory. The allowance is 10 percent of total cost. The Authority deems this percentage sufficient.

#### Receivables

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible.

#### Prepaid Items

Payments made to vendors for services that will benefit periods beyond June 30, 2018, are recorded as prepaid items.

#### Capital Assets

Capital assets, which include property, plant, equipment, computer hardware and software, furniture, fixtures, and vehicles are valued and reported at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date of donation.

Major outlay for capital assets and improvements are capitalized as projects when constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

The Authority defines capital assets as assets with lives of greater than one year and a cost or donated value of \$5,000 or greater.

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property, plant, equipment, and vehicles are depreciated using the straight-line method over the estimated useful lives as follows:

Buildings	40 years
Equipment, computer hardware and software, furniture, and fixtures	5-10 years
Building improvements	15-40 years
Vehicles	10 years

#### Compensated Absences

Vested or accumulated vacation leave is reflected as a liability of Authority. In accordance with the provisions of Governmental Accounting Standards Board, Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulated rights to receive sick pay benefits. Annual leave is earned according to the following schedule:

Exempt Employees (Full-Time) Years of Service	Total Per Year
0 – 5	120 hours or 15 days
5+	160 hours or 20 days

Full-Time Regular Employees Years of Service	Total Per Year
0 – 3	80 hours or 10 days
3 – 9	120 hours or 15 days
9+	144 hours or 18 days

Exempt and regular employees cannot carry forward any annual leave hours into the next calendar year. Upon termination, any unused annual leave shall be paid.

#### Deferred Inflows of Resources – Unearned Revenue

The Authority reports unearned revenue on its statement of net position, when applicable. Unearned revenues arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Unearned revenues also arise when the Authority receives resources before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Authority has a legal claim to the resources, the liability for unearned revenue is removed from the statement of net position and revenue is recognized.

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

## NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the New Mexico Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, on the economic resources measurement focus and accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

### Net Position

Net position comprises the various net earnings from operating income, non-operating revenues and expenses, and capital contributions. Net position is classified in the following three components:

**Net Investment in Capital Assets** – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes on other borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant, unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds is not included in the same net position component as the spent proceeds.

**Restricted** – This component of net position consists of constraints imposed by creditors, such as through debt covenants; grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

**Unrestricted** – This component of net position consists of net position that does not meet the definition of *restricted* or *net investment in capital assets*.

### **Cash Flows**

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

### **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 at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 2. CASH

New Mexico State Statutes provide authoritative guidance regarding the deposit of cash and idle cash. Deposit of funds may be made in interest or non-interest bearing checking accounts in one or more bank or savings and loan associations. Deposits may be made to the extent that they are insured by an agency of the United States of America or by collateral deposited as security or by bond given by the financial institution.

The rate of interest in non-demand, interest-bearing accounts shall be set by the state Board of Finance, but in no case shall the rate of interest be less than one hundred percent of the asked price on United States Treasury bills of the same maturity on the day of deposit.

Idle cash may be invested in a wide variety of instruments, including money market accounts, certificates of deposit, the New Mexico State Treasurer's investment pool, or in securities that are issued by the state or by the United States government, or by their departments or agencies, and which are either direct obligations of the state or the United States, or are backed by the full faith and credit of those governments.

#### Cash Deposited with Financial Institutions

The Authority maintains deposits in two financial institutions within Clayton, New Mexico. The Authority's deposits are carried at cost.

As of June 30, 2018, 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. The locations and amounts deposited are as follows:

	<u>Type of Account</u>	<u>Per Financial Institution</u>	<u>Reconciling Items</u>	<u>Per Financial Statements</u>
Cash on hand		\$0	\$1,497	\$1,497
Farmer's & Stockmen's Bank	Checking	109,000	(1,155)	107,845
Farmer's & Stockmen's Bank	Certificate of deposit	31,806	0	31,806
First National Bank of NM	Certificate of deposit	31,639	0	31,639
<b><i>Totals</i></b>		<b>\$172,445</b>	<b>\$342</b>	<b>\$172,787</b>

Except for items in transit, the carrying value of deposits by the respective depositories equated to the carrying value by the Authority. All deposits are insured by the Federal Deposit Insurance Corporation.

