

**STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT**

**Independent Accountant's Report on
Applying Agreed-Upon Procedures (TIER 6)
And
Compilation Report of Independent Accountant And
Compiled Financial Statements**

**For the Fiscal Year Ended
June 30, 2015**

**STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT**

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**STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT
OFFICIAL ROSTER
Fiscal Year Ending June 30, 2015**

Chairman
Vice-Chair
Treasurer
Supervisor
Supervisor
Supervisor
Supervisor

P. Joseph Moya
Andrew Hautzinger
Abel Camarena
Jim Lane
Teresa Smith de Cherif
Jeff Goebel
Charlie Sanchez

District Manager
Administrative Assistant

Madeline Miller
Jasmine Martinez

Whitfield Project Manager
USDA – NRCS

Ted Hodoba
Pearl Armijo

**INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES (TIER 6)**

Abel Camarena, Chairman
Valencia Soil and Water Conservation District
and
Honorable Timothy M. Keller
New Mexico State Auditor
Santa Fe, New Mexico

We have performed the procedures enumerated below which were agreed to by State of New Mexico Valencia Soil and Water Conservation District (District) and the New Mexico State Auditor (the specified parties), solely to assist users in determining compliance with the provisions of the Audit Act for a Tier 6 entity per Section 12-6-3 B NMSA 1978, Section 2.2.2.16 NMAC as of and for the year ended June 30, 2015. The District's management is responsible for its accounting records and financial reporting. 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 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."

We verified Valencia Soil and Water Conservation District's revenue calculation and tier determination documented on the form provided at www.osanm.org under "Tier System Reporting Main Page" and it was determined that the Valencia Soil and Water Conservation District falls under the Tier 6 procedures. General revenues were \$350,337 and no capital projects were started or completed.

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.

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We determined that all bank reconciliations were performed in a timely manner and that all bank statements and investment/savings statements were complete and on hand without exception. All monthly bank reconciliations for the operating account were examined without exception.

- b) Perform a random test of bank reconciliations for accuracy. Also, trace ending balances to the general ledger, supporting documentation and the financial reports submitted to DFA-Local Government Division.

We performed a test of bank reconciliations for accuracy and traced the ending balances to the general ledger and the financial reports submitted to DFA-LGD for all bank statements and savings accounts reconciliations. We noted no exceptions.

- 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.

We determined that the balances of the operating account and the savings account at no time exceeded the insured limits provided by the FDIC of \$250,000. Therefore, pledged collateral by the financial institution was not required.

3. Capital Assets

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

We inquired as to whether or not Valencia Soil and Water Conservation District is performing a yearly inventory as required by section 12-6-10 NMSA 1978. The Administrative Assistant is responsible for the inventory items related to the Valencia Soil and Water Conservation District. The documentation for inventory starts with the receiving order. Items that are logged in the inventory spreadsheet are tagged and recorded in the asset management spreadsheet by the Administrative Assistant. Inventory items are monitored by a schedule of regular counts and checkups to keep a close record of fluctuating inventory. The District performed the annual inventory are required.

4. Debt

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

The district does not have any debt. No procedures were performed in this area.

5. 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.

We performed an analytical review of each type of revenue and compared each type of revenue to the budget. We noted no exceptions.

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

b) Amount recorded in the general ledger agrees to the supporting documentation and the bank statement.

We randomly selected a sample of 25 receipts and we traced the amounts recorded in the supporting documentation including deposit books to the general ledger and to the bank statements. We noted no exceptions.

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.

We randomly selected a sample of 25 receipts and we traced the amounts recorded in the general ledger and comparing to the supporting documentation for proper coding and distribution. No exceptions were noted.

6. 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.

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We randomly selected a sample of 25 disbursements and determined that the amount recorded as disbursed agrees to adequate supporting documentation and that the amount, payee, date and description agreed to the purchase order, contract, vendor's invoice and canceled check as appropriate. All amounts agreed and we noted no exceptions.

- b) Determine that disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures.

We determined that the disbursements were properly authorized and approved in compliance with the budget, legal requirements and established policies and procedures. No exceptions were noted.

- 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).

