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Official Roster June 30, 2017

Board of Supervisors

Mike Cone Chairperson
Mitzi Miller Vice-Chairperson

George Hay
Rick Ledbetter
Treasurer
Don Sanders
Supervisor
Sharon Davis
Quinten Carnes
Secretary
Treasurer
Supervisor
Supervisor
Supervisor

Administration

Dawn Privett Administrative Assistant

De'Aun Willoughby CPA, PC

Certified Public Accountant

225 Innsdale Terrace, Clovis, NM 88101

(855) 253-4313

Independent Auditor's Report on Applying Agreed Upon Procedures

Mr. Tim Keller State Auditor of the State of New Mexico Board Members of Roosevelt Soil and Water Conservation District

We have performed the procedures enumerated below for Roosevelt Soil and Water Conservation District (District), for the year ended June 30, 2017. The District was determined to be a Tier 4 entity under the Audit Act, Section 12-6-3 B (4) NMSA 1978. The procedures were agreed to by the District through the Office of the New Mexico State Auditor. The District's management is responsible for the organization's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. Our procedures and findings are as follows:

1. Verify

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

The revenue calculation and tier determination was documented correctly on the form provided at www.osanm.org under "Tiered System Reporting Main Page".

2. Cash

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

Results:

The District has four checking accounts. All checking account's bank reconciliations have been performed on a timely basis and are on-hand.

The bank reconciliations tested were for the month ended June 30, 2017. The bank balances on the bank reconciliations agreed with the bank statements and the reconciled balances on the bank reconciliations agreed with the general ledger. The reconciled balances agreed with the DFA report for June 30, 2017. The reconciled balances total \$144,604.

Because bank accounts did not exceed the uninsured limits as of June 30, 2017 pledged collateral is not required for any of the banks where the monies are held.

3. Capital Assets

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

Results:

The District does have and is maintaining a inventory list. They also took and certified a fiscal year end physical inventory.

4. Revenue

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

- a) Perform an analytical review; test actual revenue compared to budgeted revenue for the year for each type of revenue. Select a sample of revenues based on auditor judgment, but no less than 30% of the total dollar amount and test using the following attributes:
- b) Amount recorded in the general ledger agrees to the supporting documentation and the bank statement.
- c) Proper recording of classification, amount, and period per review of supporting documentation and the general ledger. Perform this revenue work on the same accounting basis that the local public body keeps its accounting records on, cash basis, modified accrual basis, or accrual basis.

Results:

Analytical review and test of actual revenue compared to budgeted revenue for the year for each type of revenue revealed no exceptions.

The accounting basis is cash basis as required. The revenue deposited was classified correctly and recorded in the correct period and the amount recorded in the general ledger agreed with the amount deposited.

5. Expenditures

Select a sample of cash disbursements based on auditor judgment and test using the following attributes:

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

Results:

The test sample of 41 expenditures were recorded. We verified that amount, payee, date and description agreed to the vendor's invoice, purchase order, contract and canceled check, as appropriate.

We verified that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.

We verified that the bid process (or request for proposal process if applicable), purchase orders, contracts and agreements were processed in accordance with the New Mexico Procurement Code (Section 13-1-28 through 13-1-199 NMSA 1978) and State Purchasing Regulations (1.4.1 NMAC) and Regulations Governing the Per Diem and Mileage Act (2.42.2 NMAC) and found none that were violated.

6. Journal Entries

If non-routine journal entries, such as adjustments or reclassifications, are posted to the general ledger, test significant items for the following attributes:

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

Results:

The journal entries made in the general ledger appear to be reasonable and have supporting documentation. The local board approves all journal entries in the board meetings.

7. Budget

Obtain the original fiscal year budget and all budget amendments made throughout the fiscal year and perform the following:

- a) Verify, through a review of the minutes and correspondence, that the original budget and subsequent budget adjustments were approved by the local public body's governing body and DFA-LGD.
- b) Determine if the total actual expenditures exceeded the final budget at the legal level of budgetary control; if so, report a compliance finding.
- c) From the original and final approved budgets and general ledger, prepare a schedule of revenues and expenditures budget and actual on the budgetary basis used by the local public body (cash, accrual or modified accrual basis) for each individual fund.

Results:

A review of the minutes indicated that the original budget was approved by the Board of Supervisors and that the original budget had not been adjusted.

The total of actual expenditures did not exceed the final budget at the fund level, the legal level of budgetary control.