	<u>Farmer's &amp; Stockmen's Bank</u>	<u>First National Bank of NM</u>
Checking accounts	\$109,000	\$0
Certificates of deposit	31,806	31,639
<i>Total cash</i>	140,806	31,639
Less FDIC Insurance	(140,806)	(31,639)
<b><i>Total uninsured public funds</i></b>	<b>\$0</b>	<b>\$0</b>



# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 2. CASH (CONTINUED)

#### Custodial Credit Risk Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority does not have a deposit policy for custodial credit risk. As of June 30, 2018, all of the Authority's deposits were insured and the Authority was not exposed to custodial credit risk.

### NOTE 3. TENANTS RECEIVABLE

Tenant's receivable at June 30, 2018, consisted of the following:

Charges for services	\$3,427
Less allowance for doubtful accounts	0
	<b>\$3,427</b>

### NOTE 4. CAPITAL ASSETS

Capital assets for the fiscal year ended June 30, 2018:

	Balance June 30, 2017	Reclassifications	Increases	Decreases	Balance June 30, 2018
<b>Business-Type Activities:</b>					
Capital assets, not being depreciated:					
Land	\$51,294	\$0	\$0	\$0	\$51,294
Construction in progress	2,601	36,182	6,717	0	45,500
<i>Total capital assets, not being depreciated</i>	53,895	36,182	6,717	0	96,794
Depreciable capital assets:					
Buildings	2,411,093	(36,182)	0	0	2,374,911
Building improvements	642,848	0	0	0	642,848
Equipment and furniture	512,027	0	0	0	512,027
Vehicles	61,368	0	0	0	61,368
<i>Total depreciable capital assets</i>	3,627,336	(36,182)	0	0	3,591,154
Less accumulated depreciation:					
Buildings	(1,667,417)	0	(73,443)	0	(1,740,860)
Building improvements	(575,993)	0	(16,744)	0	(592,737)
Equipment and furniture	(484,881)	0	(9,132)	0	(494,013)
Vehicles	(36,730)	0	(7,119)	0	(43,849)
<i>Total accumulated depreciation</i>	(2,765,021)	0	(106,438)	0	(2,871,459)
<i>Depreciable capital assets, net</i>	862,315	(36,182)	(106,438)	0	719,695
<b><i>Business-type capital assets, net</i></b>	<b>\$916,210</b>	<b>\$0</b>	<b>(\$99,721)</b>	<b>\$0</b>	<b>\$816,489</b>

**HOUSING AUTHORITY OF THE TOWN OF CLAYTON**

(A Component Unit of the Town of Clayton)

**NOTES TO FINANCIAL STATEMENTS**

JUNE 30, 2018

**NOTE 5. ACCRUED COMPENSATED ABSENCES**

Changes in accrued compensated absences during the year ended June 30, 2018, were as follows:

	Balance June 30, 2017	Additions	Deletions	Balance June 30, 2018	Amounts Due Within One Year
Accrued compensated absences	\$2,726	\$5,059	\$4,135	\$3,650	\$0

