

State of New Mexico

VILLAGE OF HOUSE

Financial Statements

For the Year Ended June 30, 2018

R. Kelly McFarland, CPA, PC

**STATE OF NEW MEXICO
VILLAGE OF HOUSE**

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June 30, 2018

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**STATE OF NEW MEXICO
VILLAGE OF HOUSE**

Official Roster
June 30, 2018

Town Council

Name	Title
Sherman Martin	Mayor
Cathy Ray	Mayor Pro Tem
Judy Morrow	Council Member
Walter Greaser	Council Member
Mike Patton	Council Member

Administrative Officials

Shannon Aikman	Clerk / Treasurer
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R. Kelly McFarland

Certified Public Accountant
A Professional Corporation



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Mr. Wayne Johnson, New Mexico State Auditor
and Honorable Mayor, Sherman Martin and
the Village Council
Village of House, New Mexico

Accountant's Compilation Report

Management is responsible for the accompanying financial statements of the Village of House, New Mexico, which comprise the balance sheets-governmental funds, statements of net position - proprietary funds, for each individual fund, as of June 30, 2018, and the related statements of revenues, expenditures and changes in fund balances- governmental funds, statements of revenues expenses and changes in net position-proprietary funds, for each individual fund for the year then ended and the related notes to the financial statements, as listed in the table of contents, in accordance with the requirements of 2.2.2.16 *New Mexico Administrative Code (NMAC)*. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

To comply with the requirements of Section 12-6-3(B) NMSA 1978 and 2.2.2.16 *NMAC*, management has presented: (1) the governmental fund financial statements prepared using the modified accrual basis of accounting; (2) the proprietary fund financial statements prepared using the accrual basis of accounting; and (3) only the notes related to those financial statements. The presentation of the accompanying financial statements is not intended to distinguish basic financial statements and supplementary information required by the Governmental Accounting Standards Board. However, in complying with the requirements, management has omitted the following financial statements and notes required by accounting principles generally accepted in the United States of America (GAAP): (a) the government-wide financial statements; (b) the statement of cash flows-proprietary funds; and (c) note disclosures related to items (a) and (b). **These omissions result in the financial statements being presented on a basis of accounting other than GAAP**, as more fully described in Note 1 to the financial statements.

The special framework of accounting required by 2.2.2.16 *NMAC* requires that capital assets be depreciated over their estimated useful lives. As discussed in Note 6 to the financial statements, depreciation expense has not been recorded. Management has not determined the effect of this departure from the requirements of the special framework of accounting as provided by 2.2.2.16 *NMAC* on these financial statements.

A handwritten signature in cursive script that reads "R Kelly McFarland".

R Kelly McFarland, CPA, PC
December 11, 2018

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2018**

	Major Funds		
	General Fund	Fire Protection	Municipal Street
ASSETS			
Cash	\$ 146,641	\$ 12,070	\$ 11,042
Certificates of Deposit	0	60,000	20,000
Total assets	\$ 146,641	\$ 72,070	\$ 31,042
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 0	\$ 0	\$ 0
Total liabilities	0	0	0
Fund balances:			
Spendable			
Restricted:			
Special revenue funds	0	72,070	31,042
Capital projects funds	0	0	0
Debt service fund	0	0	0
Unassigned, reported in:			
General fund	146,641	0	0
Total fund balances	146,641	72,070	31,042
Total liabilities and fund balances	\$ 146,641	\$ 72,070	\$ 31,042

See the accompanying notes and accountant's report.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2018**

	<u>Major Funds</u>	<u>Nonmajor Funds</u>	<u>Total</u>
	<u>Debt Service</u>	<u>Governmental Funds</u>	
ASSETS			
Cash	\$ 0	\$ 10,219	\$ 179,972
Investments	<u>0</u>	<u>0</u>	<u>80,000</u>
Total assets	<u>\$ 0</u>	<u>\$ 10,219</u>	<u>\$ 259,972</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total liabilities	<u>0</u>	<u>0</u>	<u>0</u>
Fund balances:			
Spendable			
Restricted:			
Special revenue funds	0	5,132	108,244
Capital projects funds	0	5,087	5,087
Debt service fund	0	0	0
Unassigned, reported in:			
General fund	<u>0</u>	<u>0</u>	<u>146,641</u>
Total fund balances	<u>0</u>	<u>10,219</u>	<u>259,972</u>
Total liabilities and fund balances	<u>\$ 0</u>	<u>\$ 10,219</u>	<u>\$ 259,972</u>

STATE OF NEW MEXICO
VILLAGE OF HOUSE
COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
June 30, 2018

	Special Revenue Funds			Capital Projects Fund	Total
	Environmental	EMS	LEPF	Infrastructure	
	GRT				
ASSETS					
Cash and cash equivalents	\$ 5,132	\$ 0	\$ 0	\$ 5,087	\$ 10,219
Total assets	<u>\$ 5,132</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,087</u>	<u>\$ 10,219</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total liabilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund balances:					
Spendable					
Restricted to:					
Special revenue fund	5,132	0	0	0	5,132
Capital projects fund	0	0	0	5,087	5,087
Unassigned to:					
Special revenue fund	0	0	0	0	0
Capital projects fund	0	0	0	0	0
Total fund balances	<u>5,132</u>	<u>0</u>	<u>0</u>	<u>5,087</u>	<u>10,219</u>
Total liabilities and fund balances	<u>\$ 5,132</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,087</u>	<u>\$ 10,219</u>

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
June 30, 2018**

	Major Funds		
	General Fund	Fire Protection	Municipal Street
REVENUES			
Taxes:			
Property taxes	\$ 5,182	\$ 0	\$ 0
Gross receipts taxes	18,623	0	0
Gasoline and motor vehicle taxes	72	0	5,004
Intergovernmental:			
State operating grants	90,000	75,091	0
Charges for services	8,262	1,359	259
Licenses and fees	343	0	0
Investment income	178	372	0
Miscellaneous	5,570	0	0
	<u>128,230</u>	<u>76,822</u>	<u>5,263</u>
Total revenues			
EXPENDITURES			
Current:			
General government	100,705	0	0
Public safety	0	42,424	0
Public works	6,377	0	6,780
Capital outlay	0	0	0
Debt services:			
Principal	0	0	0
Interest	0	0	0
	<u>107,082</u>	<u>42,424</u>	<u>6,780</u>
Total expenditures			
Excess (deficiency) of revenues over expenditures	21,148	34,398	(1,517)
Other financing sources (uses):			
Loan proceeds (payments)	0	0	0
Transfers in (out)	0	(25,273)	0
Total other financing sources (uses)	<u>0</u>	<u>(25,273)</u>	<u>0</u>
Net changes in fund balances	<u>21,148</u>	<u>9,125</u>	<u>(1,517)</u>
Fund balances - beginning of year	<u>125,493</u>	<u>62,945</u>	<u>32,559</u>
Fund balances - end of year	<u>\$ 146,641</u>	<u>\$ 72,070</u>	<u>\$ 31,042</u>

See the accompanying notes and accountant's report.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
June 30, 2018**

	<u>Major Funds</u>	<u>Nonmajor Funds</u>	<u>Total</u>
	<u>Debt Service</u>	<u>Governmental Funds</u>	
REVENUES			
Taxes:			
Property taxes	\$ 0	\$ 0	\$ 5,182
Gross receipts taxes	0	1,372	19,995
Gasoline and motor vehicle taxes	0	0	5,076
Intergovernmental:			
State operating grants	0	25,079	190,170
Charges for services	0	0	9,880
Licenses and fees	0	0	343
Investment income	0	0	550
Miscellaneous	0	14,316	19,886
	<u>0</u>	<u>40,767</u>	<u>251,082</u>
Total revenues			
	<u>0</u>	<u>40,767</u>	<u>251,082</u>
EXPENDITURES			
Current:			
General government	0	0	100,705
Public safety	0	39,395	81,819
Public works	0	454	13,611
Capital outlay	0	0	0
Debt services:			
Principal	24,111	0	24,111
Interest	1,162	0	1,162
	<u>25,273</u>	<u>39,849</u>	<u>221,408</u>
Total expenditures			
	<u>25,273</u>	<u>39,849</u>	<u>221,408</u>
Excess (deficiency) of revenues over expenditures	(25,273)	918	29,674
Other financing sources (uses):			
Loan proceeds	0	0	0
Transfers in (out)	25,273	0	0
Total other financing sources (uses)	<u>25,273</u>	<u>0</u>	<u>0</u>
Net changes in fund balances	<u>0</u>	<u>918</u>	<u>29,674</u>
Fund balances - beginning of year	<u>0</u>	<u>9,301</u>	<u>230,298</u>
Fund balances - end of year	<u>\$ 0</u>	<u>\$ 10,219</u>	<u>\$ 259,972</u>

See the accompanying notes and accountant's report.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS
June 30, 2018**

	<u>Special Revenue Funds</u>			<u>Capital Projects Fund</u>	
	<u>Environmental</u>			<u>Infrastructure</u>	<u>Total</u>
	<u>GRT</u>	<u>EMS</u>	<u>LEPF</u>		
REVENUES					
Taxes:					
Gross receipts	\$ 457	\$ 0	\$ 0	\$ 915	\$ 1,372
Intergovernmental:					
State operating grants	0	5,061	20,018	0	25,079
Miscellaneous	0	14,316	0	0	14,316
	<u>457</u>	<u>19,377</u>	<u>20,018</u>	<u>915</u>	<u>40,767</u>
Total revenues					
EXPENDITURES					
Current:					
Public safety	0	19,377	20,018	0	39,395
Public work	270	0	0	184	454
Debt service:					
Principal payment	0	0	0	0	0
Interest	0	0	0	0	0
Capital outlay:					
Public work	0	0	0	0	0
	<u>270</u>	<u>19,377</u>	<u>20,018</u>	<u>184</u>	<u>39,849</u>
Total expenditures					
Excess revenues (deficiency) of revenues over expenditures	187	0	0	731	918
Other financing sources (uses):					
Loan proceeds	0	0	0	0	0
Transfers in (out)	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total other financing sources (uses)					
Net changes in fund balances	187	0	0	731	918
Fund balances - beginning of year	4,945	0	0	4,356	9,301
Fund balances - end of year	<u>\$ 5,132</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,087</u>	<u>\$ 10,219</u>

See the accompanying notes and accountant's report.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
STATEMENT OF NET POSITION - PROPRIETARY FUNDS
June 30, 2018

	Major Fund	Nonmajor Fund	
	Water Fund	Cemetery Fund	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 11,574	\$ 4,320	\$ 15,894
Certificates of Deposit	42,567	0	42,567
Due from other funds	0	0	0
Total current assets	54,141	4,320	58,461
Noncurrent assets:			
Unamortized bond issuance cost	0	0	0
Capital assets	24,600	0	24,600
Less: accumulated depreciation	0	0	0
Total noncurrent assets	24,600	0	24,600
Total assets	\$ 78,741	\$ 4,320	\$ 83,061
LIABILITIES AND NET POSITION			
Liabilities			
Current liabilities:			
Total current liabilities	\$ 0	\$ 0	\$ 0
Noncurrent liabilities:			
Total noncurrent liabilities	0	0	0
Total liabilities	0	0	0
Net Position:			
Net investment in capital assets	24,600	0	24,600
Unrestricted net position	54,141	4,320	58,461
Total net position	78,741	4,320	83,061
Total liabilities and net position	\$ 78,741	\$ 4,320	\$ 83,061