We prepared schedules of revenues and expenditures – budget and actual on the budgetary basis used by the local public body. These schedules were prepared from the original and final approved budgets and general ledger.

Other

If information comes to the IPA's attention (regardless of materiality) indicating any fraud, illegal acts, noncompliance, or any internal control deficiencies, such instances must be disclosed in the report as required by Section 12-6-6 NMSA 1978. The findings must include the required content per Section 2.2.2.10(I)(3)(C) NMAC.

Results:

The was no other information that came to the our attention.

We were not engaged to and did not conduct an audit or examination of the subject matter, the objective of which would be the expression of an opinion on the District's compliance with results of procedures required of a Tier 4 examination. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the board members, the Office of the State Auditor, the Department of Finance and Administration, and the New Mexico State Legislature and is not intended to be and should not be used by anyone other than these specified parties.

Clovis, New Mexico November 22, 2017

De'lun Willaughby CPA PC

General Fund

Statement of Revenues, Expenditures, and Changes in Cash Balance -

Budget and Actual (Non GAAP Basis) For the Year Ended June 30, 2017

					Actual	Variances Favorable (Unfavorable)
	_		l Amounts		(Budgetary	Final
Dovonuos	_	Original	Final	-	Basis)	to Actual
Revenues NMSU Funding	\$	12,000	\$ 12,000	\$	13,699 \$	1,699
Loan proceeds	Ψ	0	0	Ψ	29,100	29,100
Sale of Shade Balls		0	70,000		0	(70,000)
Grass Seed Sales		15,000	15,000		0	(15,000)
Tree and Windbreak Sales		15,000	15,000		4,724	(10,276)
Transfer from Building		0	23,000		23,000	0
Miscellaneous		0	20,000		284	284
Interest Income		20	20		2	(18)
Total Revenues	-	42,020	135,020	-	70,809	(64,211)
rotal November	_	.2,020	100,020	-	7 0,000	(0:,2::)
Expenditures						
Advertising and Public Relations		200	200		166	34
Bonding		600	600		591	9
Capital Outlay		0	5,000		3,275	1,725
Conservation		0	60,000		0	60,000
Consulting		2,500	2,500		0	2,500
Dues & Subscriptions		2,000	2,000		1,503	497
Education Programs		1,200	2,200		1,258	942
Field Supplies		1,000	1,000		513	487
Insurance		1,500	1,500		831	669
Miscellaneous		1,000	1,000		2	998
Payroll		24,000	24,000		19,808	4,192
Postage		500	500		292	208
Professional Fees		10,500	9,500		2,918	6,582
Supervisor Meetings		6,300	6,300		4,950	1,350
Supplies		1,300	1,300		805	495
Taxes		2,500	2,500		254	2,246
Training and Meetings		3,000	3,000		1,645	1,355
Travel		3,500	3,500		2,392	1,108
Trees and Windbreak Supplies	_	8,000	8,000	_	2,724	5,276
Total Expenditures		69,600	134,600		43,927	90,673
Excess (Deficiency) of Revenues Over Expenditures		(27,580)	420		26,882	26,462
Cash Balance Beginning of Year	_	20,818	20,818		20,818	0
Cash Balance End of Year	\$_	(6,762)	\$ 21,238	\$	47,700	26,462

Building Fund

Statement of Revenues, Expenditures, and Changes in Cash Balance -

Budget and Actual (Non GAAP Basis) For the Year Ended June 30, 2017

					Variances Favorable
				Actual	(Unfavorable)
	E	Budgeted A	mounts	(Budgetary	Final
		ginal	Final	Basis)	to Actual
Revenues					
Rental Income	-	74,226	74,226	74,226	0
Other		25	25	6	(19)
Total Revenues		74,251	74,251	74,232	(19)
Expenditures					
Improvements	•	12,000	12,000	775	11,225
Insurance		4,500	4,500	4,410	90
Payroll		8,500	8,500	8,089	411
Repairs and Maintenance		9,000	9,000	7,053	1,947
Supplies		4,000	4,000	1,386	2,614
Utilities	•	18,000	18,000	14,158	3,842
Debt Service					
Principal	;	30,000	30,000	34,630	(4,630)
Interest		5,000	5,000	1,689	3,311
Transfer to General		0	23,000	23,000	0
Total Expenditures		91,000	114,000	95,190	18,810
Excess (Deficiency) of Revenues					
Over Expenditures	(16,749)	(39,749)	(20,958)	18,791
Cash Balance Beginning of Year		68,802	68,802	68,802	0
Cash Balance End of Year	\$\$	52,053 \$	29,053 \$	47,844 \$	18,791

