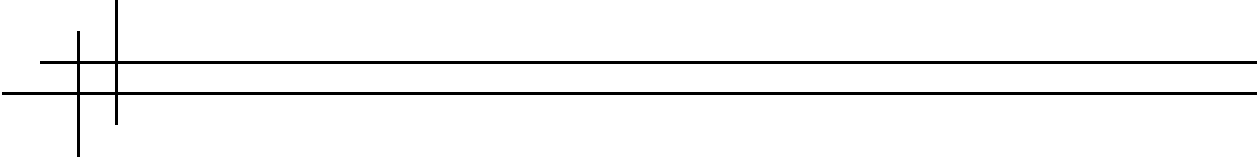




State of New Mexico
Upper Hondo Soil and Water Conservation District

Annual Financial Report
June 30, 2019

De'Aun Willoughby CPA, PC
Certified Public Accountant
Clovis, NM 88101



State of New Mexico
Upper Hondo Soil and Water Conservation District
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 For the Year Ended June 30, 2019

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State of New Mexico
Upper Hondo Soil and Water Conservation District
Official Roster
June 30, 2019

Board of Supervisors

David Cox	Chairperson
Jason Price	Vice-Chairperson
Jackie Powell	Secretary/Treasurer
Clark Taylor	Supervisor
Lela Wright	Supervisor
Robert Runnels	Supervisor
Robert Barber	Supervisor

District Personnel

Judy Bock	District Manager
Kristi Bonnell	Project Manager
Wanda Schmidt	Conservation Assistant

De'Aun Willoughby CPA, PC

Certified Public Accountant

225 Innsdale Terrace Clovis, NM 88101

(855) 253-4313

Independent Auditor's Report

Mr. Brian S. Colón
State Auditor of the State of New Mexico
Board of Supervisors of the Upper Hondo Soil and Water District

Mr. Colón and Members of the Board

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the budgetary comparison for the general fund of Upper Hondo Soil and Water Conservation District (District), as of and for the year ended June 30, 2019, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit 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 and the major fund, and the budgetary comparison for the general fund of the District as of June 30, 2019, 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

Required Supplementary Information

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

Management has omitted the Management's Discussion and Analysis which is required to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 6, 2019, on our consideration of the District'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 District's internal control over financial reporting and compliance.

De'Aun Willoughby, CPA, PC

Clovis, New Mexico
December 6, 2019

State of New Mexico
Upper Hondo Soil and Water Conservation District
Government-Wide Statement of Net Position
June 30, 2019

Assets	Governmental
Current Assets	Activities
Cash and Cash Equivalents	\$ 336,976
Restricted Cash	6,504
Accounts Receivable (net of allowance for uncollectibles)	299
Taxes Receivable	9,549
Grant Receivable	15,156
Loans Receivable	2,071
Inventory	9,418
Total Current Assets	<u>379,973</u>
Noncurrent Assets	
Capital Assets	172,829
Less Accumulated Depreciation	<u>(100,462)</u>
Total Noncurrent Assets	<u>72,367</u>
Total Assets	<u>452,340</u>
Deferred Outflows of Resources	
Deferred Outflows Related to Pensions	
Actuarial Experience	4,562
Investment Experience	11,706
Changes of Assumptions	14,311
Changes in Proportion	24,058
Contributions Subsequent to Measurement Date	<u>8,111</u>
Total Deferred Outflows of Resources	<u>62,748</u>
Liabilities	
Current Liabilities	
Accounts Payable	27,212
Accrued Salaries and Benefits	1,579
Compensated Absences	6,017
Due to Others	6,504
Current Portion of Long Term Debt	4,994
Total Current Liabilities	<u>46,306</u>
Noncurrent Liabilities	
Loans Payable	5,180
Pension Liability	<u>157,843</u>
Total Noncurrent Liabilities	<u>163,023</u>
Total Liabilities	<u>209,329</u>
Deferred Inflows of Resources	
Deferred Inflows Related to Pensions	
Actuarial Experience	4,144
Changes of Assumptions	908
Changes in Proportion	<u>7,497</u>
Total Deferred Inflows of Resources	<u>12,549</u>
Net Position	
Net Investment in Capital Assets	72,367
Unrestricted	<u>220,843</u>
Total Net Position	<u>\$ 293,210</u>

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
 Government-Wide Statement of Activities
 For the Year Ended June 30, 2019

	Governmental Activities
Program Expenses	
Conservation Programs	\$ 569,838
Personnel Services	184,420
Operating Expenses	56,041
Total Program Expenses	<u>810,299</u>
Program Revenues:	
Conservation Grant	461,002
Sale of Chemicals	17,771
	<u>478,773</u>
Net Program (Expense) Revenue	<u>(331,526)</u>
General Revenues	
Property Taxes	273,041
State Allocation	14,095
Miscellaneous	824
	<u>287,960</u>
Change in Net Position	(43,566)
Net Position at Beginning of Year	<u>336,773</u>
Net Position at End of Year	<u>\$ 293,207</u>