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND NET POSITION -
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Major Fund</u>		<u>Nonmajor Fund</u>	
	<u>Water Fund</u>		<u>Cemetery Fund</u>	<u>Total</u>
OPERATING REVENUES				
Charges for services	\$ 24,718		\$ 425	\$ 25,143
Taxes:				
Gross receipts	612		0	612
Miscellaneous	185		0	185
	<u>25,515</u>		<u>425</u>	<u>25,940</u>
Total operating revenues				
OPERATING EXPENSES				
General and administrative	2,797		0	2,797
Personnel services	4,169		0	4,169
Contractual services	0		0	0
Supplies and purchased power	606		0	606
Maintenance and materials	4,136		1,085	5,221
Utilities	1,372		0	1,372
Depreciation	0		0	0
Amortization expense	0		0	0
	<u>13,080</u>		<u>1,085</u>	<u>14,165</u>
Total operating expenses				
Operating income (loss)	12,435		(660)	11,775
NON-OPERATING REVENUES (EXPENSES)				
Investment income	532		0	532
Miscellaneous	0		0	0
	<u>532</u>		<u>0</u>	<u>532</u>
Total non-operating revenues (expenses)				
Net Transfers in (out)	0		0	0
CHANGE IN NET POSITION	<u>12,967</u>		<u>(660)</u>	<u>12,307</u>
Net position - beginning of year	<u>65,774</u>		<u>4,980</u>	<u>70,754</u>
Net position - end of year	<u>\$ 78,741</u>		<u>\$ 4,320</u>	<u>\$ 83,061</u>

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 1 – Summary of Significant Accounting Policies

The Village of House (Village) is incorporated as a municipality in the State of New Mexico. The Village operates under an elected Mayor-Council form of government and provides the following services as authorized by its charter: public safety (fire), streets, public improvements, planning and zoning, water services and general government administrative services.

This summary of significant accounting policies of the Village is presented to assist in the understanding of the Village's financial statements. The financial statements and notes are the representation of the Village's management who is responsible for their integrity and objectivity. The financial statements of the Village have been prepared in conformity the requirements of 2.2.2.16 *New Mexico Administrative Code (NMAC)* as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

A. Financial Reporting Entity

The accompanying financial statements present the Village of House, a primary government, which has no component units. Management evaluated any potential component units by applying the criteria set forth in GASB No. 14 and No. 61 in making the determination it had no component units and is not a component unit of another government.

B. Fund Financial Statements

The accounts of the Village are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

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

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Governmental fund 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 or soon enough thereafter to pay liabilities of the current period. For this purpose, the government 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 due. Management has elected not to record accruals of revenue or expenditures for the current year as the amount of such accruals is not considered material to the financial statements and, therefore, closely approximates the modified accrual basis of accounting.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period, subject to the availability criterion. (Quay County, the collecting agent for the Village, is unable

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 1- Summary of Significant Accounting Policies (continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

to report the amount of delinquent tax currently due to the Village.) Sales and use taxes are classified as derived tax revenues and are recognized, net of estimated refunds and uncollectible amounts, as revenue when the underlying exchange takes place or when the resources were received, whichever occurs first and the revenues are measurable and available. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

Included as operating grants are: Small Cities Assistance, State Law Enforcement and EMS, as well as other small operational grants.

Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met and the susceptibility to accrual criteria have been met subject to the availability criterion.

Governmental funds are used to account for the Village's general government activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of capital assets and the servicing of general long-term debt.

Under the requirements of GASB No. 34, the Village is required to present certain of its governmental funds as major based upon specific criteria.

The Village reports the following major governmental funds:

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

Fire Protection Fund - to account for the operations and maintenance of the fire department. Financing is provided by state collected taxes for fire protections. State Statute 59A-53-1, NMSA 1978.

Municipal Streets Fund - to account for the collection of gasoline taxes for the purpose of improving the Village Streets. Funding is provided under State 7-13-18, NMSA 1978 and distributed to municipalities under Section 7-1-6.9.

Debt Service Fund - to account for the accumulation of resources from the payment of principal, interest, and related costs on long-term debt.

The Village reports the following major proprietary fund:

The Water Fund accounts for the Village's water services and all activities necessary to provide such services.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 1- Summary of Significant Accounting Policies (continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

Proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting. For the current year, management has not accrued revenues or expenses as such amounts would not be material to the financial statements and, therefore, approximate the accrual basis of accounting.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the utility fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services and administrative expenses.

All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Fund Equity

Deposits and Investments: The Village's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. State statutes authorize the Village to invest in Certificates of Deposit, obligations of the U.S. Government, and the State Treasurer's Investment Pool.

Receivables and Payables: Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. At June 30, 2018, the Village had no interfund loans.

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

For the current year, receivables and payables have not been recorded as management has determined such amounts are not material to the financial statements.

Property taxes are levied on November 1st based on the assessed value of property as listed the previous January and are due in two payments by November 10th and April 10th. Property taxes uncollected after May 10th are considered delinquent. The taxes attach as an enforceable lien on property as of January 1st.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 1- Summary of Significant Accounting Policies (continued)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Fund Equity
(continued)

Inventories and Prepaid Items: Proprietary fund inventories are recorded at the lower of cost or market on a first-in, first-out basis, and consist of operating supplies held for use in operations and are recorded as expenditures when consumed rather than when purchased. Such inventory items have not been recorded for the current year, as management has determined the amount of inventory to not be material.

Restricted Assets: Restricted assets consist of those funds expendable for operating purposes but restricted by donors or other outside agencies as to the specific purpose for which they may be expended.

Capital Assets: Capital assets, which include property, plant and equipment, are reported in the applicable business-type financial statements. Capital assets are defined by the government as assets with an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The Village does not have an infrastructure capital asset schedule. Depreciation is not recorded in the current or prior years.

The cost 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. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the asset constructed. The Village did not have any construction projects in the current year.

Deferred Outflows/Inflows of Resources: In addition to assets and liabilities, governments may report a separate section for deferred outflows and/or inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and, therefore, will not be recognized as an expense or expenditure until that time.

Deferred inflows of resources represent an acquisition of net position that applies to a future period and, therefore, revenue will not be recognized until the future period.

During the current year, the Village had no deferred outflows or inflows of resources.

Deferred Revenues: Accounting principles generally accepted in the United States of America require that grant revenue (voluntary nonexchange transactions) be recognized as revenue when all eligibility requirements have been met and recognized as revenue in the governmental fund financial statement subject to the availability criterion. Amounts received from reimbursement basis grants are recorded as deferred revenue in the governmental fund financial statements when received more than 60 days after year end. The Village had no deferred revenues for the current year.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 1- Summary of Significant Accounting Policies (continued)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Fund Equity
(continued)

Compensated Absences: The Village has not recorded a liability for compensated absences as management believes such amounts are not material.

Long-term Obligations: In the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the proprietary fund type statement of net position. Bonds payable are reported net of the applicable bond premium or discount. For fund financial reporting, bond premiums, discounts, as well as issuance costs, are recognized in the period the bonds are issued. Bond proceeds are reported as another financing source net of the applicable premium or discount. Issuance cost, even if withheld from the actual net proceeds received, are reported as debt service expenditures. For the current year, the Village had no debt to report in the proprietary funds. Governmental fund debt is disclosed in Note 6.

Fund Equity: In the fund financial statements, governmental funds report reservations of fund balance that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change. In addition to the nonspendable fund balance, GASB No. 54 has provided a hierarchy of spendable fund balances based on a hierarchy of spending constraints.

- Nonspendable: includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable. (The Village had no material nonspendable fund balance for the current year.)
- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority. Commitments will only be used for specific purposes pursuant to a formal action of the decision makers.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balances of the general fund that is not constrained for any particular purpose.

When both restricted and unrestricted resources are available for use, it is the Village’s policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 1- Summary of Significant Accounting Policies (continued)

- D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Fund Equity
(continued)

Regulatory Presentation

The financial statements have been prepared using a special framework of accounting in accordance with the requirements of 2.2.2.16 *New Mexico Administrative Code (NMAC)*. This financial presentation excludes government-wide financial statements and related disclosures and the proprietary fund statement of cash flows required by the Governmental Accounting Standard Boards. Governmental fund capital assets and long-term debt are reported only in the notes to financial statements and are not included in the governmental fund financial statements. The financial statements are, therefore, presented on a basis of accounting other than generally accepted accounting principles.

Note 2 – Stewardship, Compliance and Accountability

Budgetary Information

The Village Charter establishes the Village's fiscal year as the twelve-month period beginning July 1st and ending June 30th. Prior to June 1st, management prepares a proposed operating budget of estimated revenues, expenditures, and transfers for the ensuing fiscal year for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Fund and Proprietary Funds. Management subsequently submits the budget (1) to the New Mexico Department of Finance and Administration for review and approval; and (2) to the Village Council for review and enactment of a resolution legally adopting the budget. Once approved, the Village Council may amend the legally adopted budget when unexpected modifications are required in estimated revenues and appropriations. Additionally, the New Mexico Department of Finance and Administration must approve any amendments to the budget.

Each funds' appropriated budget is prepared on a detailed line item basis. Revenues are budgeted by department and general ledger account. Expenditures are budgeted by department and general ledger account. Expenditures may not exceed appropriations at the fund level. All budget revisions at this level are subject to final review and approval by the Village Council and the Department of Finance and Administration. Revisions to the budget were made throughout the year. These budgets are prepared on a non-GAAP cash budgetary basis.

Encumbrance accounting under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed as an extension of formal budgetary integration in the General Fund, Special Revenue Funds, and Capital Projects Funds.

The budgetary information presented in these financial statements has been amended in accordance with the above procedures as reflected in the accompanying Statements of Revenues, Expenditures and Changes in Fund Balance – Budget (Non – GAAP budgetary Basis) and Actual.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 3 – Deposits and Investments

Section 6-10-10, NMSA 1978 authorizes municipalities to deposit money in a wide variety of instruments in banks, savings and loan associations or credit unions located in their respective counties. All invested funds of the Village properly followed state investment requirements at June 30, 2018, and were only invested in deposits with local financial institutions.

The official custodian of a government deposit account is separately insured for \$250,000 in the aggregate for “time and savings deposits” and \$250,000 in the aggregate for all “demand deposits”.

Deposits of funds in financial institutions may be made in interest or non-interest bearing accounts to the extent that they are insured by an agency of the United States and/or secured by collateral or a bond provided by the financial institution. The rate of interest in non-demand accounts is set by the State Board of Finance, but cannot be less than one hundred percent of the asked price on US Treasury bills of the same maturity on the day of deposit.

Treasurers of smaller municipalities, with the advice and consent of their respective boards of finance, may invest in:

- Bonds or negotiable securities of the United States, the state, a county, municipality or school district that meets specified requirements; or
- Securities that are issued and backed by the full faith and credit of the United States government or issued by its agencies or instrumentalities.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Village’s deposits may not be returned to it. The Village does not have a deposit policy for custodial credit risk. At June 30, 2018, the Village’s bank balances of \$321,954 were not exposed to custodial risk.

New Mexico State Statutes require collateral pledged for at least 50% of deposits in excess of the federal deposit insurance to be delivered, or a joint safekeeping receipt be issued to the Village. There were no securities pledged to secure the deposits as total deposits were insured.