LEPA Fund

Statement of Revenues, Expenditures, and Changes in Cash Balance -

Budget and Actual (Non GAAP Basis)

For the Year Ended June 30, 2017

				Variances
				Favorable
			Actual	(Unfavorable)
	 Budgeted A	Amounts	(Budgetary	Final
	 Original	Final	Basis)	to Actual
Revenues	 	·		
Principal Received on LEPA Loans	8,500	8,500	8,446	(54)
Interest Income	2,000	2,000	817	(1,183)
Total Revenues	10,500	10,500	9,263	(1,237)
Expenditures				
Debt Service				
Principal	14,175	14,175	14,174	1
Interest	1,865	1,865	1,863	2
Total Expenditures	16,040	16,040	16,037	3
Excess (Deficiency) of Revenues				
Over Expenditures	(5,540)	(5,540)	(6,774)	(1,234)
Cash Balance Beginning of Year	55,244	55,244	55,244	0
Cash Balance End of Year	\$ 49,704 \$	49,704 \$	48,470 \$	(1,234)

Weather Modification Fund Statement of Revenues, Expenditures, and Changes in Cash Balance -Budget and Actual (Non GAAP Basis) For the Year Ended June 30, 2017

		Budgeted Ar	nounts	Actual (Budgetary	Variances Favorable (Unfavorable) Final
	_	Original	Final	Basis)	to Actual
Revenues	_	Original	FIIIai	Dasis)	to Actual
Other	\$	5 \$	5 \$	0 \$	(5)
Total Revenues	_	5	5	0	(5)
Expenditures					
Consulting Fees		500	500	0	500
Total Expenditures	_	500	500	0	500
Excess (Deficiency) of Revenues Over Expenditures		(495)	(495)	0	495
Cash Balance Beginning of Year	_	516	516	516	0
Cash Balance End of Year	\$_	21 \$	21 \$	516_\$	495

Roosevelt Soil Water Conservation District 4th Quarterly Report FY2017

	Beginning			• •	Add Outstanding	Q.O.	Ending Bank
Fund	Audited Cash	Revenues	Expenses	Ending Cash	Checks	Deposits	Balance
Operating Fund	20,817.31	70,809.69	43,926.92	47,700.08	1,975.86	12.00	49,663.94
Building Fund	68,801.69	74,231.76	95,190.16	47,843.29			47,843.29
LEPA Fund	55,244.07	9,262.65	16,036.78	48,469.94			48,469.94
Weather Modification	515.87	0.04	•	515.91		•	515.91
Change Drawer	75.00			75.00			75.00
	145,453.94	154,304.14	155,153.86	145,453.94 154,304.14 155,153.86 144,604.22	1,975.86	12.00	12.00 146,568.08

8:53 AM 07/03/17 **Accrual Basis**

Roosevelt Soil & Water Conservation District Profit & Loss Budget vs. Actual July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income	20 100 00	0.00	20 100 00
LOC-Shade Balls Sale of Shade Balls	29,100.00		29,100.00
	0.00	70,000.00	-70,000.00
NMSU Funding	13,698.96	12,000.00	1,698.96
Grass Seed Income	0.00	15,000.00	-15,000.00
Tree Sales/Windbreak	4,724.00	15,000.00	-10,276.00
Misc. Income Interest Income	284.26 2.47	0.00 20.00	284.26 -17.53
Total Income	47.809.69	No. Visit the section of the sec	-64,210.31
		112,020.00	
Gross Profit	47,809.69	112,020.00	-64,210.31
Expense	3,275.00	5 000 00	-1,725.00
Purchase Shade Ball Storage		5,000.00	
Purchase Shade Balls	0.00	60,000.00	-60,000.00
Advertising	165.55	200.00	-34.45
Bond Expense	591.06	600.00	-8.94
Consulting	0.00	2,500.00	-2,500.00
Dues and Subscriptions	1,503.26	2,000.00	-496.74
Education Program/Sponsorships	1,258.06	2,200.00	-941.94
Field Supplies & Equipment	512.95	1,000.00	-487.05
Insurance	831.00	1,500.00	-669.00
Mileage/Travel	2,392.12	3,500.00	-1,107.88
Miscellaneous	2.23	1,000.00	-997.77
Payroll Wages Payroll Expenses	19,808.09	24,000.00	-4,191.91
Total Payroll Wages	19,808.09	24,000.00	-4,191.91
Postage and Delivery	291.88	500.00	-208.12
Professional Fees			
Audit Expense	2,917.69	3,000.00	-82.31
Legal Fees	0.00	6,500.00	-6,500.00
Total Professional Fees	2,917.69	9,500.00	-6,582.31
Supplies	805.30	1,300.00	-494.70
Supervisors Meetings	4,950.00	6,300.00	-1,350.00
Taxes-CRS	254.55	2,500.00	-2,245.45
Training/Meetings	1,644.79	3,000.00	-1,355.21
Tree Sales/Windbreak Expense	2,723.39	8,000.00	-5,276.61
Total Expense	43,926.92	134,600.00	-90,673.08
Net Ordinary Income	3,882.77	-22,580.00	26,462.77
Other Income/Expense Other Income			
Other Income Transfer from Bldg Acct.	23,000.00	23,000.00	0.00
Total Other Income	23,000.00	23,000.00	0.00
Net Other Income	23,000.00	23,000.00	0.00