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
 Governmental Fund
 Balance Sheet
 June 30, 2019

	<u>General</u>
Assets	
Cash and Cash Equivalents	\$ 336,976
Restricted Cash	6,504
Accounts Receivable (net of allowance for uncollectibles)	299
Taxes Receivable	9,549
Grant Receivable	15,156
Loan Receivable	2,071
Inventory	9,418
Total Assets	\$ <u><u>379,973</u></u>
Liabilities	
Accounts Payable	\$ 27,212
Accrued Salaries and Benefits	1,579
Due to Others	6,504
Total Liabilities	<u><u>35,295</u></u>
Deferred Inflows of Resources	
Deferred Revenue	9,602
Total Deferred Inflows of Resources	<u><u>9,602</u></u>
Fund Balances	
Nonspendable-Inventory	9,418
Unrestricted	325,658
Total Fund Balances	<u><u>335,076</u></u>
Total Liabilities, Deferred Inflows and Fund Balances	\$ <u><u>379,973</u></u>

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
 Reconciliation of the Governmental Funds Balance Sheet
 to the Statement of Net Position
 June 30, 2019

Total Fund Balance - Governmental Funds \$ 335,076

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

Property taxes receivable will be collected after the period
 of availability, but are not available soon enough to pay for
 the current period's expenditures, and therefore are
 deferred in the funds. 9,602

Capital assets used in governmental activities are not
 financial resources and therefore are not reported as
 assets in governmental funds.

Capital Assets	\$ 172,829	
Accumulated Depreciation	<u>(100,462)</u>	72,367

Deferred Outflows and Inflows Related to Pensions are the
 results of differences in expected and actual actuary
 experience and the difference in actuary projected and
 actual earnings. Also changes in proportion and differences
 between contributions and proportionate share of
 contributions.

Deferred Outflows Related to Pensions	62,748	
Deferred Inflows Related to Pensions	<u>(12,549)</u>	50,199

Long-term and certain other liabilities, including loans
 payable, are not due and payable in the current period and
 therefore are not reported as liabilities in the funds. Long-
 term and other liabilities at year end consist of :

Loans	(10,174)	
Pension Liability	(157,843)	
Compensated Absences	<u>(6,017)</u>	<u>(174,034)</u>

Total Net Position - Governmental Activities \$ 293,210

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
Governmental Funds
Statement of Revenues, Expenditures and Changes
in Fund Balance
For the Year Ended June 30, 2019

	<u>General</u>
Revenues	
Property Taxes	\$ 272,055
Sale of Chemicals	17,771
State Allocation	14,095
Conservation Grant	461,002
Miscellaneous	824
Total Revenues	<u>765,747</u>
Expenditures	
Current	
Conservation Programs	566,381
Personnel Services	173,182
Advertising & Promotion	6,698
Building Expense	2,221
Dues and Memberships	1,828
Education & Outreach	2,000
Election	250
Insurance	7,959
Office & Postage	7,639
Professional Fees	15,672
Training and Workshops	385
Travel & Mileage	1,504
Utilities	8,206
Vehicle	1,643
Debt Service	
Principal	13,219
Interest	33
Total Expenditures	<u>808,820</u>
Excess (Deficiency) of Revenues Over Expenditures	(43,073)
Fund Balances at Beginning of Year	<u>378,149</u>
Fund Balance End of Year	<u>\$ 335,076</u>

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
 Reconciliation of the Governmental Funds
 Statement of Revenues, Expenditures and Changes in Fund Balance
 to the Statement of Activities
 June 30, 2019

Net Change in Fund Balance-Governmental Funds \$ (43,073)

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

Some property taxes will not be collected for several months after the District's fiscal year ends, they are not considered "available" revenues in the governmental funds, and are instead reported as deferred revenues. They are however, recorded as revenues in the Statement of Activities.

Property Taxes Receivable, June 30, 2018	\$ (8,617)	
Property Taxes Receivable, June 30, 2019	<u>9,602</u>	985

Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expenses in the Statement of Activities. This is the amount by which depreciation exceeds capital outlays in the period.

Depreciation expense	(3,457)	
Capital Outlays	<u>0</u>	(3,457)

Pension contributions are reported as expenses in the government funds but are deferred outflows in the Statement of Net Position. Pension expense is reported in the Statement of Activities but not in the governmental funds.