**NOTE 6. PENSION PLAN – PUBLIC EMPLOYEES RETIREMENT ASSOCIATION**

**General Information about the Pension Plan**

*Plan description.* The Public Employees Retirement Fund (PERA Fund) is a **cost-sharing, multiple employer defined benefit pension plan**. This fund has six divisions of members, including State General, State Police/Adult Correction Officer, Municipal General, Municipal Police/Detention Officers, Municipal fire, and State Legislative Divisions, and offers 24 different types of coverage within the PERA plan. All assets accumulated may be used to pay benefits, including refunds of member contributions, to any of the plan members or beneficiaries, as defined by the terms of this plan. Certain coverage plans are only applicable to a specific division. Eligibility for membership in the PERA Fund is set forth in the Public Employees Retirement Act (Chapter 10, Article 11, NMSA 1978). Except as provided for in the Volunteer Firefighters Retirement Act (10-11A-1 to 10-11A-7, NMSA 1978), the Judicial Retirement Act (10-12B-1 to 10-12B-19, NMSA 1978), the Magistrate Retirement Act (10-12C- 1 to 10-12C-18, NMSA 1978), and the Educational Retirement Act (Chapter 22, Article 11, NMSA 1978), and the provisions of Sections 29-4-1 through 29-4-11, NMSA 1978 governing the State Police Pension Fund, each employee and elected official of every affiliated public employer is required to be a member in the PERA Fund.

PERA issues a publicly available financial report and a comprehensive annual financial report that can be obtained at <http://saonm.org/> using the Audit Report Search function for agency 366.

*Benefits provided.* For a description of the benefits provided and recent changes to the benefits see Note 1 in the PERA audited financial statements for the fiscal year ended June 30, 2017 available at [http://www.pera.state.nm.us/pdf/AuditFinancialStatements/366\\_Public\\_Employees\\_Retirement\\_Association\\_2017.pdf](http://www.pera.state.nm.us/pdf/AuditFinancialStatements/366_Public_Employees_Retirement_Association_2017.pdf).

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 6. PENSION PLAN – PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (CONTINUED)

**Contributions.** The contribution requirements of defined benefit plan members and the Housing Authority of the Town of Clayton are established in state statute under Chapter 10, Article 11, NMSA 1978. The contribution requirements may be amended by acts of the legislature. For the employer and employee contribution rates in effect for FY17 for the various PERA coverage options, for both Tier I and Tier II, see the table available in the note disclosures of the PERA FY17 annual audit report at [http://osanm.org/media/audits/366 Public\\_Employees\\_Retirement\\_Association\\_2017.pdf](http://osanm.org/media/audits/366_Public_Employees_Retirement_Association_2017.pdf). The PERA coverage options that apply to Housing Authority of the Town of Clayton are: Municipal General. Statutorily required contributions to the pension plan from the Housing Authority of the Town of Clayton were \$8,277 for the year ended June 30, 2018.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:** The PERA pension liability amounts, net pension liability amounts, and sensitivity information were based on an annual actuarial valuation performed as of June 30, 2016. The PERA pension liability amounts for each division were rolled forward from the valuation date to the Plan year ending June 30, 2017, using generally accepted actuarial principles. Therefore, the employer's portion was established as of the measurement date June 30, 2017.

The assets of the PERA fund are held in one trust, but there are six distinct membership groups (municipal general members, municipal police members, municipal fire members, state general members, state police members and legislative members) for whom separate contribution rates are determined each year pursuant to chapter 10, Article 11 NMSA 1978. Therefore, the calculations of the net pension liability, pension expense and deferred Inflows and Outflows were performed separately for each of the membership groups: municipal general members; municipal police members; municipal fire members; state general members; state police members and legislative members. The Housing Authority of the Town of Clayton's proportion of the net pension liability for each membership group that the employer participates in is based on the employer contributing entity's percentage of that membership group's total employer contributions for the fiscal year ended June 30, 2017. Only employer contributions for the pay period end dates that fell within the period of July 1, 2016 to June 30, 2017 were included in the total contributions for a specific employer. Regular and any adjustment contributions that applied to FY 2017 are included in the total contribution amounts. In the event that an employer is behind in reporting to PERA its required contributions, an estimate (receivable) was used to project the unremitted employer contributions. This allowed for fair and consistent measurement of the contributions with the total population. This methodology was used to maintain consistent measurement each year in determining the percentages to be allocated among all the participating employers.

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 6. PENSION PLAN – PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (CONTINUED)

**For PERA Fund Division Municipal General**, at June 30, 2018, the Housing Authority of the Town of Clayton reported a liability of \$139,717 for its proportionate share of the net pension liability. At June 30, 2017, the Housing Authority of the Town of Clayton’s proportion was .0101%, which changed from its proportion measured as of June 30, 2016, of .0102 percent.

