### STATE OF NEW MEXICO VILLAGE OF CUBA ANNUAL FINANCIAL REPORT JUNE 30, 2014

Harshwal & Company LLP Certified Public Accountants 6739 Academy Road NE, Suite 130 Albuquerque, NM 87109 (505) 814-1201



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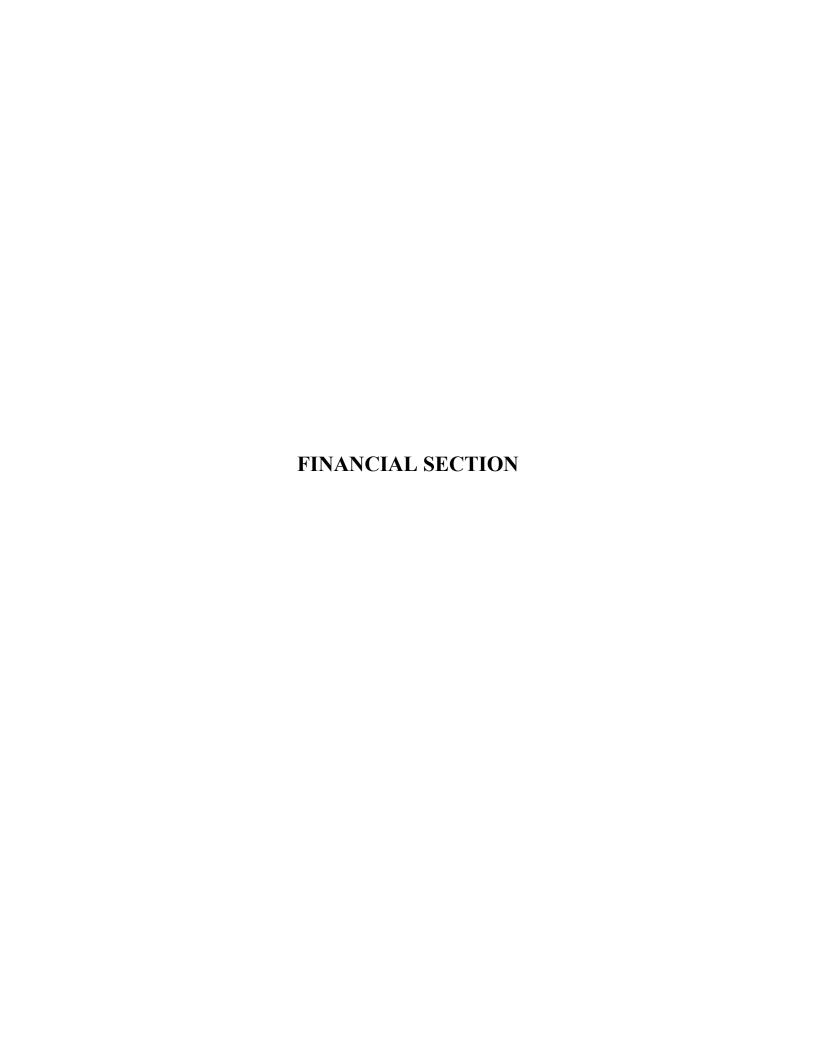
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### OFFICIAL ROSTER JUNE 30, 2014

<u>Name</u>		Title	
	<b>Elected Officials</b>		
Richard R. Velarde		Mayor	
Gilbert Dominguez		Mayor Pro-Tern	
Cecilia M. Delgado		Councilor	
Lee V. Ramirez		Councilor	
	Administrative Officials		
Vandora P. Casados		Clerk-Treasurer	





#### INDEPENDENT AUDITOR'S REPORT

Hector H. Balderas New Mexico State Auditor The Honorable Mayor and the Village Council Village of Cuba Cuba, New Mexico

#### **Report on Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the budgetary comparisons for the general fund and major special revenue fund of the Village of Cuba, New Mexico (the "Village"), as of and for the year ended June 30, 2014, and the related notes to the financial statements which collectively comprise the Village's basic financial statements as listed in the table of contents. We also have audited the financial statements of each of the Village nonmajor governmental, fiduciary funds and the budgetary comparisons for all nonmajor funds and enterprise funds presented as supplementary information, as defined by the Government Accounting Standards Board, in the accompanying combining and individual fund financial statements as of and for the year ended June 30, 2014, as listed in the table of contents

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

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

#### **Auditor's Responsibility**

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

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

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village, as of June 30, 2014, and the respective changes in financial position and where applicable, cash flows thereof and the respective budgetary comparisons for the general fund and major special revenue fund for the year then ended in accordance with accounting principles generally accepted in the United States of America. In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each nonmajor governmental and fiduciary fund of the Village, as of June 30, 2014, and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparisons for all non major funds and enterprise funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Other Matters**

Required Supplementary Information

Management has omitted the MD&A, which is required to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements is required by the Government 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. Our opinion on the basic financial statements is not affected by this missing information.

#### **Other Information**

Our audit was conducted for the purpose of forming opinions on the Village's financial statements, the combining and individual fund financial statements, and the budgetary comparisons. The other schedules as required by Section 2.2.2 NMAC are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The other schedules required by Section 2.2.2 NMAC are 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 statement 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 auditing standards generally accepted in the United States of America. In our opinion, the other schedules as required by Section 2.2.2 NMAC are fairly stated in all material respects in relation to the basic financial statements as a whole.

### Other Reporting Required by Government Auditing Standards

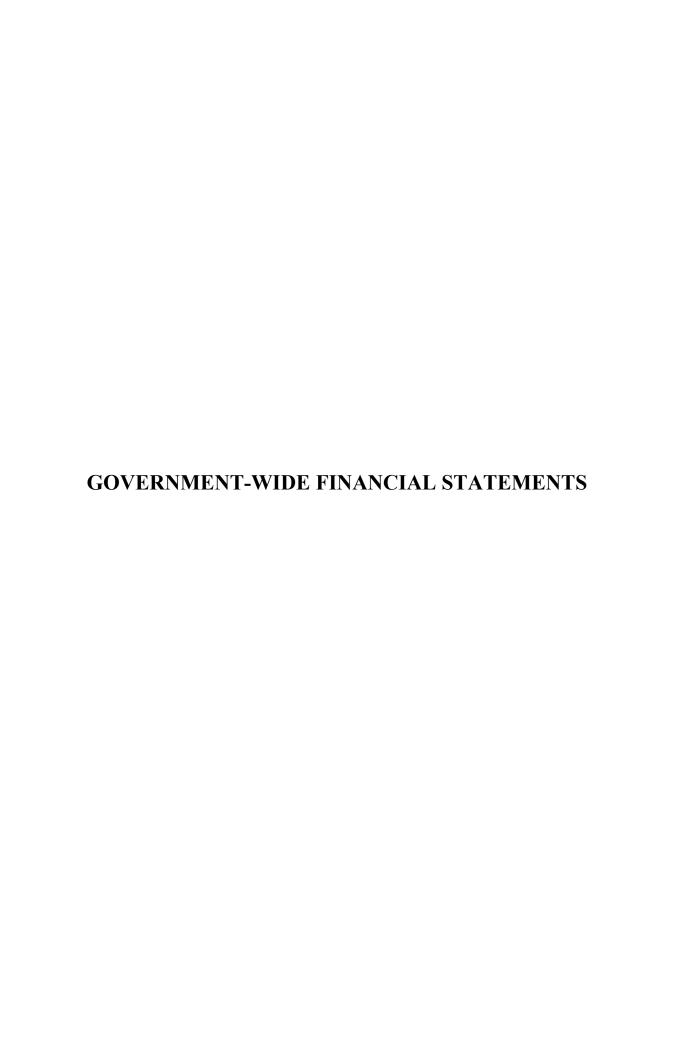
In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2014 on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and 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 Village's internal control over financial reporting and compliance.

Harshwal & Company LLP Certified Public Accountants

Harshwal & Company LLP

Albuquerque, New Mexico November 20, 2014





### STATEMENT OF NET POSITION JUNE 30, 2014

ACCETC	G	overnmental Activities	В	Susiness-type Activities		Total
ASSETS Cash and cash equivalents Taxes receivable Other accounts receivable	\$	288,872 200,625 1,899	\$	104,727	\$	393,599 200,625 1,899
Grant receivable Court fines and fees receivable Accounts receivable, net of allowance		6,503		46,915 35,423		46,915 6,503 35,423
Other assets Internal balances		324,300		209 (324,300)		209
Noncurrent assets: Capital assets Accumulated depreciation		7,087,327 (2,868,598)	_	7,503,094 (2,444,626)		14,590,421 (5,313,224)
<b>Total Assets</b>	\$	5,040,928	\$	4,921,442	\$_	9,962,370
LIABILITIES						
Accounts payable	\$	50,596	\$	25,023	\$	75,619
Gross receipts tax payable		25 404		141,805		141,805
Installment agreement - IRS Accrued salaries and benefits		25,494		42 005		25,494 108,003
Accrued salaries and benefits  Accrued payroll		64,998		43,005 18,435		18,435
Insurance payable		211,070		10,433		211,070
Deposit payable		211,070		51,780		51,780
Long-term liabilities, due in one year				13,398		13,398
Compensated absences, due in one year		7,445		2,506		9,951
Noncurrent liabilities:						
Long-term liabilities, due in more than one year				346,602	_	346,602
Total liabilities	-	359,603	-	642,554	-	1,002,157
NET POSITION						
Net Investment in capital assets Restricted for:		4,218,729		4,711,866		8,930,595
Special revenue		177,443				177,443
Unrestricted	-	285,153	-	(432,978)	_	<u>(147,825</u> )
<b>Total Net Position</b>	-	4,681,325	-	4,278,888	_	8,960,213
Total Net Position and Liabilities	\$	5,040,928	\$	4,921,442	\$	9,962,370

### STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2014

				Program Revenues						
					(	Operating	Capital Grants			
			$\mathbf{C}$	harges for	C	Grants and		and		
Functions/Programs		<u>Expenses</u>		Services	Co	ntributions	C	ontributions		
Primary Government										
General government	\$	692,358	\$	86,344	\$	115,837	\$			
Public safety		621,269		21,930		106,624				
Highways and streets		90,810				140,000				
Culture and recreation		230,055				53,896				
Public works		110,182								
Debt service - interest	_	852	_				_			
Total governmental activities	_	1,745,526	_	108,274	_	416,357	_	0		
<b>Business-type Activities:</b>										
Water and Sewer		647,051		374,440				235,353		
Housing Authority	_	175,555	_	59,669	_		_			
Total business type activities	_	822,606	_	434,109		0	_	235,353		
Total	\$_	2,568,132	\$_	542,383	\$	416,357	\$_	235,353		

#### **General Revenues:**

Taxes:

Franchise taxes

Gasoline taxes

Gross receipts taxes

Property taxes

Motor vehicle registrations

Lodger's taxes

Other taxes

Miscellaneous

Total General Revenues and Transfers

Excess (deficiency) of revenues over expenses

Change in net position

Net position, beginning

Net position, ending

### STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2014

	Net (Expense) Revenue and Changes in Net Position									
Functions/Programs	Government Activities	Business Type Activities	Total							
Primary Government General government Public safety Highways and streets Culture and recreation Public works Debt service - interest	\$ (490,177) (492,715) 49,190 (176,159) (110,182) (852)	\$	\$ (492,715) 49,190 (176,159) (110,182) (852)							
Total governmental activities	(1,220,895)	0	(1,220,895)							
Business-type Activities: Water and Sewer Housing Authority Total business type activities	0	(37,258) (115,886) (153,144)	(37,258) (115,886) 0							
Total	(1,220,895)	(153,144)	(1,374,039)							
General Revenues: Taxes: Franchise taxes Gasoline taxes Gross receipts taxes Property taxes Motor vehicle registrations Lodger's taxes Other taxes Miscellaneous	30,507 96,022 1,043,311 56,301 30,015 18,430 2,302 16,139		30,507 96,022 1,043,311 56,301 30,015 18,430 2,302 16,139							
Total General Revenues and Transfers	1,293,027	0	1,293,027							
Excess (deficiency) of revenues over expenses	72,132	(153,144)	(81,012)							
Change in net position	72,132	(153,144)	(81,012)							
Net position, beginning	4,609,193	4,432,032	9,041,225							