Pension Contributions	8,111	
Pension Expense	<u>(25,478)</u>	(17,367)

Repayment of loan principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

13,219

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

Compensated Absences, June 30, 2018	12,144	
Compensated Absences, June 30, 2019	<u>(6,017)</u>	<u>6,127</u>

Changes in Net Position of Governmental Activities \$ (43,566)

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
General Fund
Statement of Revenues, Expenditures, and Changes in Cash Balance
Budget and Actual (Budgetary Basis)
For the Year Ended June 30, 2019

	Budgeted Amounts		Actual (Budgetary Basis)	Variance with Final Budget- Favorable (Unfavorable)
	Original	Final		
Revenues				
Property Taxes	\$ 272,015	\$ 272,015	\$ 272,055	\$ 40
State Allocation	14,000	14,000	14,095	95
Conservation Grant	472,900	472,900	458,484	(14,416)
Sale of Inventory	4,000	4,000	18,071	14,071
Miscellaneous	1,750	1,750	1,752	2
Total Revenues	<u>764,665</u>	<u>764,665</u>	<u>764,457</u>	<u>(208)</u>
Expenditures				
Conservation Programs	707,850	546,400	544,279	2,121
Personnel Services	174,615	174,615	178,233	(3,618)
Advertising & Promotion	5,500	8,500	6,417	2,083
Building Expense	1,500	2,225	2,221	4
Dues and Memberships	1,000	2,000	1,828	172
Education & Outreach	2,000	2,000	1,999	1
Election	500	250	250	0
Insurance	8,000	8,000	7,807	193
Office & Postage	11,000	7,175	7,145	30
Professional Fees	16,000	15,300	15,086	214
Training and Workshops	500	400	385	15
Travel & Mileage	1,500	1,500	1,504	(4)
Utilities	8,900	8,305	8,268	37
Vehicle	1,500	1,725	1,707	18
Debt Service				
Principal	13,500	13,200	13,096	104
Interest	0	58	156	(98)
Total Expenditures	<u>953,865</u>	<u>791,653</u>	<u>790,381</u>	<u>1,272</u>
Excess (Deficiency) of Revenues Over Expenditures	(189,200)	(26,988)	(25,924)	1,064
Cash Balance Beginning of Year	<u>362,900</u>	<u>362,900</u>	<u>362,900</u>	<u>0</u>
Cash Balance End of Year	<u>\$ 173,700</u>	<u>\$ 335,912</u>	<u>\$ 336,976</u>	<u>\$ 1,064</u>

State of New Mexico

Upper Hondo Soil and Water Conservation District

General Fund

Statement of Revenues, Expenditures, and Changes in Cash Balance

Budget and Actual (Budgetary Basis)

For the Year Ended June 30, 2019

Reconciliation of Budgetary Basis to GAAP Basis

Excess (Deficiency) of Revenues Over Expenditures-Cash Basis	\$	(25,924)
Net Change in Accounts Receivable		(300)
Net Change in Property Taxes Receivable		986
Net Change in Grant Receivable		2,517
Net Change in Loans Receivables		(928)
Net Change in Inventory		474
Net Change in Accounts Payable		(22,089)
Net Change in Accrued Payroll		3,177
Net Change in Deferred Taxes		(986)
Excess (Deficiency) of Revenues Over Expenditures-GAAP Basis	\$	<u>(43,073)</u>

The notes to the financial statements are an integral part of this statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
Notes to the Financial Statements
June 30, 2019

I. Summary of Significant Accounting Policies

A. Reporting Entity

The Upper Hondo Soil and Water Conservation District (District) is organized under the provisions of the Soil and Water Conservation District Act (73-20-25 through 73-20-49 NMSA 1978). The District is a governmental subdivision of the state, a public body corporate and politic, organized for control and prevention of flood, sediment, and soil erosion damage, and to further the conservation, development and beneficial use of water and soil resources. The governing body of the District consists of five elected supervisors, four of whom must be landowners in the District. Two additional supervisors may be appointed to the district board. Supervisors serve a term of three years and continue in office until a successor is elected or appointed.

The financial reporting entity as defined by GASB 14 consists of the primary government, organizations for which the primary government is financially accountable and other organizations whose exclusion from the financial reporting entity would cause the financial statements to be misleading.

A primary government is any state government or general-purpose local government and the organizations comprising its legal entity. Although the District is organized as a subdivision of the State and administratively attached to the New Mexico State University, Department of Agriculture, the statutory powers of the District establish it as a primary government with a separate corporate and legal identity. The District has no component units, financially dependent affiliates, nor is it legally liable for actions of other agencies.

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). To enhance the usefulness of the financial statements, the significant policies of the District are summarized below.

B. Government-Wide and Fund financial Statements

The government-wide financial statements (i.e., the statement of net position) report information on all of the nonfiduciary activities of the primary government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to significant extent on fees and charges for support. However, the District does not have any fiduciary or business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function, or segment, are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) sales of chemicals to customers and 2) contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

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

The government-wide financial statement are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

State of New Mexico
Upper Hondo Soil and Water Conservation District
Notes to the Financial Statements
June 30, 2019

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 30 days of the end of the current fiscal period. Expenditures are generally recorded when the liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, if any are recorded only when payment is due.