For the year ended June 30, 2018, the Housing Authority of the Town of Clayton recognized PERA Fund Division Municipal General pension expense of \$15,790. At June 30, 2018, the Housing Authority of the Town of Clayton reported PERA Fund Division Municipal General deferred outflows of resources and deferred inflows or resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$5,490	\$0
Changes of assumptions	6,443	0
Net difference between projected and actual earnings on pension plan investments	11,463	0
Changes in proportion and differences between Housing Authority of the Town of Clayton contributions and proportionate share of contributions	1,718	13,934
Housing Authority of the Town of Clayton contributions subsequent to the measurement date	8,277	0
<b>Total</b>	<b>\$33,391</b>	<b>\$13,934</b>

\$8,277 reported as deferred outflows of resources related to pensions resulting from Housing Authority of the Town of Clayton contributions subsequent to the measurement date June 30, 2017 will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2018	\$2,847
2019	10,090
2020	1,593
2021	(3,350)
2022	0
	<b>\$11,180</b>

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

### NOTE 6. PENSION PLAN – PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (CONTINUED)

*Actuarial assumptions.* As described above, the PERA Fund member group pension liabilities and net pension liabilities are based on actuarial valuations performed as of June 30, 2016 for each of the membership groups. Then each PERA Fund member group pension liability was rolled forward from the valuation date to the Plan year ending June 30, 2017 using generally accepted actuarial principles. There were no significant events or changes in benefit provisions that required an adjustment to the roll-forward liabilities as of June 30, 2017. These actuarial methods and assumptions were adopted by the Board for use in the June 30, 2016 actuarial valuation.

Valuation date	June 30, 2016
Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Open
Amortization period	Solved for based on statutory rates
Payroll growth rate	3.50%
Asset valuation method	4-year Smoothed Market
Actuarial assumptions:	
Investment rate of return	7.51% annual rate, net of investment expense
Projected benefit payment	100 years
Payroll growth	2.75% for first 9 years, then 3.25% annual rate
Projected salary increases*	2.75% to 14.00% annual rate
Mortality Assumption	RP-2000 Mortality Tables (Combined table for healthy post-retirement, Employee table for active members, and Disabled table for disabled retirees before retirement age) with projection to 2018 using Scale AA.
Experience Study Dates	July 1, 2008 to June 30, 2013 (demographic) and July 1, 2010 through June 30, 2016 (economic)

\* Includes inflation at 3.00%

The long-term expected rate of return on pension plan investments was determined using a statistical analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and most recent best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

**HOUSING AUTHORITY OF THE TOWN OF CLAYTON**

(A Component Unit of the Town of Clayton)

**NOTES TO FINANCIAL STATEMENTS**

JUNE 30, 2018

**NOTE 6. PENSION PLAN – PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (CONTINUED)**

ALL FUNDS – Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	43.50%	7.39%
Risk Reduction & Mitigation	21.50%	1.79%
Client Oriented Fixed Income	15.00%	5.77%
Real Assets	20.00%	7.35%
<b>Total</b>	<b>100.0%</b>	

**Discount rate:** The blended discount rate used to measure the total pension liability was 7.48 percent. The projection of cash flows used to determine the discount rate assumed that future contributions will be made in accordance with statutory rates. On this basis, the pension plan’s fiduciary net position together with the expected future contributions are sufficient to provide all projected future benefit payments of current plan members as determined in accordance with GASBS 67. Therefore, the 7.48% assumed long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Housing Authority of the Town of Clayton’s proportionate share of the net pension liability to changes in the discount rate.** The following tables show the sensitivity of the net pension liability to changes in the discount rate. In particular, the tables present the Housing Authority of the Town of Clayton’s net pension liability in each PERA Fund Division that Housing Authority of the Town of Clayton participates in, under the current single rate assumption, as if it were calculated using a discount rate one percentage point lower (6.51%) or one percentage point higher (8.51%) than the single discount rate.