Credit Risk, Interest Rate Risk, Concentration of Credit Risk, Foreign Currency Risk. The Village has not adopted an investment policy related to any of these risks; however, management minimizes these risks by making short-term deposits which limits exposure to market volatility related to interest rates. The Village does not invest in financial instruments with exposure to concentration or credit risk or in any investments denominated in foreign currency.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 3 – Deposits and Investments (continued)

	<u>Citizens Bank, Tucumcari, NM Demand Deposits</u>	<u>Citizens Bank, Tucumcari, NM Time Deposits</u>
Total amount of deposits on June 30, 2018	\$ 199,387	\$ 122,567
Less: FDIC coverage	<u>(250,000)</u>	<u>(250,000)</u>
Total uninsured public funds	(50,613)	(127,433)
Pledged Collateral	<u>0</u>	<u>0</u>
 Uninsured and uncollateralized	 <u>\$ (50,613)</u>	 <u>\$ (127,433)</u>
 50% collateral requirement (as per Section 6-10-17, NMSA, 1978)	 \$ 0	 \$ 0
Total pledged collateral	<u>0</u>	<u>0</u>
 Pledged collateral (over) under the requirement	 <u>\$ 0</u>	 <u>\$ 0</u>

The types of collateral allowed are limited to direct obligations of the United States Government and all bonds issued by any U. S. Government Agency or political subdivision of the State of New Mexico. No collateral was required at June 30, 2018.

Reconciliations to the Statement of Net Position: The reconciled carrying amounts of deposits shown above are included in the Village's statement of net position are \$259,972 for governmental activities and \$58,461 for business-type activities for a total of \$318,433.

Note 4 – Interfund Receivables, Payables, and Transfers

Interfund Receivables and Payables

There were no interfund receivables/payables during the year ended June 30, 2018.

Interfund transfers:

<u>Transfer in</u>	<u>Transfer out</u>	<u>Net Transfers</u>
Debt service fund	Fire Protection Funds	
\$ 25,273	\$ 25,273	
<u>\$ 25,273</u>	<u>\$ 25,273</u>	<u>\$ 0</u>

Transfers from the fire protection fund are used during the year to make the debt service payment on the fire pumper.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 5 – Capital Assets

A summary of capital assets for the year ended June 30, 2018, is as follows:

	Balance June 30, 2017	Additions	Decreases	Balance June 30, 2018
<u>Equipment and Furniture</u>				
Governmental funds	\$1,163,099	\$ 19,046	\$ 0	\$1,182,145
Business type activities	<u>24,600</u>	<u>0</u>	<u>0</u>	<u>24,600</u>
 Total	 <u>\$1,187,699</u>	 <u>\$ 19,046</u>	 <u>\$ 0</u>	 <u>\$1,206,745</u>

The Village does not record depreciation or the accumulated depreciation, nor does it maintain records of infrastructure assets.

Note 6 – Long-term Debt

Governmental Funds

The following is a schedule of changes in long-term debt:

	Balance June 30, 2017	Additions	Principal payments/ use	Balance June 30, 2018	Due within one year
NMFA Loans	\$ 71,057	\$ 0	\$ 22,948	\$ 48,109	\$ 23,670
 Total	 <u>\$ 71,057</u>	 <u>\$ 0</u>	 <u>\$ 22,948</u>	 <u>\$ 48,109</u>	 <u>\$ 23,670</u>

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 6 – Long-term Debt (continued)

NMFA Loans

The Village has entered into a loan agreement with the New Mexico Finance Authority for an acquisition of a Class A Pumper Tanker. This debt is subject to intercept agreements from the pledged revenues from the Fire Protection Fund distribution. NMFA loan is as follows:

Description	Date of Issue	Interest Rate	Original Amount of Issue	Balance June 30, 2018	Annual Loan Intercept Payments
NMFA PPRF - Disadvantaged Program	November 10, 2009	3.23% to 3.64%	\$ 213,150	\$ 48,109	\$ 25,273

The annual requirement to amortize the loans as of June 30, 2018, including interest payments are as follows:

Fiscal year ending June 30,	Principal	Interest	Total Debt Service
2019	\$ 23,670	\$ 1,602	\$ 25,272
2020	<u>24,439</u>	<u>834</u>	<u>25,273</u>
	<u>\$ 48,109</u>	<u>\$ 2,436</u>	<u>\$ 50,545</u>

Note 7 – 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; injuries to employees; and natural disasters. The Village of House has obtained general liability, auto, crime, buildings and contents, equipment, law enforcement officers, and public official's liability, volunteer coverage, workers' compensation through New Mexico Self Insurers Fund, operating as a common risk management insurance program. Total premiums paid to the NM Self-Insurer's Fund for fiscal year 2018 was \$21,377.

Note 8 – PERA Pension Plan

Employees of the Village are not covered by PERA or any other retirement plan.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 9 – Post Employment Benefits

The Village has elected not to participate in the New Mexico Retiree Health Care Act.

Note 10 – Contingencies

The Village of House may participate in federal and state programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the Village of House may be required to reimburse the grantor government.

Note 11 – Deficit Fund Balances and Excess of Expenditures Over Appropriations

2.2.2.10 *NMAC* requires disclosures of certain information concerning individual funds including:

- A. There were no expenditures in excess of budget.
- B. There were no deficit fund balances of individual funds at June 30, 2018.

Note 12 – Subsequent Events

The date to which events occurring after June 30, 2018, the date of the most recent statement of net position, have been evaluated for possible adjustment to the financial statements or disclosures is December 11, 2018, which is the date on which the financial statements were available to be issued.

Note 13 - Joint- Powers Agreement

The Village participates with the City of Tucumcari, Cannon Air Force and other Quay County entities in the operation of a dispatch center.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Notes to the Financial Statements
June 30, 2018

Note 14 - Special Revenue Nonmajor Funds, Capital Project Fund and Proprietary Nonmajor Funds

SPECIAL REVENUE NONMAJOR FUNDS

Environmental Fund - to account for the collection of receipts for the purpose of complying with the environmental department requirements. Funding is provided for under State Statute 24-10B, *NMSA* 1978.

Emergency Medical Services (EMS) - to account for grant funds received by the Village from State sources for development of an EMS system. Funding is provided for under State Statute 24-10A-1 to 24-10A-10, *NMSA* 1978.

Law Enforcement Protection Fund (LEPF)- to account for the receipts and expenditures of a Special State grant for the police department. The grant may be used only for the operations of the police department. Funding is provided for under State Statute 29-13-9, *NMSA* 1978.

CAPITAL PROJECT FUND

Infrastructure Fund - to account for the Village's share of gross receipts tax that is legally restricted to the purchase of raw materials for the roads within the government's boundaries under State Statute 7-1-6.27, *NMSA* 1978.

PROPRIETARY NONMAJOR FUND

Cemetery Fund - to account for monies received for the cemetery and to expend them on behalf of the Cemetery Fund.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Exit Conference and Financial Statement Preparation
June 30, 2018

Exit Conference

An exit conference was conducted on December 11, 2018, in a closed meeting pursuant to Section 12-6-5 NMSA, 1978 with the following individuals in attendance:

Village of House

Sherman Martin - Village Mayor
Shannon Aikman - Clerk/Treasurer

R. Kelly McFarland, CPA, PC

R. Kelly McFarland, CPA

Financial Statement Preparation

The financial statements of the Village of House as of, and for the year ended, June 30, 2018, were prepared by R. Kelly McFarland, CPA, PC, with the aid of responsible Village management. Official responsible personnel agree that the presentations are made with their knowledge and agreement.

State of New Mexico

VILLAGE OF HOUSE

Tier 6 Agreed-Upon Procedures Report

For the Year Ended June 30, 2018

R. Kelly McFarland, CPA, PC

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

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June 30, 2018

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**STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES**

Official Roster
June 30, 2018

Town Council

Name	Title
Sherman Martin	Mayor
Cathy Ray	Mayor Pro Tem
Judy Morrow	Council Member
Walter Greaser	Council Member
Mike Patton	Council Member

Administrative Officials

Shannon Aikman	Clerk / Treasurer
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R. Kelly McFarland

**Certified Public Accountant
A Professional Corporation**

Members of
AICPA[®]



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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED-UPON PROCEDURES**

Mr. Wayne Johnson, New Mexico State Auditor,
Mr. Sherman Martin, Mayor and
The Village Council of the Village of House

I have performed the procedures enumerated in the accompanying Schedule of Procedures and Results for the Village of House for the year ended June 30, 2018, solely to assist the Village of House in demonstrating compliance with a Tier 6 entity under the Audit Act, Section 12-6-3 B (4), *NMSA*, 1978 and Section 2.2.2.16 *NMAC*. The procedures were agreed to by Village of House, New Mexico and the Office of the New Mexico State Auditor, the specified parties. The Village of House management is responsible for the organization's accounting records and compliance with the requirements referenced above. The sufficiency of these procedures is solely the responsibility of the Office of the New Mexico State Auditor and the Village of House. Consequently, I make no representation regarding the sufficiency of the procedures described in the accompanying Schedule of Procedures and Results either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. I was not engaged to and did not conduct an examination, audit or review of financial statements or any part thereof, or of the matters reflected in the accompanying schedule, the objective of which would be the expression of an opinion or conclusion on the financial statements or any part thereof the matters reflected in the accompanying schedule, including the Statements of Revenue and Expenditures-Budget and Actual and the Year-End Financial Report submitted to DFA by Management. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of The Village of House, the Office of the New Mexico State Auditor, the Department of Finance and Administration, Local Government Division and the New Mexico Legislature and is not intended to be and should not be used by anyone other than those specified parties.

R Kelly McFarland

R. Kelly McFarland, CPA, PC
December 11, 2018

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

My procedures and results are as follows:

1. Tier Determination

Procedures

Verify the local public body's revenue calculation and tier determination documented on the form provided at www.osanm.org under "Tiered System Reporting Main Page."

Results of Procedures

I reviewed the "Form for Determining Type of Reporting Requirements and Independent Public Accountant (IPA) Services Needed" and verified the Tier 6 service was required.

2. Cash

Procedures

- a) Determine whether bank reconciliations are being performed in a timely manner and whether all bank and investment statements for the fiscal year are complete and on-hand.
- b) Test at least 30% of the bank reconciliations for accuracy. Also, trace ending balances to the general ledger, supporting documentation, and the financial reports submitted to DFA-Local Government Division.
- c) Determine whether the local public body's financial institutions have provided it with 50% pledged collateral on all uninsured deposits as required by Section 6-10-17 *NMSA* 1978, New Mexico Public Money Act, if applicable.

Results of Procedures

- a) The Village of House has one checking account and four Certificate of Deposits. Bank reconciliations for the checking account are performed monthly on a timely basis. All bank statements and CD's were on hand at June 30, 2018.
- b) I tested the bank reconciliations for the months of July, January, March and June constituting over 30% of bank reconciliations. The bank reconciliations were compared with supporting documentation and the *Department of Finance & Administration Local Government Division Financial Monthly Report* (Financial Monthly Report), which serves as the Village general ledger and bank reconciliation in one document.

I noted the cash balance per books as reported on the Financial Monthly Report is less than the reconciled balance per bank by \$100. The reconciled balance reflects the Village has \$100 more than the amount reflected as the book balance. The Village erroneously believes the difference has been reconciled by subtracting \$100 from the bank balance so that the bank balance will agree with the understated book balance. The \$100 difference is probably the result of an attempt to account for a petty cash fund that is not recorded on the books. As the book balance is already understated by \$100, the failure to reflect the petty cash balance of \$100, understates total cash by \$200.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

2. Cash, continued

Results of Procedures, continued

The cash balance reported on the Department of Finance and Administration, Local Government Division quarterly reports is understated by \$200.