Property taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. The District does not have the information regarding the uncollected delinquent property taxes and thus has not recorded its share of this receivable as called for by GASB Statement 33.

The District reports the following major governmental fund:

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

As a general rule, the effect of interfund activity, if applicable, has been eliminated from the government-wide financial statements. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

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

D. Assets, Liabilities, Net Position and Fund Balance

Cash and Investments

The District's cash consists of demand deposits.

Taxes Receivable

Property taxes attach an enforceable lien as of January 1. Taxes are payable in equal semi-annual installments on November 10 and April 10 of the subsequent year. The taxes become delinquent thirty days after the due date. The taxes are collected by the County Treasurer and are remitted to the District in the month following collection.

State of New Mexico
Upper Hondo Soil and Water Conservation District
Notes to the Financial Statements
June 30, 2019

Inventory

The District's inventory consists of chemicals held for sale and /or use by the District for brush control. Inventory is reported at cost in the governmental activities column in the government-wide financial statements determined using the first-in, first-out method. Inventory items are reported in governmental funds as expenditures when purchased. In addition, an asset and corresponding nonspendable fund balance is reported in the governmental fund balance sheet for inventory.

Capital Assets

Capital assets, which include property, equipment (including software), farm equipment and furniture are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by state law as assets with an initial cost of \$5,000 and an estimated useful life of more than one year. The total amounts spent for construction, if any, are capitalized and reported in the government-wide financial statements. For donations, the government values these capital assets at the estimated fair value of the item at the date of acquisition. The cost of normal maintenance and repairs that do not add to the value or extend the life of the asset are not capitalized.

Property and equipment of the District is depreciated using the straight line method over the following estimated useful lives:

Building	40 years
Vehicles and Equipment	10 years

Accounts payable

The account payable as of the balance sheet date includes routine monthly bills for services rendered and products purchased which are paid in the following month.

Compensated Absences

It is the District's policy to permit certain employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the District does not have a policy to pay any amounts when employees separate from service of the District. All vacation pay is accrued when incurred in the government-wide financial statements. A current liability for these amounts is reported in the governmental funds only if they are due and payable at the year end, for example, as a result of resignations and retirements. The District Policy states that the maximum amount to be accrued is 80 hours.

Loan and Notes Payable

The District entered into numerous loan agreements with NMFA to provide match funding for various water trust board projects. A mill levy was passed to finance the debt service requirements.

Net Position and Fund Balance

The difference between the District's assets and liabilities is its net position. The District's net position consist of four components — invested in capital assets, which is the cost of capital assets, net of accumulated depreciation, restricted for the loan program and unrestricted net position. In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation and/or are legally restricted by outside parties for use for a specific purpose. A portion of the fund balance has been reserved for the loan program. The loan program resources have been classified as restricted assets on the Statement of Net Position because their use is restricted by the lender.

State of New Mexico
Upper Hondo Soil and Water Conservation District
Notes to the Financial Statements
June 30, 2019

II. Stewardship, Compliance and Accountability

A. Budgetary Information

The budget is prepared on a basis that differs from accounting principles generally accepted in the United States of America (GAAP). GAAP basis revenues and expenditures include accrued amounts. The revenues and expenditures reported in the budgetary comparisons are generally recorded on the cash basis. The District uses the following procedures to establish the budgeted amounts reflected in the budgetary comparisons:

1. Prior to April 1, the Budget Committee submits to the District Board of Supervisors a proposed revenue and expenditure budget for the fiscal year beginning July 1.
2. The Board reviews the budget proposal and makes any necessary adjustments.
3. Prior to June 1, the Board approves the budget by passing a resolution.
4. Prior to June 20, the approved budget is submitted to the State of New Mexico, Department of Finance and Administration, Local Government Division (DFA-LGD) for approval by the first Monday of September. The Board receives notice of the approved budget.

The legal level at which actual expenditures may not exceed budgeted expenditures is at the total fund level. The Board can revise its budget with the approval of DFA-LGD. There were no changes made to the budget during the fiscal year. Encumbrance accounting is not utilized by the District.

B. Reconciliation of Non-GAAP Budgetary Basis to GAAP Basis Financial Statements

The Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - all Governmental Fund Types is presented on the budgetary basis to provide a comparison of actual results with the budget. The major differences between the budget basis and GAAP (Generally Accepted Accounting Principles) basis are that:

- A. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
- B. Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).

The adjustments necessary to convert the results of operations for the year from GAAP basis to the budget basis for the governmental funds are presented on each individual Statement of Revenues, Expenditures, and Changes in Cash Balance - Budget and Actual (Budgetary Basis).

Reconciliations are located at the bottom of the budget actual statement.

