



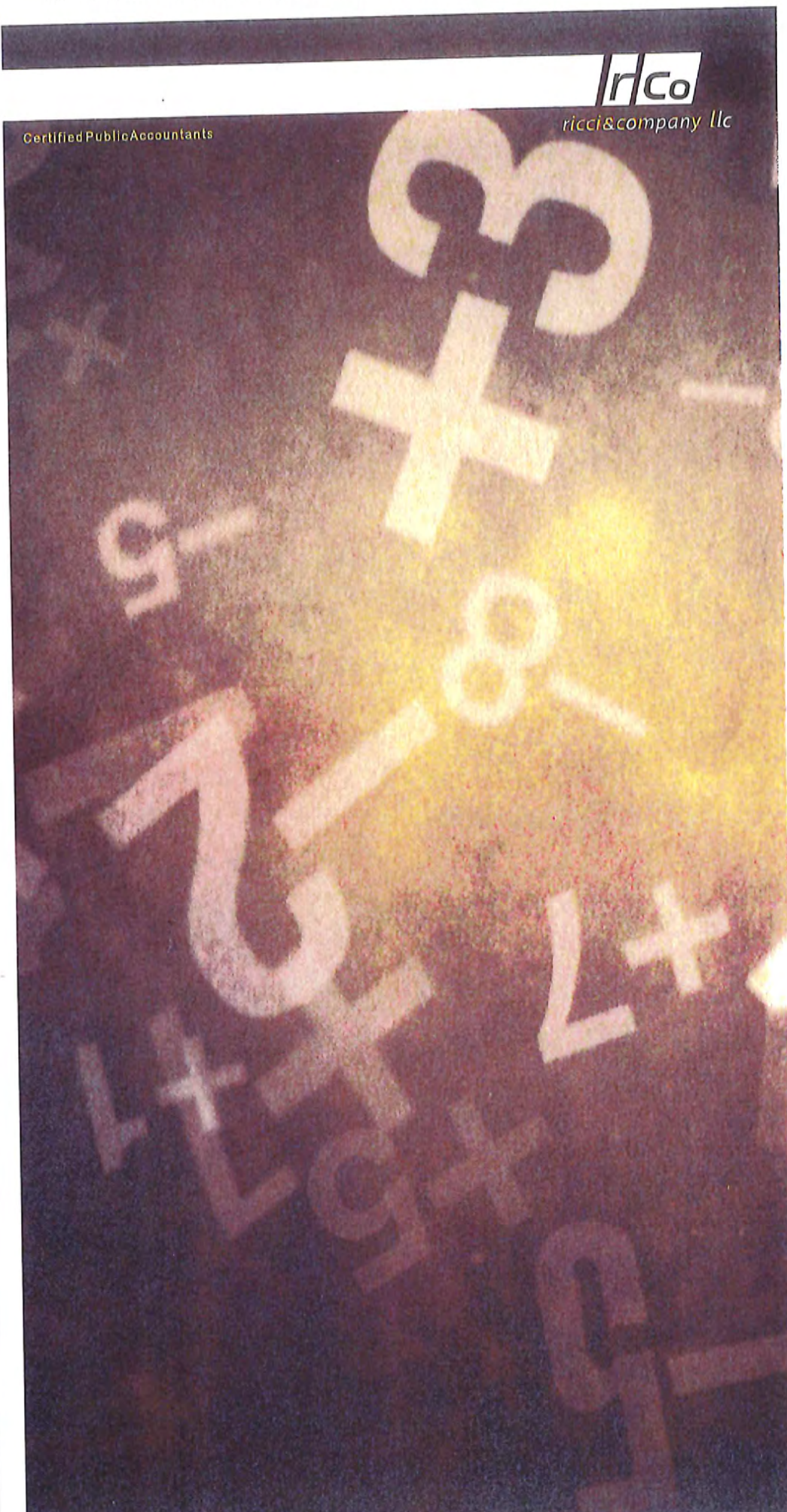
*ricci&company llc*

Certified Public Accountants

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS'  
SERVICES**

**FINANCIAL REPORT**

**JUNE 30, 2013**



**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES**

Official Roster	1
Independent Auditor's Report	2
Management's Discussion and Analysis	5
<b>Basic Financial Statements</b>	
<b>Government-Wide Financial Statements</b>	
Statement of Net Position	14
Statement of Activities	15
<b>Governmental Funds Financial Statements</b>	
Balance Sheet	16
Reconciliation of the Governmental Activities Balance Sheet to the Government-Wide Statement of Net Position – Governmental Funds	17
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds	18
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance to the Government- Wide Statement of Activities	19
Statement of Revenues, Expenditures and Encumbrances - Budget and Actual – Major Governmental Funds - General Fund	20
Statement of Revenues, Expenditures and Encumbrances - Budget and Actual - Major Governmental Funds - Veterans' Approval Special Revenue Fund	21
Statement of Revenues, Expenditures and Encumbrances - Budget and Actual - Major Governmental Funds - Armed Forces Veterans' License Special Revenue Fund	22
Statement of Revenues, Expenditures and Encumbrances - Budget and Actual - Major Governmental Funds – Veterans' Enterprise Special Revenue Fund	23



**Fiduciary Funds Financial Statements**

Statement of Fiduciary Assets and Liabilities – Agency Funds	24
--	----

Notes to Financial Statements	25
-------------------------------	----

**Supplemental Information**

**Fiduciary Funds**

Combining Statement of Fiduciary Net Assets – Agency Funds	48
--	----

Combining Schedule of Changes in Assets and Liabilities – Agency Funds	49
--	----

Schedule of Cash and Investment Accounts	50
--	----

**Other Report**

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	51
---	----

**State Compliance Section**

Summary Schedule of Prior Audit Findings	53
--	----

Schedule of Findings and Responses	54
------------------------------------	----

Exit Conference	55
-----------------	----

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS SERVICES

*Official Roster*

Advisory Board Members

<u>Name</u>	<u>Region</u>
Armando Amador	Southern Region
Charlene Scherrer	Central Region
Hiroshi Miyamura	Western Region
Leon Morris	Eastern Region
Donnie Kee	Northern Region

Administration

Timothy Hale	Cabinet Secretary
Alan Martinez	Deputy Secretary
Dan McCormack	Administrative Services Director/CFO

## **Independent Auditor's Report**

Mr. Timothy Hale, Cabinet Secretary, Department of Veterans' Services and  
Mr. Hector Balderas, New Mexico State Auditor  
Santa Fe, New Mexico

### **Report on Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the budgetary comparisons for the general fund and major special revenue funds of the State of New Mexico, Department of Veterans' Services (Department) as of and for the year ended June 30, 2013, and the related notes to the financial statements which collectively comprise the Department's basic financial statements as listed in the table of contents. We also have audited the financial statements of each of the Department's fiduciary funds, presented as supplementary information, as defined by the Government Accounting Standards Board, in the accompanying combining and individual fund financial statements as of and for the year ended June 30, 2013, as listed in the table of contents.

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

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

### **Auditor's Responsibility**

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

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

Mr. Timothy Hale, Cabinet Secretary, Department of Veterans' Services and  
Mr. Hector Balderas, New Mexico State Auditor  
Santa Fe, New Mexico

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

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Department, as of June 30, 2013, and the respective changes in financial position thereof and the respective budgetary comparisons for the general fund and major special revenue funds for the year then ended in accordance with accounting principles generally accepted in the United States of America. In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the fiduciary funds of the Department as of June 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

As discussed in Note 2, the financial statements of the Department are intended to present the financial position and the changes in financial position of only that portion of the governmental activities, each major fund and the aggregate remaining fund information of the State of New Mexico that are attributable to the transactions of the Department. They do not purport to, and do not, present fairly the financial position of the State of New Mexico as of June 30, 2013, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### *Required Supplementary Information*

Accounting principles generally accepted in the United State of America require that the management's discussion and analysis on pages 5 through 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United State of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the Department's basic financial statements, and the combining and individual fund financial statements, budgetary comparison statements and the combining statement of fiduciary net assets. The additional schedules listed as supplemental information in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements.

Mr. Timothy Hale, Cabinet Secretary, Department of Veterans' Services and  
Mr. Hector Balderas, New Mexico State Auditor  
Santa Fe, New Mexico

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

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2013, on our consideration of the Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department's internal control over financial reporting and compliance.

*Ricci, Porch & Company LLC*

Albuquerque, New Mexico  
December 13, 2013

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

The Department of Veterans' Services (Department) discussion and analysis is provided as an overview of the financial activities of the Department for the fiscal year ended June 30, 2013. The financial statements are presented in accordance with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, and related GASB statements. Ricci, Porch & Company, LLC prepared the financial statements with the assistance of the Department. The requirements of GASB Statement No. 34 were developed by GASB to make annual reports more comprehensive and easier to understand and use.

The Governor, on June 20, 2003, exercising his authority granted by the Laws of 2003, Chapter 403, by Executive Order No. 2003-022, elevated the Veterans' Service Commission to a cabinet-level status renaming the Veterans' Service Commission to the New Mexico Department of Veterans' Services. The newly appointed Secretary of the Department of Veterans' Services is appointed by and answers to the Governor of the State of New Mexico.

### **The Basic Financial Statements**

In compliance with requirements of accounting principles generally accepted in the United States of America (GAAP), the Department's basic financial statements include the:

- Government-wide financial statements;
- Fund financial statements;
- Budget comparison statement; and
- Notes to the financial statements.

In compliance with 2.2.2 New Mexico Administrative Code (NMAC) Section 2.2.2.10A.(2)(b), the audit opinion also covers additional information consisting of:

- Combining financial statements, and
- Individual fund budget comparison statements.

The Management's Discussion and Analysis (MD&A) is included as required supplementary information (RSI).

## **REPORTING ON THE DEPARTMENT AS A WHOLE**

### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Department's finances, in a manner similar to private-sector business reporting. These statements report information about the overall government without displaying individual funds or fund types. They distinguish between governmental and business-type activities. However, the Department does not have any business-type activities to report.