- c) Account Balances for both the demand deposit accounts and the certificate of deposits were less than \$250,000 and are each insured by the FDIC. No additional pledged collateral was required.

3. Capital Assets

Procedure

Verify that the local public body is performing a yearly inventory as required by Section 12-6-10, *NMSA* 1978.

Results of Procedure

The Village did not conduct a complete annual inventory for the fiscal year ended June 30, 2018.

The Village maintains lists of capital assets by type and department, i.e. vehicles, community center, Village Hall, general maintenance, general street, general park, water, municipal street, and EMS. While each list is totaled, the Village does not total each of the lists to establish a control total for its capital assets required to prepare financial statements.

I noted the EMS assets acquired in fiscal year ended June 30, 2018, were not added to the EMS asset listing in the amount of \$13,275. I, also, noted the Village does not maintain a listing of assets purchased from a Law Enforcement Protection Grant and provided to the County Sheriff, nor has management requested an inventory or confirmation that the Sheriff's department has custody of the assets.

During the current fiscal year, the Council approved a resolution to dispose of equipment; however, the value or original purchase of the equipment was not reflected on the resolution, nor does it appear that any equipment was deleted from the equipment listings.

The Village attempted to prepare a depreciation schedule for fiscal year 2018; however, the depreciation schedule was not completed.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

4. Debt

Procedure

If the local public body has any debt, verify that all required payments were made during the year. If the debt agreement requires reserves, verify that the local public body is in compliance with those requirements.

Results of Procedure

The Village has a loan with the New Mexico Finance Authority for a fire pumper. Payments are made with an intercept from the New Mexico Fire Allotment and are current. The Village is in compliance with its loan agreement.

5. Revenue

Procedures

Identify the nature and amount of revenue from sources by reviewing the budget, agreements, rate schedules, and underlying documentation.

- a) Perform an analytical review; test actual revenue compared to budgeted revenue for the year for each type of revenue.

Select a sample of revenues equal to at least 30% of the total dollar amount and test the following attributes:

- b) Amount recorded in the general ledger agrees to the supporting documentation and the bank statement.
- c) Proper recording of classification, amount, and period per review of supporting documentation and the general ledger. Perform this revenue work on the same accounting basis that the local public body keeps its accounting records on: cash basis, modified accrual basis, or accrual basis.

Results of Procedures

- a) I performed an analytical review by developing a report comparing actual revenue with the final adjusted budget. The only significant variance is budgeted revenues for the Municipal Street Fund were \$20,000 less than the final budget. The final budget report to DFA at June 30, 2018 reflects an increase in the original budget of \$20,000; however, there Village did not have a budget resolution increasing the budget.
- b) I selected revenues of \$114,575 equal to approximately 41% of total cash basis revenues of the Village and agreed the amounts to the general ledger, supporting documentation and deposits to the bank. I noted proper recording and classification. I noted no exceptions.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

6. Expenditures

Procedures

Select a sample of cash disbursements equal to at least 30% of the total dollar amount and test the following attributes:

- a) Determine that the amount recorded as disbursed agrees to adequate supporting documentation. Verify that the amount, payee, date and description agree to the vendor's invoice, purchase order, contract and cancelled check, as appropriate.
- b) Determine that the disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.
- c) Determine that the bid process (or request for proposal process, if applicable), purchase orders, contracts and agreements were processed in accordance with the New Mexico Procurement Code (Section 13-1-28 through 13-1-199, *NMSA* 1978) and State Purchasing Regulations (1.4.1 *NMAC*) and Regulations Governing the Per Diem and Mileage Act (2.42.2 *NMAC*).

Results of Procedures

- a) I selected 19 transactions totaling \$86,397 or 30.3% of the total annual expenses. I verified the amount paid, payee, date and descriptions agreed with the vendor's invoice, purchase voucher, contract and cancelled check, as appropriate.
- b) Disbursements were approved by the Village Council each month. The Village has a procurement policy requiring three written quotes be obtained or proper documentation if three quotes cannot be obtained for all expenditures of tangible goods in excess of \$5,001. There is no documentation of the quotes, but the mayor is present when items are obtained by the Village Clerk and reports the efforts to obtain a best price to the Council. Due to the remote location of the Village, it is often difficult to obtain multiple quotes. I noted three disbursements, one in the amount of \$12,495, one in the amount of \$13,275, and one in the amount of \$5,770 that were not supported by three written quotes or documentation that three written quotes could not be obtained. This is an apparent violation of the Village Procurement Policy.

Authorization and approval is in compliance with the budget legal requirements and established policies and procedures for the items tested.

- c) Although the Village is not in compliance with its own more stringent procurement policy requiring three written quotes over \$5,001, it is still within the requirements of the NM Procurement Code, Section 13-1-125, *NMSA* 1978 which only requires purchases under \$20,000 to be acquired by the best obtainable price but does not require three written quotes. The Village did not have any purchases requiring sealed bids by the NM Procurement Code during fiscal year 2018.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

6. Expenditures, continued

Results of Procedures, continued

The Village does not provide per diem for travel but reimburses actual cost to employees and officials for travel. The expenses are paid with a Village credit card. The Council uses the fire department Suburban for travel and the water department employee uses the water department pickup. The Village credit card charges are reviewed by the Village Council for improper use.

7. Journal Entries

Procedures

Test all non-routine journal entries, adjustments, and reclassifications posted to the general ledger for the following attributes:

- a) Journal entries appear reasonable and have supporting documentation.
- b) The local public body has policies and procedures that require journal entries to be reviewed and there is evidence the reviews are being performed.

Results of Procedures

The Village maintains its cash basis books of account on Excel spreadsheets which serves as its general ledger. Transactions are recorded in QuickBooks which is used as a journal for posting to the general ledger. The Village prepares routine "journal entries" to classify expenditures paid from its single bank account to the proper fund in its journal used for posting the Excel spreadsheets. These journal entries appear proper and properly supported by appropriate documentation. As the Village books of account are totally cash basis, the general ledger has no other assets or liabilities; therefore, the Village does not have non-routine journal entries as that term is used for accrual accounting.

8. Budget

Procedures

Obtain the original fiscal year budget and all budget adjustments made throughout the fiscal year and perform the following test work:

- a) Verify, through a review of the minutes and correspondence, that the original budget and subsequent budget adjustments were approved by the local public body's governing body and DFA-LGD.
- b) Determine if the total actual expenditures exceeded the final budget at the legal level of budgetary control; if the answer is yes, report a compliance finding.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

8. Budget, continued

Procedures, continued

- c) From the original and final approved budgets and general ledger, prepare a schedule of revenues and expenditures – budget and actual on the budgetary basis used by the local public body (cash, accrual or modified accrual basis) for each individual fund.

Results of Procedures

- a) I obtained and reviewed a copy of the Local Government Division of the Department of Finance and Administration (DFA) budget approval letter for the 2018 fiscal year. I, also, obtained copies of the minutes for budget resolutions amending the budget.
- b) I reviewed the Statement of Revenues and Expenditures and Changes in Cash Balances - Budget and Actual on the Budgetary Basis (cash) and noted actual expenditures did not exceed the budget at the legal level of budgetary control for any fund.

I noted, however, budgetary and recording errors on the budgetary comparisons of the budget to actual presented in the DFA reports. These included errors in reflecting budgetary resolutions amending the budget and the inclusion of transfers from the direct deposit account to savings account as expenditures.

- c) A statement of revenues and expenditures and changes in cash – budget (Non-GAAP budgetary basis) and actual on the budgetary basis for each individual fund has been prepared.

9. Capital Outlay Appropriations

Procedure

Only perform capital outlay appropriations procedures and reporting when the capital outlay appropriation funding was expended during the fiscal year.

Results of Procedure

No capital outlay appropriations were funded or expended during this fiscal year.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES AND RESULTS
JUNE 30, 2018

10. Other

Procedure

If information comes to the IPA's attention (regardless of materiality) indicating any fraud, illegal acts, noncompliance, or any internal control deficiencies, such instances must be disclosed in the report as required by Section 12-6-6 *NMSA* 1978. The findings must include all required content detailed in Section 2.2.2.10(L) *NMAC*.

Results of Procedure

I bring to the attention of the Village the matter of segregation of duties and internal control as the Village has only a single Clerk to perform all duties of the Village. Please refer to the Schedule of Findings and Responses at pages 37-44.

I noted the Employer's Quarterly Federal Tax Return Form 941 has been improperly completed. Specifically, line 11, qualified small business payroll tax credit includes the total taxes due, which should be on line 12. Line 11 should be blank. Line 13, total deposits for the quarter was not completed. Line 14, balance due after deposits was not completed. Line 12 should equal line 16, total liability for the quarter.

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY
BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018**