State of New Mexico
Upper Hondo Soil and Water Conservation District
Notes to the Financial Statements
June 30, 2019

III. Detailed Notes on all Funds

A. Cash and Investments

	Account Type	Bank Balance 6/30/19	Reconciled Balance 6/30/19
Washington Federal			
Upper Hondo SWCD	Checking-Interest bearing	\$ 37,495	\$ 37,495
Upper Hondo SWCD	Checking-Interest bearing	277,747	208,049
		<u>315,242</u>	<u>\$ 245,544</u>
	Less: FDIC coverage	(250,000)	
	Amount uninsured	<u>\$ 65,242</u>	
	Account Type	Bank Balance 6/30/19	Reconciled Balance 6/30/19
City Bank			
Upper Hondo SWCD-General	Checking-Interest bearing	\$ 92,287	\$ 91,332
Upper Hondo SWCD-Benevolence	Checking-Non-Interest bearing	6,504	6,504
		<u>98,791</u>	<u>\$ 97,836</u>
	Less: FDIC coverage	(98,791)	
	Amount uninsured	<u>\$ 0</u>	

There is \$100 petty cash on hand.

Restricted cash of \$6,504 is included in the bank accounts. The supervisor's may contribute their board meeting per diem to the benevolent fund. The benevolent fund belongs to the supervisors and is used to help those involved in agriculture who are in need. The balance of this fund is shown on as Due to Others.

The difference between the bank balance and the reconciled balance is outstanding deposits, outstanding checks and pending bank adjustments.

The following securities are pledged at Washington Federal:

<u>Description</u>	<u>CUSIP #</u>	<u>Market Value</u>	<u>Maturity Date</u>	<u>Location</u>
FNMA	3140EW4W2	\$ 74,976	11/01/2046	FHLB Des Moines
		<u>\$ 74,976</u>		

Custodial Credit Risk-Deposits

<u>Depository Account</u>	Bank Balance
Insured	\$ 348,791
Collateralized	
Collateral held by the pledging bank in District's name	74,976
Uninsured and uncollateralized	0
Total Deposits	<u>\$ 414,033</u>

Custodial Credit Risk — Deposits. Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of June 30, 2019 none of the Districts bank balances of \$414,033 were exposed to custodial credit

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B. Capital Assets

	Beginning Balance 6/30/18	Additions	Deletions	Ending Balance 6/30/19
Capital Assets, being Depreciated				
Buildings & Improvements	\$ 119,933	\$ 0	\$ 0	\$ 119,933
Vehicles & Equipment	52,896	0	0	52,896
Total Capital Assets, being Depreciated	<u>172,829</u>	<u>0</u>	<u>0</u>	<u>172,829</u>
Less Accumulated Depreciation				
Buildings & Improvements	44,491	3,075	0	47,566
Vehicles & Equipment	52,514	382	0	52,896
Total Accumulated Depreciation	<u>92,402</u>	<u>3,457</u>	<u>0</u>	<u>100,462</u>
	<u>\$ 80,427</u>	<u>\$ (3,457)</u>	<u>\$ 0</u>	<u>\$ 72,367</u>

Depreciation expense was charged to governmental activities as follows:

Conservation	\$ 3,457
Total Depreciation Expense	<u>\$ 3,457</u>

C. Long Term Debt

The District has entered into the following loans non interest bearing with the New Mexico Finance Authority for the purpose of funding projects for conservation.

A summary of activity in the Long-Term Debt is as follows:

	Beginning Balance 6/30/18	Increases	Reductions	Ending Balance 6/30/19	Amounts Due Within One Year
Loans and Notes Payable					
NMFA-WTB #174	\$ 5,484	\$ 0	\$ 5,484	\$ 0	0
NMFA-WTB #175	2,741	0	2,741	0	0
NMFA-WTB #204	15,168	0	4,994	10,174	4,994
	<u>\$ 23,393</u>	<u>\$ 0</u>	<u>\$ 13,219</u>	<u>\$ 10,174</u>	<u>\$ 4,994</u>
Compensated Absences					
	<u>\$ 12,146</u>	<u>10,839</u>	<u>16,968</u>	<u>\$ 6,017</u>	<u>\$ 6,017</u>

The debt service requirements to maturity are as follows:

	Principal	Interest	Total
2020	\$ 4,994	\$ 0	\$ 4,994
2021	4,994	0	4,994
2022	186	0	186
	<u>\$ 10,174</u>	<u>\$ 0</u>	<u>\$ 10,174</u>

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IV. Other Information

A. Retirement Plan

General Information about the Pension Plan

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

Benefits Provided – Benefits are generally available at age 65 with five or more years of service or after 25 years of service regardless of age for TIER I members. Provisions also exist for retirement between ages 60 and 65, with varying amounts of service required. Certain police and fire members may retire at any age with 20 or more years of service for Tier I members. Generally, the amount of retirement pension is based on final average salary, which is defined under Tier I as the average of salary for the 36 consecutive months of credited service producing the largest average; credited service; and the pension factor of the applicable coverage plan. Monthly benefits vary depending upon the plan under which the member qualifies, ranging from 2% to 3.5% of the member's final average salary per year of service. The maximum benefit that can be paid to a retiree may not exceed a range of 60% to 90% of the final average salary, depending on the division. Benefits for duty and non-duty death and disability and for post-retirement survivors' annuities are also available.