Net position, ending

**\$** 4,681,325 **\$** 4,278,888 **\$** 8,960,213



### BALANCE SHEET - GOVERNMENTAL FUNDS JUNE 30, 2014

ASSETS  Cash and cash equivalents  Taxes receivable  Court fines and fees receivables  Other accounts receivable  Due from other funds	<u>F</u> \$ 1	seneral Funds 188,249 198,889 4,887 342,489	<u>Str</u> \$	65,090 37,026	\$	Other overnmental Funds  35,533 1,736 1,899 1,616 91,172	\$	Total  288,872 200,625 1,899 6,503 470,687
Total assets	\$ <u></u>	734,514	\$_	102,116	\$_	131,956	\$ <sub>=</sub>	968,586
LIABILITIES AND FUND BALANCES LIABILITIES								
Accounts payable Insurance payable Installment agreement - IRS Accrued salariesand benefits	2	47,253 211,070 25,494 64,998	\$		\$	3,343	\$	50,596 211,070 25,494 64,998
Due to other governments Due to other funds	_	91,173		52,978	_	2,236	_	2,236 144,151
Total liabilities	_4	139,988	_	52,978	_	5,579	_	498,545
FUND BALANCES Restricted for:								
Special Revenue Funds Unassigned:				49,138		128,305		177,443
General Fund Debt service funds		294,526	_		_	(1,928)	_	294,526 (1,928)
<b>Total fund balances</b>	_2	<u> 294,526</u>	_	49,138	_	126,377	_	470,041
Total liabilities and fund balances	\$ <u>7</u>	734,514	\$_	102,116	<b>\$_</b>	131,956	\$_	968,586

# RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION JUNE 30, 2014

	Go	overnmental fund
Amounts reported for governmental activities in the statement of net position are different because:		
Total fund balance - governmental funds	\$	470,041
Accrued compensated absences not payable from current revenues.		(7,445)
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	_	4,218,729
Net position - governmental activities	\$_	4,681,325

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2014

REVENUES:		General Funds	<u>S</u>	treet Fund	G	Other overnmental Funds	_	Total
Local revenue								
Franchise tax	\$	30,507	\$		\$		\$	30,507
Gross receipts tax - local	Ψ	599,286	Ψ		Ψ		Ψ	599,286
Property taxes		56,301						56,301
Licenses, fines & fees		88,282				21,930		110,212
Miscellaneous charges for services		33,945				20,732		54,677
Interest		,				83		83
Other miscellaenous		12,447				547		12,994
State revenue		ŕ						
Gross receipts tax - state shared		444,025						444,025
CFT gas tax		82,942				13,080		96,022
State fire allotment						70,858		70,858
Small cities distribution		90,000						90,000
Grants	_	25,837	_	140,000	_	89,662	_	255,499
Total revenues	_	1,463,572	_	140,000	_	216,892	_	1,820,464
EXPENDITURES:								
General government		634,511				21,074		655,585
Public safety		444,582				79,032		523,614
Highways and streets		ŕ		75,000		ŕ		75,000
Culture and recreation		131,983				22,641		154,624
Public works		85,293		101		24,788		110,182
Capital outlay						55,742		55,742
Debt service - principal						46,203		46,203
Debt service - interest and fees	_		_		_	852	_	852
Total expenditures	_	1,296,369	-	75,101	_	250,332	-	1,621,802
Excess (deficiency) of revenues over expenditures	_	167,203	-	64,899	_	(33,440)	-	198,662
OTHER FINANCING SOURCES (USES):								
Transfer in						2,464		2,464
Transfers (Out)	_	(2,464)	-		-		-	(2,464)
Total other financing sources (uses)	_	(2,464)	_	0	_	2,464	_	0
Net change in fund balance		164,739		64,899		(30,976)		198,662
Fund balance - beginning of year	_	129,787	-	(15,761)	_	157,353	-	271,379
Fund balance - end of year	\$_	294,526	\$_	49,138	\$_	126,377	\$_	470,041

# RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2014

	Go	vernmental fund
Amounts reported for governmental activities in the statement of net position are different because:		
Net changes in fund balances - governmental funds	\$	198,662
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlay in the current period.		
Depreciation expense		(226,655)
Capital outlay		55,742
The repayment of the principal of capital loans consumes the current financial resources of governmental funds, but has no effect on net position.  Deferred revenue is recorded as income under the accrual method, and not the		46,203
modified accrual method.		(2,807)
Accrued compensated absences are expensed under the accrual method, and not the modified accrual method.	_	987
Change in net position - governmental activities	\$_	72,132

### STATEMENTS OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) MAJOR FUNDS

### STATEMENT OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2014

	Budgeted Amounts					Actual		riance with nal Budget- Positive
		Original		Final	Amounts		_(	Negative)
REVENUES:								
Local revenue:								
Franchise Tax	\$	26,000	\$	26,000	\$	30,507	\$	4,507
Gross receipts tax - local		158,326		158,326		599,286		440,960
Property taxes		50,103		50,103		56,301		6,198
Licenses, fines & fees		41,500		41,500		88,282		46,782
Miscellaneous charges for services		42,000		42,000		33,945		(8,055)
Other miscellaneous		75,000		75,000		869		(74,131)
State revenue:								
Gross receipts tax - state shared		690,476		690,476		444,025		(246,451)
CFT Gas tax- state shared		60,323		60,323		82,942		22,619
Small cities distribution		35,000		35,000		90,000		55,000
Grants	_	96,781	_	96,781	_	25,837	_	(70,944)
Total revenues	_	1,275,509	_	1,275,509	_	1,451,994	_	176,485
EXPENDITURES:								
Current:								
General government		706,553		706,553		634,510		72,043
Public safety		331,344		331,344		430,361		(99,017)
Highways and streets		41,510		41,510		150,501		41,510
Culture and recreation		171,001		171,001		131,983		39,018
Public works		171,001		171,001		85,29 <u>3</u>		(85,293)
Total expenditures	-	1,250,408	_	1,250,408	-	1,282,147		(31,739)
•	_		_		_		_	
Excess (deficiency) of revenues over (under) expenditures	_	25,101	_	25,101	_	169,847	_	144,746
OTHER FINANCING SOURCES (USES): Transfers Out						(2,751)		(2,751)
	-		_		-		_	
Total other financing sources (uses)	_	0	_	0	_	(2,751)	_	(2,751)
Net changes in fund balances		25,101		25,101		167,096		141,995
Fund balance - beginning of Year	_	325,826	_	325,826	-	209,941	_	(115,885)
Fund balance - End of Year	\$_	350,927	\$_	350,927	_	377,037	<b>\$_</b>	26,110

### STATEMENT OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2014

	Budgeted	Amounts		Variance with Final Budget-
	Original	Final	Actual Amounts	Positive (Negative)
Reconciliation of budgetary basis to GAAP ba Net changes in fund balances-cash basis Adjustments to revenues Adjustments to expenditures	sis:		167,096 11,578 (13,935)	
Net changes in fund balances-GAAP basis			\$164,739	

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) STREET FUND FOR THE YEAR ENDED JUNE 30, 2014

		Budgeted Amounts  Original Final				Actual Amounts		Variance with Final Budget-Positive (Negative)		
REVENUES:										
Local revenue:	Φ	25.000	Φ	25,000	Φ		Φ	(25,000)		
Other miscellaneous State revenue:	\$	25,000	\$	25,000	\$		\$	(25,000)		
Grants	_	75,000	_	75,000	_	140,000		65,000		
Total revenues	_	100,000	_	100,000	_	140,000		40,000		
EXPENDITURES:										
Current: Highways and streets		75,000		75,000		75,000				
Public works	_	25,000	_	25,000 25,000	_	103		24,897		
Total expenditures	_	100,000	_	100,000	_	75,103		24,897		
Excess (deficiency) of revenues over (under)										
expenditures		0		0		64,897		64,897		
Fund balance - beginning of Year	_	0	_	0	_	9		9		
Fund balance - End of Year	\$_	0	\$_	0	_	64,906	\$	64,906		
Reconciliation of budgetary basis to GAAP b	asis <sup>.</sup>									
Excess (deficiency) of revenues over (under)			ash l	oasis		64,897				
Adjustments to revenues Adjustments to expenditures						0 2				
Excess (deficiency) of revenues over (under)	expe	nditures-G	AA	P basis	\$_	64,899				

### PROPRIETARY FUNDS - STATEMENT OF NET POSITION JUNE 30, 2014

	Water and Sewer	Housing Authority	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 37,592	\$ 67,135	\$ 104,727
Accounts receivable, net of allowance	35,155	268	35,423
Grants receivable		46,915	46,915
Other assets		209	209
Total current assets	72,747	114,527	187,274
Capital assets:			
Land and water rights	2,112	15,608	17,720
Construction in process	83,115		83,115
Buildings, improvements, and equipment	5,430,627	1,971,632	7,402,259
Accumulated depreciation	(1,547,678)	(896,948)	(2,444,626)
Total capital assets, net of accumulated depreciation	3,968,176	1,090,292	5,058,468
Total assets	\$ 4,040,923	<u>\$ 1,204,819</u>	\$ 5,245,742
LIABILITIES AND NET POSITION			
Current liabilities:			
Accounts payable	\$ 14,966	\$ 10,057	\$ 25,023
Gross receipts tax payable	141,805		141,805
Insurance payable	29,134	13,871	43,005
Accrued compensated absences	2,321	185	2,506
Accrued payroll	12,037	6,398	18,435
Long-term liabilities, due in one year	13,398		13,398
Deposits payable	47,348	4,432	51,780
Due to other funds	324,300		324,300
Total current liabilities	585,309	34,943	620,252
Long-term liabilities:			
Note payable	346,602		346,602
Total liabilities	931,911	34,943	966,854
NET POSITION			
Net Investment in capital assets	3,968,176	1,090,292	5,058,468
Unrestricted	(859,164)	79,584	(779,580)
<b>Total Net position</b>	3,109,012	1,169,876	4,278,888
Total Net position and liabilities	<u>\$ 4,040,923</u>	<u>\$ 1,204,819</u>	<u>\$ 5,245,742</u>

# STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION - PROPRIETARY FUNDS FOR THE YEAR ENDED JUNE 30, 2014

		Water and Sewer		Housing <u>Authority</u>		Total
Operating revenues: Sales and services Facilities rentals Miscellaneous/Other	\$	374,440	\$	57,293 2,376	\$	374,440 57,293 2,376
Total Operating revenues		374,440		59,669		434,109
Operating expenses Depreciation		464,022 183,029		122,723 52,832		586,745 235,861
Total operating expenses		647,051		175,555		822,606
Operating income (loss)		(272,611)		(115,886)		(388,497)
Non-operating revenues (expenses): Intergovernmental capital grant  Total non-operating revenues (expenses)	_	110,454 110,454		124,899 124,899	_	235,353 235,353
Change in net position		(162,157)		9,013		(153,144)
Total net position, beginning of year		3,271,169		1,160,863		4,432,032
Total net position, end of year	\$	3,109,012	\$	1,169,876	\$	4,278,888

### STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS FOR THE YEAR ENDED JUNE 30, 2014

	Water and Sewer	Housing Authority	Total
Cash flows from operating activities:			
Cash received from customers and grantors	\$ 376,700	\$ 149,173	\$ 525,873
Cash payments to vendors and employees	<u>(468,554</u> )	<u>(167,390</u> )	<u>(635,944</u> )
Net cash provided (used) by operating activities	(91,854)	(18,217)	(110,071)
Cash flows from non-capital and related financing activities: Change in due to/due from accounts	45,488		45,488
Net cash (used) provided by noncapital financing activities	45,488	0	45,488
Cash flows from capital and related financing activities:			
Capital grant received	110,454	124,899	235,353
Purchase of capital assets	<u>(69,020</u> )	(47,288)	(116,308)
Net cash used by capital and related financing activities:	41,434	77,611	119,045
Net change in cash	(4,932)	59,394	54,462
Cash and cash equivalents, beginning of year	42,524	7,741	50,265
Cash and cash equivalents, end of year	\$ 37,592	\$ 67,135	\$ <u>104,727</u>
Reconciliation of operating loss to cash provided by operating activities:			
Operating income (loss)	\$ (272,611)	\$ (115,886)	\$ (388,497)
Adjustments to reconcile operating income to net cash flows:			
Depreciation expense	183,029	52,832	235,861
Changes in assets and liabilities:		ŕ	
Accounts receivable	2,260	1,305	3,565
Operating grants receivable	(4= 000)	88,199	88,199
Accounts payable	(45,009)	(50,258)	(95,267)
Gross receipts tax payable	14,869	274	14,869
Accrued compensation and benefits	29,134	(048)	29,508
Accrued compensated absences Accrued payroll	(1,246) (2,430)	(948) 6,398	(2,194) 3,968
Deposits payable	(2,430)	(233)	(83)
Net cash provided (used) by operating activities	\$ <u>(91,854</u> )	\$ <u>(18,217)</u>	\$ <u>(110,071</u> )

### STATEMENT OF FIDUCIARY NET POSITION - AGENCY FUNDS JUNE 30, 2014

	Agency Fund
ASSETS Cash and cash equivalents	\$ <u>10,820</u>
Total assets	10,820
LIABILITIES	
Due to other taxing units	10,820
Total liabilities	\$ 10,820

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

*Nature of Entity:* The Village of Cuba (Village) was incorporated in 1963 under the laws of the State of New Mexico. The Village operates under a Mayor-Council form of government and provides the following services as authorized by its charter: public safety (police and fire), streets, sanitation, health and social services, culture and recreation, education, public improvements, and general administrative services.