	Original Budget	Final Budget	Actual on Non- GAAP Budgetary Basis	Variance with Final Budget Favorable (Unfavorable)
REVENUES				
Taxes:				
Property taxes	\$ 6,100	\$ 6,100	\$ 5,182	\$ (918)
Gross receipts taxes	15,000	15,000	18,623	3,623
Gasoline and oil taxes	350	350	72	(278)
Other taxes	0	0	0	0
Intergovernmental income:				
State operating grants	90,000	90,000	90,000	0
Charges for services	10,950	10,950	8,262	(2,688)
Licenses and fees	370	370	343	(27)
Investment income	1,985	1,985	178	(1,807)
Miscellaneous	5,400	5,400	5,570	170
Total revenues	<u>130,155</u>	<u>130,155</u>	<u>128,230</u>	<u>(1,925)</u>
EXPENDITURES				
Current:				
General government	117,494	117,494	100,705	16,789
Public safety	0	0	0	0
Public work	16,230	16,230	6,377	9,853
Debt service:				
Principal	0	0	0	0
Interest	0	0	0	0
Total expenditures	<u>133,724</u>	<u>133,724</u>	<u>107,082</u>	<u>26,642</u>
Excess (deficiency) of revenues over expenditures	<u>(3,569)</u>	<u>(3,569)</u>	<u>21,148</u>	<u>24,717</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Loan proceeds	0	0	0	0
Transfers in (out)	0	0	0	0
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	(3,569)	(3,569)	21,148	24,717
Cash balance, beginning of year	<u>125,493</u>	<u>125,493</u>	<u>125,493</u>	<u>0</u>
Cash balance, end of year	<u>\$ 121,924</u>	<u>\$ 121,924</u>	<u>\$ 146,641</u>	<u>\$ 24,717</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 21,148	
Net revenue accruals			0	
Net expenditure accruals			0	
Net changes in cash balance GAAP basis			<u>\$ 21,148</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
FIRE PROTECTION SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual on Non- GAAP Budgetary Basis</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
REVENUES				
Intergovernmental income:				
State operating grants	\$ 71,773	\$ 71,773	\$ 75,091	\$ 3,318
Charges for services	0	5,049	1,359	(3,690)
Investment income	0	0	372	372
	<u>71,773</u>	<u>76,822</u>	<u>76,822</u>	<u>0</u>
Total revenues				
EXPENDITURES				
Current:				
Public safety	66,072	92,697	42,423	50,274
Debt service:				
Principal payment	0	0	0	0
Interest	0	0	0	0
	<u>66,072</u>	<u>92,697</u>	<u>42,423</u>	<u>50,274</u>
Total expenditures				
Excess (deficiency) of revenues over expenditures	<u>5,701</u>	<u>(15,875)</u>	<u>34,399</u>	<u>50,274</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	(25,273)	(25,273)	(25,273)	0
Total other financing sources (uses)	<u>(25,273)</u>	<u>(25,273)</u>	<u>(25,273)</u>	<u>0</u>
Net change in cash balance	(19,572)	(41,148)	9,126	50,274
Cash balance, beginning of year	<u>62,945</u>	<u>62,945</u>	<u>62,945</u>	<u>0</u>
Cash balance, end of year	<u>\$ 43,373</u>	<u>\$ 21,797</u>	<u>\$ 72,071</u>	<u>\$ 50,274</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 9,126	
Net revenue accruals			0	
Net expenditure accruals			0	
Net changes in cash balance GAAP basis			<u>\$ 9,126</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
MUNICIPAL STREET SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	<u>Original</u>	<u>Final Budget</u>	<u>Actual on Non- GAAP Budgetary Basis</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
REVENUES				
Taxes:				
Gasoline and oil	\$ 5,004	\$ 5,004	\$ 5,004	\$ 0
Intergovernmental income:				
State capital grants	0	0	0	0
Charges for services	0	0	259	259
Miscellaneous	0	0	0	0
	<u>5,004</u>	<u>5,004</u>	<u>5,263</u>	<u>259</u>
Total revenues				
	<u>5,004</u>	<u>5,004</u>	<u>5,263</u>	<u>259</u>
EXPENDITURES				
Current:				
Public work	5,484	7,484	6,780	704
Culture and recreation	0	0	0	0
	<u>5,484</u>	<u>7,484</u>	<u>6,780</u>	<u>704</u>
Total expenditures				
	<u>5,484</u>	<u>7,484</u>	<u>6,780</u>	<u>704</u>
Excess (deficiency) of revenues over expenditures	<u>(480)</u>	<u>(2,480)</u>	<u>(1,517)</u>	<u>963</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	0	0	0	0
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	(480)	(2,480)	(1,517)	963
Cash balance, beginning of year	<u>32,559</u>	<u>32,559</u>	<u>32,559</u>	<u>0</u>
Cash balance, end of year	<u>\$ 32,079</u>	<u>\$ 30,079</u>	<u>\$ 31,042</u>	<u>\$ 963</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ (1,517)	
Net revenue accruals			0	
Net expenditure accruals			0	
Net changes in cash balance GAAP basis			<u>\$ (1,517)</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	Original Budget	Final Budget	Actual on Non- GAAP Budgetary Basis	Variance with Final Budget Favorable (Unfavorable)
REVENUES				
Taxes:				
Gasoline and oil	\$ 0	\$ 0	\$ 0	\$ 0
Intergovernmental income:				
State capital grants	0	0	0	0
Charges for services	0	0	0	0
Miscellaneous	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENDITURES				
Debt service:				
Principal	25,273	25,273	24,111	1,162
Interest	0	0	1,162	(1,162)
	<u>25,273</u>	<u>25,273</u>	<u>25,273</u>	<u>0</u>
Total expenditures	<u>25,273</u>	<u>25,273</u>	<u>25,273</u>	<u>0</u>
Excess (deficiency) of revenues over expenditures	<u>(25,273)</u>	<u>(25,273)</u>	<u>(25,273)</u>	<u>0</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	25,273	25,273	25,273	0
Total other financing sources (uses)	<u>25,273</u>	<u>25,273</u>	<u>25,273</u>	<u>0</u>
Net change in cash balance	0	0	0	0
Cash balance, beginning of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash balance, end of year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 0	
Net revenue accruals			0	
Net expenditure accruals			0	
Net changes in cash balance GAAP basis			<u>\$ 0</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
ENVIRONMENTAL GRT SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	Original Budget	Final Budget	Actual on Non- GAAP Budgetary Basis	Variance with Final Budget Favorable (Unfavorable)
REVENUES				
Taxes:				
Gross receipts tax	\$ 407	\$ 457	\$ 457	\$ 0
Total revenues	<u>407</u>	<u>457</u>	<u>457</u>	<u>0</u>
EXPENDITURES				
Current:				
Public work	<u>270</u>	<u>270</u>	<u>270</u>	<u>0</u>
Total expenditures	<u>270</u>	<u>270</u>	<u>270</u>	<u>0</u>
Excess (deficiency) of revenues over expenditures	<u>137</u>	<u>187</u>	<u>187</u>	<u>0</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	137	187	187	0
Cash balance, beginning of year	<u>4,945</u>	<u>4,945</u>	<u>4,945</u>	<u>0</u>
Cash balance, end of year	<u>\$ 5,082</u>	<u>\$ 5,132</u>	<u>\$ 5,132</u>	<u>\$ 0</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 187	
Net revenue accruals			0	
Net expenditure accruals			<u>0</u>	
Net changes in cash balance GAAP basis			<u>\$ 187</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
EMS SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	Original Budget	Final Budget	Actual on Non- GAAP Budgetary Basis	Variance with Final Budget Favorable (Unfavorable)
REVENUES				
Intergovernmental income:				
State operating grants	\$ 5,000	\$ 5,061	\$ 5,061	\$ 0
Charges for services	0	0	0	0
Miscellaneous	0	14,318	14,316	(2)
	<u>5,000</u>	<u>19,379</u>	<u>19,377</u>	<u>(2)</u>
Total revenues				
EXPENDITURES				
Current:				
Public safety	<u>5,000</u>	<u>19,379</u>	<u>19,377</u>	<u>2</u>
Total expenditures	<u>5,000</u>	<u>19,379</u>	<u>19,377</u>	<u>2</u>
Excess (deficiency) of revenues over expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	0	0	0	0
Cash balance, beginning of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash balance, end of year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 0	
Net revenue accruals			0	
Net expenditure accruals			<u>0</u>	
Net changes in cash balance GAAP basis			<u>\$ 0</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
LAW ENFORCEMENT PROTECTION SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual on Non- GAAP Budgetary Basis</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
REVENUES				
Intergovernmental income:				
State operating grants	\$ 20,000	\$ 20,018	\$ 20,018	\$ 0
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total revenues	<u>20,000</u>	<u>20,018</u>	<u>20,018</u>	<u>0</u>
EXPENDITURES				
Current:				
Public safety	<u>20,000</u>	<u>20,018</u>	<u>20,018</u>	<u>0</u>
Total expenditures	<u>20,000</u>	<u>20,018</u>	<u>20,018</u>	<u>0</u>
Excess (deficiency) of revenues over expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Loan proceeds	0	0	0	0
Transfers in (out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	0	0	0	0
Cash balance, beginning of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cash balance, end of year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 0	
Net revenue accruals			0	
Net expenditure accruals			<u>0</u>	
Net changes in cash balance GAAP basis			<u>\$ 0</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
INFRASTRUCTURE CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	Original Budget	Final Budget	Actual on Non- GAAP Budgetary Basis	Variance with Final Budget Favorable (Unfavorable)
REVENUES				
Taxes:				
Gross receipts tax	\$ 900	\$ 915	\$ 915	\$ 0
Total revenues	900	915	915	0
EXPENDITURES				
Current:				
Public work	720	720	184	536
Capital Outlay	180	180	0	180
Total expenditures	900	900	184	716
Excess (deficiency) of revenues over expenditures	0	15	731	716
Cash balance, beginning of year	4,356	4,356	4,356	0
Cash balance, end of year	\$ 4,356	\$ 4,371	\$ 5,087	\$ 716
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash balance budgetary basis			\$ 731	
Net revenue accruals			0	
Net expenditure accruals			0	
Net changes in cash balance GAAP basis			\$ 731	

**STATE OF NEW MEXICO
VILLAGE OF HOUSE
WATER PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCES - BUDGET (NON-GAAP BUDGETARY
BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual on Non- GAAP Budgetary Basis</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
OPERATING REVENUES				
Taxes:				
Gross receipts	\$ 383	\$ 383	\$ 612	\$ 229
Charges for services	16,074	25,234	24,715	(519)
Investment income	170	170	532	362
Miscellaneous	258	258	185	(73)
	<u>16,885</u>	<u>26,045</u>	<u>26,044</u>	<u>(230)</u>
Total operating revenues				
OPERATING EXPENDITURES				
General and administrative	3,325	2,797	2,797	0
Personnel services	5,745	4,169	4,169	0
Contractual services	0	0	0	0
Supplies	800	606	606	0
Maintenance and materials	4,400	4,136	4,136	0
Utilities	1,400	1,372	1,372	0
Debt service:				
Principal	0	0	0	0
Interest	0	0	0	0
Depreciation	0	0	0	0
Amortization expense	0	0	0	0
	<u>15,670</u>	<u>13,080</u>	<u>13,080</u>	<u>0</u>
Total expenditures				
Excess (deficiency) of revenues over expenditures	<u>1,215</u>	<u>12,965</u>	<u>12,964</u>	<u>(230)</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	0	0	0	0
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	<u>1,215</u>	<u>12,965</u>	<u>12,964</u>	<u>(230)</u>
Cash balance, beginning of year	<u>41,174</u>	<u>41,174</u>	<u>41,174</u>	<u>0</u>
Cash balance, end of year	<u>\$ 42,389</u>	<u>\$ 54,139</u>	<u>\$ 54,138</u>	<u>\$ (230)</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash budgetary basis			\$ 12,964	
Net revenue accruals			0	
Net expenditure accruals			0	
Net changes in cash GAAP basis			<u>\$ 12,964</u>	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
CEMETERY PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE- BUDGET (NON-GAAP BUDGETARY BASIS) AND ACTUAL ON BUDGETARY BASIS
JUNE 30, 2018

	Original	Final Budget	Actual on Non- GAAP Budgetary Basis	Variance with Final Budget Favorable (Unfavorable)
	Budget	Final Budget	Basis	(Unfavorable)
OPERATING REVENUES				
Charges for services	\$ 250	\$ 1,250	\$ 425	\$ (825)
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total operating revenues	<u>250</u>	<u>1,250</u>	<u>425</u>	<u>(825)</u>
EXPENDITURES				
Maintenance and materials	<u>400</u>	<u>1,400</u>	<u>1,085</u>	<u>315</u>
Total expenditures	<u>400</u>	<u>1,400</u>	<u>1,085</u>	<u>315</u>
Excess (deficiency) of revenues over expenditures	<u>(150)</u>	<u>(150)</u>	<u>(660)</u>	<u>(510)</u>
Other financing sources (uses):				
Designated cash (budgeted increase in cash)	0	0	0	0
Transfers in (out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total other financing sources (uses)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net change in cash balance	(150)	(150)	(660)	(510)
Cash balance, beginning of year	<u>4,980</u>	<u>4,980</u>	<u>4,980</u>	<u>0</u>
Cash balance, end of year	<u>\$ 4,830</u>	<u>\$ 4,830</u>	<u>\$ 4,320</u>	<u>\$ (510)</u>
Reconciliation of budgetary basis to GAAP basis:				
Net changes in cash budgetary basis			\$ (660)	
Net revenue accruals			0	
Net expenditure accruals			<u>0</u>	
Net changes in cash GAAP basis			<u>\$ (660)</u>	

Auditor

I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THIS REPORT DEPICTS ALL FUNDS