Tier II-The retirement age and service credit requirements for normal retirement for PERA state and municipal general members hired increased effective July 1, 2013 with the passage of Senate Bill 27 in the 2013 Legislative Session. Under the new requirements (Tier II), general members are eligible to retire at any age if the member has at least eight years of service credit and the sum of the member's age and service credit equals at least 85 or at age 67 with 8 or more years of service credit. General members hired on or before June 30, 2013 (Tier I) remain eligible to retire at any age with 25 or more years of service credit. Under Tier II, police and firefighters in Plans 3, 4 and 5 are eligible to retire at any age with 25 or more years of service credit. State police and adult correctional officers, peace officers and municipal juvenile detention officers will remain in 25-year retirement plans, however, service credit will no longer be enhanced by 20%. All public safety members in Tier II may retire at age 60 with 6 or more years of service credit. Generally, under Tier II pension factors were reduced by .5%, employee Contribution increased 1.5 percent and effective July 1, 2014 employer contributions were raised .05 percent. The computation of final average salary increased as the average of salary for 60 consecutive months.

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Contributions – The following tables illustrate the various coverage options under the PERA plan and the contribution rates effective during the year.

PERA Contribution Rates and Pension Factors in effect during Fiscal Year 2018						
Employee Contribution Percentage		Employer Contribution Percentage	Pension Factor per year of Service		Pension Maximum as a Percentage of the Final Average Salary	
Annual Salary less than \$20,000	Annual Salary greater than \$20,000		Tier 1	Tier 2		
State Plan 3						
7.42%	8.92%	16.99%	3.00%	2.50%	90%	
Municipal Plan 1 (plan open to new employers)						
7.00%	8.50%	7.40%	2.00%	2.00%	90%	
Municipal Plan 2 (plan open to new employers)						
9.15%	10.65%	9.55%	2.50%	2.00%	90%	
Municipal Plan 3 (plan closed to new employers 6/00)						
13.15%	14.65%	9.55%	3.00%	2.50%	90%	
Municipal Plan 4 (plan closed to new employers 6/95)						
15.65%	17.15%	12.05%	3.00%	2.50%	90%	
Municipal Police Plan 1						
7.00%	8.50%	10.40%	2.00%	2.00%	90%	
Municipal Police Plan 2						
7.00%	8.50%	15.40%	2.50%	2.00%	90%	
Municipal Police Plan 3						
7.00%	8.50%	18.90%	2.50%	2.00%	90%	
Municipal Police Plan 4						
12.35%	13.85%	18.90%	3.00%	2.50%	90%	
Municipal Police Plan 5						
16.30%	17.80%	18.90%	3.50%	3.00%	90%	
Municipal Fire Plan 1						
8.00%	9.50%	11.40%	2.00%	2.00%	90%	
Municipal Fire Plan 2						
8.00%	9.50%	17.90%	2.50%	2.00%	90%	
Municipal Fire Plan 3						
8.00%	9.50%	21.65%	2.50%	2.00%	90%	
Municipal Fire Plan 4						
12.80%	14.30%	21.65%	3.00%	2.50%	90%	
Municipal Fire Plan 5						
16.20%	17.70%	21.65%	3.50%	3.00%	90%	
Municipal Detention Officer Plan 1						
16.65%	18.15%	17.05%	3.00%	3.00%	90%	
State Police and Adult Correctional Officer Plan 1						
7.60%	9.10%	25.50%	3.00%	3.00%	90%	
State Plan 3 Peace Officer						

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	7.42%	8.20%	16.99%	3.00%	3.00%	90%
Juvenile Correctional Officer Plan 2						
	4.78%	6.28%	26.12%	3.00%	3.00%	90%

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions –

At June 30, 2019, the District reported a liability of \$157,843 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017. The total pension liability was rolled-forward from the valuation date to the plan year ending June 30, 2018 using generally accepted actuarial principles. Therefore, the employer's portion was established as of the measurement date of June 30, 2018. There were no significant events or changes in benefit provision that required an adjustment to the roll-forward liabilities as of June 30, 2018. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2018, the District's proportion was 0.0088%, which was an increase of 0.0011% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the District recognized pension expense of \$25,478. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience.	\$ 4,562	\$ 4,144
Net difference between projected and actual earnings on pension plan investments.	11,706	0
Changes of assumptions.	14,311	908
Changes in proportion and differences between the District's contributions and proportionate share of contributions.	24,058	7,497
District's contributions subsequent to the measurement date.	8,111	0
Total	<u>\$ 62,748</u>	<u>\$ 12,549</u>