The financial statements of the Village have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental entities.

### A. Financial Reporting Entity

In evaluating how to define the Village, for financial reporting purposes, management has considered all potential component units. The decision to include any potential component units in the financial reporting entity was made by applying the criteria set forth in GASB Statements No. 61. Blended component units, although legally separate entities, are in substance part of the government's operations. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government.

The basic-but not the only-criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Finally, the nature and significance of a potential component unit to the primary government could warrant its inclusion within the reporting entity. Based upon the application of these criteria, the Village has no component units, and is not a component unit of another governmental agency.

As required by GAAP, the financial statements present the Village and entities for which the Village is considered to be financially accountable. There are no component units for the fiscal year ended June 30, 2014.

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the Village. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

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

#### A. Financial Reporting Entity (Continued)

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and enterprise funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Private-sector standards of accounting and financial reporting issued prior to December 01, 1989, generally are followed in the government-wide statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private sector guidance for their business-type activities, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

Enterprise funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with proprietary fund's principle ongoing operations.

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

Governmental financial statements are reported using the *current financial* resources measurement focus and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is made.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

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

### A. Financial Reporting Entity (Continued)

The Village follows the following revenue recognition principles applied to nonexchange transactions, which are in accordance with GASB *Statement 33, Accounting and Reporting for Nonexchange Transactions:* 

*Derived tax revenues* are recognized as revenue in the period when the underlying exchange transaction has occurred and the resources are available. Derived tax revenues include gross receipts tax, gasoline taxes, and cigarette taxes.

Imposed nonexchange revenues — property taxes are levied and collected by the Valencia County treasurer on behalf of the Village. The taxes are levied in November and payable in two installments, November 10 and May 10. The County remits to the Village a percentage of the collections made during the month. Taxes are considered delinquent and subject to lien, penalty, and interest 30 days after the date on which they are due.

*Imposed nonexchange revenue other than property taxes* are recognized in the period when an enforceable legal claim has arisen and the resources are available.

Government-mandated nonexchange transactions and voluntary nonexchange transactions are recognized when all applicable eligibility requirements have been met and the resources are available. These include grant revenues, state shared taxes and intergovernmental revenue. Grant revenues are recognized as revenues when the related costs are incurred.

Other revenues susceptible to accrual are investment income and charges for services. All other revenues are recognized when they are received and are not susceptible to accrual because they are usually not measurable until payment is actually received.

The Village reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the Village before it has legal claim to the resources, 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 Village has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

The Village reports the following major governmental funds:

*General Fund.* The general fund is the Village's primary operating fund. It accounts for all the financial resources of the general government, except those required to be accounted for in another fund.

Street Fund. To account for funds used to maintain roads for which the Village is responsible. Funding is provided by the gas tax. Expenditures are restricted to the construction and maintenance of Village roads. Authority is NMSA 7-1-6.27. The Village also receives intergovernmental grants for specific road projects.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

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

### A. Financial Reporting Entity (Continued)

Proprietary funds are accounted for on the flow of economic resources measurement focus (all assets and all liabilities associated with the operation of these funds are included on the balance sheet) and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The Village applies all applicable GASB pronouncements in accounting and reporting for its proprietary operations.

Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The Village reports the following major proprietary funds:

Waste and Sewer. To account for the provision of water and waste water services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance billing, and collection.

Housing Authority. To account for all of the financial resources related to public housing.

### The Village reports the following fund types:

General Fund is the general operating fund of the Village. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Many of the more important functions of the Village, including the Village's general services and administration, are accounted for in this fund.

Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or regulation to be accounted for in separate funds.

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those constructed for proprietary funds.

Agency Funds are used to account for monies held by the Village in a custodial capacity on behalf of third parties or other agencies.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

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

#### B. Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits, money market funds, and certificates of deposit. Cash deposits are reported at carrying amount, which reasonably estimates fair value.

All investments are stated at fair value that is determined by using selected bases. Interest income, realized gains, and losses on investment transactions, and amortization of premiums/discounts on investment purchases are included for financial statement purposes as investment income and are allocated to participating funds based on the specific identification of the source of funds for a given investment.

The Village does not have an investment policy. Village funds are invested in accordance with New Mexico State Statute 6-10-36 which provides for the following investments:

- 1. United States Treasury Securities (Bills, Notes and Bonds) and other securities issued by the United States government or its agencies or instrumentalities that are either direct obligations of the United States of America, the Federal Home Loan Mortgage Corp., the Federal National Mortgage Association, the Federal Farm Credit Bank, or the Student Loan Marketing Association, or are backed by the full faith and credit of the United States government.
- 2. Insured and/or collateralized (with U.S. Government Securities and/or New Mexico Bonds) certificates of deposit of banks, savings and loan associations, and credit unions, pursuant to State Board of Finance Collateral Policies.
- 3. Money market funds whose portfolios consist entirely of United States Government Securities or agencies sponsored by the United States government.
- 4. Investments in the New Mexico State Treasurer external investment pool (Local Government investment Pool).

#### C. Capital Assets

Capital assets, which include software, library books, property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Village as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year.

Governmental Accounting Standards Board (GASB) 34 Basic Financial Statements and Managements Discussion and Analysis for State and Local Governments allows phase III governments an exemption from the retroactive application of the capitalization requirements to major general infrastructure assets. The Village has elected not to retroactively record infrastructure assets.

Assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

### NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

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

#### C. Capital Assets (Continued)

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Buildings and improvements	10 - 50 years
Machinery and equipment	5 - 50 years
Furniture and fixtures	5 - 30 years
Infrastructure	5 - 50 years

Capital assets in proprietary funds are depreciated using the straight-line method over the estimated useful lives of the assets as follows:

Buildings and other improvements	25 - 33 years
Water and sewer system	10 - 50 years
Machinery and equipment	5 - 10 years

The Audit Act, 12-6-10, NMSA 1978, requires all assets, which cost more than \$5,000 and have a life greater than one year to be added to the General Fixed Asset Account Group and a yearly inventory of those assets must be taken.

#### D. Accrued Employee Benefits

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for these amounts. Vested or accumulated vacation leave for proprietary funds is recorded as an expense and liability of those funds as the benefits accrue to employees.

#### E. Fund Equity

Beginning with fiscal year 2011, the Village implemented GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions." This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

- Nonspendable fund balance amounts that are not in nonspendable form (such as inventory) or are required to be maintained intact.
- Restricted fund balance amounts constrained to specific purposes by their providers (such as
  grantors, bondholders, and higher levels of government), through constitutional provisions, or by
  enabling legislation.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

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

### E. Fund Equity (Continued)

- Committed fund balance amounts constrained to specific purposes by the Village itself, using its highest level of decision-making authority (i.e., Board of Trustees). To be reported as committed, amounts cannot be used for any other purpose unless the Village takes the same highest level action to remove or change the constraint.
- Assigned fund balance amounts the Village intends to use for a specific purpose. Intent can be
  expressed by the Board of Trustees or by an official or body to which the Board of Trustees
  delegates the authority.
- Unassigned fund balance amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The Board of Trustees establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Board of Trustees through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

When expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Village considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Village considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Village Trustees have provided otherwise in its commitment or assignment actions.

### F. Net Position

Net position represents the difference between assets and liabilities. Net invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvements of those assets. Net invested in capital assets, net of related debt excludes unspent debt proceeds. Net position are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Village or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

#### G. Interfund Transactions

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

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

#### H. Cash Flows

For purposes of the Statement of Cash Flows, the various enterprise funds consider all liquid assets with a maturity of three months or less when purchased to be cash equivalents.

### I. Budgetary Information

Actual amounts on the budgetary basis are prepared on the cash basis of accounting which recognizes revenues when received and expenditures when paid. Annual budgets are adopted for the general, special revenue, capital projects, and enterprise funds.

The Village follows the following procedures for establishing the budgetary data reflected in the financial statements:

- 1. Prior to June 1, the Village Administrator submits to the Village Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them based on previous year's history. Public hearings are conducted at the Village Hall to obtain taxpayer comments. Prior to July 1, the budget is legally enacted through passage of an ordinance.
- 2. The Village Administrator is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any funds must be approved by the Village Council and New Mexico State Department of Finance, Division of Local Governments
- 3. Formal budgetary integration is employed as a management control device during the year for the general fund, special revenue funds, capital projects fund and enterprise funds.
- 4. The level of classification detail in which expenditures of expenses may not legally exceed appropriations for each budget is in fund total. Appropriations lapse at year-end.

#### J. <u>Use of Estimates</u>

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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

#### NOTE 2. CASH AND CASH EQUIVALENTS

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

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

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

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Village does not have a deposit policy for custodial credit risk. At June 30, 2014, \$160,118 of the Village's deposits of 525,201 was exposed to custodial credit risk and the same was uninsured and uncollateralized. As of June 30, 2014, the carrying amount of these deposits was \$404,419.

NM State Statutes require collateral pledged for deposits in excess of the federal deposit insurance to be delivered, or a joint safekeeping receipt be issued, to the Village for a least one half of the amount on deposit with the institution.

The schedule listed below will meet the State of New Mexico, Office of the State Auditor's requirements in reporting the insured portion of the deposits.

	Wells Fargo		Cı	Cuba Credit		Bank of		
		Bank		Union	<u>Albı</u>	<u>iquerque</u>		Total
Total amounts of deposits	\$	514,601	\$	10,292	\$	308	\$	525,201
Less: FDIC coverage	_	250,000		10,292		308	_	260,600
Total uninsured public funds	_	264,601		0		0	_	264,601
50% Collateral requirement		132,301						132,301
Pledged securities		104,483					_	104,483
(Over)/Under collateralized	<u>\$</u>	27,818	\$	0	\$	0	<u>\$</u>	27,818
Reconciliation of Cash and cash equivalents								
Cash and cash equivalents per Statement of Net Po-	sitio	n	\$	393,599				
Cash per Statement of Fiduciary Net Position				10,820				
Add outstanding checks and other reconciling items	S			120,782				
Bank balance of deposits			\$	525,201				

# NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 2. CASH AND CASH EQUIVALENTS (CONTINUED)

	Bank
Custodial Credit Risk-Deposits	 Balance
Depository account:	
Account Balance	\$ 525,201
FDIC Insured	260,600
Collateralized:	
Uninsured and collateralized with securities held by the	
pledging bank but not in Village's name	104,483
Uninsured and uncollateralized	 160,118
Total deposits	\$ 525,201

### NOTE 3. <u>RECEIVABLES</u>

Receivables as of June 30, 2014, are as follows:

Governmental activities: Taxes:		General Fund	N	Non-Maj funds	jor -	Total		
Gross receipts	\$	198,889	\$		(	\$ 198,8	89	
Lodgers				1,7	'36	1,7	36	
Court fines and fees				1,8	99	1,8	99	
Others	_	4,887	_	1,6	16	6,5	03	
Total receivables	<u>\$</u>	203,776	<u>\$</u>	5,2	<u>:51</u>	\$ 209,0	27	
Business-type activities:				er and wer		ousing uthority		Total
Receivables: Accounts Allowance for uncollectible	acco	sunts _		63,905 <u>28,750</u> )	\$	268	\$	64,173 (28,750)
Total receivables		<u>\$</u>	,	<u>35,155</u>	\$	268	\$	35,423

# NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 4. <u>CAPITAL ASSETS</u>

Governmental fund capital asset activity for the year ending June 30, 2014 was as follows:

	Beginning Balance	Additions	Transfer	Ending Balance
Governmental Activities: Capital assets, not depreciated:				
Land Constructions in progress	\$ 86,130 1,172,755	\$	\$ (1,172,755)	\$ 86,130
Total, not depreciated	1,258,885	0	(1,172,755)	86,130
Capital assets, depreciated: Buildings and improvements Equipment and other Infrastructure	3,610,760 2,025,027 136,913	28,000 27,742	1,172,755	4,783,515 2,053,027 164,655
Total, depreciated	5,772,700	55,742	1,172,755	7,001,197
Accumulated depreciation for: Buildings and improvements Equipment and other Infrastructure	1,201,889 1,424,941 	134,156 85,256 7,243		1,336,045 1,510,197 22,356
Total accumulated depreciation	2,641,943	226,655	0	2,868,598
Total capital assets, depreciated, net	3,130,757	(170,913)	1,172,755	4,132,599
Total capital assets, net	\$ <u>4,389,642</u>	\$ <u>(170,913</u> )	\$0	\$ <u>4,218,729</u>

Depreciation expense was charged to functions/programs of the government as follows:

Governmental activities:

General government	\$ 37,759
Public safety	97,655
Highways and streets	15,810
Culture and recreation	 75,431
Total depreciation expense	\$ 226,655

# NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 4. CAPITAL ASSETS (CONTINUED)

Enterprise fund capital asset activity for the year ending June 30, 2014 was as follows:

	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Business-type Activities:					
Capital assets, not depreciated: Land- Water and Waste Water	\$ 2,112	\$	\$	\$	\$ 2,112
Land- Housing Authority	15,608	Ψ	Ψ	Ψ	15,608
Construction in progress	2,270,062	69,020		(2,255,967)	83,115
Construction in progress-Housing Authority	14,272			(14,272)	
Total, not depreciated	2,302,054	69,020	0	(2,270,239)	100,835
Capital assets, depreciated: Water and Waste Water:					
Plant and equipment	2,158,700			2.255.067	2,158,700
Infrastructure Equipment and other	956,142 331,079		(200,000)	2,255,967 (71,261)	3,212,109 59,818
Housing Authority:	331,077		(200,000)	(71,201)	27,010
Buildings and improvements	1,795,585	47,288		14,272	1,857,145
Equipment and other	114,487				114,487
Total, depreciated	5,355,993	47,288	(200,000)	2,198,978	7,402,259
Accumulated depreciation for:					
Water and Waste Water	1,635,910	183,029	(200,000)	(71,261)	
Housing Authority	844,116	52,832			896,948
Total accumulated depreciation	2,480,026	235,861	(200,000)	(71,261)	2,444,626
Total capital assets, depreciated, net	2,875,967	(188,573)	0	2,270,239	4,957,633
Total capital assets, net	\$ <u>5,178,021</u>	\$ <u>(119,553</u> )	\$0	\$0	\$ <u>5,058,468</u>

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 5. LONG-TERM OBLIGATIONS - GOVERNMENTAL FUNDS

During the year ended June 30, 2014, the following changes occurred:

		eginning Balance	A	dditions_	<u>D</u>	eletions		Ending Balance		ue within One Year
Governmental activities:										
Loans payable	\$	46,203	\$		\$	46,203	\$		\$	
Compensated absences	_	8,432	_	5,988	_	6,975	_	7,445	_	7,445
Total	\$_	54,635	\$_	5,988	\$_	53,178	\$_	7,445	\$_	7,445

Accrued Compensated Absences. Regular full time employees receive two weeks of vacation per year after completion of one year of employment with the Village. Part time and seasonal employees are not entitled to vacation benefits. Vacation balances are payable upon termination but may not be carried over to the next year. Balances are reset at each employee's anniversary date.

### NOTE 6. LONG-TERM DEBT - ENTERPRISE FUNDS

During the year ended June 30, 2014, the following changes occurred:

	Beginning Balance	Additions	Deletions	Ending Balance	Due within One Year
Business-type activities:					
Compensated absences	\$ 4,700	\$ 4,439	\$ 6,633	\$ 2,506	\$ 2,506
Water & Sewer loan CWSRF 006	\$ 360,000	\$	\$	\$ 360,000	\$ <u>13,398</u>

Water & Sewer loan CWSRF 006: The Village entered into a twenty year loan agreement in the original amount of \$360,000 with interest & admin fee at 3%. Principal and interest payments are due annually on December, begining December, 2014. The debt payments are to be made to the New Mexico Environmental Department by Sandoval County and the Village will reimburse the county on a regular basis.

The future requirements for notes payable are as follows:

Year Ending June 30	Principal	Interest	<u>Total</u>
2015	13,398	10,800	24,198
2016	13,800	10,398	24,198
2017	14,214	9,984	24,198
2018	14,640	9,558	24,198
2019-2023	80,057	40,931	120,988
2024-2028	92,808	28,180	120,988
2029-2033	131,083	14,102	145,185
	\$ 360,000	<u>\$123,953</u>	<u>\$483,953</u>

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 7. PROPERTY TAXES

Sandoval County is responsible for assessing, collecting, and distributing property taxes for the Village. Property taxes are assessed on November 1 of each year based on the assessed value on the prior January 1 and are payable in two equal installments by November 10 of the year in which the tax bill is prepared and by May 10 of the following year. Property taxes are delinquent if not paid by December 10 and June 10. Taxes on real property are liened on January 1 of the year for which the taxes are imposed.

### NOTE 8. <u>INTERFUND BALANCES</u>

Interfund balances at June 30, 2014 consisted of the following amounts:

Interfund Receivable	Amount	Interfund Payable	Amount
Major governmental Funds: General Fund Street Fund	\$ 342,489 <u>37,026</u>	Major governmental Funds: General Fund Street Fund	\$ 91,173 52,978
Total Major Governmental Funds	379,515	Total Major Governmental Funds	144,151
Nonmajor Governmental Funds: Corrections Fund EMS Fund Fire Protection Fund LEPF Fund Lodgers Fund Recreation Fund	22,553 10,981 39,506 11,774 2,973 3,385	Nonmajor Governmental Funds: Debt Service	2,236
Total Nonmajor Governmental Funds	91,172	Total Nonmajor Governmental Funds	2,236
		Proprietary Funds: Water and Sewer Fund Total Proprietary Funds	324,300 324,300
Grand Total	\$ 470,687	Grand Total	\$ 470,687

### NOTE 9. INTERFUND OPERATING TRANSFERS

The Village interfund transfers during the year ended June 30, 2014 consisted of the following:

Transfers in	A	mount	Transfers out	A	mount
Capital Project Fund	\$	2,464	General Fund	\$	2,464
Total	\$	2,464	Total	\$	2,464

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

#### NOTE 10. PERA PENSION PLAN

Plan Description: Substantially all of the Village's full-time employees 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 benefits, 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 for the plan. That report may be obtained by writing to PERA, PO Box 2123, Santa Fe, New Mexico 87504-2123, the report is also available on PERA's website at <a href="https://www.pera.state.nm.us">www.pera.state.nm.us</a>.

Funding Policy. Plan members are required to contribute 9.15%, for regular members, and 16.30%, for police personnel, of their gross salary. The Village is required to contribute 9.15% for regular members, and 18.50% for police personnel, of the gross covered salary. The contribution requirements of plan members and the Village are established in State statute under Chapter 10, Article 11 NMSA 1978. The requirements may be amended by acts of the Legislature. The Village's contributions to PERA for the fiscal years ending June 30, 2014, 2013 and 2012 were \$66,198, \$65,306 and \$63,168, respectively which equal the amount of the required contributions for each fiscal year.

### NOTE 11. POST-EMPLOYMENT BENEFITS — STATE RETIREE HEALTH CARE PLAN

The Village has elected not to participate in the Retiree Health Care Act (Section 10-7C-1 to 10-7C-16, NMSA 1978).

### NOTE 12. RISK MANAGEMENT

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions and natural disasters for which the government carries commercial insurance. The Village participates in the State of New Mexico Self-Insurers Fund for workers' compensation claims and employers' liability insurance including general, auto, uninsured motorist, law enforcement, and public official's errors and omissions liabilities.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated, the liability for claims and judgments is reported in the General Long-Term Debt Account Group because it is not expected to be liquidated with expendable available financial resources.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2014

### NOTE 13. DEFICIT FUND BALANCE AND EXCESS OF EXPENDITURES OVER BUDGET

Generally Accepted Accounting Principles require disclosures of certain information concerning individual funds including:

A. Deficit fund balances of individual funds are the following:

Fund Name	Amount			
Debt Service	\$	(1,928)		

B. Excess of expenditures over appropriations:

Fund		Amount		
General Fund	\$	31,739		
Fire Protection Fund	\$	25,615		
Law Enforcement Protection Fund	\$	1,488		
Lodgers Tax Fund	\$	2,684		
Housing Authority Enterprise Fund	\$	3,656		

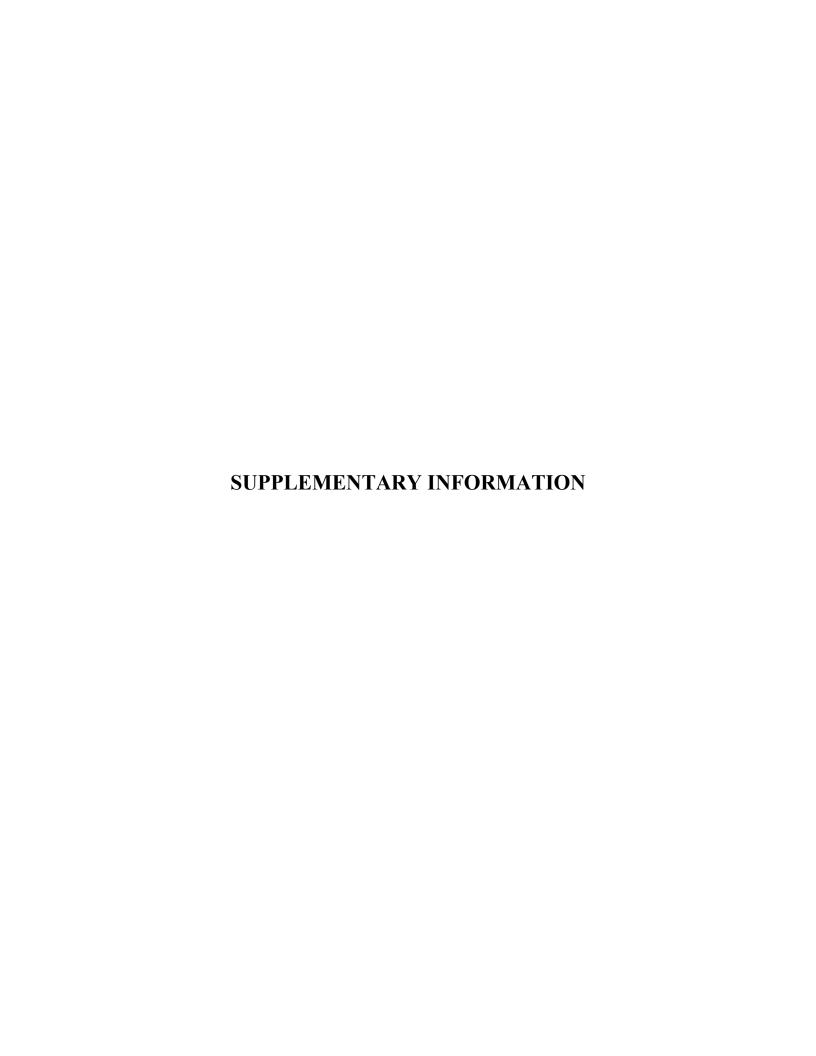
#### NOTE 14. SUBSEQUENT EVENTS

The Village has evaluated subsequent events through November 20, 2014, the date the financial statements were available to be issued. There were no material subsequent events.

#### NOTE 15. SUBSEQUENT ACCOUNTING STANDARD PRONOUNCEMENTS

In June 2012, Statement No. 68 Accounting and Financial Reporting for Pensions—an amendment of GASB Statements No. 27, which is effective for financial statements for periods beginning after June 15, 2014. Earlier application is encouraged. The standard will be implemented during fiscal year June 30, 2016.