8-16-2018

Date

Amita M. Allen
Signature

DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION

STATEMENT OF LOCAL GOVERNMENT DIVISION NO LATER THAN 30 DAYS
AFTER THE CLOSE OF EACH QUARTER

PALMITY: House

Dating: 06-30-2018

Prepared By: Amita M. Allen

Fund #	FUND NAME	BEGINNING CASH BALANCE CURRENT FY (1)	YEAR-TO-DATE TRANSACTIONS					QTR ENDING CASH BALANCE (1)+(2)-(3)+(4)+(5) (6)	INVESTMENTS (7)	CASH INVESTMENTS (8)	REQUIRED RESERVES (9)	AVAILABLE CASH (8)-(9)
			REVENUES TO DATE (2)	TRANSFERS TO DATE (3)	EXPENDITURES TO DATE (4)	ADJUSTMENTS (5)	INVESTMENTS (7)					
101	GENERAL FUND (GF)	\$125,493	128,228	0	107,081	0	\$146,641	0	\$146,641	8,923	\$137,718	
201	CORRECTION	\$0	0	0	0	0	\$0	0	\$0		\$0	
202	ENVIRONMENTAL GR	\$4,945	457	0	270	0	\$5,132	0	\$5,132		\$5,132	
206	EMS	\$0	19,377	0	19,377	0	\$0	0	\$0		\$0	
207	ENHANCED 911	\$0	0	0	0	0	\$0	0	\$0		\$0	
209	FIRE PROTECTION FUND	\$27,945	101,822	(25,273)	67,424	(25,000)	\$12,070	60,000	\$72,070		\$72,070	
211	LEPF	\$0	20,018	0	20,018	0	\$0	0	\$0		\$0	
214	LODGERS TAX	\$0	0	0	0	0	\$0	0	\$0		\$0	
216	MUNICIPAL STRIP	\$32,559	25,263	0	26,780	(20,000)	\$11,042	20,000	\$31,042		\$31,042	
217	RECREATION	\$0	0	0	0	0	\$0	0	\$0		\$0	
218	INTERGOVERNMENTAL GRANTS	\$0	0	0	0	0	\$0	0	\$0		\$0	
219	SENIOR CITIZEN	\$0	0	0	0	0	\$0	0	\$0		\$0	
223	DWI PROGRAM	\$0	0	0	0	0	\$0	0	\$0		\$0	
299	OTHER	\$0	0	0	0	0	\$0	0	\$0		\$0	
300	CAPITAL PROJECT FUNDS	\$4,356	915	0	184	0	\$5,087	0	\$5,087		\$5,087	
401	G. O. BONDS	\$0	0	0	0	0	\$0	0	\$0		\$0	
402	REVENUE BONDS	\$0	0	0	0	0	\$0	0	\$0		\$0	
403	DEBT SERVICE OTHER	\$0	0	25,273	25,273	0	\$0	0	\$0		\$0	
500	ENTERPRISE FUNDS	\$3,608	31,045	0	18,079	(5,000)	\$11,574	42,567	\$54,141		\$54,141	
	Water Fund	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Solid Waste	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Waste Water	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Airport	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Ambulance	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Cemetery	\$4,980	425	0	1,085	0	\$4,320	0	\$4,320		\$4,320	
	Housing	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Parking	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0		\$0	
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0		\$0	
600	INTERNAL SERVICE FUNDS	\$0	0	0	0	0	\$0	0	\$0		\$0	
700	TRUST AND AGENCY FUNDS	\$0	0	0	0	0	\$0	0	\$0		\$0	
	GRAND TOTAL	\$203,886	\$327,550	\$0	\$285,570	(\$50,000)	\$195,866	\$122,567	\$318,433	\$8,923	\$309,509	

GENERAL FUND - MUNICIPALITY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Taxes:							
Property Tax - Current Year	\$4,600	\$0	\$4,600	\$5,011		\$411	108.93%
Property Tax - Delinquent	\$1,500	\$0	\$1,500	\$170		(\$1,330)	11.33%
Property Tax - Penalty & Interest	\$0	\$0	\$0	\$0		\$0	n/a
Oil and Gas - Equipment	\$0	\$0	\$0	\$0		\$0	n/a
Oil and Gas - Production	\$0	\$0	\$0	\$0		\$0	n/a
Franchise Fees	\$0	\$0	\$0	\$0		\$0	n/a
Gross receipts - Local Option	\$7,500	\$0	\$7,500	\$9,314		\$1,814	124.19%
Gross Receipts - Infrastructure	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Environment	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Other Dedication	\$0	\$0	\$0	\$0		\$0	n/a
Intergovernmental -State Shared:							
Gross receipts	\$7,500	\$0	\$7,500	\$9,309		\$1,809	124.12%
Cigarette Tax	\$0	\$0	\$0	\$0		\$0	n/a
Gas Tax [1 cent]	\$350	\$0	\$350	\$72		(\$278)	20.57%
Gas Tax [2 cent]	\$0	\$0	\$0	\$0		\$0	n/a
Motor Vehicle	\$300	\$0	\$300	\$305		\$5	101.67%
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Local	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriations	\$0	\$0	\$0	\$0		\$0	n/a
Small Counties Assistance	\$90,000	\$0	\$90,000	\$90,000		\$0	100.00%
Licenses and Permits	\$20	\$0	\$20	\$0		(\$20)	0.00%
Charges for Services	\$11,000	\$0	\$11,000	\$7,661		(\$3,339)	69.65%
Fines and Forfeits	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Miscellaneous	\$7,385	\$0	\$7,385	\$6,386		(\$999)	86.47%
TOTAL GENERAL FUND REVENUES	\$130,155	\$0	\$130,155	\$128,228		(\$1,927)	98.52%
EXPENDITURES							
Executive-Legislative	\$25,486	\$0	\$25,486	\$21,779	\$0	\$3,707	85.45%
Judicial	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Elections	\$1,500	\$0	\$1,500	\$732	\$0	\$768	48.80%
Finance & Administration	\$52,783	\$0	\$52,783	\$50,045	\$0	\$2,738	94.81%
Public Safety	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Highways & Streets	\$450	\$0	\$450	\$434	\$0	\$17	96.33%
Senior Citizens	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Sanitation	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Health and Welfare	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Culture and Recreation	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Economic Development & Housing	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Airport	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other - Miscellaneous	\$53,505	\$0	\$53,505	\$34,091	\$0	\$19,414	63.72%
TOTAL GENERAL FUND EXPENDITURES	\$133,724	\$0	\$133,724	\$107,081	\$0	\$26,644	80.08%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$21,148			

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
CORRECTIONS REVENUES	201							
Correction Fees	201	0	0	0	0		0	n/a
Miscellaneous	201	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	201	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	201	0	0	0	0		0	n/a
Transfers (Out)	201	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	201				0			
ENVIRONMENTAL REVENUES	202							
GRT - Environmental	202	407	50	457	457		0	100.00%
Miscellaneous	202	0	0	0	0		0	n/a
TOTAL Revenues		407	50	457	457		0	100.00%
EXPENDITURES	202	270	0	270	270	0	0	100.00%
OTHER FINANCING SOURCES								
Transfers In	202	0	0	0	0		0	n/a
Transfers (Out)	202	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	202				187			
EMS REVENUES	206							
State EMS Grant	206	5,000	61	5,061	5,061		0	100.00%
Miscellaneous	206	0	14,318	14,318	14,316		(2)	99.99%
TOTAL Revenues		5,000	14,379	19,379	19,377		(2)	99.99%
EXPENDITURES	206	5,000	14,379	19,379	19,377	0	2	99.99%
OTHER FINANCING SOURCES								
Transfers In	206	0	0	0	0		0	n/a
Transfers (Out)	206	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	206				0			
E911 REVENUES	207							
State-E-911 Enhancement	207	0	0	0	0		0	n/a
Network & Data Base Grant	207	0	0	0	0		0	n/a
Miscellaneous	207	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	207	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	207	0	0	0	0		0	n/a
Transfers (Out)	207	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	207				0			
FIRE PROTECTION REVENUES	209							
State - Fire Marshall Allotment	209	71,773	0	71,773	76,822		5,049	107.03%
Miscellaneous	209	0	5,049	5,049	25,000		19,951	495.15%
TOTAL Revenues		71,773	5,049	76,822	101,822		25,000	132.54%

Note: Fire Transfers to debt service were included with expenditures.

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SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

Village of House
06-30-2018

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
EXPENDITURES	209	66,072	26,625	92,697	67,424	0	25,273	72.74%
OTHER FINANCING SOURCES								
Transfers In	209	0	0	0	(25,273)		(25,273)	n/a
Transfers (Out)	209	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	(25,273)		(25,273)	n/a
Excess (deficiency) of revenues over expen	209				9,125			
LAW ENFORCEMENT PROTECTION REVENUES	211							
State-Law Enforcement Protection	211	20,000	0	20,000	20,018		18	100.09%
Miscellaneous	211	0	18	18	0		(18)	0.00%
TOTAL Revenues		20,000	18	20,018	20,018		0	100.00%
EXPENDITURES	211	20,000	0	20,000	20,018	0	(18)	100.09%
OTHER FINANCING SOURCES								
Transfers In	211	0	0	0	0		0	n/a
Transfers (Out)	211	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	211				0			
LODGERS' TAX REVENUES	214							
Lodgers' Tax	214	0	0	0	0		0	n/a
Miscellaneous	214	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	214	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	214	0	0	0	0		0	n/a
Transfers (Out)	214	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	214				0			
MUNICIPAL STREET REVENUES	216							
GRT - Infrastructure (1/8 cent)	216	0	0	0	0		0	n/a
GRT - Municipal	216	0	0	0	0		0	n/a
Gasoline Tax - (1 cent / 2 cent)	216	5,004	20,000	25,004	5,263		(19,741)	21.05%
Motor Vehicle - Registration (all)	216	0	0	0	0		0	n/a
State Grants	216	0	0	0	0		0	n/a
Federal Grants	216	0	0	0	0		0	n/a
Miscellaneous	216	0	0	0	20,000		20,000	n/a
TOTAL Revenues		5,004	20,000	25,004	25,263		259	101.04%
EXPENDITURES	216	5,484	2,000	7,484	26,780	0	(19,296)	357.83%
OTHER FINANCING SOURCES								
Transfers In	216	0	0	0	0		0	n/a
Transfers (Out)	216	0	(20,000)	(20,000)	0		20,000	0.00%
TOTAL - OTHER FINANCING SOURCES		0	(20,000)	(20,000)	0		20,000	0.00%
Excess (deficiency) of revenues over expen	216				(1,517)			
RECREATION REVENUES	217							
Cigarette Tax - (1 cent)	217	0	0	0	0		0	n/a
Miscellaneous	217	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	217	0	0	0	0	0	0	n/a