**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

The *Statement of Net Position* inclusively presents current and long-term assets and liabilities, with the difference between the assets and liabilities reported as net position. The *Statement of Activities* presents all changes in net assets as soon as the underlying event giving rise to the change occurs, regardless of the timing related to cash flows. Therefore, revenues and expenses are included in this statement for some items that will only result in cash flows in future fiscal periods, like uncollected receivables (even if the "available" criteria is not met) and earned but unused vacation leave.

### **Reporting on the Department's Most Significant Funds**

#### **The Fund Financial Statements**

The fund financial statements are used to report additional and detailed information. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Funds are used to ensure and demonstrate compliance with finance-related legal requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented by governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Department's near-term financing decisions. Both of the governmental funds *Balance Sheet* and the governmental funds *Statements of Revenues, Expenditures and Changes in Fund Balance* provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Department maintains its fund structure in the Statewide Human Resources, Accounting and Management Reporting (SHARE) system. The Department operates with three governmental-type funds, the 1) General Fund, 2) Armed Forces Veterans' License Special Revenue Fund and 3) the Veterans' Approval Special Revenue Fund. A fourth fund was created in FY 2012 but no activity occurred until FY 2013, to account for funds received from the New Mexico Motor Vehicle department and various other sources. The governmental fund reporting focus is primarily on the sources, uses and balances of current financial resources and has a budgetary orientation.

#### **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to gain a full understanding of the data provided in the government-wide financial statements. The notes to the financial statements can be found on pages 25 through 47 of this report.

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

**The Budget Comparison Statements**

The budget comparison statements required by GASB Statement 34 present the original and final appropriated budget for the reporting period as well as actual inflows and outflows stated on the budgetary basis. A separate column reports the variance between the final budget and actual amounts. In compliance with 2.2.2 New Mexico Administrative Code (NMAC) Section 2.2.2.10 P (1) through (3) the *Statement of Revenues and Expenditures – Budget and Actual*:

- Include prior-year cash required to balance the budget;
- Has been included as part of the basic financial statements; and
- Has been included in the auditor's opinion.

The Department's budgeted funds consist of four individual Statewide Human Resources Accounting and Management Reporting System (SHARE) funds. Therefore, four individual fund budget comparison statements have been included in order to demonstrate budget compliance at the SHARE fund level, and to comply with the audit scope requirements of 2.2.2 (NMAC) Section 2.2.2.10 A(2)(e).

**The Department as Trustee**

The Department is the trustee or fiduciary for the following:

1) Veterans' Trust Fund

This fund is used to account for the estates of veterans and minor children of veterans where the Department is appointed guardian or conservator. The funds come from the Veterans Administration, Social Security, Railroad Retirement, Civil Service Annuity, and other sources such as rent, royalties, insurance payments and inheritance funds. Disbursements are for support and maintenance, clothing, dental, medical and school expenses for the wards and their dependents. Also involved are other types of transactions such as purchasing and selling real estate, buying furniture and automobiles and renting housing. All funds are deposited into the individual ward's accounts at the First National Bank of Santa Fe. Funds are invested and disbursed by the Trustee Bank, the First National Bank of Santa Fe.

2) Cemetery Fund (Fund #12300)

This fund is administered by the New Mexico Department of Veterans' Services and is to be used to increase the size of the Santa Fe National Cemetery. Donations come from citizens and also are designated by individuals on their New Mexico income tax returns. The funds will be remitted to the City of Santa Fe.

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

3) National Guard Members/Family Assistance Fund (Fund #55300)

This fund is administered by the New Mexico Department of Veterans' Services and is to be used to assist National Guard members activated for service in the global war on terrorism and to their families. Funds come from the New Mexico Taxation and Revenue Department designated by taxpayers on personal income tax returns. The Statutory authority establishing the fund was HB484, Laws of 2005. During the year ended, responsibility for the fund was transferred to the Department of Military affairs and is no longer being managed by the Department.

All of the Department's fiduciary activities are reported in separate Statements of Assets and Liabilities and Changes in Fiduciary Assets and Liabilities on pages 24 and 48 through 49 of this report. We exclude these activities from the Department's other financial statements because the Department cannot use these funds to finance its operations. The Department is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

## **THE DEPARTMENT AS A WHOLE**

### **Financial Analysis of the Department**

The Department's combined net position was increased from a year ago, by \$110,069 or 171%, from \$64,393 to \$174,462.

Our analysis below focuses on the net position and changes in net position of the Department's governmental activities. Comparative information from the previous fiscal year is included for the reader's information.

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

**Net Position**  
**Governmental Activities**

	<u>FY 2013</u>	<u>FY 2012</u>	<u>Change</u>
Investment in the State Treasurer			
Fund Investment Pool	\$ 591,834	585,935	5,899
Due from Federal government	209,117	-	209,117
Due from other state agencies	10,969	6,328	4,641
Prepaid expenses	-	163	(163)
Capital assets, net of depreciation	<u>7,696</u>	<u>11,544</u>	<u>(3,848)</u>
 Total assets	 <u>819,616</u>	 <u>603,970</u>	 <u>215,646</u>
 Investment in the State Treasurer			
Fund Investment Pool - deficit	98,282	-	98,282
Accounts payable and other liabilities	252,828	275,896	(23,068)
Due to local governments	-	2,776	(2,776)
Due to State General Fund	180,482	183,617	(3,135)
Compensated absences – current	86,534	58,893	27,641
Compensated absences – long term	<u>27,028</u>	<u>18,395</u>	<u>8,633</u>
 Total liabilities	 <u>645,154</u>	 <u>539,577</u>	 <u>105,577</u>
 Net position, invested in capital assets	 7,696	 11,544	 (3,848)
Net position, restricted	<u>166,766</u>	<u>52,849</u>	<u>113,917</u>
 Total net position	 <u>\$ 174,462</u>	 <u>64,393</u>	 <u>110,069</u>

Total assets increased by \$215,646 or 35.7% from a year ago, and total liabilities increased by \$105,577 or 19.6% from a year ago.

Accounts payable and other liabilities decreased by \$23,068, from \$275,896 to \$252,828.

Total liabilities of \$645,154 constitute 78.7% of total assets.

The Department's net position is reported in the following two categories of net position; (1) invested in capital assets; and (2) restricted. The invested in capital assets balance is positive and the restricted balance is also positive.

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

The Department's capital assets balance at year end was \$7,696, net of accumulated depreciation. The Department uses the capital assets to provide its services; consequently, these assets are not available for future spending.

The remaining balance of restricted net position of \$166,766 will be used to expand services to rural areas of the State including Native American communities and senior citizen centers. \$100K will go to Western New Mexico University in Silver City. The Department's net position increased by \$110,069 during the current fiscal year.

**Statement of Activities – Changes in Net Assets**

The statement below shows the components that increased, in the aggregate, the Department's net position by \$110,069 during the year.

<b><u>Changes in Net Position</u></b>			
<b><u>Governmental Activities</u></b>			
	<b><u>FY 2013</u></b>	<b><u>FY 2012</u></b>	<b><u>Change</u></b>
Program revenues:			
Operating grants – federal	\$ 334,537	315,362	19,175
Charges for services - fees	86,264	70,187	16,077
	<hr/>	<hr/>	<hr/>
Total program revenues	420,801	385,549	35,252
General revenues and transfers:			
State General Fund appropriations	2,984,676	2,807,900	176,776
Reversions to the State General Fund	(176,906)	(122,761)	(54,145)
Miscellaneous	16,396	343	16,053
	<hr/>	<hr/>	<hr/>
Total general revenues and transfers	2,824,166	2,685,482	138,684
Expenses			
Welfare and education	3,131,050	3,081,435	49,615
Depreciation	3,848	8,748	(4,900)
	<hr/>	<hr/>	<hr/>
Total general expenses	3,134,898	3,090,183	44,715
Change in net position	110,069	(19,152)	129,221
Beginning net position	<hr/>	<hr/>	<hr/>
	64,393	83,545	(19,152)
Ending net position	<hr/>	<hr/>	<hr/>
	\$ 174,462	64,393	110,069

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

The Department's governmental activities program revenue increased by \$35,252, or 9.1%. This was the result of both charges for services and federal operating grant revenues increased.

The Department's governmental activities general revenue increased by \$138,684 or 5.2%. This was the result of increased general fund appropriations from a year ago as well as increased miscellaneous revenues, partially offset by an increase in reversions to the State General Fund.

The cost of governmental activities this year was \$3,134,898 compared to \$3,090,183 last year, or an increase of \$44,715 or 1.5%. This was the result of a general increase in contractual and other costs to carry out State appropriations, partially offset by a decrease in depreciation expense.

**The Department's Funds**

As noted earlier, the Department uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements, providing useful information near-term inflows, outflows, and balances of available resources (modified accrual basis). Unreserved fund balance serves as a measure of net resources available for future appropriation. Because unexpended balances in SHARE Fund 06500 (General Fund) must revert to the State General Fund, the unreserved fund balance will always be zero. SHARE Fund 89600 (Veterans' Approval Fund), SHARE Fund 78400 (Veterans' License Fund), and SHARE Fund 20490 (Veterans' Enterprise Fund) are non-reverting; therefore the unreserved balance is available for future appropriation.

The composition of the fund balance reservations at the end of the current and prior fiscal years appears below:

	<u>FY 2013</u>	<u>FY 2012</u>	<u>Change</u>
Unreserved – designated for subsequent year's expenditures	\$ 100,000	-	100,000
Restricted	<u>180,328</u>	<u>130,137</u>	<u>50,191</u>
Total fund balance	<u>\$ 280,328</u>	<u>130,137</u>	<u>150,191</u>

The governmental funds (as presented in the balance sheet on page 16) reported a fund balance of \$280,328 which is up from last year's total of \$130,137. The increase of \$150,191 or 115.4% is attributable to the excess of revenues over expenditures in the General Fund, Veterans' Approval Fund, Armed Forces Veterans' License Fund, and the Veterans' Enterprise Fund.