In January 2013, GASB Statement No. 69 Government Combinations and Disposals of Government Operations, which is effective for government combinations and disposals of government operations occurring in financial reporting periods beginning after December 15, 2013. Earlier application is encouraged. The provisions of this Statement generally are required to be applied prospectively.



### NONMAJOR FUNDS DESCRIPTION JUNE 30, 2014

<u>Corrections</u> - To establish an additional source of funds for municipalities to offset the costs of corrections. The source of funds is a five-dollar fee, which must be paid by all persons violating laws relating to the operation of a motor vehicle. Authority is NMSA 33-9-3.

<u>Emergency Medical Services</u> - To account for funds available for emergency medical equipment and supplies attributable to such services. Financing is provided by the State of New Mexico. Authority is the Emergency Medical Services Fund Act, NMSA 24-10A.

<u>Fire Protection</u> - To account for the operations and maintenance of the fire department. The operations are financed by an allotment from the annual fire grant from the State of New Mexico. Authority is NMSA 59-A-53-1.

<u>Law Enforcement Protection</u> - To account for the expenditures from the State of New Mexico for training, equipment and capital outlay. Authority is NMSA 29-13-4.

<u>Library</u> - To account for grant revenues and expenses related to operations of the Village of Cuba public library. Authority is NMAC 4-5-8.

<u>Lodger's Tax</u> - To account for lodger's tax collections. The tax is to be used for cultural and recreational activities. Authority is NMSA 3-38-14.

<u>Recreation</u> - To account for revenues and expenditures relating to Village recreational facilities and programs. Financing is provided by the State. Such revenue provides for payment of all current operating costs and may be used for that purpose only. Authority is NMSA 7-12-15.

<u>Capital Projects</u> - To account for revenues and expenses related to capital projects. Authority is by Village Ordinance.

<u>Debt Service</u> - To account for the accumulation of resources for the retirement of debt, and to account for the principal, interest, and fee payments on debt.

# COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS JUNE 30, 2014

	Corrections Fund		EMS		Fire Protection			LEPF
ASSETS								
Cash and cash equivalents	\$	3,429	\$	710	\$	3,990	\$	1,627
Taxes Receivable								
Court fines and fees receivable		1,899						
Other accounts receivable		1,616						
Due from other funds	_	22,553	_	10,981	_	39,506	_	11,774
Total assets	\$	29,497	\$_	11,691	\$_	43,496	\$_	13,401
LIABILITIES AND FUND BALANCES								
LIABILITIES Accounts reveals	\$	2 0 4 9	\$		\$	95	\$	300
Accounts payable  Due to other funds	Ф	2,948	Э		Ф	93	Э	300
Due to other funds			_		_		_	
<b>Total liabilities</b>	_	2,948	_	0	_	95	_	300
FUND BALANCES								
Restricted for:								
Special Revenue Funds		26,549		11,691		43,401		13,101
Unassigned:								
Debt Service Funds			_		_		_	
Total fund balances	_	26,549	_	11,691	_	43,401	_	13,101
Total liabilities and fund balances	\$	29,497	\$_	11,691	\$_	43,496	\$_	13,401

# COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS JUNE 30, 2014

	Library	L	odgers Tax	Recreation		Capital Project
ASSETS Cash and cash equivalents Taxes Receivable Court fines and fees receivable	\$	\$	25,119 1,736	\$ 350	\$	
Other accounts receivable  Due from other funds			2,973	3,385		
<b>Total assets</b>	\$0	\$ <u></u>	29,828	\$ 3,735	\$_	0
LIABILITIES AND FUND BALANCES LIABILITIES						
Accounts payable Due to other funds	\$	\$_		\$	\$_	
<b>Total liabilities</b>	0	_	0	0	_	0
FUND BALANCES Restricted for:						
Special Revenue Funds Unassigned:			29,828	3,735		
Debt Service Funds		-			-	
Total fund balances	0	_	29,828	3,735	-	0
Total liabilities and fund balances	\$0	\$_	29,828	\$ <u>3,735</u>	\$_	0

# COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS JUNE 30, 2014

	De	ebt Service		Total
ASSETS				_
Cash and cash equivalents	\$	308	\$	35,533
Taxes Receivable				1,736
Court fines and fees receivable				1,899
Other accounts receivable				1,616
Due from other funds	_			91,172
Total assets	\$_	308	<u>\$</u>	131,956
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable	\$		\$	3,343
Due to other funds	_	2,236		2,236
<b>Total liabilities</b>	_	2,236		5,579
FUND BALANCES				
Restricted for:				
Special Revenue Funds				128,305
Unassigned:		,		
Debt Service Funds	_	(1,928)		(1,928)
<b>Total fund balances</b>	_	(1,928)		126,377
Total liabilities and fund balances	\$_	308	\$_	131,956

# COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2014

	Corrections Fund	EMS	Fire Protection
REVENUES:			
Local revenue Licenses, fines & fees Miscellaneous charges for services Interest	21,930		
Other miscellaneous			
State revenue CFT gas tax			
State fire allotment			67,280
Grants		12,766	
Total revenues	21,930	12,766	67,280
EXPENDITURES:			
Current: General Governmental	21,074	12.056	(( 07(
Public Safety Culture and Recreation Public works Debt Service: Principal Interest and fees Capital Outlay		12,056	66,976
Total expenditures	21,074	12,056	66,976
Excess (deficiency) of revenues over expenditures	856	710	304
OTHER FINANCING SOURCES (USES): Transfer in			
Total other financing sources (uses)	0	0	0
Net change in fund balance	856	710	304
Fund balance - beginning of year	25,693	10,981	43,097
Fund balance - end of year	\$ 26,549	\$ <u>11,691</u>	\$ 43,401

# COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2014

	LEPF	Library	Lodgers Tax
REVENUES:			
Local revenue			
Licenses, fines & fees			10.420
Miscellaneous charges for services Interest			18,430
Other miscellaneous		547	
State revenue		347	
CFT gas tax			
State fire allotment			
Grants	23,000	53,896	
Total revenues	23,000	54,443	18,430
EXPENDITURES:			
Current:			
General Governmental			
Public Safety		5.767	12 104
Culture and Recreation Public works	24.700	5,767	13,184
Debt Service:	24,788		
Principal			
Interest and fees			
Capital Outlay		55,742	
Total expenditures	24,788	61,509	13,184
Excess (deficiency) of revenues over			
expenditures	(1,788)	(7,066)	5,246
OTHER FINANCING SOURCES (USES): Transfer in			
Total other financing sources (uses)	0	0	0
Net change in fund balance	(1,788)	(7,066)	5,246
_			
Fund balance - beginning of year	14,889	7,066	24,582
Fund balance - end of year	\$ <u>13,101</u>	\$0	\$ 29,828

# COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2014

	Recreation	Capital Project	Debt Service	Total
REVENUES:				
Local revenue				
Licenses, fines & fees				21,930
Miscellaneous charges for services	2,302			20,732
Interest			83	83
Other miscellaneous				547
State revenue				
CFT gas tax			13,080	13,080
State fire allotment			3,578	70,858
Grants				89,662
Total revenues	2,302	0	16,741	216,892
EXPENDITURES:				
Current:				
General Governmental				21,074
Public Safety				79,032
Culture and Recreation	3,690			22,641
Public works				24,788
Debt Service:			46.000	46.000
Principal			46,203	46,203
Interest and fees			852	852 55.742
Capital Outlay				55,742
Total expenditures	3,690	0	47,055	250,332
Excess (deficiency) of revenues over				
expenditures	(1,388)	0	(30,314)	(33,440)
OTHER FINANCING SOURCES (USES):				
Transfer in		2,464		2,464
Total other financing sources (uses)	0	2,464	0	2,464
Net change in fund balance	(1,388)	2,464	(30,314)	(30,976)
Fund balance - beginning of year	5,123	(2,464)	28,386	157,353
Fund balance - end of year	\$ 3,735	\$0	\$(1,928)	\$ 126,377

### STATEMENTS OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR REMAINING FUNDS

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) CORRECTIONS FUND FOR THE YEAR ENDED JUNE 30, 2014

	_	Budgeted  Original	l An	nounts Final	Actual		Variance with Final Budget-Positive	
REVENUES:		ngmai		rillai		Amounts	(1	Negative)
Local revenue:								
Licenses, fines & fees	\$	50,000	\$_	50,000	\$_	21,930	\$	(28,070)
Total revenues		50,000	_	50,000	_	21,930		(28,070)
EXPENDITURES:								
Current:								
General government		50,000	_	50,000	_	21,074		28,926
Total expenditures		50,000	_	50,000	_	21,074		28,926
Excess (deficiency) of revenues over (under) expenditures		0		0		856		856
Fund balance - beginning of Year		38,535		38,535	_	25,693		(12,842)
Fund balance - End of Year	\$	38,535	\$_	38,535		26,549	\$	(11,986)
Reconciliation of budgetary basis to GAAP bases (deficiency) of revenues over (under)	pasis		856					
Adjustments to revenues Adjustments to expenditures						0 0		
Excess (deficiency) of revenues over (under)	\$_	856						

### STATEMENT OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) EMERGENCY MEDICAL SERVICES FUND FOR THE YEAR ENDED JUNE 30, 2014

		Budgeted Original	l An	nounts Final	Actual Amounts		Variance with Final Budget-Positive (Negative)	
REVENUES:								
Local revenue: Other miscellaneous	\$	75,000	\$	75,000	\$		\$	(75,000)
State revenue:	Ψ	73,000	Ψ	73,000	Ψ		Ψ	(73,000)
Grants	_	26,200	_	26,200		12,766		(13,434)
Total revenues	_	101,200	_	101,200	_	12,766		(88,434)
EXPENDITURES: Current:								
Public safety	_	101,200		101,200		12,056		89,144
Total expenditures	_	101,200	_	101,200	_	12,056		89,144
Excess (deficiency) of revenues over (under) expenditures		0		0		710		710
Fund balance - beginning of Year	_	10,981	_	10,981	_	10,981		0
Fund balance - End of Year	\$_	10,981	\$_	10,981	_	11,691	\$	710
Reconciliation of budgetary basis to GAAP bases (deficiency) of revenues over (under) Adjustments to revenues		710 0 0						
•	Adjustments to expenditures							
Excess (deficiency) of revenues over (under)	Ψ_	710						

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) FIRE PROTECTION FUND FOR THE YEAR ENDED JUNE 30, 2014

		Budgeted	l An	nounts		1		Variance with Final Budget-	
	Original Final				Actual Amounts		Positive (Negative)		
REVENUES:		,							
State revenue:	\$	41 262	<b>o</b>	41.262	Φ	67.200	¢.	25.010	
State fire allotment	<b>p</b>	41,362	<b>\$</b> _	41,362	\$_	67,280	<b>\$</b>	25,918	
Total revenues		41,362	_	41,362	_	67,280		25,918	
EXPENDITURES:									
Current:									
Public safety		41,362	_	41,362	_	66,977		(25,615)	
Total expenditures		41,362	_	41,362	_	66,977		(25,615)	
Excess (deficiency) of revenues over (under) expenditures		0		0		303		303	
Fund balance - beginning of Year		36,333	_	36,333	_	48,559		12,226	
Fund balance - End of Year	\$	36,333	\$_	36,333	_	48,862	\$	12,529	
Reconciliation of budgetary basis to GAAP ba	asis.								
Excess (deficiency) of revenues over (under)		nditures-ca	ish t	pasis		303			
Adjustments to revenues						0			
Adjustments to expenditures					_	1			
Excess (deficiency) of revenues over (under)	\$_	304							

### STATEMENT OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) LAW ENFORCEMENT PROTECTION FUND FOR THE YEAR ENDED JUNE 30, 2014