SPECIAL REVENUES - MUNICIPALITY - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance %
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
OTHER FINANCING SOURCES								
Transfers In	217	0	0	0	0		0	n/a
Transfers (Out)	217	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	217				0			
INTERGOVERNMENTAL GRANTS REVENUES	218							
State Grants	218	0	0	0	0		0	n/a
Federal Grants	218	0	0	0	0		0	n/a
Miscellaneous	218	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	218	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	218	0	0	0	0		0	n/a
Transfers (Out)	218	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	218				0			
SENIOR CITIZENS REVENUES	219							
State Grants	219	0	0	0	0		0	n/a
Federal Grants	219	0	0	0	0		0	n/a
Miscellaneous	219	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	219	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	219	0	0	0	0		0	n/a
Transfers (Out)	219	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	219				0			
DWI REVENUES	223							
State - Formula Distribution (DFA)	223	0	0	0	0		0	n/a
State - Local Grant (DFA)	223	0	0	0	0		0	n/a
State Other	223	0	0	0	0		0	n/a
Federal Grants	223	0	0	0	0		0	n/a
Miscellaneous	223	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	223	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	223	0	0	0	0		0	n/a
Transfers (Out)	223	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	223				0			
OTHER - SPECIAL REVENUES	299							
REVENUES	299	0	0	0	0		0	n/a
EXPENDITURES	299	0	0	0	0	0	0	n/a
TOTAL - OTHER FINANCING SOURCES	299	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	299				0			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS		Budget Balance	Budget Variance %
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS	Encumbrances (expend line only)	Budget Balance	Budget Variance %
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS	Encumbrances (expend line only)	Budget Balance	Budget Variance %
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)						0	n/a
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES						0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
FUND 299 SUMMARY						0	n/a
Revenue - TOTAL	\$0	\$0	\$0	\$0	\$0	0	n/a
Expenditures - TOTAL	\$0	\$0	\$0	\$0	\$0	0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0	\$0	0	n/a

CAPITAL PROJECTS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)		
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%	
REVENUES								
GRT- Dedication	\$0	\$0	\$0	\$0		\$0	n/a	
GRT- Infrastructure	\$900	\$15	\$915	\$915		\$0	100.00%	
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	n/a	
State Grants	\$0	\$0	\$0	\$0		\$0	n/a	
CDBG funding	\$0	\$0	\$0	\$0		\$0	n/a	
State Grants	\$0	\$0	\$0	\$0		\$0	n/a	
Federal Grants (other)	\$0	\$0	\$0	\$0		\$0	n/a	
Legislative Appropriations	\$0	\$0	\$0	\$0		\$0	n/a	
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a	
Miscellaneous	\$0	\$0	\$0	\$0		\$0	n/a	
TOTAL CAPITAL PROJECTS REVENUES	\$900	\$15	\$915	\$915		\$0	100.00%	
EXPENDITURES								
Parks/Recreation	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Housing	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Equipment & Buildings	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Facilities	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Transit	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Airports	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Infrastructure	\$900	\$0	\$900	\$184	\$0	\$716	20.43%	
Debt Service Payments (P&I)-GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Debt Service Payments (P&I)-Rev. Bonds	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
Other	\$0	\$0	\$0	\$0	\$0	\$0	n/a	
TOTAL CAPITAL PROJECTS EXPENDITURE	\$900	\$0	\$900	\$184	\$0	\$716	20.43%	
OTHER FINANCING SOURCES								
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a	
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a	
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0		
Excess (deficiency) of revenues over expenditures				\$731				

DEBT SERVICE

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
GENERAL OBLIGATION BONDS [FUND 401]							
REVENUES							
General Obligation - (Property tax)	\$0	\$0	\$0	\$0		\$0	n/a
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Other - Misc	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
General Obligation - Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
General Obligation - Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures [401]				\$0			
REVENUE BONDS [FUND 402]							
REVENUES							
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	n/a
Revenue Bonds - GRT	\$0	\$0	\$0	\$0		\$0	n/a
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Revenue Bonds - Other	\$0	\$0	\$0	\$0		\$0	n/a
REVENUE BOND REVENUE - TOTAL	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Revenue Bonds - Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Revenue Bonds - Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Revenue Bond Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL DEBT SERVICE FUND EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures [402]				\$0			
OTHER DEBT SERVICE [FUND 403]							
REVENUES							
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Loan Revenue	\$0	\$0	\$0	\$0		\$0	n/a
OTHER DEBT SERVICE REVENUE - TOTAL	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
NMFA Loan Payments	\$0	\$25,273	\$25,273	\$25,273	\$0	\$0	100.00%
Board of Finance Loan Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Debt Service - Misc	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL DEBT SERVICE FUND EXPENDITURES	\$0	\$25,273	\$25,273	\$25,273	\$0	\$0	100.00%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$25,273	\$25,273	\$25,273		\$0	100.00%
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$25,273	\$25,273	\$25,273		\$0	100.00%
Excess (deficiency) of revenues over expenditures [403]				\$0			

ENTERPRISE FUNDS

Village of House
06-30-2018

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Water Fund							
Charges for Services	\$15,789	\$0	\$15,789	\$20,358		\$4,569	128.94%
Interest on Investments	\$170	\$0	\$170	\$532		\$362	312.94%
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$926	\$9,160	\$10,086	\$10,155		\$69	100.68%
TOTAL REVENUES - Water Fund	\$16,885	\$9,160	\$26,045	\$31,045		\$5,000	119.20%
EXPENDITURES							
Water Fund	\$15,670	\$2,409	\$18,079	\$18,079	\$0	\$0	100.00%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	(\$5,000)	(\$5,000)	\$0		\$5,000	0.00%
TOTAL-OTHER FINANCING SOURCES	\$0	(\$5,000)	(\$5,000)	\$0		\$5,000	0.00%
Excess (deficiency) of revenues over expenditures				\$12,966			
REVENUES							
Solid Waste							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Solid Waste Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Solid Waste	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures							
REVENUES							
Waste Water							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Waste Water Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Waste Water	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures							

ENTERPRISE FUNDS

Village of House
06-30-2018

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Airport							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Airport Fund	\$0	\$0	\$0	\$0			
EXPENDITURES					\$0	\$0	n/a
Airport	\$0	\$0	\$0	\$0			
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0			
Excess (deficiency) of revenues over expenditures							
REVENUES							
Ambulance							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Ambulance Fund	\$0	\$0	\$0	\$0			
EXPENDITURES					\$0	\$0	n/a
Ambulance	\$0	\$0	\$0	\$0			
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0			
Excess (deficiency) of revenues over expenditures							
REVENUES							
Cemetery							
Charges for Services	\$250	\$0	\$250	\$425		\$175	170.00%
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		(\$1,000)	0.00%
Other	\$0	\$1,000	\$1,000	\$0		(\$825)	34.00%
TOTAL REVENUES - Cemetery Fund	\$250	\$1,000	\$1,250	\$425			
EXPENDITURES					\$1,085	\$0	77.50%
Cemetery	\$400	\$1,000	\$1,400	\$1,085			
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0			
Excess (deficiency) of revenues over expenditures					(\$660)		

ENTERPRISE FUNDS

Village of House
06-30-2018

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Housing							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Housing Fund	\$0	\$0	\$0	\$0			
EXPENDITURES							
Housing	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0			
Excess (deficiency) of revenues over expenditures					\$0		
REVENUES							
Parking Facilities							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES - Parking Facilities	\$0	\$0	\$0	\$0			
EXPENDITURES							
Parking Facilities	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0			
Excess (deficiency) of revenues over expenditures					\$0		
REVENUES							
Other Enterprise (enter fund name)							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REV. - Other Enterprise Fund	\$0	\$0	\$0	\$0			
EXPENDITURES							
Other Enterprise Fund	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0			
Excess (deficiency) of revenues over expenditures					\$0		

ENTERPRISE FUNDS

Village of House
06-30-2018

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
Other Enterprise (enter fund name)						\$0	n/a
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REV. - Other Enterprise Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES						\$0	n/a
Other Enterprise Fund	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
REVENUES							
Other Enterprise (enter fund name)						\$0	n/a
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - dedicated	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriation	\$0	\$0	\$0	\$0		\$0	n/a
Other	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REV. - Other Enterprise Fund	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES						\$0	n/a
Other Enterprise Fund	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES						\$0	n/a
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL-OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			

INTERNAL SERVICE / TRUST & AGENCY FUNDS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
INTERNAL SERVICE FUNDS [600]							
REVENUES							
Charges for Services	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Miscellaneous revenues	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES	\$0	\$0	\$0	\$0			
EXPENDITURES							
Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	#REF!
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			
TRUST AND AGENCY FUNDS [700]							
REVENUES							
Investments	\$0	\$0	\$0	\$0		\$0	n/a
Interest on Investments	\$0	\$0	\$0	\$0		\$0	n/a
Tax Revenues	\$0	\$0	\$0	\$0		\$0	n/a
Miscellaneous revenues	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
General Government/Benefits	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$0			

DEPARTMENT OF FINANCE AND ADMINISTRATION
 LOCAL GOVERNMENT DIVISION
 QUARTERLY REPORT
 MUNICIPALITY: House
 PERIOD ENDING: 06-30-2018

Schedule of Investments:							
Type of Investment	Fund Number	Investment Date	Maturity Date	Source (Bank or Fiscal Agent)	Book Value	Market Value	
Certificate of Deposit	500	6/12/2018	12/11/2018	Citizens Bank Tucumcari, NM	\$42,567	\$42,567	
Certificate of Deposit	209	8/16/2017	2/14/2018	Citizens Bank Tucumcari, NM	\$35,000	\$35,000	
Certificate of Deposit	209	3/7/2018	8/15/2018	Citizens Bank Tucumcari, NM	\$25,000	\$25,000	
Certificate of Deposit	216	3/7/2018	8/15/2018	Citizens Bank Tucumcari, NM	\$20,000	\$20,000	
GRAND TOTAL					\$122,567	\$122,567	

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
FINDINGS AND RESPONSES
JUNE 30, 2018

Current Findings

(2017-002) Capital Assets – Repeated and Modified (a Significant Deficiency)

Condition

An annual inventory of capital assets was not conducted for fiscal year 2018. The Village does not depreciate capital assets and, therefore, is unable to prepare financial statements in accordance with generally accepted accounting principles. Equipment acquired with a LEPF grant, provided to the Quay County Sheriff, was not included on the capital asset inventory of the Village, nor did the Village confirm or observe these assets. The acquisition of a capital asset acquired with EMS funding in the amount of \$13,275 was not added to the Capital Asset listing. Assets disposed of during the 2018 fiscal year, approved by the Council, were not deleted from the Capital Asset listing.

The Village adopted the \$5,000 capitalization policy as recommended in the prior year, but made no progress on addressing recommendations in establishing a system of accounting for capital assets to facilitate the computation of depreciation, required to prepare the Village's financial statements.

Criteria

GASB Codification 1400, Capital assets, requires governments to depreciate capital assets. Section 2.2.2 *NMAC* requires governments to follow pronouncements of the Governmental Accounting Standards Board, which would include depreciation of assets.

Section 12-6-10 *NMSA 1978* and the State Auditor Rule provides for the capitalization of inventory of movable chattels and equipment costing more than \$5,000. The Village may capitalize assets of less than \$5,000 on a separate accounting. Capital assets costing less than \$5,000, presently included in inventory, should not be removed. The statute also requires that an annual inventory of moveable chattels be performed.

Cause

The Village has not been required to prepare financial statements in prior years because Tier 4 Agreed-Upon Procedures do not require financials. The Village attempted to set up a depreciation schedule in the current fiscal year but did not complete it.

The Village has not included on its calendar the requirement to conduct a fiscal inventory, which contributed to the failure to conduct an inventory when a new Village Clerk was appointed.

The Village does not have an effective system of maintaining control totals of its capital assets, which are maintained on separate lists. Additionally, there is no control in place to ensure capital assets acquired or disposed of during the year are added or deleted to the list.

Effect

The Village is not in compliance with *Section 12-6-10 NMSA 1978*, requiring a fiscal inventory to be conducted. Without accountability for its capital assets, the Village is at risk of loss of those assets and possibly would not be aware of the loss.