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

**General Fund Budgetary Highlights**

During the year, the Department received a special appropriation of \$160,000 from the legislature, which allowed sufficient funding for personnel costs through the end of the fiscal year. The Department executed 2 Budget Adjustment Requests (BAR) during the year which increased the budget overall by \$25,000, increasing Federal grants by \$25,000, and decreasing personal services by \$65,000 and decreasing the Contractual Services budget by \$110,000 and increasing the Other Costs budget by \$175,000.

**Capital Assets**

The Department's investment in capital assets, net of accumulated depreciation is \$7,696. There is no debt related to these capital assets. There were \$0 in additions and \$1,100 in deletions to capital assets for the year. Depreciation expense for the year totaled \$3,848. The investment in capital assets, net of accumulated depreciation changed from \$11,544 to \$7,696 for a decrease of \$3,848.

**Long-Term Debt**

The Department's long-term debt is made up entirely of the long-term portion of the compensated absence liability, which was \$27,028 at June 30, 2013.

**Next Year's Budget**

The Department will experience an increase of 9.8% in budget of the State General Fund Appropriations between FY 2014 and FY 2013, from \$2,984,676 to \$3,277,000, which is significant. Budget reductions could be ordered as the fiscal year progresses.

The Department will experience an 8.4% decrease in funding in the Armed Forces Veterans' License Fund between FY 2014 and FY 2013, from \$62,100 to \$56,900, which is significant but attributed to reduced fund balance availability as a result of decreased revenues from license plate sales.

**NEW MEXICO DEPARTMENT OF VETERANS' SERVICES**  
**Management's Discussion and Analysis**  
**Year Ended June 30, 2013**  
**(Required Supplementary Information)**

**FY 2014 Operating Budget**

**General Fund 06500**

Personal Services/Employee Benefits	\$ 2,090,800
Contractual Services	914,200
Other Operating Costs	<u>272,000</u>
Total General Fund 06500	<u>\$ 3,277,000</u>

**Armed Forces Veterans' License Fund 78400**

Other Costs	<u>\$ 56,900</u>
-------------	------------------

The budgets for the FY 2014 are not expected to have a significant effect on financial position (net position) or results of operations of the Department for FY 2014.

**Requests for Information**

This financial report is designated to provide a general overview of the Department of Veterans' Services finances for all those interested in the Department finances. If you have questions about this report or need additional information please contact:

**The Department of Veterans' Services**  
**P.O. Box 2324**  
**Bataan Memorial Bldg.**  
**Santa Fe, NM 87504-2324**



## **BASIC FINANCIAL STATEMENTS**

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
GOVERNMENT-WIDE STATEMENT OF NET POSITION  
June 30, 2013**

	Governmental Activities
<b>ASSETS</b>	
Current Assets	
Investment in State Treasurer General Fund Investment Pool	\$ 591,834
Due from Federal government	209,117
Due from other state agencies	<u>10,969</u>
<b>Total current assets</b>	811,920
Capital Assets, net of accumulated depreciation of \$124,510	<u>7,696</u>
<b>Total assets</b>	<u>819,616</u>
<b>LIABILITIES</b>	
Current Liabilities	
Investment in State Treasurer General Fund Investment Pool - deficit	98,282
Accounts payable	213,279
Accrued salaries payable	19,371
Payroll taxes and benefits payable	20,178
Due to State General Fund	180,482
Compensated absences payable	<u>86,534</u>
<b>Total current liabilities</b>	618,126
Long-term Liabilities	
Compensated absences payable	<u>27,028</u>
<b>Total liabilities</b>	<u>645,154</u>
<b>NET POSITION</b>	
Net investment in capital assets	7,696
Restricted	<u>166,766</u>
<b>Total net position</b>	<u>\$ 174,462</u>

*The Notes to the Financial Statements are an integral part of this statement.*

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
Year Ended June 30, 2013**

	Governmental Activities
Expenditures	
Veterans' welfare	<u>\$ 3,134,898</u>
Program Revenues	
Charges for services - fees	86,264
Operating grants - federal	<u>334,537</u>
Total program revenues	<u>420,801</u>
<b>Net program expense</b>	<u>(2,714,097)</u>
General Revenues	
State General Fund appropriations	2,984,676
Miscellaneous	16,396
Transfers	
Reversions to the State General Fund	<u>(176,906)</u>
<b>Total general revenues and transfers</b>	<u>2,824,166</u>
<b>Change in net position</b>	110,069
Net position, beginning	<u>64,393</u>
<b>Net position, ending</b>	<u><u>\$ 174,462</u></u>

*The Notes to the Financial Statements are an integral part of this statement.*

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2013

	General Fund	Veterans' Approval	Armed Forces Veterans' License	Veterans' Enterprise Fund	Total
<b>ASSETS</b>					
Investment in State Treasurer General Fund Investment Pool	\$ 431,552	-	155,395	4,887	591,834
Due from other funds	-	-	-	-	-
Due from Federal government	92,062	117,055	-	-	209,117
Due from other state agencies	-	-	6,872	4,097	10,969
<b>Total assets</b>	<b>\$ 523,614</b>	<b>117,055</b>	<b>162,267</b>	<b>8,984</b>	<b>811,920</b>
<b>LIABILITIES AND FUND BALANCE</b>					
<b>Liabilities</b>					
Investment in State Treasurer General Fund Investment Pool - deficit	\$ -	98,282	-	-	98,282
Accounts payable	205,688	362	7,229	-	213,279
Accrued salaries payable	18,106	1,265	-	-	19,371
Payroll taxes and benefits payable	19,338	840	-	-	20,178
Due to State General Fund	180,482	-	-	-	180,482
<b>Total liabilities</b>	<b>423,614</b>	<b>100,749</b>	<b>7,229</b>	<b>-</b>	<b>531,592</b>
<b>Fund Balance</b>					
Restricted Special purposes	100,000	16,306	155,038	8,984	280,328
<b>Total fund balance</b>	<b>100,000</b>	<b>16,306</b>	<b>155,038</b>	<b>8,984</b>	<b>280,328</b>
<b>Total liabilities and fund balance</b>	<b>\$ 523,614</b>	<b>117,055</b>	<b>162,267</b>	<b>8,984</b>	<b>811,920</b>

*The Notes to the Financial Statements are an integral part of this statement.*

**STATE OF NEW MEXICO**  
**DEPARTMENT OF VETERANS' SERVICES**  
**RECONCILIATION OF THE GOVERNMENTAL ACTIVITIES BALANCE SHEET**  
**TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION**  
**GOVERNMENTAL FUNDS**  
**June 30, 2013**

<b>Total fund balance for the governmental fund (Balance Sheet)</b>	\$ 280,328
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets (net of accumulated depreciation) used in governmental activities are not financial resources, and therefore are not reported in the funds.	7,696
Long-term liabilities, including both current and long-term compensated absences payable, are not due and payable in the current period and, therefore are not reported in the funds.	<u>(113,562)</u>
<b>Net position of governmental activities (Statement of Net Position)</b>	<u><u>\$ 174,462</u></u>

*The Notes to the Financial Statements are an integral part of this statement.*

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
Year Ended June 30, 2013**

	General Fund	Veterans' Approval	Armed Forces Veterans' License	Veterans' Enterprise Fund	Total
<b>Revenues</b>					
Charges for services	\$ -	-	77,280	8,984	86,264
Intergovernment - federal grant revenue	217,482	117,055	-	-	334,537
Miscellaneous	90	16,306	-	-	16,396
<b>Total revenues</b>	<u>217,572</u>	<u>133,361</u>	<u>77,280</u>	<u>8,984</u>	<u>437,197</u>
<b>Expenditures</b>					
Welfare and assistance					
Current:					
Personal services and employee benefits	1,939,143	98,020	-	-	2,037,163
Contractual services	574,248	-	-	-	574,248
Other costs	411,951	19,035	52,379	-	483,365
<b>Total expenditures</b>	<u>2,925,342</u>	<u>117,055</u>	<u>52,379</u>	<u>-</u>	<u>3,094,776</u>
<b>Excess of revenues over expenditures</b>	<u>(2,707,770)</u>	<u>16,306</u>	<u>24,901</u>	<u>8,984</u>	<u>(2,657,579)</u>
<b>Other Financing Sources (Uses)</b>					
State General Fund appropriations	2,984,676	-	-	-	2,984,676
Reversions to State General Fund	(176,906)	-	-	-	(176,906)
<b>Total other financing sources</b>	<u>2,807,770</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,807,770</u>
<b>Net change in fund balance</b>	<u>100,000</u>	<u>16,306</u>	<u>24,901</u>	<u>8,984</u>	<u>150,191</u>
Fund balance, beginning of year	-	-	130,137	-	130,137
<b>Fund balance, end of year</b>	<u>\$ 100,000</u>	<u>16,306</u>	<u>155,038</u>	<u>8,984</u>	<u>280,328</u>

*The Notes to the Financial Statements are an integral part of this statement.*

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
Year Ended June 30, 2013

Net change in fund balance - Governmental Fund  
(Statement of Revenues, Expenditures and Changes in Fund Balance) \$ 150,191

Amounts reported for governmental activities in the Statement of  
Activities are different because:

Capital outlays are reported as expenditures in governmental funds.  
However, in the Statement of Activities, the cost of capital assets  
is allocated over their estimated useful lives as depreciation expense.  
In the current period, these amounts are:

Capital outlay	\$ -	
Depreciation expense	(3,848)	
Excess depreciation expense over capital outlay		(3,848)

Some items reported in the Statement of Activities do not require the  
use of current financial resources and therefore are not reported  
as expenditures in governmental funds.  
Change in compensated absences

(36,274)

Change in net position of governmental activities (Statement of Net Position)

\$ 110,069

*The Notes to the Financial Statements are an integral part of this statement.*

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
STATEMENT OF REVENUES, EXPENDITURES AND ENCUMBRANCES  
BUDGET AND ACTUAL - MAJOR GOVERNMENTAL FUNDS  
GENERAL FUND (Fund 06500)  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual Budget Basis	Variance Favorable (Unfavorable)
Revenues				
State General Fund appropriations	\$ 2,873,800	2,873,800	2,984,676	110,876
Federal grants - operating	150,000	175,000	217,482	42,482
<b>Total revenues</b>	<u>\$ 3,023,800</u>	<u>3,048,800</u>	<u>3,202,158</u>	<u>153,358</u>
Expenditures				
Current:				
Personal services and employee benefits	\$ 2,010,000	1,945,000	1,939,143	5,857
Contractual services	739,200	629,200	574,248	54,952
Other costs	274,600	449,600	411,951	37,649
<b>Total expenditures</b>	<u>\$ 3,023,800</u>	<u>3,023,800</u>	<u>2,925,342</u>	<u>98,458</u>

Reconciliation of GAAP basis to budget basis revenues:

Revenue - GAAP basis	\$ 3,202,248
Miscellaneous revenue not included in budget	<u>(90)</u>
Revenue - budget basis	<u>\$ 3,202,158</u>

Note:

The actual expenditures on the budget basis do not include any accounts payable that required a request to pay prior year bills out of the FY 2013 budget.