PERA Fund Division Municipal General	1% Decrease (6.51%)	Current Discount Rate (7.51%)	1% Increase (8.51%)
Housing Authority of the Town of Clayton’s proportionate share of the net pension liability	\$218,983	\$139,717	\$73,797

**Pension plan fiduciary net position.** Detailed information about the pension plan’s fiduciary net position is available in the separately issued FY17 PERA financial report. The report is available at <http://www.pera.state.nm.us/publications.html>.

**Payables to the pension plan.** The Authority is legally required to make defined contributions to the cost sharing pension plan on behalf of its’ participant employees. At June 30, 2018, the Authority had paid all required contributions and therefore, there is no payable to the pension plan.

# **HOUSING AUTHORITY OF THE TOWN OF CLAYTON**

(A Component Unit of the Town of Clayton)

## **NOTES TO FINANCIAL STATEMENTS**

JUNE 30, 2018

### **NOTE 7. POST-EMPLOYMENT BENEFITS**

The Retiree Health Care Act, Chapter IV, Article 7C, NMSA 1978 provides a comprehensive core group health insurance for persons who have retired from certain public service in New Mexico. The Authority has elected not to participate in the post-employment health insurance plan.

### **NOTE 8. RISK MANAGEMENT**

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

### **NOTE 9. CONTINGENT LIABILITIES**

Amounts received or receivable 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 Authority expects such amounts, if any, to be immaterial.

**HOUSING AUTHORITY OF THE TOWN OF CLAYTON**

(A Component Unit of the Town of Clayton)

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

**NOTE 10. TRANSFERS AND DUE FROM/TO OTHER FUNDS**

Transfers between funds were as follows:

<b>Operating Transfers In:</b>	<u>Operating Transfers Out</u>		<b>Totals</b>
	<u>Low Rent</u>	<u>CFP</u>	
Low Rent	\$0	\$15,000	\$15,000
CFP	0	0	0
<b><i>Total</i></b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>

Transfers are used to move the portion of CFP funding allotted for operating expenditures to the Low Rent Fund.

<b>Capital Transfers In:</b>	<u>Capital Transfers Out</u>		<b>Totals</b>
	<u>Low Rent</u>	<u>CFP</u>	
Low Rent	\$0	\$82,589	\$82,589
CFP	0	0	0
<b><i>Total</i></b>	<b>\$0</b>	<b>\$82,589</b>	<b>\$82,589</b>

**NOTE 11. TAX ABATEMENTS**

The Housing Authority has not entered into any tax abatements that would be required to be disclosed in accordance with GASB 77.



REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF THE HOUSING AUTHORITY OF THE  
TOWN OF CLAYTON'S PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY OF PERA FUND DIVISION  
MUNICIPAL GENERAL**  
Public Employees Retirement Association (PERA) Plan  
Last 10 Fiscal Years\*

	As of Measurement Date			
	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Housing Authority of the Town of Clayton's proportion of the net pension liability (asset)	1.0101%	0.0102%	0.0098%	0.0097%
Housing Authority of the Town of Clayton's proportionate share of the net pension liability (asset)	\$139,717	\$162,834	\$99,491	\$75,468
Housing Authority of the Town of Clayton's covered-employee payroll (at measurement date)	\$85,742	\$81,948	\$79,852	\$75,657
Housing Authority of the Town of Clayton's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	162.95%	198.70%	124.59%	99.75%
Plan fiduciary net position as a percentage of the total pension liability	73.74%	69.18%	76.99%	81.50%

\*The amounts presented were determined as of June 30. This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Housing Authority of the Town of Clayton will present information for those years for which information is available.