8:54 AM 07/03/17 **Accrual Basis**

Roosevelt Soil & Water Conservation District Balance Sheet

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
JP Stone Community Bank	47,700.08
Change Drawer	75.00
Total Checking/Savings	47,775.08
Total Current Assets	47,775.08
TOTAL ASSETS	47,775.08
LIABILITIES & EQUITY	
Equity	
Retained Earnings	20,892.31
Net Income	26,882.77
Total Equity	47,775.08
TOTAL LIABILITIES & EQUITY	47,775.08

8:52 AM 07/03/17

Roosevelt Soil & Water Conservation District Reconciliation Summary JP Stone Community Bank, Period Ending 06/30/2017

	Jun 30, 17	
Beginning Balance		50,578.85
Cleared Transactions		
Checks and Payments - 20 items	-3,416.71	
Deposits and Credits - 10 items	2,501.80	
Total Cleared Transactions	-914.91	
Cleared Balance		49,663.94
Uncleared Transactions		
Checks and Payments - 13 items	-1,975.86	
Deposits and Credits - 1 item	12.00	
Total Uncleared Transactions	-1,963.86	
Register Balance as of 06/30/2017		47,700.08
New Transactions		
Checks and Payments - 2 items	-970.04	
Total New Transactions	-970.04	
Ending Balance		46,730.04

9:57 AM 07/03/17 Accrual Basis

Roosevelt Soil and Water District Building Account Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Interest Income	6.00	25.00	-19.00
Rent Income	74,225.76	74,226.00	-0.24
Total Income	74,231.76	74,251.00	-19.24
Gross Profit	74,231.76	74,251.00	-19.24
Expense			
Improvements	775.48	10,680.91	-9,905.43
Insurance Expense	4,410.00	4,500.00	-90.00
Interest Expense	1,689.39	1,689.39	0.00
Principal paid on loan	34,629.70	34,629.70	0.00
Payroll Expenses	8,088.70	8,500.00	-411.30
Repairs and Maintenance			
Building Supplies	1,385.93	4,000.00	-2,614.07
Landscape/Repairs/Maintenance	7,053.15	9,000.00	-1,946.85
Total Repairs and Maintenance	8,439.08	13,000.00	-4,560.92
Utilities	14,157.81	18,000.00	-3,842.19
Total Expense	72,190.16	91,000.00	-18,809.84
Net Ordinary Income	2,041.60	-16,749.00	18,790.60
Other Income/Expense			
Other Expense			
Transfer to Gen Acct	23,000.00	23,000.00	0.00
Total Other Expense	23,000.00	23,000.00	0.00
Net Other Income	-23,000.00	-23,000.00	0.00
Net Income	-20,958.40	-39,749.00	18,790.60

10:11 AM 07/03/17 Accrual Basis

Roosevelt Soil and Water District Building Account Balance Sheet

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
JP Stone Community Bank	47,843.29
Total Checking/Savings	47,843.29
Total Current Assets	47,843.29
Fixed Assets	
Buildings and Improvements	708,884.78
Land	37,847.95
Total Fixed Assets	746,732.73
TOTAL ASSETS	794,576.02
LIABILITIES & EQUITY Equity	
Retained Earnings	785,904.72
Net Income	8,671.30
Total Equity	794,576.02
TOTAL LIABILITIES & EQUITY	794,576.02