*The Notes to the Financial Statements are an integral part of this statement.*



STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
STATEMENT OF REVENUES, EXPENDITURES AND ENCUMBRANCES  
BUDGET AND ACTUAL - MAJOR GOVERNMENTAL FUNDS  
VETERANS' APPROVAL SPECIAL REVENUE FUND (Fund 89600)  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual Budget Basis	Variance Favorable (Unfavorable)
Revenues				
Federal grants - operating	\$ -	125,250	117,055	(8,195)
<b>Total revenues</b>	<u>\$ -</u>	<u>125,250</u>	<u>117,055</u>	<u>(8,195)</u>
Expenditures				
Current:				
Personal services and employee benefits	\$ -	100,500	98,020	2,480
Contractual services	-	24,750	19,035	5,715
Other costs	-	-	-	-
<b>Total expenditures</b>	<u>\$ -</u>	<u>125,250</u>	<u>117,055</u>	<u>8,195</u>
Reconciliation of GAAP basis to budget basis revenues:			\$ 133,361	
Revenue - GAAP basis			<u>(16,306)</u>	
Miscellaneous revenue not included in budget			<u>117,055</u>	
Revenue - budget basis			<u>117,055</u>	

Note:

The actual expenditures on the budget basis do not include any accounts payable that required a request to pay prior year bills out of the FY 2013 budget.

*The Notes to the Financial Statements are an integral part of this statement.*

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
STATEMENT OF REVENUES, EXPENDITURES AND ENCUMBRANCES  
BUDGET AND ACTUAL - MAJOR GOVERNMENTAL FUNDS  
ARMED FORCES VETERANS' LICENSE SPECIAL REVENUE FUND (Fund 78400)  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual Budget Basis	Variance Favorable (Unfavorable)
Revenues				
Miscellaneous and other	\$ 62,100	62,100	77,280	15,180
<b>Total revenues</b>	<u>\$ 62,100</u>	<u>62,100</u>	<u>77,280</u>	<u>15,180</u>
Expenditures				
Current:				
Other costs	\$ 62,100	62,100	52,379	9,721
<b>Total expenditures</b>	<u>\$ 62,100</u>	<u>62,100</u>	<u>52,379</u>	<u>9,721</u>

*The Notes to the Financial Statements are an integral part of this statement.*

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
STATEMENT OF REVENUES, EXPENDITURES AND ENCUMBRANCES  
BUDGET AND ACTUAL - MAJOR GOVERNMENTAL FUNDS  
VETERAN'S ENTERPRISE SPECIAL REVENUE FUND (Fund 20490)  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual Budget Basis	Variance Favorable (Unfavorable)
Revenues				
Federal grants - operating	\$ -	-	8,984	8,984
<b>Total revenues</b>	<b>\$ -</b>	<b>-</b>	<b>8,984</b>	<b>8,984</b>
Expenditures				
Current:				
Personal services and employee benefits	\$ -	-	-	-
Contractual services	-	-	-	-
Other costs	-	-	-	-
<b>Total expenditures</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>

*The Notes to the Financial Statements are an integral part of this statement.*

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES  
AGENCY FUNDS  
June 30, 2013**

Assets	
Investment in the State Treasurer General Fund Investment Pool	\$ 12,479
Cash on deposit in banks	107,393
Investments and other property	<u>9,728,942</u>
<b>Total assets</b>	<b>\$ <u>9,848,814</u></b>
Liabilities	
Assets held for others	<u>\$ 9,848,814</u>
<b>Total liabilities</b>	<b>\$ <u>9,848,814</u></b>

*The Notes to the Financial Statements are an integral part of this statement.*

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 1. ORGANIZATION**

**1. History and Functions**

The Department of Veterans' Services is a cabinet-level department created by the Laws 2003, Ch.403 and is governed by Section 9-22-1 through 9-22-20, NMSA 1978. The mission of the Department of Veterans' Services is to assist veterans, widows, and children of veterans in establishing the privileges to which they are entitled.

The Department is responsible for:

- A. assisting veterans, their surviving spouses and their children in the preparation, presentation and prosecution of claims against the United States arising by reason of military or naval service;
- B. assisting veterans, their surviving spouses and their children in establishing the rights and the procurement of benefits that have accrued or may accrue to them pursuant to state law;
- C. disseminating information regarding laws beneficial to veterans, their surviving spouses and their children, and
- D. cooperating with agencies of the United States that are or may be established for the beneficial interest of veterans, to which end the Department may enter into agreements or contracts with the United States for the purpose of protecting rights or benefits of veterans.

The Department includes the following divisions:

- 1) Administrative Services Division;
- 2) Field Services Division;
- 3) State Approving Division, and
- 4) State Benefits Division

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Department of Veterans' Service (Department) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) 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. In addition, applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, apply unless they conflict with GASB pronouncements. They are applied to the government-wide financial statements. The more significant of the Department's accounting policies are described below:

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**A. Reporting Entity and Component Units**

The Department is a department of the primary government, the State of New Mexico. These financial statements present the financial position and results of operations of only those *Statewide Human Resources, Accounting and Management Reporting System Accounting System (SHARE) funds for which the Department has oversight responsibility*. The District is a user organization of the SHARE system. The service organization is the Department of Finance and Administration (DFA).

The Department has decision making authority, the power to designate management, the responsibility to significantly influence operations, and primary accountability for fiscal matters.

The Department is not included in any other governmental "reporting entity" as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards, but would be included in a state-wide Comprehensive Annual Financial Report (CAFR).

In evaluating how to define the Department for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the government body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations and accountability for fiscal matters. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Department is able to exercise oversight responsibilities. Based upon the application of these criteria, the Department does not have any component units.

**B. Government-Wide and Fund Financial Statements**

The government-wide financial statements, statement of net position and statement of activities, report information on all of the non-fiduciary activities. The Department also has fiduciary activities. When applicable, the effect of inter-fund activity is eliminated from the statement of net position in order to avoid a grossing-up effect on the assets and liabilities within the statement. The Department does not have any business-type activities; therefore, only government activities are shown. Governmental activities are normally supported by taxes and intergovernmental revenues.

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Government-Wide and Fund Financial Statements (Continued)**

The fund financial statements, the balance sheet and the statement of revenues, expenditures and changes in fund balances are presented to report additional and detailed information about the Department. Emphasis is on the major funds of the governmental category. The General Fund, Veterans' Approval Fund, Armed Forces Veteran's License Fund and the Veterans' Enterprise Fund have been classified as major funds. The General Fund is the Department's operating fund and includes all financial transactions conducted to fulfill its general government function. It accounts for all financial resources of the Department. There were no nonmajor funds.

The Department's fiduciary funds are presented in the fund financial statements by type. Since by definition these assets are being held for the benefit of a third party and cannot be used to address activities or obligations of the government, these funds are not incorporated in the government-wide statements.

The focus is on the Department as a whole and the fund financial statements, including the major individual funds of the governmental category, as well as the fiduciary fund by category.

The financial transactions of the Department are recorded in individual funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures or expenses and other financing sources or uses. Government resources are allocated to, and accounted for in individual funds based upon the purpose for which they are to be spent and the means by spending activities are controlled.

The new model sets forth the minimum criteria (percentage of the assets, liabilities, revenues, or expenditures of either fund category or the governmental and enterprise combined) for the determination of major funds.

The following fund types are used by the Department:

**Governmental Fund Types**

All governmental fund types are accounted for on a spending or financial measurement focus. Only current assets and liabilities are generally included on their balance sheets. Their reported fund balance (net current position) is considered a measure of available spendable resources. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current position. Accordingly, they are said to present a summary of sources and uses of available spendable resources during a period. Due to their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current position, such long-term amounts are not recognized as governmental fund type expenditures.

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**B. Government-Wide and Fund Financial Statements (Continued)**

*General Fund* – The General Fund is the general operating fund of the Department and a major fund. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is made up of the following Statewide Human Resources, Accounting and Management Reporting System Accounts System (SHARE) fund.

06500 General Operating – The operating account for the Department. This is a reverting fund.

*Special Revenue Funds* – The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The Department's Special Revenue Funds are as follows:

20490 Veterans' Enterprise Fund – Enacted by the Legislature of the State of New Mexico under Chapter 9, Article 22 NMSA 1978. This fund consists of appropriations, gifts, grants, donations, bequests, proceeds from the sale of publications produced by the Department, fees collected by the department and public or private funds applied for and received by the department to carry out its programs, duties or services. This fund is non-reverting to the State General Fund per Section 9-22-1, NMSA 1978.

78400 Armed Forces Veterans' License Fund – The purpose of providing special registration plates for veterans. A portion of the fee collected shall be credited to the fund. Expenditures are for the purpose of expanding services to rural areas of the State including Native American communities and senior citizen centers. This fund is non-reverting to the State General Fund as per Section 66-3-419.F, NMSA 1978.