\$8,111 reported as deferred outflows of resources related to pensions resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2020	\$ 20,254
2021	11,972
2022	9,200
2023	662
Total	<u>\$ 42,088</u>

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Actuarial assumptions. The total pension liability in the June 30, 2017 actuarial valuation was determined using the following significant actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	June 30, 2016
Actuarial cost method	Entry age normal
Amortization method	Level percentage of pay
Amortization period	Solved for based on statutory rates
Asset valuation method	4 Year Smoothed Market Value
Actuarial assumptions:	
(1) Investment rate of return	7.51% annual rate, net of investment expense
(2) Projected benefit payment	100 years
(3) Payroll growth	2.75% for first 9 years, then 3.5% annual rate
(4) Projected salary increases	2.75% to 14.00% annual rate
(5) Includes inflation at	2.75% annual rate for the first 9 years and 2.75% all other years
(6) Mortality Assumption	RP-2000 Mortality Tables (Combined table for healthy post-retirees, Employee table for active members, and Disabled table for disabled retirees before retirement age) with projection to 2018 using Scale AA.
(7) Experience Study Dates	July 1, 2008 to June 30, 2013 (demographic) and July 1, 2010 through June 20, 2016 (economic)

The total pension liability, net pension liability, and certain sensitivity information are based on an actuarial valuation performed as of June 30, 2017. The total pension liability was rolled-forward from the valuation date to the plan year ended June 30, 2018. These assumptions were adopted by the Board use in the June 30, 2017 actuarial valuation.

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

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	43.50%	7.48%
Risk Reduction & Mitigation	21.50%	2.37%
Credit Oriented Fixed Income	15.00%	5.47%
Real Assets	20.00%	6.48%
Total	<u>100.00%</u>	

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Discount rate. A single discount rate of 7.25% was used to measure the total pension liability as of June 30, 2018. This single discount rate was based on a long-term expected rate of return on pension plan investments of 7.25%, compounded annually, net of expense. Based on the stated assumptions and the projection of cash flows, the plan’s fiduciary net position and future contributions were projected to be available to finance all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

The projections of cash flows used to determine this single discount rate assumed that plan member and employer contributions will be made at the current statutory levels.

Sensitivity of the District’s proportionate share of the net pension liability to changes in the discount rate. The following presents the employer name’s proportionate share of the net pension liability calculated using the discount rate of 7.25 percent, as well as what the employer name’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25 percent) or 1-percentage-point higher (8.25 percent) than the current rate:

	Current Discount Rate (7.25%)	1% Increase (8.25%)
The District’s proportionate	\$ <u>243,225</u>	\$ <u>87,261</u>

Pension plan fiduciary net position. Detailed information about the pension plan’s fiduciary net position is available in separately issued PERA’S financial reports.

B. Risk Management

The District is exposed to various risks of loss due to torts, theft or damage of assets, errors and omissions and natural disasters. The District’s supervisors and employees are covered by an errors and omissions liability policy purchased by the New Mexico State University, Department of Agriculture, to which the District is administratively attached. The limits for this policy are \$1,000,000 for each wrongful act and \$1,000,000 for the policy aggregated. The District is required to obtain a corporate fidelity bond on behalf of persons responsible for District assets. The District currently maintains a \$100,000 fidelity bond on its Program Director and Board of Supervisors. The District has not sustained any losses during the last several years and is not a defendant in any lawsuit.

C. Contingent Liabilities

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the state and federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at the time, although the government expects such amounts, if any to be immaterial.

D. Subsequent Events

Subsequent events were evaluated through December 6, 2019, which is the date the financial statements were available to be.

E. Tax Abatement Disclosures

The District has not been affected by a tax abatement.

Required Supplemental Information

Upper Hondo Soil and Water Conservation District

Schedules of Required Supplementary Information and Notes for Pension Plan

Schedule of the District's Proportionate Share of the Net Pension Liability

Last 10 Fiscal Years*

	2015 2014	2016 2015	2017 2016	2018 2017	2019 2018
District's proportion of the net pension liability.	0.0076%	0.0093%	0.0082%	0.00880%	0.00990%
District's proportionate share of the net pension liability. \$	59,288 \$	94,822 \$	131,008 \$	101,682 \$	157,843
District's covered-employee payroll. \$	97,662 \$	99,653 \$	83,990 \$	107,399 \$	109,605
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll.	164.72%	105.09%	64.11%	105.62%	69.44%
Plan fiduciary net position as a percentage of the total pension liability.	81.29%	76.99%	69.18%	73.74%	71.13%

**Governmental Accounting Standards Board Statement No. 68* requires ten years of historical information be presented; however, until a full 10-year trend is compiled, the statement only requires presentation of information for those years that information is available. Complete information for the District is not available prior to fiscal year 2015, the year the statement's requirements became effective.