		Budgeted	l Ar	nounts	A atual		Variance with Final Budget-Positive		
	(	Original Final			,	Actual Amounts		(Negative)	
REVENUES:		113		1 11141		1 11110 011105		2001.07	
State revenue:									
Grants	<b>\$</b>	23,000	\$_	23,000	<b>\$</b> _	23,000	\$		
Total revenues		23,000	_	23,000		23,000		0	
EXPENDITURES:									
Current:									
Public works		23,000	_	23,000	_	24,488		(1,488)	
Total expenditures		23,000	_	23,000	_	24,488		(1,488)	
Excess (deficiency) of revenues over (under) expenditures		0		0		(1,488)		(1,488)	
Fund balance - beginning of Year		11,824	_	11,824	_	14,857		3,033	
Fund balance - End of Year	\$	11,824	\$_	11,824	_	13,369	\$	1,545	
Reconciliation of budgetary basis to GAAP ba									
Excess (deficiency) of revenues over (under)	expe	nditures-ca	ısh l	oasis		(1,488)			
Adjustments to revenues Adjustments to expenditures					_	(300)			
Excess (deficiency) of revenues over (under)	\$_	(1,788)							

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) LODGERS TAX FUND FOR THE YEAR ENDED JUNE 30, 2014

		Budgeted	l An	nounts	Actual	Variance with Final Budget-Positive	
	O	Original Final			Actual	(Negative)	
REVENUES: Local revenue:							
Miscellaneous charges for services	\$	12,500	<b>\$</b> _	12,500	\$ <u>18,430</u>	\$5,930	
Total revenues		12,500	_	12,500	18,430	5,930	
EXPENDITURES: Current:							
Culture and recreation		10,500	_	10,500	13,184	(2,684)	
Total expenditures		10,500	_	10,500	13,184	(2,684)	
Excess (deficiency) of revenues over (under) expenditures		2,000		2,000	5,246	3,246	
Fund balance - beginning of Year		15,926		15,926	8,597	(7,329)	
Fund balance - End of Year	\$	17,926	\$_	17,926	13,843	\$(4,083)	
Reconciliation of budgetary basis to GAAP bate Excess (deficiency) of revenues over (under)	oasis	5,246					
Adjustments to revenues Adjustments to expenditures		0					
Excess (deficiency) of revenues over (under)	\$ <u>5,246</u>						

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) RECREATION FUND FOR THE YEAR ENDED JUNE 30, 2014

		Budgeted	l An		Actual		Variance with Final Budget-Positive	
REVENUES:	<u>Or</u>	riginal		Final	Amounts		(Negative)	
Local revenue:								
Miscellaneous charges for services	\$	9,000	\$_	9,000	\$ 2,302	\$	(6,698)	
Total revenues		9,000		9,000	2,302		(6,698)	
EXPENDITURES:								
Current:								
Culture and recreation		9,000	_	9,000	3,689	•	5,311	
Total expenditures		9,000	_	9,000	3,689		5,311	
Excess (deficiency) of revenues over (under) expenditures		0		0	(1,387	)	(1,387)	
Fund balance - beginning of Year		7,825	_	7,825	3,261		(4,564)	
Fund balance - End of Year	\$	7,825	<b>\$_</b>	7,825	1,874	\$	(5,951)	
Reconciliation of budgetary basis to GAAP base Excess (deficiency) of revenues over (under) and Adjustments to revenues Adjustments to expenditures	(1,387 0 (1	ĺ						
Excess (deficiency) of revenues over (under)	\$ (1,388	)						

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) CAPITAL PROJECTS FUND FOR THE YEAR ENDED JUNE 30, 2014

	Budgeted Amounts					Actual		Variance with Final Budget-Positive	
		Original Final				ounts	(Negative)		
REVENUES: State revenue:									
Grants	\$	400,600	\$_	400,600	\$		\$_	(400,600)	
Total revenues	_	400,600	_	400,600		0		(400,600)	
EXPENDITURES:									
Current:		400 600		400 600				400 600	
Highways and streets	_	400,600	_	400,600			_	400,600	
Total expenditures	_	400,600	_	400,600		0	_	400,600	
Excess (deficiency) of revenues over (under) expenditures		0		0		0		0	
Fund balance - beginning of Year	_	0	_	0		(2,464)		(2,464)	
Fund balance - End of Year	<b>\$_</b>	0	<b>\$_</b>	0		(2,464)	\$_	(2,464)	
Reconciliation of budgetary basis to GAAP basis	asis:								
Excess (deficiency) of revenues over (under)	expe	nditures-ca	sh t	oasis		0			
Adjustments to revenues						2,464			
Adjustments to expenditures						0			
Excess (deficiency) of revenues over (under)	expe	nditures-G	AA	P basis	\$	2,464			

# STATEMENT OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) DEBT SERVICE FUND FOR THE YEAR ENDED JUNE 30, 2014

	Budgeted Amounts					Actual	Variance with Final Budget-Positive	
	Original			Final		Amounts		Negative)_
REVENUES:		• '						<u> </u>
Local revenue:								
Property taxes	\$	65,339	\$	65,339	\$		\$	(65,339)
Interest						83		83
Other miscellaneous		29,927		29,927				(29,927)
State revenue:								
CFT Gas tax- state shared						13,080		13,080
State fire allotment	_		_		_	3,578		3,578
Total revenues	_	95,266	_	95,266	_	16,741		(78,525)
EXPENDITURES:								
Debt Service:								
Principal		95,266		95,266		46,203		49,063
Interest & fees			_		_	852		(852)
Total expenditures	_	95,266		95,266	_	47,055		48,211
Excess (deficiency) of revenues over (under)								
expenditures		0		0		(30,314)		(30,314)
Fund balance - beginning of Year	_	29,063	_	29,063	_	31,003		1,940
Fund balance - End of Year	\$_	29,063	\$_	29,063	_	689	\$	(28,374)
Reconciliation of budgetary basis to GAAP ba								
Excess (deficiency) of revenues over (under)	expe	enditures-ca	ash t	oasis		(30,314)		
Adjustments to revenues						0		
Adjustments to expenditures					_	0		
Excess (deficiency) of revenues over (under)	expe	enditures-G	AA	P basis	\$_	(30,314)		

### STATEMENT OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) WATER AND SEWER ENTERPRISE FUND FOR THE YEAR ENDED JUNE 30, 2014

DEVENUES	Budgeted Original	l Amounts Final	Actual Amounts	Variance with Final Budget-Positive (Negative)		
REVENUES: Sales and services	\$ 483,000	\$ 483,000	\$ 374,440	\$ (108,560)		
Total revenues	483,000	483,000	374,440	(108,560)		
EXPENDITURES: Operating expenses	483,000	483,000	465,467	17,533		
Total expenditures	483,000	483,000	465,467	17,533		
Excess (deficiency) of revenues over (under) expenditures	0	0	(91,027)	(91,027)		
OTHER FINANCING SOURCES (USES): Intergovernmental Capital grants			110,454	110,454		
Total other financing sources (uses)	0	0	110,454	110,454		
Changes in net position	0	0	19,427	19,427		
Net position - Beginning of Year	1,713,004	1,713,004	3,422,787	1,709,783		
Net position - End of Year	\$ <u>1,713,004</u>	\$ <u>1,713,004</u>	3,442,214	\$ <u>1,729,210</u>		
Reconciliation of budgetary basis to GAAP batchanges in net position-cash basis Adjustments to revenues Adjustments to expenditures Depreciation	asis:		19,427 0 1,445 (183,029)			
Change in net position - GAAP basis			\$ <u>(162,157)</u>			

### STATEMENT OF REVENUES AND EXPENDITURES -BUDGET AND ACTUAL - (NON-GAAP BUDGETARY BASIS) HOUSING AUTHORITY ENTERPRISE FUND FOR THE YEAR ENDED JUNE 30, 2014

	Budgeted Amounts Original Final				Actual Amounts			Variance with Final Budget-Positive (Negative)		
REVENUES:	Φ	<b>52</b> 000	Φ	<b>50</b> 000	Φ	57.202	Φ	4.402		
Facilities rentals Miscellaneous/Other	\$	52,800 540	\$	52,800 540	\$	57,293 2,376	\$	4,493 1,836		
			_				_			
Total revenues		53,340	_	53,340		59,669		6,329		
EXPENDITURES:										
Operating expenses		118,699	_	118,699		122,355		(3,656)		
Total expenditures	_	118,699		118,699		122,355		(3,656)		
Excess (deficiency) of revenues over (under) expenditures		(65,359)	_	(65,359)		(62,686)	_	2,673		
OTHER FINANCING SOURCES (USES): Intergovernmental capital grant			_			124,899	_	124,899		
Total other financing sources (uses)	_	0	_	0		124,899	_	124,899		
Changes in net position		(65,359)		(65,359)		62,213		127,572		
Net position - Beginning of Year	_	989,005	_	989,005		1,132,639	_	143,634		
Net position - End of Year	<b>\$_</b>	923,646	\$_	923,646		1,194,852	\$_	271,206		
Reconciliation of budgetary basis to GAAP batchange in net position-cash basis Adjustments to revenues Adjustments to expenditures Depreciation	asis:					62,213 0 (368) (52,832)				
Change in net position-GAAP basis					\$	9,013				

### AGENCY FUNDS DESCRIPTION JUNE 30, 2014

<u>Motor Vehicle Fund</u> - To account for motor vehicle fees collected by the Village on behalf of the State of New Mexico.

<u>Municipal Court Fund</u> - To account for the receipt and disbursement of money collected through the Municipal Judicial System and held for payment to various other state and local governmental agencies.

<u>Municipal Judge's Bond Fund</u> - To account for the receipt and disbursement of bond funds collected through the Municipal Judicial System and held for refund or conversion to pay fines and fees,

# SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES - AGENCY FUNDS JUNE 30, 2014

	Beginning Balance	Additions	Deductions	Ending Balance
MOTOR VEHICLE FUND: ASSETS				
Cash	<u>\$ 200</u>	\$ 40	\$	<u>\$ 240</u>
Total assets	200	40	0	240
LIABILITIES  Due to other entities	200	40		240
Total liabilities	200	40	0	240
Total Habilities		40		
MUNICIPAL COURT FUND: ASSETS				
Cash	4,634	38,409	37,486	5,557
Total assets	4,634	38,409	37,486	5,557
LIABILITIES  Due to other entities	4 624	29 400	27 196	5 557
	4,634	38,409	37,486	5,557
Total liabilities	4,634	38,409	37,486	5,557
MUNICIPAL JUDGE'S BOND FUND: ASSETS				
Cash	4,784	239		5,023
Total assets	4,784	239	0	5,023
LIABILITIES	4.704	220		5.022
Due to other entities	4,784	239		5,023
Total liabilities	4,784	239	0	5,023
ASSETS (TOTAL) CASH	9,618	38,688	37,486	10,820
				·
TOTAL ASSETS	9,618	38,688	37,486	10,820
LIABILITIES (TOTAL) DUE TO OTHER ENTITIES	9,618	38,688	37,486	10,820
TOTAL LIABILITIES	\$ 9,618	\$ 38,688	\$ 37,486	\$ 10,820

# COLLATERAL PLEDGED BY DEPOSITORY FOR PUBLIC FUNDS YEAR ENDED JUNE 30, 2014

			Market or Par Value
Description of Pledged Collateral	<u>Maturity</u>	CUSIP No.	June 30, 2014
FN AR1117 3.000% 02/01/2043	2/1/2043	3138NXG35	\$ 73,991
FN AU4290 4.000% 09/01/2043	9/1/2043	3138X3XU1	25,434
FN MA1688 3.500%	12/1/2033	31418A2W7	5,058
Total Wells Fargo Bank Pledged Securities			\$ <u>104,483</u>

# SCHEDULE OF DEPOSIT ACCOUNTS FOR THE YEAR ENDED JUNE 30, 2014

Depository	Account Name	Type	Depository Balance	Reconciled Balance
Wells Fargo	General	Checking	\$ 290,955	\$ 188,037
Wells Fargo	Juvenile Fund	Checking	300	300
Wells Fargo	Fire Protection	Checking	3,990	3,990
Wells Fargo	Law Enforcement Protection	Checking	1,577	1,577
Wells Fargo	Lodgers Tax	Checking	25,119	25,119
Wells Fargo	Streets	Checking	65,090	65,090
Wells Fargo	Water and Sewer System	Checking	8,546	(4,452)
Wells Fargo	Water and Sewer Improvements	Checking	5,823	5,823
Wells Fargo	W/S Deposits	Checking	36,130	36,124
Wells Fargo	Public Housing Deposits	Checking	66,355	62,703
Wells Fargo	Security Deposit Account	Checking	4,432	4,432
Wells Fargo	Local Govt Corrections Fund	Checking	5,104	3,429
Wells Fargo	EMS	Checking	1,180	710
Bank of Albuquerque	Debt Service Reserve	Checking	308	308
Cuba Credit Union	Regular Share Account	Savings	212	212
Cash and cash equivalents			515,121	393,402
Petty cash	Petty cash - LEPF	Petty Cash		50
Petty cash	Petty cash - Recreation	Petty Cash		50
Petty cash	Petty cash - water	Petty Cash		97
Petty cash			0	197
Total deposit and investme	ent accounts		515,121	393,599
Total deposit and investme	nt accounts- non-agency		515,121	393,599
Agency funds cash accounts	:			
Petty cash	MVD Cash Drawer	Petty Cash		240
Cuba Credit Union	Municipal Court	Checking	5,057	5,557
Cuba Credit Union	Municipal Judge's Bonds	Checking	5,023	5,023
Total cash - agency funds			10,080	10,820
Total depository accounts			<u>\$ 525,201</u>	\$ 404,419