**SCHEDULE OF THE HOUSING AUTHORITY OF THE  
TOWN OF CLAYTON'S CONTRIBUTIONS**  
Public Employees Retirement Association (PERA) Plan  
**PERA FUND DIVISION - MUNICIPAL GENERAL**  
Last 10 Fiscal Years\*

	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Contractually required contribution	\$8,277	\$8,188	\$7,826	\$7,626
Contributions in relation to the contractually required contribution	\$8,277	\$8,188	\$7,826	\$7,626
Contribution deficiency (excess)	\$0	\$0	\$0	\$0
Housing Authority of the Town of Clayton's covered-employee payroll	\$86,670	\$85,742	\$81,948	\$79,852
Contributions as a percentage of covered-employee payroll	9.55%	9.55%	9.55%	9.55%

\*This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the Housing Authority of the Town of Clayton will present information for those years for which information is available.

**HOUSING AUTHORITY OF THE TOWN OF CLAYTON**  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2018

**Public Employee Retirement Association Plan (PERA)**

**Changes of benefit terms.** The PERA Fund COLA and retirement eligibility benefits changes in recent years are described in Note 1 of the PERA FY16 audit available at [http://www.pera.state.nm.us/pdf/AuditFinancialStatements/366\\_Public\\_Employees\\_Retirement\\_Association\\_2017.pdf](http://www.pera.state.nm.us/pdf/AuditFinancialStatements/366_Public_Employees_Retirement_Association_2017.pdf).

**Changes of assumptions.**

The Public Employees Retirement Association (PERA) of New Mexico Annual Actuarial Valuation as of June 30, 2016 report is available at

[http://www.pera.state.nm.us/pdf/Investments/RetirementFundValuationReports/6-30-2016%20PERA%20Valuation%20Report\\_FINAL.pdf](http://www.pera.state.nm.us/pdf/Investments/RetirementFundValuationReports/6-30-2016%20PERA%20Valuation%20Report_FINAL.pdf). The summary of Key Findings for the PERA Fund provides summary information for each division.

## OTHER SUPPLEMENTARY INFORMATION

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

Financial Data Schedule

June 30, 2018

Line Item #	Account Description	Public Housing Low Rent 15	Public Housing Capital Fund Program 15	Total
111	Cash - Unrestricted	\$97,391	\$1	\$97,392
114	Cash - Tenant Security Deposits	11,950	0	11,950
100	Total Cash	<u>109,341</u>	1	<u>109,342</u>
122	Accounts Receivable - HUD Other Projects	0	0	0
126	Accounts Receivable - Tenants	3,427	0	3,427
126.1	Allowance for Doubtful Accts - Tenants	0	0	0
129	Accrued Interest Receivable	177	0	177
120	Total Receivables, Net of Allowance for Doubtfull Accts	<u>3,604</u>	0	<u>3,604</u>
131	Investments - Unrestricted	63,445	0	63,445
132	Investments - Restricted	0	0	0
142	Prepaid Expenses and Other Assets	0	0	0
143	Inventories	10,601	0	10,601
143.1	Allowance for Obsolete Inventories	(1,060)	0	(1,060)
150	Total Current Assets	<u>185,931</u>	1	<u>185,932</u>
161	Land	51,294	0	51,294
162	Buildings	2,374,911	0	2,374,911
163	Furniture, Equipment & Machinery - Dwellings	421,179	0	421,179
164	Furniture, Equipment & Machinery - Administration	152,216	0	152,216
165	Leasehold Improvements	642,848	0	642,848
166	Accumulated Depreciation	(2,871,459)	0	(2,871,459)
167	Construction in Progress	0	45,500	45,500
160	Total Capital Assets, Net of Accumulated Depreciation	<u>770,989</u>	<u>45,500</u>	<u>816,489</u>
180	Total Non-Current Assets	<u>770,989</u>	<u>45,500</u>	<u>816,489</u>
190	Total Assets	956,920	45,501	1,002,421
200	Deferred Outflow of Resources	<u>33,391</u>	0	<u>33,391</u>
<b>290</b>	<b>Total Assets and Deferred Outflow of Resources</b>	<b><u>\$990,311</u></b>	<b><u>\$45,501</u></b>	<b><u>\$1,035,812</u></b>
312	Accounts Payable <= 90 Days	\$6,868	\$0	\$6,868
321	Accrued Wage/Payroll Taxes Payable	4,646	0	4,646
322	Accrued Compensated Absences - Current Portion	0	0	0
341	Tenant Security Deposits	11,950	0	11,950
342	Deferred Revenue	587	0	587
310	Total Current Liabilities	<u>24,051</u>	0	<u>24,051</u>
354	Accrued Compensated Absences - Non-Current	3,650	0	3,650
357	Accrued Pension and OPEB Liabilities	139,717	0	139,717
350	Total Noncurrent Liabilities	<u>143,367</u>	0	<u>143,367</u>
300	Total Liabilities	<u>167,418</u>	0	<u>167,418</u>
400	Deferred Inflow of Resources	13,934	0	13,934