The notes to the financial statements are an integral part of this statement.

State of New Mexico

Upper Hondo Soil and Water Conservation District

Schedules of Required Supplementary Information and Notes for Pension Plan

Schedule of District's Contributions

Last 10 Fiscal Years*

	June 30,				
	2015	2016	2017	2018	2019
Contractually required contribution.	\$ 7,227	\$ 7,374	\$ 6,215	\$ 7,948	\$ 8,111
Contributions in relation to the contractually required contribution.	<u>7,227</u>	<u>7,374</u>	<u>6,215</u>	<u>7,948</u>	<u>8,111</u>
Contribution deficiency (excess).	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
District's covered-employee payroll.	\$ 97,662	\$ 99,653	\$ 83,990	\$ 107,399	\$ 109,605
Contributions as a percentage of covered-employee payroll.	7.40%	7.40%	7.40%	7.40%	7.40%

**Governmental Accounting Standards Board Statement No. 68* requires ten years of historical information be presented; however, until a full 10-year trend is compiled, the statement only requires presentation of information for those years that information is available. Complete information for District is not available prior to fiscal year 2015, the year the statement's requirements became effective.

Notes to Required Supplementary Information

Changes of benefit terms. The PERA and COLA and retirement eligibility benefits changes in recent years are described in Note 1 of PERA's CFAR. <https://www.saonm.org>

Assumptions: The Public Employ Retirement Association of New Mexico Annual Actuarial Valuations as of June 2017 report is available at <http://www.nmpera.org/>

The notes to the financial statements are an integral part of this statement.

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. Brian S. Colón
State Auditor of the State of New Mexico
Board of Supervisors of the Upper Hondo Soil and Water District

Mr. Colón and Members of the Board

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund and the budgetary comparison of the general fund of Upper Hondo Soil and Water Conservation District (District) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 6, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit, of the financial statements, we considered the District'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 District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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 District'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 are less severe than a material weakness, yet important enough to merit attention by those charged with governance. However, material weaknesses may exist that have not been identified.

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 deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Responses, that we consider to be significant deficiencies. 2019-001

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which is described in the accompanying Schedule of Findings and Responses; 2019-002.

District's Responses to Findings

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results 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. This report is intended solely for the information and use of the District, the New Mexico State Auditor's Office and Department of Finance and Administration, Local Government Division and the New Mexico Legislature and is not intended to be and should not be used by anyone other than those specified parties.

De'Aun Willoughby, CPA, PC

Clovis, New Mexico
December 6, 2019

Prior Year Audit Findings

None

Status

Current Year Audit Findings

Summary of Audit Results

Type of auditor's report issued	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	N/A
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	1
Noncompliance material to financial.	N/A

2019-001 Personnel Files - Compliance and Internal Control - Significant Deficiency

Condition

The non-exempt employees had no true and accurate time records to determine if they had earned overtime. The District does not require non-exempt employees to keep timesheets.

Criteria

Recordkeeping Requirements under the Fair Labor Standards Act (FLSA). Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this information to be accurate.

Cause

Board of supervisors was not aware of the FLSA record keeping requirements.

Effect

If the Department of Labor (DOL) finds that the District has willfully violated the FLSA, the DOL may sue for back wages and double damages. The DOL can also prosecute violations criminally with fines of up to \$10,000. Civil money penalties of up to \$1,100 per violation are also possible for willful and repeated violations.

Recommendation

A timekeeping system should be implemented.

Response

The boards of supervisors is aware of the situation and are working to implement an accurate time record keeping system.

Responsible Position: Board of supervisors

Timeframe: January 1, 2020

2019-002 Late IPA Recommendation and Audit Contract - Compliance and Other Matter

Condition

The IPA recommendation and audit contract was not received by the Office of the State Auditor until May 23, 2019.

Criteria

Paragraph (6) or Subsection G of 2.2.2.8 NMAC requires the contract be received by the Office of the State Auditor by May 15, 2019.

Cause

There was a change of personnel effective April 14, 2019.

Effect

Paragraph (6) or Subsection G of 2.2.2.8 NMAC was violated.

Recommendation

The District should contract with an approved auditor timely.

Response

The board and current personnel are aware of the timeline activities. Contract will be addressed in a timely matter in the future.

Responsible Position: District Manager

Timeframe: Contract will be initiated as soon as notification is received from the NM State Auditor's office.

Financial Statement Preparation

The financial statements were prepared by De'Aun Willoughby CPA. However, they are the responsibility of management.

Exit Conference

An exit conference was held on December 6, 2019. Those present were David Cox-Chairperson, Jackie Powell-Treasurer, Judy Bock-District Manager, Starla Sharp-Auditor, and De'Aun Willoughby, CPA.