# SCHEDULE OF JOINT POWERS AGREEMENTS JUNE 30, 2014

Joint Power Agreement	Participants	Responsible Party	e Description	Beginning and Ending Dates	Total estimated project amount and amount applicable to Village	Amount contributed by Village during fiscal year	Audit Responsibility	Fiscal agent and responsible reporting entity
Emergency 911 Regional Emergenc Communications Center	County of Sandoval  y Village of Cuba	Sandoval County	Provision of enhanced emergency 911 services	Indefinite	The Village agrees to pay Sandoval County negotiated amount	\$	Sandoval County	Sandoval County
Prisoner Housing	County of Sandoval Village of Cuba	Sandoval County	To provide housing of municipal prisoners arrested by the village and confined in the Sandoval County Detention Center.	Indefinite	\$64 per inmate per day	\$ 25,192	Sandoval County	Sandoval County
Wildland fire protection and suppression	Energy, Minerals and Natural Resources Department (EMNRD) Forestry Division Village of Cuba	EMNRD	Mutual wildland fire suppression and management assistance and cooperation	Indefinite	Payments are on a reimbursement basis		EMNRD	EMNRD
Mutual and/or automatic aid for fit protection and EMS	County of Sandoval  The Village of Cuba  18 other counties and municipalities	l Sandoval County	The cooperators provide mutual assistance to each other in extinguishing fires and in preserving life and property	5/27/09 - 5/26/14	4No compensation		Sandoval County	Sandoval County

# HOUSING AUTHORITY - FINANCIAL DATA SCHEDULE JUNE 30, 2014

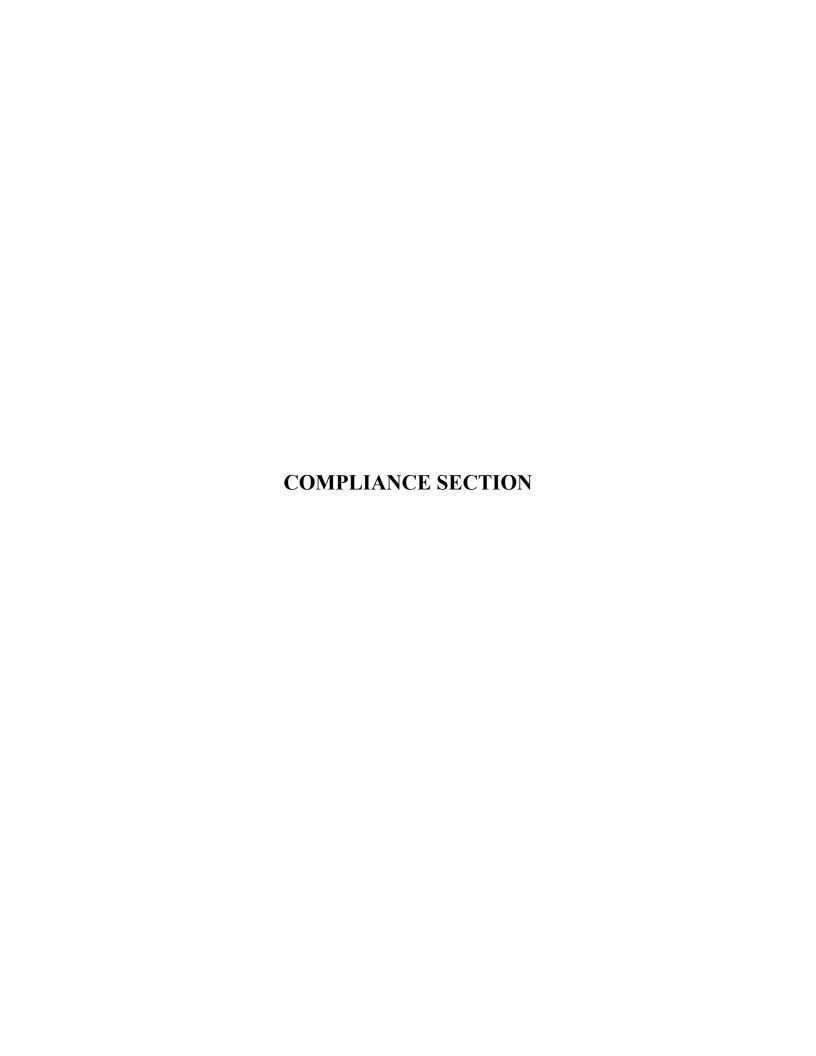
FDS Line #	Accounts Description		Low Rent Housing ject (LRH)	Capital Funds Program (CFP)		Total
	ASSETS:		-			
111 114	Cash - Unrestricted Cash - Tenant Security Deposits	\$	62,703 4,432	\$	\$_	62,703 4,432
100	Total Cash		67,135	0		67,135
121 125 126	Accounts Receivable -PHA Projects Accounts Receivable -Miscellaneous Accounts Receivable - Tenants	_	46,915 135 268		_	46,915 135 268
120	Total Receivables, net of allowances for doubtful accounts		47,318	0	_	47,318
142	Prepaid Expenses and other Assets		74		_	74
150	Total Current Assets		114,527	0	_	114,527
161 162 163 164 165 166	Land Buildings Furniture, Equipment & Machinery - Dwelling Furniture, Equipment & Machinery - Administration Leasehold Improvements Accumulated Depreciation		15,608 1,754,085 42,798 71,689 103,060 (896,948)		_	15,608 1,754,085 42,798 71,689 103,060 (896,948)
160	Total Capital Assets, Net of Accumulated Depreciation		1,090,292	0		1,090,292
180	Total Non-Current Assets	_	1,090,292	0	_	1,090,292
190	Total Assets	\$	1,204,819	\$0	\$_	1,204,819
312 321 322 341 345 310	LIABILITIES: Accounts payable < 90 days Accrued wage/payroll taxes payable Accrued Compensated Absences - Current Tenant Security Deposits Other Current Liabilities Total Current Liabilities Non-current Liabilities - Other	\$	13,872 6,247 185 4,432 2,916 27,652	\$ 7,140 151 	\$	21,012 6,398 185 4,432 2,916 34,943
350	Total Noncurrent Liabilities	_	0	0	-	0
300	Total Liabilities		27,652	7,291	_	34,943
				· , <del>-</del> / <u>1</u>	-	
508	Net Investment in capital assets	_	1,090,292		-	1,090,292
511	Total Reserved Fund Balance	_	1,090,292	0	-	1,090,292
512	Unrestricted Net Position	_	86,875	(7,291)	_	79,584
513	Total Equity/Net Position	_	1,177,167	(7,291)	_	1,169,876
600	Total Liabilities and Equity/Net Position	\$_	1,204,819	\$0	\$_	1,204,819

# HOUSING AUTHORITY - FINANCIAL DATA SCHEDULE JUNE 30, 2014

FDS Line #	Accounts Description	Low Rent Housing Project (LRH)	Capital Funds Program (CFP)	Tota	al
	REVENUE:				
70300	Net Tenant Rental Revenue	\$ 57,293	\$	\$ 57	,293
70400	Tenant Revenue - Other	2,376		2	2 <u>,376</u>
70500	Total Tenant Revenue	59,669	0	59	,669
70600	HUD PHA Operating Grants	80,708	224	80	,932
70610	Capital Grants		43,967	43	,967
70000	Total Revenue	140,377	44,191	184	<u>,568</u>
	EXPENSES:				
91100	Administrative Salaries	35,598		35	5,598
91310	Book-keeping Fee	7,624		7	,624
91400	Advertising and Marketing	55			55
91500	Employee Benefit Contributions - Admin.	15,573			5,573
91600	Office Expenses	6,062			5,062
91800	Travel	1,384			,384
91900	Other	7,148		7	7,148
91000	Total Operating - Administrative	73,444	0	73	,444
93100	Water	14,601		14	,601
93200	Electricity	3,840		3	,840
93300	Gas	582			582
93400	Fuel	1,554		1	,554
93800	Other Utilities Expense	247			247
93000	Total Utilities	20,824	0	20	),824
94100	Ordinary Maintenance and Operations-Labor	8,537		8	3,537
94200	Ordinary Maintenance and Operations-Materials and Other	4,694			,694
94300	Ordinary Maintenance and Operations-Contracts	3,214		3	3,214
94500	Employee Benefit Contributions-Ordinary Maintenance	1,638		1	,638
94000	Total Maintenance	18,083	0	18	3,083
96110	Property Insurance	3,429		3	3,429
96120	Liability Insurance	2,773			2,773
96130	Workmen's Compensation	987			987
96100	Total Insurance Premiums	7,189	0		,189
96400	Bad debt -Tenant Rents	2,674		2	2,674
96900	Total Operating Expenses	122,214	0	122	2,214
97000	Excess Operating Revenue over Operating Expenses	18,163	44,191	62	2,354
97100	Extraordinary Maintenance	510			510
97400	Depreciation Expense	52,831		52	2,831
90000	Total Expenses	\$ <u>175,555</u>	\$0	\$ <u>175</u>	5,555

# HOUSING AUTHORITY - FINANCIAL DATA SCHEDULE JUNE 30, 2014

		]	Low Rent			
FDS			Housing	Capital Funds		
Line #	Accounts Description	Pro	oject (LRH)	Program (CFP)		Total
	OTHER FINANCING SOURCES (USES):					
1001	Operating Transfers In	\$	144,295	\$	\$	144,295
1002	Operating Transfers Out	_		(144,295)	_	(144,295)
1010	Total Other Financing Sources (Uses)	_	144,295	(144,295)	_	0
1000	Excess (Deficiency) of Total Revenue Over (Under) Total					
	Expenses		109,117	(100,104)		9,013
1103	Beginning Equity		1,068,050	92,813	_	1,160,863
	Ending Equity	\$_	1,177,167	\$ (7,291)	\$_	1,169,876
1119	Unit Months Available		336			336
1121	Number of Unit Months Leased		332			332





# INDEPENDENT AUDITOR'S 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

Hector H. Balderas New Mexico State Auditor The Honorable Mayor and the Village Council Village of Cuba Cuba, 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 governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, the budgetary comparisons of the general fund and major special revenue fund of the Village of Cuba, New Mexico (Village) as of and for the year ended June 30, 2014, and related notes to the financial statements, which collectively comprise the Village's basic financial statements, and the combining and individual funds and related budgetary comparisons of the Village's, presented as supplemental information, and have issued our report thereon dated November 20, 2014.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Village'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 Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiency described in the accompanying schedule of findings and responses as item 2014-001 to be material weaknesses.

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. We consider the deficiency described in the accompanying schedule of findings and responses as items 2008-005 to be significant deficiency.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Village's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 2007-005, 2008-002, 2008-006 and 2013-001.

### The Village's Response to Findings

The Village's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Village's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

#### **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 Village's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Harshwal & Company LLP Certified Public Accountants

Albuquerque, New Mexico

**November 20, 2014** 

Harshwal & Company LLP

# SCHEDULE OF FINDINGS AND RESPONSES JUNE 30, 2014

### **SECTION I - SUMMARY OF AUDIT RESULTS**

### Financial Statements:

Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
<ul> <li>Material weakness identified?</li> </ul>	Yes
• Significant deficiencies identified not considered to be material weaknesses?	Yes
<ul> <li>Noncompliance material to financial statements noted?</li> </ul>	Yes

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS

### 2007-005 (2007-05) Excess of Expenditures Over Authorized Budget (Non Compliance and Other)

### Condition

The Village's expenditures exceeded the authorized budget in the following funds:

Funds	Amount	
General Fund	\$	31,739
Lodgers Tax Fund	\$	2,684
Fire Protection Fund	\$	25,615
Law Enforcement Protection Fund	\$	1,488
Housing Authority Enterprise Fund	\$	3,656

#### Criteria

Section 6-6-6, NMSA 1978, requires the Village to keep expenditures within budgeted amount.