89600 Veterans' Approval Fund – There is created within the New Mexico Veterans' Service Department the 'Veterans Approval Agency' to carry out the state obligation under provision of 38 USC Section 1771, Article 13 Section 28-13-13. (Former Sub-chapter VII of Chapter 17 was renumbered Sub-chapter IV of Chapter 20. Section 1771 was renumbered Section 3671.) The purpose of this fund is to collect administrative monies from the U.S. Department of Veterans' Affairs. These monies are used for administrative costs of the Veterans' Approval Agency which is now supervised by the director of the New Mexico Department of Veterans' Services. The fund is non-reverting to the State General Fund pursuant to the above cited sections of the U.S. Code. This fund was transferred to the Department of Higher Education and as of June 30, 2012, the Department was no longer managing this fund. Per further developments, this fund was transferred back to the Department, and was managed by the Department beginning in fiscal year 2013.



STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Government-Wide and Fund Financial Statements (Continued)

Fiduciary Fund Types

Fiduciary fund types include trust and agency funds, which are used to account for assets held by the Department in the capacity of trustee or agent.

*Agency Funds* – Agency funds are used to account for assets held as an agent for other governmental units, individual and other funds. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Agency funds of the Department are used to account for the proceeds of settlement and court decisions until the proceeds may be distributed to the proper recipients. The Department's agency funds are as follows:

Veterans' Trust Fund – This fund is used to account for the estates of veterans and minor children of veterans where the Department is appointed guardian or conservator. The funds come from the Veterans Administration, Social Security, Railroad Retirement, Civil Service Annuity, and other sources such as rent, royalties, insurance payments and inheritance funds. Disbursements are for support and maintenance, clothing, dental, medical and school expenses for the wards and other dependents. Also involved are other types of transactions such as purchases and selling real estate, buying furniture and automobiles and renting housing. All funds are deposited to the wards' accounts at the First National Bank of Santa Fe. Funds are invested and disbursed by the Trustee Bank, the First National Bank of Santa Fe.

Cemetery Fund (Fund #12300) – This fund is administered by the New Mexico Department of Veterans' Services and is to be used to increase the size of the Santa Fe National Cemetery. Donations come from citizens and via designation on their New Mexico income tax returns. The funds will be remitted to the City of Santa Fe.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting is related to timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements and the fiduciary financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, and assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 *Accounting and Financial Reporting for Nonexchange Transactions*, which was adopted by the Department as of July 1, 2000. The Department's program revenues consist of federal grants. Revenue from federal grants is recognized when all eligibility requirements have been met on a "reimbursement basis." All other revenues are considered general revenues. Capital assets are reported at historical cost and depreciated over their estimated useful lives. Depreciation expense is reported in the statement of activities.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Only current assets and current liabilities are included on the balance sheet. The reported fund balance is considered a measure of available spendable resources.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance. Accordingly, they are said to present a summary of sources and uses of spendable resources during a period. Revenues are available if collectible within the current period or soon enough afterwards to pay liabilities of the current period. The Department considers revenues to be available if collected within sixty days of the end of the fiscal year. Expenditures are recorded when a liability is incurred, as under accrual accounting. The Department does not have any debt service expenditures. The current portion of the compensated absences liability is not included in the fund financial statements because the State of New Mexico does not budget for any compensated absences in the current year.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Receivables and Payables**

When applicable, amounts “due to/from other funds” between the two SHARE funds are netted for financial statement presentation when they are combined into the General Fund. Any amounts “due to/from other agencies” shown in the General Fund reflect outstanding balances of the receivables and payables between the Department and other departments of the State of New Mexico. Amounts shown as “due to the State General Fund” reflect current year reversions for unexpended appropriations for the current fiscal year. Balances to which a fiduciary fund is a party are treated as “external” receivables and payables.

**E. Capital Assets**

Capital assets of the Department include data processing equipment, furniture and fixtures, and equipment. The Department does not have any infrastructure. Capital assets are defined in Section 12-6-10 NMSA 1978. Section 12-6-10 NMSA 1978 was amended effective June 19, 2005 changing the capitalization threshold of movable chattels and equipment from items costing more than \$1,000 to items costing more than \$5,000. The Department has adopted this change in an accounting estimate, per Accounting Principles Board (APB) 20. Old inventory items that do not meet the new capitalization threshold will remain on the inventory list and continue to be depreciated. Any items received after July 1, 2005 will be added to the inventory only if they meet the new capitalization policy. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation. Computer software which is purchased with computer equipment is included as part of the capitalized computer equipment in accordance with 2.20.1.9 C (5) NMAC. The Department does not develop computer software. The cost of maintenance and repairs that do not add to the asset value or materially extend assets lives are not capitalized. The Department does not undertake major capital projects involving interest costs during the construction phase. There is no debt related to the capital assets. Capital assets of the Department are depreciated using zero salvage value and the straight-line method over the following estimated useful lives:

Machinery and equipment	5 years
Information technology equipment	5 years
Furniture and fixtures	7 years

The Department utilizes facilities and buildings that are owned by the Property Control Division of the State of New Mexico General Services Department. These assets and the related depreciation expense are not included in the accompanying financial statements. GASB 34 requires the recording and depreciation of infrastructure assets, such as roads, bridges, etc. The Department does not own any infrastructure assets.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Budgets and Budgetary Accounting**

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

1. No later than September 1<sup>st</sup>, the Department prepares a budget request by appropriation unit to be presented to the next Legislature.
2. The appropriation request is submitted to the Department of Finance and Administrations Budget Division (DFA) and to the Legislative Finance Committee (LFC).
3. DFA makes recommendations and adjustments to the appropriation request which become the Governor's proposal to the Legislature.
4. LFC holds hearings on the appropriation request, also submitting recommendations and adjustments before presentation to the Legislature.
5. Both the DFA and LFC recommended appropriation proposals are presented to the Legislature for approval of the final budget plan.
6. Budgetary control is exercised by the Department at the appropriation unit level. Budget Adjustment Requests (BARs) are approved by the DFA Budget Division.
7. The budget for the General Fund and all Special Revenue Funds is adopted on a modified accrual basis of accounting. Per the General Appropriations Act, Laws of 2008, Chapter 109, Section 3, Subsections N and O, the budgetary basis is modified accrual. However, there is a statutory exception. The budget is adopted on the modified accrual basis of accounting except for accounts payable accrued at the end of the fiscal year that do not get paid by the statutory deadline per Section 6-10-4 NMSA 1978. Those accounts payable require approval to pay prior year bills out of the FY 2013 budget. At June 30, 2013, there were accounts payable that would need to be paid as prior year bills.
8. The original budget differs from the final budget presented in the budget comparison statements of SHARE Fund #06500 by amendments made during the fiscal year.
9. Appropriations lapse at the end of the fiscal year.

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**F. Budgets and Budgetary Accounting (Continued)**

Each year the Legislature approves multiple year appropriations, which the State considers as continuing appropriations. The Legislature authorizes these appropriations for two to five years; however, it does not identify the authorized amount by fiscal year. Consequently, the appropriation is budgeted in its entirety the first year the Legislature authorizes it. The unexpended portion of the budget is carried forward as the next year's beginning budget balance until either the project period has expired or the appropriation has been fully expended. The budget presentations in these financial statements are consistent with this budgeting methodology.

In accordance with the requirements of Section 2.2.2. 10.A(2) (b) of 2.2.2 NMAC *Requirements for Contracting and Conducting Audits of Agencies* and the allowance made by GASB 34 footnote 53, the budgetary comparison statement for the General Fund has been included as part of the basic financial statements.

**G. Accrued Compensated Absences**

Annual leave and other compensated absences with similar characteristics are accrued as a liability as benefits are earned by employees if: the employees' right to receive compensation is attributable to services already rendered; and it is probable that the employer will compensate employees for benefits through paid time off or some other means such as cash payments at termination or retirement.

Where applicable, the compensated absence liability is presented in two parts in the government-wide financial statements, a current portion and long-term portion. The current portion is the amount expected to be expended during fiscal year 2014. It is an estimate management determined by comparing the amount actually paid out during fiscal year 2013 compared to the liability balance at June 30, 2013.

Employees accumulate annual leave at a rate based on appointment date and length of continuous service. A maximum of 240 hours of annual leave may be carried forward after the pay period beginning in December and ending in January. When employees terminate, they are compensated at their current hourly rate for accumulated unpaid annual leave as of the date of termination, up to a maximum 240 hours.

Employees accumulate sick leave at a rate of 3.69 hours per pay period. There is no limit to the amount of sick leave that an employee may accumulate. State agencies are allowed to pay fifty percent of each employee's hourly rate for accumulated sick leave over 600 hours, up to 120 hours. Payment may be made only once per fiscal year at a specified pay period in either January or July. Additionally, upon retirement those employees with over 600 hours accumulated sick leave have the option to convert 400 hours of such leave to cash at one half of their hourly rate.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**G. Accrued Compensated Absences (Continued)**

Fair Labor Standards Act (FLSA) states that nonexempt employees accumulate compensation time at a rate of 1.5 times the number of hours worked, in excess of forty hours per week, based on their regular hourly rate. Exempt and classified employees who are FLSA exempt accumulate compensation time at the same rate as the number of hours worked.

Exempt employees cannot carry forward unused compensation time into January of the subsequent calendar year. Overtime must be preapproved by management. Payment of this liability can be made by compensated leave time or cash payment. At June 30, 2013, there was \$11,721 compensation time owed to employees.

In accordance with GASB 16, accrued compensated absences consist of accumulated annual leave, sick leave between 600 and 720 hours, compensatory leave for employees, including the related employers' matching FICA and Medicare payroll taxes.

**H. Reversions**

Any unexpended balance remaining in SHARE Fund #06500 is generally reverted to the State General Fund. The General Appropriations Act of 2004, Section 3, Subsection N, states that "for the purpose of administration of the General Appropriations Act of 2005, the State of New Mexico shall follow the modified accrual basis of accounting for governmental funds in accordance with the manual of model accounting practices issued by the Department of Finance and Administration." In accordance with the Department of Finance and Administration's "Basis of Accounting-Modified Accrual and the Budgetary Basis," the Office has accrued as payables amounts owed for goods and services received by June 30, 2013. Any remaining SHARE Fund 06500 fund balance not specifically reserved for prepaid postage or federal grant funds accounted for separately is being reverted to the State General Fund in accordance with Section 6-5-10, NMSA 1978. Fund 78400, Armed Forces Veterans' License Fund is nonreverting per Section 66-3-419F, NMSA 1978. Fund 89600 Veterans' Approval Fund is nonreverting per 38 USC Section 1771, Article 13, Section 28-13-13 of the U.S. Code.