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

Financial Data Schedule

June 30, 2018

Line Item #	Account Description	Public Housing Low Rent 15	Public Housing Capital Fund Program 15	Total
508.1	Net Investment of Capital Assets	770,989	45,500	816,489
511.4	Restricted Net Position	0	0	0
512.4	Unrestricted Net Position	37,970	1	37,971
513	Total Equity - Net Position	808,959	45,501	854,460
<b>Total Liabilities, Deferred Inflows of Resources and</b>				
<b>600</b>	<b>Equity - Net Assets/Position</b>	<b>\$990,311</b>	<b>\$45,501</b>	<b>\$1,035,812</b>
70300	Net Tenant Rental Revenue	\$148,085	\$0	\$148,085
70400	Tenant Revenue - Other	3,812	0	3,812
70500	Total Tenant Revenue	151,897	0	151,897
70600	HUD PHA Operating Grants	73,571		73,571
70610	Capital Grants	0	24,717	24,717
70700	Total Fee Revenue	73,571	24,717	98,288
71100	Investment Income - Unrestricted	635		635
71500	Other Revenue	505		505
70000	Total Revenue	226,608	24,717	251,325
91100	Administrative Salaries	44,187	0	44,187
91200	Auditing Fees	6,901	3,000	9,901
91400	Advertising & Marketing	83	0	83
91500	Employee Benefit Contributions - Administrative	19,605	0	19,605
91600	Office Expenses	3,066	0	3,066
91700	Legal Expenses	0	0	0
91800	Travel	192	0	192
91900	Other	4,804	0	4,804
91000	Total Operating - Administrative	78,838	3,000	81,838
93100	Water	19,455	0	19,455
93200	Electricity	5,385	0	5,385
93300	Gas	1,589	0	1,589
93600	Sewer	12,903	0	12,903
93800	Other Utilities	4,322	0	4,322
93000	Total Utilities	43,654	0	43,654
94100	Ordinary Maintenance and Operations - Labor	46,287	0	46,287
94200	Ordinary Maintenance and Operations - Materials & Other	8,310	0	8,310
94300	Ordinary Maintenance and Operations Contracts	23,491	0	23,491
94500	Employee Benefit Contributions - Ordinary Maintenance	21,499	0	21,499
94000	Total Maintenance	99,587	0	99,587

# HOUSING AUTHORITY OF THE TOWN OF CLAYTON

(A Component Unit of the Town of Clayton)