### **Effect**

The Village may not have precise information for planning the activities and cash flows in the funds that are over budget

#### Cause

Insufficient budget tracking procedures. Also, the detail used to create the budget figures are insufficient to know if the budget is realistic.

#### **Recommendation**

The Village should develop a process to ensure that funds do not exceed their budgets.

#### Management Response

The Village of Cuba has developed a process to ensure that departments do not exceed their budgets. The Village has upgraded the accounting software as of July 1, 2014. Monthly Budget Reports will be distributed to all departments to keep the expenditures within the budget amount to track precise information for planning the activities and cash flows.

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - <u>AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS</u> (CONTINUED)

### 2008-002 (2008-02) Disaster Recovery Plan and Information Technology General Controls (Non Compliance and Other)

### **Condition**

The disaster recovery plan in place is inadequate for the size and operations of the Village. We reviewed the information technology general controls and found the following:

- There are no operational policies for the information technology function of the Village.
- System backups are not taken offsite. This is inadequate for the amount of data being processed by the Village

#### Criteria

Section 12-6-5, NMSA 1978, requires the annual financial and compliance audit of agencies to detail any violation of law or good accounting practices found by the audit. An adequate disaster recovery plan is a requirement for continuing operations after a disaster. A disaster recovery plan should be a map for reestablishing operations after a disaster. This map should include details of, at minimum, the following: (1) What hardware and software are in place and which vendors may be used to replace the hardware and software, (2) Potential off-site locations for running operations, (3) Names and telephone numbers of critical operations personnel that should be contacted during a disaster, (4) Backup and recovery procedures for data, (5) The location of the offsite data backups, (6) A detailed list of instructions to be followed in order to reestablish operations.

### Effect

The Village may not be able to continue operations in the event of a disaster.

#### **Cause**

The Village has not developed a detailed disaster recovery plan or adequate information technology general controls.

#### Recommendation

We recommend that the Village prepare a detailed disaster recovery plan. We further recommend that the Village consider taking the backups offsite at least once a week. The Village should consider developing policies and procedures governing the information technology function.

#### Management Response

The Village is in the process of developing operational policies for a Disaster Recovery Plan, Resolution No. 07-01-13 has been passed and approved by the Governing Body. The Village will collaborate with State, County, Local Law Enforcement and Emergency Medical Services to set the operational policies. System backups will be taken offsite for each department;

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - <u>AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS</u> (CONTINUED)

### 2008-002 (2008-02) <u>Disaster Recovery Plan and Information Technology General Controls (Non Compliance and Other) (Continued)</u>

#### Management Response (Continued)

- a. Financial Data is submitted to the office of a Certified Public Accountant in Albuquerque and Financial Data is sent electronically to the Department of Finance and Administration. The Village will participate with New Mexico Self Insurer's Fund Agility Recovery Program and retain a hard copy to an offsite facility, a thumb drive or participate in an on-line back-up program.
- b. Payroll Data is submitted with a Payroll Pprocessing Company in Albuquerque, New Mexico.
- c. Motor Vehicle Cuba 29N Data is submitted in Santa Fe, New Mexico with the Motor Vehicle Division Office.
- d. Cuba Municipal Court Data is submitted in Santa Fe with New Mexico at the Office of the Courts.
- e. Cuba Public Library Data is submitted with a consulting firm in Albuquerque and the New Mexico State Library.
- f. Cuba Water & Sewer Data is submitted with a utility billing system of Jonesboro, Arkansas.
- g. Cuba Volunteer Fire Department Data is submitted with the State Fire Marshals' Office in Santa Fe, New Mexico.
- h. Cuba Housing Authority Data is submitted with the Housing & Urban Development Office in Albuquerque, New Mexico.
- i. Cuba Police Department Data is submitted with the Department of Public Safety Office in Santa Fe, New Mexico.
- j. The Village of Cuba has budgeted and ordered a new server with back up and data storage, to replace the old infrastructure that was installed in 2003. With new technology functions the Village will be able to operate in the event of a disaster and complete a detailed disaster plan with policies and procedures. The cost for new equipment with power protection is \$8,698.24. Equipment company is contracted with the State of NM, Contract; # 40-000-13-00020.

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - <u>AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS</u> (CONTINUED)

### 2008-005 (2008-05) Payroll Disbursements (Significant Deficiency)

#### Condition

During our test work of 19 employees' personnel files and timesheet, we noted the following

- For one employee, time sheet was not approved by the employee's supervisor
- For one employee, application documentation could not be located within the personnel file.

#### Criteria

NMAC 6.20.2.18 states the local board shall establish written payroll policies and procedures which comply with state and federal regulations on payroll as well as maintaining strict internal controls, close supervision and financial accounting in accordance with GAAP.

Segregation of duties in payroll, the existence of an appropriate pay rate schedule, a review of employee timesheets, a review of payroll reports, and proper authorization and approval for wages, as indicated in NMSA 1978 Section 6-6-3 are required to be maintained in order to have proper and sufficient internal controls to reduce the risk of fraudulent activities. Management should establish and implement sound internal control procedures to maintain personnel records on a periodic basis.

#### Cause

Departmental supervisors are not following village policies and procedures that requires for authorization and approving all timesheets. The Village's document retention and payroll policies were not adequately enforced.

#### **Effect**

The village is not in compliance with New Mexico State Statutes and the federal requirements. The village could be subject to penalties or possibly legal action. Inaccurate processing of payroll transactions and inadequately kept payroll records increases risk for unauthorized or erroneous payroll transactions to occur during the fiscal year.

#### Recommendation

It is recommended that all Departments follow the village's policies and procedures relating to the approval of timesheets and make a process to review and retain all documents related to Personnel and payroll.

#### Management Response

The Village will take corrective measures to assure that time sheets from the police department are signed by the employee's supervisor. The Village Clerk will conduct another personnel audit to assure that application documents are filed accordingly in the employee personnel file. The Village will enforce document retention and payroll policies. The Village procured a Payroll Company to process payroll to meet State and Federal Regulations.

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - <u>AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS</u> (CONTINUED)

### 2008-006 (2008-06) Compliance with Travel and Per Diem (Non Compliance and Other)

#### **Condition**

During our audit procedure related to travel and per diem disbursements, we noted that per diem rate was paid 100% in advance of travel amounting to \$255 for 1 out of 15 disbursements tested. In addition the reimbursement was made twice - once at 100% and once at 80%.

#### **Criteria**

Section 2.42.2.10, NMAC, Section A, states upon written request accompanied by a travel voucher, agency heads and governing boards of local public bodies or their authorized designees may approve a public officer's or employee's request to be advanced up to 80 percent of per diem rates and mileage cost or for the actual cost of lodging and meals.

#### **Effect**

The Village is not in compliance with the Travel and Per Diem Act. The Village may have overpaid employees for travel and per diem.

#### Cause

The Village did not implement policies and procedures to ensure that expenditures related to travel and per diem were paid according to State Statutes.

#### Auditor's Recommendation

The Village should establish and implement policies and procedure for the payment of travel and per diem expenditures and ensure compliance with State Statutes.

The Village should consider reviewing travel and per diem processing more thoroughly to ensure that supporting documentation is sufficient to determine that disbursements are in accordance with the Travel and Per Diem Act.

### Management Response

The Village issued check number 14565 in the amount of \$255.00 for overnight lodging at the request of an elected official. The elected official was issued 80.0% Per Diem with check number 14526 in the amount of \$204.00. The Village will consider reviewing the travel and per diem processing more thoroughly to ensure that supporting documentation is sufficient to determine that disbursements are in accordance with the Travel and Per Diem Act.

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - <u>AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS</u> (CONTINUED)

### 2013-001 Compliance with Pledged Collateral Requirement (Non Compliance and Other)

### **Condition**

During the year ended June 30, 2014, the Village maintained and utilized deposits with financial institutions which were not covered by 50% of pledged collateral as required by State of New Mexico Statutes. As of June 30, 2014 the under collateralization at the institutions totaled \$27,818 at Wells Fargo Bank.

#### Criteria

Section 6-10-17, NMSA 1978 requires that pledged collateral for deposits in banks, savings and loan associations, or credit unions be at least one half of the amount of public money in each account. No security is required for the deposit of money that is insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance.

### **Effect**

Lack of proper collateralization may result in non-compliance with state statutes and increase potential liability and exposure to the loss of the Village's public funds in the event of bank closure.

#### Cause

The Village maintained Deposit accounts with Wells Fargo Bank in amounts in excess of FDIC Coverage without properly holding pledged collateral for the Authority.

#### Recommendation

The Village should ensure all cash balances are collateralized as required by State Statutes. An individual could be assigned the responsibilities of reviewing the monthly collateral reports, investigating differences, and resolving discrepancies.

#### Management Response

The Pledged Collateral Agreement was executed on September 4, 2013, therefore resulting in no reports for July, August and September 2013. This agreement is construed in accordance with the laws of the State. The Village will ensure all cash balances are collateralized as required by State Statute.

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### SECTION II - <u>AUDIT FINDINGS IN RELATION TO FINANCIAL STATEMENTS</u> (CONTINUED)

### 2014-001 Internal Control over Cash Disbursement (Material Weakness)

### **Condition**

During our testwork of cash disbursements, out of 40 items tested, we noted the following deficiencies:

- For six disbursements totalling \$298, invoices were not properly authorized.
- For nine disbursements totalling \$65,867, sufficient supporting evidences were not provided.
- For two disbursement totalling \$74, purchase order was subsequent to the invoice date. Further, purchase order was approved by the same person who requested the items.
- For two disbursement totalling \$50,00 expenditure was not properly accounted.

#### Criteria

Good accounting and internal control practices requires that all disbursements must originate with authorizing document and be supported by properly approved documents such as purchase orders, bill, petty cash reimbursement forms, payroll and time records, leases, contracts, or other supporting.

In addition, according to NMSA 1978 Section 6-6-3, the Village is expected to conform to the rules and regulations that they have adopted relating to internal controls.

#### **Effect**

The Village's internal control over authorizations and payments limit management's ability to monitor the accuracy of transactions and provide assurance with respect to funds. Also, when purchases are made without proper authorization, items could be procured that are inappropriate and/or unallowed and the risk of misappropriation is increased.

#### **Cause**

There is a lack of internal control structure over cash Disbursements. The Village Purchasing Policy is not adequately safeguarding the Village's assets by allowing the purchasing policy to be bypassed.

#### Auditors' Recommendation

We recommend the Village to train employees on the purchasing procedure and implement new procedures to properly review and approve the expenditures.

#### Management Response

The Village will assure that the employees are trained on the purchasing procedure. The Village has upgraded the accounting software to implement new procedures. The Village will review and approve the expenditures for all departments. The employees will attach all supporting to the Purchase Order Requisitions. The Village will process the payment for an expenditure once an Original Invoice is received by the vendor.

### SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED JUNE 30, 2014

### **SECTION III - SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

2007-05 Excess of Expenditures Over Authorized Budget - Modified and repeated

2007-08 Preparation of Financial Statements - Resolved

2008-002(2008-02) Disaster Recovery Plan and Information Technology General Controls - Repeated

2008-005(2008-05) Payroll Disbursements - Modified and repeated

2008-006(2008-06) Compliance with Travel and Per Diem - Modified and repeated

2008-07 Joint Utility Billing Revenue and Taxes Payable - Resolved

2010-01 Recording of Capital Assets - Resolved

2012-002 Cash Reconciliations - Resolved

2013-001 Compliance with Pledged Collateral Requirement - Modified and repeated

2013-002 Late Submission of IPA Recommendation Form and Audit Contract - Resolved

# EXIT CONFERENCE FOR THE YEAR ENDED JUNE 30, 2014

An exit conference was held on November 25, 2014, and attended by the following:

### Village of Cuba, New Mexico

Gilbert Dominguez, Mayor Pro-Tern Vandora P. Casados, Clerk-Treasurer

### **Harshwal & Company LLP**

Sanwar Harshwal, CPA, Managing Partner

Deepa Adhikari, Senior Auditor