In addition, unexpended balances of special appropriations are reverted when required by law.

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**I. Federal Grants Receivable (Deferred Revenue)**

Reimbursement procedures are used for federal awards received by the Department. Consequently, timing differences between expenditures and program reimbursements can exist at any time during the fiscal year. Receivable balances and fiscal balances at fiscal year end represent an excess of modified accrual basis expenditures over cash reimbursements received to date. Conversely, deferred revenue balances represent an over draw of cash (advances) in excess of modified accrual basis expenditures. Generally, receivable or deferred revenue balances caused by differences in the timing of cash reimbursements and expenditures are returned to the grantor in the remaining grant period.

Determining the amount of expenditures reimbursable by the federal government, in some cases, requires management to estimate allowable costs to be charged to the federal government. As a result of this and other issues, management provides an allowance for potential contractual allowances for federal revenue. Any changes in these estimates are recorded in the period that the estimate is changed.

**J. Net Position/Fund Equity**

In the government-wide financial statements, net position consists of three components: net investment in capital assets; restricted; and unrestricted. The Department has no debt related to capital assets; therefore, net assets invested in capital assets equal the capital assets, net of related accumulated depreciation. The Department's financial statement does not show any net position restricted because it does not have any resources remaining in the net position that were received or earned with the explicit understanding between the Department and the resource provider (grantor, contributor, other government, enabling legislation) that the funds would be used for a specific purpose. Generally, the Department would first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net positions are available. Therefore, all remaining net positions that are not related to capital assets are shown as unrestricted.

In the fund financial statements, the Department has adopted Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement is intended to enhance the usefulness of fund balance information by providing clearer fund balance classifications and clarifying the existing fund balance definitions.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories list below:

1. *Nonspendable* - includes amounts that cannot be spent because (1) they are either not in spendable form or (2) they are legally or contractually required to be maintained intact.

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**J. Net Position/Fund Equity (Continued)**

2. *Restricted* - fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
3. *Committed* - fund balance classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government's highest level of decision-making authority removes or changes the specified use by taking the same action it employed to previously commit those amounts.
4. *Assigned* - fund balance classification intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.
5. *Unassigned* - fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

The Department has reviewed each of the classifications and has determined that the Armed Forces Veterans' License fund balance is restricted for the purpose of expanding services to rural areas of the State, including Native American communities and senior citizen centers in compliance with 66-3-419.F, NMSA 1978.

The Department would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

**K. Use of Estimates**

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



**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 3. CASH – INVESTMENTS AND COLLATERAL**

**A. Interest in the General Fund Investment Pool**

The State General Fund Investment Pool (SGFIP) is the State of New Mexico's main operating account. State revenues such as income taxes, sales taxes, rents and royalties, and other recurring revenues are credited to the SGFIP. The fund also comprises numerous State agency accounts whose assets, by statute (Section 8-6-3 NMSA 1978), must be held at the State Treasury.

In June 2012, an independent diagnostic report revealed that Pool balances had not been reconciled at a "business unit by fund" level since the inception of the Statewide Human Resources, Accounting, and Management Reporting System (SHARE) system in July 2006. This report, entitled "Current State Diagnostic of Cash Control," also described a difference between Pool bank balances and the corresponding general ledger balances and indicated that the effect of reconciling items were unknown. The report, dated June 20, 2012, is available on the website of the New Mexico Department of Finance & Administration at: [http://www.nmdfa.state.nm.us/Cash\\_Control.aspx](http://www.nmdfa.state.nm.us/Cash_Control.aspx).

By state statute, the New Mexico Department of Finance and Administration (DFA) is responsible for the performance of monthly reconciliations with the balances and accounts kept by the State Treasurer. Therefore, under the direction of the State Controller / Financial Control Division Director, the Financial Control Division (FCD) of the New Mexico Department of Finance & Administration undertook action to address the situation. DFA/FCD initiated the Cash Management Remediation Project (Remediation Project) in partnership with the Office of the New Mexico State Treasurer, the New Mexico Department of Information Technology, and a contracted third party with expertise in the Enterprise System Software used by the State.

The Remediation Project objective was to design and implement changes necessary to ensure ongoing completion of timely, accurate and comprehensive reconciliation of the Pool. DFA has or is in the process of implementing all the recommendations resulting from the Remediation Project and has made changes to the State's SHARE system configuration, cash accounting policies and procedures, business practices, and banking structure. This has enabled DFA to complete timely and accurate reconciliation of bank to book balances at the State and Business Unit level on a post-implementation basis; however, it did not resolve historical reconciling items. Additional changes recommended by the Project continue to be cascaded through DFA and state agencies to support the Business Unit by Fund accounting requirements.

A plan to address historical reconciling items is being assessed and a separate initiative will need to be undertaken to resolve the historical reconciling items. Management considers it unlikely that this separate initiative will be successful in allocating all historical reconciling items to the State entities invested in the Pool. As a result, any remaining differences post specific allocation to Pool participants will be reported in the State General Fund.

The most recent Cash Management Remediation Project Monthly Status Report dated March 8, 2013 indicates that new bank accounts were set up and DFA has commenced the creation of new ledger numbers required for the accounting associated with the new banking and accounting structure.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 3. CASH – INVESTMENTS AND COLLATERAL (CONTINUED)**

**A. Interest in the General Fund Investment Pool (Continued)**

As of the audit report date, the Cash Management Remediation Build, Test, Implement, Operate (Project Phase II) is in process.

State law (Section 8-6-3 NMSA 1978) requires the Department's cash be managed by the New Mexico State Treasurer's Office. Accordingly, the investments of the Department consist of an interest in the General Fund Investment Pool managed by the New Mexico State Treasurer's Office *Investment (Overdraft) Accounts with State Treasurer*. At June 30, 2013, the Department had the following invested in the General Fund Investment Pool:

Account Name	Agency Number	SHARE Fund	Balance per SHARE
NM Veterans' Service	67000	06500	\$ 431,552
Armed Forces Veterans' License Fund	67000	78400	155,395
Veterans' Enterprise Fund	67000	29040	4,887
Veterans' Approval Fund	67000	89600	<u>          -</u>
Total government funds			<u>591,834</u>
Cemetery Agency Fund	67000	12300	<u>12,479</u>
<b>Total cash and investments in SGFIP</b>			<u>\$ 604,313</u>

Cash accounts on deposit with the New Mexico State Treasurer do not require collateral to be pledged because they are deposits with another governmental entity. The Administration is not authorized to make investments of funds on deposit with the New Mexico State Treasurer. The Department reconciles actual activity to revenues and expenditures posted in the SHARE system, which mitigates the risk that the Department's cash balances would be misstated due to the General Fund Investment Pool not being reconciled as previously mentioned.

**Interest Rate Risk**

The New Mexico State Treasurer's Office has an investment policy that limits investment maturities to five years or less on allowable investments. This policy is means of managing exposure to fair value losses arising from increasing interest rates. This policy is reviewed and approved annually by the New Mexico State Board of Finance.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 3. CASH – INVESTMENTS AND COLLATERAL (CONTINUED)**

**A. Interest in the General Fund Investment Pool (Continued)**

**Credit Risk**

The New Mexico State Treasurer pools are not rated. For additional GASB 40 disclosure information regarding cash held by the New Mexico State Treasurer, the reader should see the separate audit report for the New Mexico State Treasurer's Office for the current fiscal year ended.

**B. Cash in Bank (First National Bank of Santa Fe Trust Department)**

1. Cash on deposit with the First National Bank of Santa Fe Trust Department represents fiduciary funds held in trust as conservator or personal representative of estates of certain wards presented in the Veterans' Trust Fund. Since these deposits are held at the bank as individual trusts, they are insured by the Federal Deposit Insurance Corporation and the individual accounts are not exposed to custodial credit risk. This amount is included as a part of cash. There was a \$107,393 cash balance as of June 30, 2013.
2. Burial savings accounts of \$14,112 with the First National Bank of Santa Fe – Trust Department at June 30, 2013 represent fiduciary funds held in trust as conservator or personal representative of estates of certain wards presented in the Veterans' Trust Fund. These deposits are insured by the Federal Deposit Insurance Corporation and are not exposed to custodial credit risk. This amount is included as a part of investments and other property.

**C. Investments (First National Bank of Santa Fe Trust Department)**

***Credit Risk, Custodial Credit Risk and Interest Rate Risk***

The First National Bank of Santa Fe Trust Department (Trustee) invests veterans' benefits in the Veterans' Trust Fund under a trust agreement with the Department. The Department is the conservator or personal representative of the estates of certain wards pursuant to Section 28-13-9, NMSA 1978. The trustee holds, manages, invests, and receives the trust-estate, collects income and disposes of the net income and principal in accordance with the trust agreement. The trustee is specifically authorized and empowered to "invest and reinvest any funds of the trust estate in deposits, assets, or other, securities, or property insured by an agency of the federal government, such as, but not limited to the Federal Deposit Insurance Corporation and the Federal Savings and Loan Insurance Corporation or obligation issued by the United States Government or its agencies, or money market funds limited to investment in obligations of the United States Government or its agencies or other legal investments as in its discretion it shall deem advisable."

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

NOTE 3. CASH – INVESTMENTS AND COLLATERAL (CONTINUED)

C. Investments (First National Bank of Santa Fe Trust Department) (Continued)

*Credit Risk, Custodial Credit Risk and Interest Rate Risk (Continued)*

The trustee shall develop a general plan or plans for investment, not less than once a year. The trustee shall invest property and income in accordance with the plan. The compensation to the trustee is 1% per annum of the total value of the managed trust estate and the trustee shall create and manage an "individual account" on behalf of each of the wards for whom the grantor has been appointed conservator by a court of competent jurisdiction.