Financial Data Schedule

June 30, 2018

Line Item #	Account Description	Public Housing Low Rent 15	Public Housing Capital Fund Program 15	Total
96110	Property Insurance	10,198	0	10,198
96120	Liability Insurance	8,450	0	8,450
96130	Workmen's Compensation	3,025	0	3,025
96100	Total Insurance Premiums	<u>21,673</u>	<u>0</u>	<u>21,673</u>
96200	Other General Expenses	407	0	407
96210	Compensated Absences	0	0	0
96000	Total Other General Expenses	<u>407</u>	<u>0</u>	<u>407</u>
96900	Total Operating Expenses	<u>244,159</u>	<u>3,000</u>	<u>247,159</u>
97000	Excess Revenue over Operating Expenses	(17,551)	21,717	4,166
97400	Depreciation Expense	106,438	0	106,438
90000	Total Expenses	<u>350,597</u>	<u>3,000</u>	<u>353,597</u>
10010	Operating Transfers In	15,000	0	15,000
10020	Operating Transfers Out	0	(15,000)	(15,000)
10100	Total Other Financing Sources (Uses)	<u>15,000</u>	<u>(15,000)</u>	<u>0</u>
<b>10000</b>	<b>Excess (Deficiency) of Total Rev Over (Under) Total Exp</b>	<b><u>(\$108,989)</u></b>	<b><u>\$6,717</u></b>	<b><u>(\$102,272)</u></b>
11030	Beginning Equity	\$835,359	\$121,373	\$956,732
11040	Prior Period Adj, Equity Transfers, Correction of Errors	0	0	0
11190	Unit Months Available	600	0	600
11210	Number of Unit Months Leased	585	0	585



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

**Independent Auditor's Report**

Mr. Wayne Johnson, State Auditor and  
Board of Commissioners  
Housing Authority of the Town of Clayton  
(A Component Unit of the Town of Clayton)  
Clayton, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the Town of Clayton, a component unit of the Town of Clayton as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated November 20, 2018.

**Internal Control Over Financial Reporting**

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

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

Mr. Wayne Johnson, State Auditor and  
Board of Commissioners  
Housing Authority of the Town of Clayton  
(A Component Unit of the Town of Clayton)  
Clayton, New Mexico  
Page Two

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies. 2018-001.

### **Compliance and Other Matters**

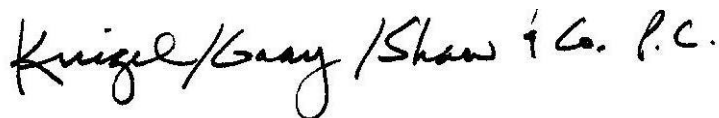
As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material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

### **Housing Authority of the Town of Clayton's Response to Findings**

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

### **Purpose of this Report**

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



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

November 20, 2018

**HOUSING AUTHORITY OF THE TOWN OF CLAYTON**  
(A Component Unit of the Town of Clayton)  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**CURRENT YEAR FINDINGS:**

**2018-001 Lack of Internal Controls over Receipts – Significant Deficiency**

**Statement of Condition** – During our review of the internal controls related to the cash receipts accounting system and our testing of the cash receipt/deposit transactions, we discovered the following deviation:

- Of the 40 payments received tested, 4 were not deposited within five business days. The average deposit lag of these 4 receipts was 8 days.

**Criteria** – Internal controls are established to safeguard the assets of the Housing Authority from unauthorized use and loss. Deposits should be made within five (5) business days of receipt, more often when the amount is large.

**Cause** – Executive Director of the Housing Authority is the only administrative employee.

**Effect** – Increased risk of loss due to misplacement of cash/equivalent or lack of funds on delayed cashing of tenant checks.

**Recommendation** – Implement deposit procedures to ensure that deposits are made timely.

**Management's Response** – The Housing Authority (executive director) will make deposits within 24 hours of collections and a board member will do the same in her absence. The practice will begin immediately.

**CURRENT STATUS ON PRIOR YEAR FINDINGS:**

None.

# **HOUSING AUTHORITY OF THE TOWN OF CLAYTON**

(A Component Unit of the Town of Clayton)

**EXIT CONFERENCE**

**JUNE 30, 2018**

## **EXIT CONFERENCE:**

The exit conference was held October 24, 2018 and was attended by the following:

### **Representing Housing Authority of the Town of Clayton:**

Lonnie Wiseman, Vice-Chairperson

Angela Lucero, Executive Director

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

Ken Shaw, CPA/Shareholder

Kristi Granados, CPA, Staff Auditor

## **FINANCIAL STATEMENTS PREPARATION**

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