As the Village has no depreciation schedule, its financial statements required by the Tier 6 Agreed-Upon Procedures, do not include depreciation expense required by generally accepted accounting principles.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
FINDINGS AND RESPONSES
JUNE 30, 2018

Current Findings, continued

(2017-002) Capital Assets – Repeated and Modified (a Significant Deficiency), continued

Recommendation

I recommend the Village place on its calendar a specific date to conduct an inventory of its capital assets as required by statute, as well as on the Council calendar to review and approve the inventory.

I recommend the Village adopt a process for computing depreciation on its capital assets. As the Village is already familiar with QuickBooks software, I recommend the Village consider using QuickBooks, which the Village already owns to compute depreciation for capital assets. Not only could a QuickBooks depreciation schedule be used to compute depreciation, it could also establish controls of the total dollar amount of capital assets and help to enforce additions of assets acquired with a value of over \$5,000 as well as deletion of assets disposed of. Establishing a depreciation schedule on QuickBooks could also serve as a basis for conducting the annual capital asset inventory. Finally, I recommend the Council place more emphasis on its capital asset accountability and that management receive necessary training.

Entity Response

The Village Clerk/Treasurer will be requesting to make April 30th the Village of House permanent date for physical inventory. Also, to have two Council Members selected at the regular council meeting held in March to physically verify that all capital assets are present and accounted for. Then the certification of inventory can be performed in a timely manner at our May council meeting. The Village Clerk/Treasurer is responsible for notification of when these actions are to be complete. Further, I will have to look more in depth in regard to a depreciation schedule. I understand the importance, not only as a Governmental Accounting Standard, but it would give our small village a chance to put some well written controls in place to monitor items against loss/theft.

Accountant comment: If the inventory is conducted on April 30th, management must reconcile any changes in inventory to June 30th.

(2017-003) Reports to DFA – Repeated and Modified (A Significant Deficiency)

Condition

The quarterly reports required to be submitted to the Department of Finance and Administration (DFA), do not reflect correct reporting of the budgeted and actual revenues and expenditures. I noted budget resolutions were not properly posted to the Resolutions Adjustment of Budget column in the DFA report resulting in overstating budgeted revenues by \$21,003 and budgeted expenditures by \$19,985.

I also noted that actual expenditures are overstated \$25,000 in the Fire Fund, Municipal Street Fund expenditures are overstated \$20,000 and Water Fund expenditures are overstated \$5,000, because transfers from the demand deposit account to the savings accounts were recorded as expenditures.

The Village implemented the prior year recommendations in timely recording intercepts from its fire fund allotment revenue for debt service, such that fire fund revenues were correctly reported on the DFA quarterly reports; however, other reporting errors occurred in the current year as noted above.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
FINDINGS AND RESPONSES
JUNE 30, 2018

Current Findings, continued

(2017-003) Reports to DFA – Repeated and Modified (A Significant Deficiency), continued

Criteria

The Department of Finance and Administration-Local Government Division, requires local governments to submit quarterly reports reflecting cash balances and revenues and expenditures to date compared to budget. The quarterly reports must necessarily accurately report the governments financial activities to demonstrate budgetary compliance.

Cause

Incorrect reporting on the DFA quarterly reports results from a lack of controls in preparing the reports, all budget resolution adjustments have not been posted correctly to the budget adjustments column of the report and from a lack of training regarding the recording of transfers from direct deposit accounts to savings accounts.

Effect

The Village's financial reports do not accurately reflect financial activity or provide appropriate budgetary control. Without accurate reporting, Village expenditures could exceed the final budget authorization for expenditures.

Recommendation

I recommend training for Village personnel in developing controls to help ensure accurate reporting of budget reporting. These controls must agree with the original approved budget totals to the quarterly reports to DFA and agree budget resolutions amending the budget to the budget adjustments column of the quarterly report. Transfers from the deposit account to a savings account cannot be recorded as revenues and expenditures. These transactions have no effect on the actual revenue or expense of any fund.

Entity Response

Village Management understands and agrees that the Village needs to develop controls to ensure accurate reporting of the budget. The Village Clerk/Treasurer, will begin by creating an Excel spreadsheet that totals all budget adjustment resolutions, by March 31, 2019. This will ensure financial accuracy sent to the Department of Finance and Administration.

(2017-004) Segregation of Duties - Repeated (Finding does not rise to the level of a Significant Deficiency)

Condition

The Village has only one person who performs all duties for the Village. The Mayor and Council members perform substantial oversight of all Village activities; however, the Village does not have a written internal control policy to address the inherent risk from a lack of segregation of duties.

The Village made no progress in conducting a risk assessment and implementing a written internal control policy to address the prior year's recommendation regarding the inherent risk from a lack of segregation of duties.

Criteria

Section 6-5-2 NMSA 1978 requires implementation of internal accounting controls to prevent errors. A written policy and perhaps the use of checklists helps administer and focus the current oversight processes and that these procedures will be continued by future Councils.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
FINDINGS AND RESPONSES
JUNE 30, 2018

Current Findings, continued

(2017-004) Segregation of Duties - Repeated (Finding does not rise to the level of a Significant Deficiency), continued

Cause

The Village is a small entity with limited funding to segregate duties that would enhance internal controls.

Effect

The Village is at risk of misstatement of the financial statements and misuse of Village assets.

Recommendation

Currently, the Village Mayor and Council provide oversight as the Village is unable to hire more than one Clerk to perform all administrative functions. I recommend the Village conduct a risk assessment of things that could go wrong, such as improper reports submitted to DFA or cash discrepancies, for instance. From this risk assessment, develop written policies on oversight measures and processes the Council can perform to strengthen internal controls. I recommend these policies consider the use of checklists, templates, developing controls to ensure accuracy, oversight of deposits and accounting training for the clerk.

Entity Response

The Village Council is aware of the risk of misstatement of the financial statements and possible misuse of Village assets. Currently, they review the monthly financials and are an active part in all aspects of the business activities. They will be reviewing the current policies in place to see if further steps should be added to strengthen the internal controls. The process will be completed by June 30, 2019.

(2017-005) Cash Balances - Repeated (Finding does not rise to the level of a Significant Deficiency)

Condition

I noted the general ledger cash balance is \$100 less than the reconciled cash balance every month of fiscal year 2018. I also noted that petty cash of \$100 is not recorded on the books of account.

No progress was made by the Village in correcting the cash reconciliation error in fiscal year 2018 noted in the prior year.

Criteria

The principal control of the cash basis system of accounting is the accurate reconciliation of bank accounts. Section 2.2.2.10 NMAC requires agencies to "maintain adequate accounting records". Accurate reconciliation of the bank account is essential to accurate reporting and budgetary control.

Cause

Although the reconciliation form used by the Village clearly reflects the reconciled cash balance, it is not in agreement with the general ledger. During the 2018 fiscal year, management attempted to "reconcile" the difference on the bank reconciliation by subtracting the difference from the bank balance, so that it agrees with the general ledger balance. Of course, funds on deposit in the bank are unchanged. The cash is still on deposit with the bank and the book balance is still understated.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
FINDINGS AND RESPONSES
JUNE 30, 2018

Current Findings, continued

(2017-005) Cash Balances - Repeated (Finding does not rise to the level of a Significant Deficiency), continued

Cause, continued

The beginning balance column of the Excel spreadsheet which serves as the general ledger and the bank reconciliation is always \$100 less than the correct reconciled balance which guarantees the ending balance will be \$100 less than the reconciled balance as well. In addition, the \$100 petty cash balance is not included in the beginning balance column as well.

Effect

The combined effect of the errors is to understate cash by \$200 - \$100 understatement of the bank account and \$100 understatement of petty cash.

Recommendation

I recommend cash reflected on the general ledger be adjusted to reflect the reconciled balance as well as the petty cash balance.

Entity Response

The Clerk/Treasurer, on December 2018 financials, will reflect a one-time audit adjustment with a General Journal Entry of \$100.00. This will correct the attempt at a fix last year. The Clerk/Treasurer will also include a Change Drawer (petty cash) line item on the Village Financial Monthly Report to account for all cash.

(2018-001) Expenditures - Procurement (Finding Does Not Rise to the Level of a Significant Deficiency)

Condition

I did not find evidence the Village obtained three separate written quotes for three purchases of tangible property over \$5,001 and less than \$20,000 or documentation that three quotes could not be obtained as required by the Village Procurement Policy.

Criteria

The Village procurement policy is more stringent than the requirements of Section 13-1-125 NMSA which only requires that purchases of less than \$20,000 be obtained at the best obtainable price. Village policy requires purchases over \$5,001 and less than \$60,000 be obtained by three written quotes or documentation that three quotes could not be obtained.

Cause

Management has not observed the Village policy requiring the documentation of three written quotes.

Effect

The Village is in violation of its own procurement policy.

Recommendation

I recommend the Council review the procurement policy and determine if a policy more stringent than state law is necessary. If the Council determines the three written quotes are necessary, I recommend the Council determine how to best enforce its policy.

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
FINDINGS AND RESPONSES
JUNE 30, 2018

Current Findings, continued

(2018-001) Expenditures - Procurement (Finding Does Not Rise to the Level of a Significant Deficiency)

Entity Response

The Village Council will be reviewing and updating our current procurement policy to reflect the state law, by March 31, 2019.

(2018-002) Quarterly Payroll Tax Reports (Finding Does Not Rise to the Level of a Significant Deficiency)

Condition

I noted that the *Employer's Quarterly Federal Tax Return* Form 941 had not been properly completed. Specifically, line 11, qualified small business payroll tax credit, includes the total taxes due, which should be on line 12. Line 11 should be blank. Line 13, total deposits for the quarter was not completed. Line 14, balance due after deposits, was not completed. Line 12 should equal line 16, total liability for the quarter.

Criteria

The instructions to Form 941 require the requested information to be entered on the proper lines to ensure proper processing of the payroll tax reports.

Cause

Management is not familiar with the payroll tax reporting requirements and is not following the instructions and line notations on the form.

Effect

Improper completion of payroll tax reports can be subject to penalties from the IRS.

Recommendation

I recommend management carefully read the instructions for filing Form 941 and carefully complete the form to enter requested information on the proper line items.

Entity Response

The Clerk/Treasurer, will create a 'Correct Form Template' for the Employer's Quarterly Federal Tax Return Form 941, which should correct any possible penalties from the IRS. The template will be completed by January 2, 2019.

STATUS OF PRIOR YEARS FINDINGS

(2017-001) Budget (Not Rising to the Level of a Significant Deficiency – Resolved)

(2017-002) Capital Assets – (a Significant Deficiency) Repeated and Modified In Current Year

(2017-003) Reports to DFA – (A Significant Deficiency) Repeated and Modified in Current Year

(2017-004) Segregation of Duties - Repeated (Finding does not rise to the level of a Significant Deficiency – Repeated In Current Year)

(2017-005) Cash Balances - (Finding does not rise to the level of a Significant Deficiency) Repeated in Current Year

STATE OF NEW MEXICO
VILLAGE OF HOUSE
OFFICE OF THE STATE AUDITOR TIER 6 AGREED-UPON PROCEDURES
EXIT CONFERENCE
JUNE 30, 2018

EXIT CONFERENCE

An exit conference was conducted on December 11, 2018, in a closed meeting pursuant to Section 12-6-5 *NMSA*, 1978 with the following individuals in attendance:

Village of House

Sherman Martin - Village Mayor
Shannon Aikman - Clerk/Treasurer

R. Kelly McFarland, CPA, PC

R. Kelly McFarland, CPA