The Department's investments in the Veterans' Trust Fund at June 30, 2013 included the following:

Investment	Maturities	Carrying Amount	Fair Value
U.S. Savings Bonds Series EE	Various through 9/1/22	\$ 200	476
U.S. Federal Home Loan Bank Bonds and debentures	Various through 3/24/16	50,000	53,751
Mutual Funds	N/A	7,628,524	7,474,417
Federal Government – Money market fund	N/A	543,061	543,061
Total investments		<u>8,221,785</u>	<u>8,071,705</u>
Other Property			
Automobiles, mobile homes and other	N/A	1,649,227	1,643,125
Burial savings accounts	N/A	14,112	14,112
Total other property		<u>1,663,339</u>	<u>1,657,237</u>
<b>Total investments and other property</b>		<u>\$ 9,885,124</u>	<u>9,728,942</u>

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 3. CASH – INVESTMENTS AND COLLATERAL (CONTINUED)**

**C. Investments (First National Bank of Santa Fe Trust Department) (Continued)**

*Credit Risk, Custodial Credit Risk and Interest Rate Risk (Continued)*

Credit Risk

All investments are insured by an agency of the federal government or registered or securities held by the trustee or its agent in the name of the Department. Investments are in accordance with the "general plan." Investments are in legal investments which have safety, assured income, stability of principal and ready convertibility. Investments in Mutual funds are subject to market fluctuations.

Custodial Credit Risk

For an investment, custodial credit risk is the risk that in the event of the failure of the counter-party, the Department will not be able to recover the value of its investments or collateral securities that are in possession of an outside party.

All investment securities are insured and registered in the name of the Department or are held by either the counter-party or counter-party's trust department.

Interest Rate Risk

In accordance with its investment policy, the Department and trustee manages its exposure to declines in fair values and losses arising from increasing interest rates by limiting the modified duration of its investments to short periods of up to five years.

**NOTE 4. RISK MANAGEMENT**

The Department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions and natural disasters for which the government carries commercial insurance. The Department maintains commercial insurance through the Risk Management Division for coverage for workers compensation, auto liability, general liability, civil rights, property and contents, and fidelity bonds. Management believes that any potential loss would be adequately covered by insurance and would not result in any material adverse effect on the financial condition of the Department. During the past three years, the Department has not had any significant reduction in insurance coverage of settlements exceeding insurance coverage.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 5. CAPITAL ASSETS**

Summaries of changes in capital assets and related depreciation for the year ended June 30, 2013, follows:

	Balance 6/30/12	Additions	Deletions	Balance 6/30/13
<b>Capital Assets</b>				
Information and technology equipment	\$ 59,391	-	1,100	58,291
Furniture and fixtures	23,507	-	-	23,507
Machinery and equipment	50,408	-	-	50,408
<b>Total capital assets</b>	<u>\$ 133,306</u>	<u>-</u>	<u>1,100</u>	<u>132,206</u>
<b>Accumulated Depreciation</b>				
Information and technology equipment	\$ 47,847	3,848	1,100	50,595
Furniture and fixtures	23,507	-	-	23,507
Machinery and equipment	50,048	-	-	50,048
<b>Total accumulated depreciation</b>	<u>\$ 121,762</u>	<u>3,848</u>	<u>1,100</u>	<u>124,510</u>
<b>Capital Assets, net of Accumulated Depreciation</b>				
Information and technology equipment	\$ 11,544	(3,848)	-	7,696
Furniture and fixtures	-	-	-	-
Machinery and equipment	-	-	-	-
<b>Net capital assets</b>	<u>\$ 11,544</u>	<u>(3,848)</u>	<u>-</u>	<u>7,696</u>

The Department does not have any debt related to capital assets. Depreciation expense for the year was \$3,848.

**NOTE 6. COMPENSATED ABSENCES PAYABLE**

The Department has recognized a liability of \$113,562 in the statement of net position for annual leave and compensated absences based on current pay rates and hours accumulated at June 30, 2013. Compensated absences are paid with General Fund appropriations out of SHARE Fund 06500.

	Balance 6/30/12	Increase	Decrease	Balance 6/30/13
<b>Current</b>				
Compensated absences payable	\$ 58,893	86,534	58,893	86,534
<b>Long-term</b>				
Compensated absences payable	18,395	27,028	18,395	27,028
<b>Total compensated absences payable</b>	<u>\$ 77,288</u>	<u>113,562</u>	<u>77,288</u>	<u>113,562</u>

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013**

**NOTE 7. REVERSIONS – DUE TO STATE GENERAL FUND**

The General Fund receives a State General Fund appropriation annually. Any unexpected funds at the end of the year revert to the State General Fund. In addition, any other revenue received in the fund which is not specifically appropriated by the Legislature also reverts to the State General Fund. Federal grant funds which are commingled in the Department's General Fund, are accounted for separately, and do not revert to the State General Fund. The Department of Veterans' Services was appropriated \$2,984,676 for fiscal year 2013. Special appropriations totaled \$160,000 for fiscal year 2013.

<b>General Fund</b>	
Fund balance, July 1, 2012	\$ -
Revenue	3,202,248
Expenditures	(2,925,342)
Reversions	<u>-</u>
	276,906
Fund balance, June 30, 2013	
Designated Fund Balance	<u>(100,000)</u>
Western New Mexico University in Silver City	
	<u>\$ 176,906</u>
Due to State General Fund for 2013 appropriations	
Composition of amount due to General Fund by fiscal year appropriation:	
2013 Fiscal Year	\$ 176,906
Stale dated warrants	<u>3,576</u>
	<u>\$ 180,482</u>
<b>Total due to State General Fund, June 30, 2013</b>	

**NOTE 8. ASSETS HELD IN CUSTODY FOR OTHERS**

Assets held in trust consist of cash, investments, real property and miscellaneous property held in trust for veterans. All real property is reported on the financial statements at acquisition cost of the items or an estimate of what acquisition cost was for items transferred into the Department of Veterans' Services guardianship.

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 9. PERA PENSION PLAN**

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

**Funding Policy.** Plan members are required to contribute 8.92% of their gross salary. The Department is required to contribute 15.09% of the gross covered salary. The contribution requirements of plan members and the Department are established in State statute under Chapter 10, Article 11, NMSA 1978. The requirements may be amended by acts of the Legislature. The Department's contributions to PERA for the fiscal years ending June 30, 2013, 2012, and 2011 were \$199,923, \$172,650, and \$208,257, respectively, which equal the amount of the required contributions for each fiscal year.

**NOTE 10. POST-EMPLOYMENT BENEFITS**

*Plan Description.* Department of Veterans' Services contributes to the New Mexico Retiree Health Care Fund, a cost-sharing multiple-employer defined benefit postemployment health care plan administered by the New Mexico Retiree Health Care Authority (RHCA). The RHCA provides health care insurance and prescription drug benefits to retired employees of participating New Mexico government agencies, their spouses, dependents, and surviving spouses and dependents. The RHCA Board was established by the Retiree Health Care Act (Chapter 10, Article 7C, NMSA 1978). The Board is responsible for establishing and amending benefit provisions of the health care plan and is also authorized to designate optional and/or voluntary benefits like dental, vision, supplemental life insurance, and long-term care policies.

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



STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

**NOTE 10. POST-EMPLOYMENT BENEFITS (CONTINUED)**

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

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

The employer, employee and retiree contributions are required to be remitted to the RHCA on a monthly basis. The statutory requirements for the employer and employee contributions can be changed by the New Mexico State Legislature. Employers that choose to become participating employers after January 1, 1998, are required to make contributions to the RHCA fund in the amount determined to be appropriate by the board.

The Retiree Health Care Act (Section 10-7C-15 NMSA 1978) is the statutory authority that establishes the required contributions of participating employers and their employees. For employees that were members of an enhanced retirement plan (state police and adult correctional officer member coverage plan 1; municipal police member coverage plans 3, 4 or 5; municipal fire member coverage plan 3, 4 or 5; municipal detention officer member coverage plan 1; and members pursuant to the Judicial Retirement Act) during the fiscal year ended June 30, 2013, the statute required each participating employer to contribute 2.5% of each participating employee's annual salary; and each participating employee was required to contribute 1.25% of their salary. For employees that were not members of an enhanced retirement plan during the fiscal year ended June 30, 2013, the statute required each participating employer to contribute 2.0% of each participating employee's annual salary; each participating employee was required to contribute 1.0% of their salary. In addition, pursuant to Section 10-7C-15(G) NMSA 1978, at the first session of the Legislature following July 1, 2013, the legislature shall review and adjust the distributions pursuant to Section 7-1-6.1 NMSA 1978 and the employer and employee contributions to the Authority in order to ensure the actuarial soundness of the benefits provided under the Retiree Health Care Act.

The Department's contributions to the RHCA for the years ended June 30, 2013, 2012, and 2011 were \$26,514, \$23,607, and \$22,969, respectively, which equal the required contributions for each year.

STATE OF NEW MEXICO  
 DEPARTMENT OF VETERANS' SERVICES  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2013

**NOTE 11. COMMITMENTS AND CONTINGENCIES**

**Operating Lease Obligations**

The Department of Veterans' Services is committed under several leases for Department office space, grounds and various equipment. These leases are considered for accounting purposes to be operating leases and are not reflected in the Department of Veterans' Services long-term liabilities. Lease expenditures for the year ended June 30, 2013, amounted to \$89,522. As of fiscal year 2013, all leases are on a month-to-month basis.

**Federal Grants**

The Department of Veterans' Services receives federal grants which may be refundable in the event that all terms of the grants are not complied with. In the opinion of management, no material refunds will occur.