8:57 AM

07/03/17

Roosevelt Soil and Water District Building Account Reconciliation Summary

JP Stone Community Bank, Period Ending 06/30/2017

	Jun 30, 17	
Beginning Balance	4:	5,288.42
Checks and Payments - 9 items	-3,630.97	
Deposits and Credits - 2 items	6,185.84	
Total Cleared Transactions	2,554.87	
Cleared Balance	4	7,843.29
Register Balance as of 06/30/2017	4	7,843.29
Ending Balance	4	7,843.29
	Cleared Transactions Checks and Payments - 9 items Deposits and Credits - 2 items Total Cleared Transactions Cleared Balance Register Balance as of 06/30/2017	Beginning Balance Cleared Transactions Checks and Payments - 9 items Deposits and Credits - 2 items Total Cleared Transactions Cleared Balance Register Balance as of 06/30/2017 4

9:06 AM 07/03/17

Cash Basis

Roosevelt Soil and Water LEPA Loan account Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Income			
Principal Received	8,445.98	8,500.00	-54.02
Interest Income	816.67	2,000.00	-1,183.33
Total Income	9,262.65	10,500.00	-1,237.35
Expense			
Principal Paid	14,174.18	14,175.00	-0.82
Interest on loan	1,862.60	1,865.00	-2.40
Total Expense	16,036.78	16,040.00	-3.22
Net Income	-6,774.13	-5,540.00	-1,234.13

10:22 AM

07/03/17

Cash Basis

Roosevelt Soil and Water LEPA Loan account Balance Sheet

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
NM Bank and Trust	48,469.94
Total Checking/Savings	48,469.94
Total Current Assets	48,469.94
Other Assets	
Legleiter #29	18,179.99
Total Other Assets	18,179.99
TOTAL ASSETS	66,649.93
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	00.000.00
N/P Interstate Stream Comm	60,329.96
Total Other Current Liabilities	60,329.96
Total Current Liabilities	60,329.96
Total Liabilities	60,329.96
Equity Retained Earnings Net Income	7,365.90 -1,045.93
Total Equity	6,319.97
TOTAL LIABILITIES & EQUITY	66,649.93

9:06 AM

07/03/17

Roosevelt Soil and Water LEPA Loan account Reconciliation Summary

NM Bank and Trust, Period Ending 06/30/2017

	Jun 30, 17	
Beginning Balance		64,505.33
Cleared Transactions		
Checks and Payments - 1 item	-16,036.78	
Deposits and Credits - 1 item	1.39	
Total Cleared Transactions	-16,035.39	
Cleared Balance		48,469.94
Register Balance as of 06/30/2017		48,469.94
Ending Balance		48,469.94

9:03 AM

07/03/17

Accrual Basis

Weather Mod Profit & Loss Budget vs. Actual

July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Income Interest Income	0.04	5.00	-4.96
interest income	0.04	3.00	-4.30
Total Income	0.04	5.00	-4.96
Expense			
Consulting	0.00	500.00	-500.00
Total Expense	0.00	500.00	-500.00
Net Income	0.04	-495.00	495.04

9:04 AM

07/03/17

Accrual Basis

Weather Mod Balance Sheet

As of June 30, 2017

	Jun 30, 17
ASSETS Current Assets	
Checking/Savings JP Stone Community Bank	515.91
Total Checking/Savings	515.91
Total Current Assets	515.91
TOTAL ASSETS	515.91
LIABILITIES & EQUITY Equity	
Retained Earnings	515,87
Net Income	0.04
Total Equity	515.91
TOTAL LIABILITIES & EQUITY	515.91

9:03 AM

07/03/17

Weather Mod Reconciliation Summary

JP Stone Community Bank, Period Ending 06/27/2017

	Jun 27, 17	
Beginning Balance	515.90	
Cleared Transactions		
Deposits and Credits - 1 item	0.01	
Total Cleared Transactions	0.01	
Cleared Balance	515.91	
Register Balance as of 06/27/2017	515.91	
Ending Balance	515.91	

Schedule of Findings and Responses June 30, 2017

Prior Year Audit Findings

Status

None

Current Year Audit Findings

None

Exit Conference

An exit conference was held on November 22, 2017. Those present were Mitzi Miller-Vice chairperson, Rick Ledbetter-Treasurer, Dawn Privett-Administrative Assistant, and De'Aun Willoughby, CPA.