Note: The sample must be representative of the population.

We determined that the bid process, purchase orders, contracts and agreements were processed in accordance with the New Mexico Procurement Code and State purchasing Regulations. No major projects requiring bidding were started or completed during this accounting period.

7. 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.

We selected all sixteen journal entries entered during FY 2015 for testing. All journal entries appear reasonable based on the memorandum explanation for each entry.

- b) The local public body has procedures that require journal entries to be reviewed and there is evidence the reviews are being performed.

The District was unable to provide written supporting documentation to show that the journal entries are being reviewed and approved for the 16 journal entries selected. See finding 2015-001 on page 12 of this report.

8. 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.

We verified through review of minutes the original budget approved by the District 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.

We determined through comparing the Original/Final Budget to the Actual Expenditures that the District is in compliance with statutes by not over-expending at the fund level, which is the legal level of budgetary control.

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.

We prepared a schedule of revenues and expenditures budget and actual, on the cash basis of accounting for the governmental fund. See the attached schedule as noted in the table of contents.

9. Capital Outlay Appropriations*

Request and review all state-funded capital outlay awards, joint powers agreements, correspondence and other relevant documentation for any capital outlay award funds expended by the recipient during the fiscal year. Test all capital outlay expenditures during the fiscal year to:

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- a) Determine that the amount recorded as disbursed agrees to adequate supporting documentation. Verify that amount, payee, date and description agree to the purchase order, contract, vendor's invoice and canceled check, as appropriate.
- b) Determine that the cash disbursements were properly authorized and approved in accordance 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 and State Purchasing Regulations (Section 13-1-28 through 13-1-199 NMSA 1978 and 1.4.1 NMAC).
- d) Determine the physical existence (by observation) of the capital asset based on expenditures to date.
- e) Verify that status reports were submitted to the state agency per terms of agreement and amounts in the status report agree with the general ledger and other supporting documentation.
- f) If the project was funded in advance, determine if the award balance (and cash balance) appropriately reflects the percentage of completion based on the project schedule and expenditures to date.
- g) If the project is complete, determine if there is an unexpended balance and whether it was reverted per statute and agreement with the grantor.
- h) Determine whether cash received for the award was accounted for in a separate fund or separate bank account that is non-interest bearing if so required by the capital outlay award agreement.
- i) Determine whether reimbursement requests were properly supported by costs incurred by the recipient.
Determine whether the costs were paid by the local public body prior to the request for reimbursement.

Note – Capital Outlay appropriations procedures are only performed when capital outlay appropriation money has been expended during the fiscal year. The Valencia Soil and Water Conservation District did not expend any capital outlay appropriation in the current fiscal year. Therefore, no testwork was performed in this area.

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

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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(1)(3)(C) NMAC

No information came to our attention indicating any fraud or illegal acts. Instance of noncompliance and internal control deficiency is disclosed in the finding of this report.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the District's accounting records and financial reporting. 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 board of supervisors and management of the Valencia Soil and Water Conservation District, the New Mexico Office of the State Auditor, the New Mexico Department of Finance and Administration – Local Government Division, and the New Mexico State Legislature and is not intended to be and should not be used by anyone other than those specified parties.

Assurance Tax Accounting P.C.

Assurance Tax Accounting P.C.

Albuquerque, New Mexico

December 11, 2015

STATE OF NEW MEXICO
 VALENCIA SOIL AND WATER CONSERVATION DISTRICT
 STATEMENT OF REVENUES AND EXPENSES
 BUDGET AND ACTUAL (Cash Basis)
 For the year ended June 30, 2015