**NOTE 12. DUE FROM/DUE TO OTHER STATE AGENCIES**

	Due From	Due To	Purpose
<b><u>Fund 78400 – Armed Forces Veterans' License Plate Fund</u></b>			
Taxation and Revenue Department	\$ 6,872	_____ -	MVD distributions
<b><u>Fund 20490 – Veterans' Enterprise Special Revenue Fund</u></b>			
Taxation and Revenue Department	\$ 4,097	_____ -	MVD distributions

**NOTE 13. TRANSFERS TO/FROM OTHER AGENCIES**

	Fund No.	Transfers To	From	Purpose
<b><u>Fund 06500 – General Fund</u></b>				
Department of Finance and Administration		\$ _____ -	2,984,676	General Fund appropriation FY 2013
<b><u>Fund 78400 – Armed Forces Veterans' License Fund</u></b>				
Taxation & Revenue Dept.	33300	\$ _____ -	77,280	MVD distributions, Sec. 66-6-23

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013

NOTE 13. TRANSFERS TO/FROM OTHER AGENCIES (CONTINUED)

Fund No.	Transfers		Purpose
	To	From	
<b><u>Fund 20490 – Veterans' Enterprise Special Revenue Fund</u></b>			
Taxation & Revenue Department	\$ -	4,887	MVD distributions, Sec. 9-22-1

NOTE 14. STATE GENERAL FUND APPROPRIATIONS

	Original Appropriation	Appropriation Period	Expenditures & Reversions to Date	<u>Balance of Appropriation</u>	
				Designated for Subsequent Year Expenditure	Due to State General Fund
General Fund Appropriation Laws 2008, Chap. 109, Sec 3	\$ 2,984,676	7/1/12 to 6/30/13	\$ 2,707,770	100,000	176,906

**SUPPLEMENTAL INFORMATION**

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
COMBINING STATEMENT OF FIDUCIARY NET ASSETS  
AGENCY FUNDS  
June 30, 2013

	Veterans' Trust Fund	Cemetery Fund	Total Agency Funds
<b>ASSETS</b>			
Investment in State Treasurer General Fund			
Investment Pool	\$ -	12,479	12,479
Cash on deposit in banks	107,393	-	107,393
Investments and other property	9,728,942	-	9,728,942
	<hr/>	<hr/>	<hr/>
<b>Total assets</b>	<b>\$ 9,836,335</b>	<b>12,479</b>	<b>9,848,814</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>LIABILITIES</b>			
Assets held for others	\$ 9,836,335	12,479	9,848,814
	<hr/>	<hr/>	<hr/>
<b>Total liabilities</b>	<b>\$ 9,836,335</b>	<b>12,479</b>	<b>9,848,814</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

*The Notes to the Financial Statements are an integral part of this statement.*

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
COMBINING SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES  
AGENCY FUNDS  
Year Ended June 30, 2013

	Balance June 30, 2012	Additions	Deductions	Balance June 30, 2013
<b><u>Veterans' Trust Fund</u></b>				
<b>ASSETS</b>				
Cash on deposit in banks	\$ -	107,393	-	107,393
Investments and other property	10,660,120	-	(931,178)	9,728,942
<b>Total assets</b>	<b>\$ 10,660,120</b>	<b>107,393</b>	<b>(931,178)</b>	<b>9,836,335</b>
<b>LIABILITIES</b>				
Assets held for others	\$ 10,660,120	107,393	(931,178)	9,836,335
<b>Total liabilities</b>	<b>\$ 10,660,120</b>	<b>107,393</b>	<b>(931,178)</b>	<b>9,836,335</b>
 <b><u>Cemetery Fund</u></b>				
<b>ASSETS</b>				
Investment in the State Treasurer General Fund Investment Pool	\$ 152,417	-	(139,938)	12,479
<b>Total assets</b>	<b>\$ 152,417</b>	<b>-</b>	<b>(139,938)</b>	<b>12,479</b>
<b>LIABILITIES</b>				
Assets held for others	\$ 152,417	-	(139,938)	12,479
<b>Total liabilities</b>	<b>\$ 152,417</b>	<b>-</b>	<b>(139,938)</b>	<b>12,479</b>
 <b><u>TOTAL - ALL AGENCY FUNDS</u></b>				
<b>ASSETS</b>				
Investment in the State Treasurer General Fund Investment Pool	\$ 152,417	-	(139,938)	12,479
Cash on deposit in banks	-	107,393	-	107,393
Investments and other property	10,660,120	-	(931,178)	9,728,942
<b>Total assets</b>	<b>\$ 10,812,537</b>	<b>107,393</b>	<b>(1,071,116)</b>	<b>9,848,814</b>
<b>LIABILITIES</b>				
Assets held for others	\$ 10,812,537	107,393	(1,071,116)	9,848,814
<b>Total liabilities</b>	<b>\$ 10,812,537</b>	<b>107,393</b>	<b>(1,071,116)</b>	<b>9,848,814</b>

STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
SCHEDULE OF CASH AND INVESTMENT ACCOUNTS  
June 30, 2013

<u>Account Name</u>	SHARE Fund No. Account Number	Balance Per Depository	Reconciling Items Outstanding Warrants	Reconciled Balance June 30, 2012
<b>Cash:</b>				
<b>Investment in the State Treasurer General Fund Investment Pool</b>				
General Fund	06500	\$ 431,552	-	431,552
<b>Special Revenue Funds</b>				
Veterans' Approval Fund	89600	-	-	-
Armed Forces Veterans' License	78400	155,395	-	155,395
Veterans' Enterprise Fund	20490	4,887	-	4,887
Total special revenue funds		160,282	-	160,282
Total governmental funds		591,834	-	591,834
<b>Agency Funds</b>				
Cemetery Fund	12300	12,479	-	12,479
Total State Treasurer cash accounts		604,313	-	604,313
<b>First National Bank of Santa Fe: Agency Funds</b>				
Veterans' Trust Funds	N/A	-	-	-
<b>Total cash on deposit</b>		<b>\$ 604,313</b>	<b>-</b>	<b>604,313</b>
			Book Carrying Value	Market Value
<b>Investments:</b>				
<b>First National Bank of Santa Fe</b>				
Agency Funds - Veterans' Trust Fund:				
US savings bonds - Series EE			\$ 200	476
Federal Home Loan Bank cons. & deb.			50,000	53,751
Mutual Funds			7,628,524	7,474,417
Money market funds			543,061	543,061
Total investments			8,221,785	8,071,705
<b>Other Property:</b>				
<b>First National Bank of Santa Fe</b>				
Agency Funds - Veterans' Trust Fund:				
Automobiles, mobile homes and other			1,649,227	1,643,125
Burial savings accounts			14,112	14,112
Total other property			1,663,339	1,657,237
<b>Total investments and other property</b>			<b>\$ 9,885,124</b>	<b>9,728,942</b>

# Ricci, Porch & Company LLC

CERTIFIED PUBLIC ACCOUNTANTS  
6200 UPTOWN BLVD. NE - SUITE 400  
ALBUQUERQUE, NM 87110

## **Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

### **Independent Auditor's Report**

Mr. Timothy Hale, Cabinet Secretary  
Department of Veterans' Services and  
Hector H. Balderas  
New Mexico State Auditor  
Santa Fe, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, the budgetary comparisons of the general fund and major special revenue funds, of the Department of Veterans' Services (the Department) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements, and the combining and individual funds and related budgetary comparisons of the Department, presented as supplemental information, and have issued our report thereon dated December 13, 2013.

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

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

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



Mr. Timothy Hale, Cabinet Secretary  
Department of Veterans' Services and  
Hector H. Balderas  
New Mexico State Auditor  
Santa Fe, New Mexico

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, and pursuant to the 2013 New Mexico State Audit Rule 2.2.2.8 (G)(6)(c) Procedures to Obtain Professional Services From an IPA, and which is described in the accompanying Schedule of Findings and Responses as Finding 2013-01.

### **The Department's Responses to Findings**

The Department's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The Department's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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

*Ricci, Porch & Company LLC*

Albuquerque, New Mexico  
December 13, 2013

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
Year Ended June 30, 2013**

12-01 Reversion to the State General Fund

Resolved

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
SCHEDULE OF FINDINGS AND RESPONSES  
Year Ended June 30, 2013**

**C. FINDINGS – OTHER MATTERS (CONTINUED)**

**13-01 IPA RECOMMENDATION FORM AND AUDIT CONTRACT - OTHER**

**CONDITION**

The IPA recommendation form and audit contract were submitted after the filing deadline for state agencies.

**CRITERIA**

The Department shall deliver the fully completed and signed IPA Recommendation Form for Audits and the completed audit contract to the State Auditor by the deadline set for state agencies of June 1. The 2013 New Mexico State Auditor Rule 2.2.2.8 (G)(6)(c) requires a finding should an agency not be in compliance with this requirement.

**EFFECT**

The Department is not in compliance with the 2013 New Mexico State Auditor Rule 2.2.2.8 (G)(6)(c), as the completed and signed IPA Recommendation Form and audit contract were submitted after the deadline.

**CAUSE**

The Department selected its IPA in May 2013. At that time both parties agreed to complete fieldwork in October 2013. In May, the Department prepared a draft of the audit contract for both parties to review. However neither party acted on the draft until the agreed upon dates for fieldwork approached, at which time the contract was finalized.

**RECOMMENDATION**

We recommend that the Department submit the IPA recommendation form and audit contract in accordance with State Auditor Rule 2.2.2.8 (G)(6)(c).

**MANAGEMENT RESPONSE**

Management concurs with the finding. In the future, management will follow up with all parties to ensure timely submission.

**STATE OF NEW MEXICO  
DEPARTMENT OF VETERANS' SERVICES  
EXIT CONFERENCE  
Year Ended June 30, 2013**

**Exit Conference**

An exit conference was held on December 11, 2013 to discuss the annual financial report. Attending were the following:

Representing the Department of Veterans' Services:

Timothy Hale, Cabinet Secretary

Alan Martinez, Deputy Secretary

Dan McCormack, Administrative Services Director/Chief Financial Officer

Lisa Towles, Accounting Assistant

Terrie Romero, Business Operations Specialist

Louis Sena, Fiduciary Manager

Representing the Independent Auditor:

Shawn Mortensen, CPA, Manager

Note: Management is responsible for the context of the report, even though the financial statements were prepared substantially by the independent auditor.