	Budgeted Amount		Actual Cash Basis	Variances
				Favorable (Unfavorable)
	Original	Final		Actual to Final Budget
Revenue				
NMDA State Allotment	\$ 14,000	14,000	14,741	741
Rental Income Rio Abajo	24,000	24,000	6,243	(17,757)
Property Tax Revenues	185,000	185,000	320,040	135,040
Miscellaneous	1,000	1,000	1,938	938
Grant Income	-	-	7,063	7,063
Investment Income	3,000	3,000	312	(2,688)
	<u>227,000</u>	<u>227,000</u>	<u>350,337</u>	<u>123,337</u>
Expenses				
Personnel services	129,791	129,791	127,937	1,854
Travel & per diem	5,200	5,200	4,184	1,016
Grant Direct costs	59,295	59,295	49,928	9,367
Supplies	9,300	9,300	4,732	4,568
Education	2,500	2,500	3,875	(1,375)
Dues & board fees	2,400	2,400	2,424	(24)
Postage	480	480	369	111
Utilities	6,350	6,350	6,413	(63)
Insurance	6,774	6,774	3,014	3,760
	<u>222,090</u>	<u>222,090</u>	<u>202,876</u>	<u>19,214</u>
Revenues over (under) expenses	<u>4,910</u>	<u>4,910</u>	<u>147,461</u>	<u>142,551</u>

STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2015

Prior Year Findings:

None.

Current Year Finding:

Finding 2015-001 – Review and approval of journal entries and supporting documentation.

STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES - CONTINUED
YEAR ENDED JUNE 30, 2015

Finding 2015-001. Review and approval of journal entries and supporting documentation. (significant deficiency in internal control)

Condition:

Supporting documentation of journal entries was not provided by the District. The District does not have procedures to prepare and retain supporting written documentation, and that require journal entries to be reviewed and there is no evidence the reviews were being performed.

Criteria:

Proper internal controls that prevent management override include requiring that journal entries must have supporting documentation and appear reasonable, and have evidence that the entries are being reviewed and approved.

Cause:

The District was not aware that supporting documentation of the Journal Entries should be retained and Journal Entries should be reviewed and approved.

Effect:

If journal entries are not reviewed and approved, fraud waste and abuse could take place without being detected, and the financial statements could be manipulated or misstated.

Recommendation:

The District should prepare supporting documentation of journal entries to be reviewed and approved by the Board. The supporting documentation should provide support that the journal entries are being reviewed and approved prior to their entry in the system.

Management's Response:

The District will prepare and retain the supporting documentation of the journal entries effective immediately. The District Manager will provide the supporting documentation with the explanation of the journal entry to the Board for review and approval prior to entry in the system. The District Manager is responsible for meeting the deadline as required.

**STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT**

**Compilation Report of Independent Accountant
And Compiled Financial Statements**

**For the Fiscal Year Ended
June 30, 2015**

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Compilation Report of Independent Public Accountant

Abel Camarena, Chairman
Valencia Soil and Water Conservation District
and
Honorable Timothy M. Keller
New Mexico State Auditor
Santa Fe, New Mexico

We have compiled the accompanying financial statements of the business-type activities of State of New Mexico Valencia Soil and Water Conservation District (District) as of June 30, 2015, which collectively comprise the District's basic financial statements as listed in the table of contents. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management of the District is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit the statement of cash flows, government-wide financial statements, and notes related to the government-wide financial statements required by accounting principles generally accepted in the United States of America. If the omitted statement of cash flows, government-wide financial statements, and related note disclosures

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were included in the financial statements, they might influence the user's conclusions about the District's financial position, respective changes in financial position, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Assurance Tax Accounting P.C.

Assurance Tax Accounting P.C.

Albuquerque, New Mexico

December 11, 2015

**STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT
BALANCE SHEET
June 30, 2015**

	General Fund
ASSETS	
Cash and cash equivalents	\$ 566,064
Accounts Receivable	<u>13,424</u>
Total assets	\$ <u><u>579,488</u></u>
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Payroll liabilities	\$ 5,248
Claunch Pinto SWCD WTB	<u>4,167</u>
Total liabilities	<u>9,415</u>
 FUND BALANCES	
Restricted, special revenues	214,076
Unassigned	<u>355,997</u>
Total fund balances	<u>570,073</u>
Total liabilities and fund balances	\$ <u><u>579,488</u></u>

See independent accountant's compilation report and accompanying notes.

STATE OF NEW MEXICO
 VALENCIA SOIL AND WATER CONSERVATION DISTRICT
 STATEMENT OF REVENUES, EXPENSES
 AND CHANGES IN FUND BALANCE
 Year Ended June 30, 2015

	<u>General Fund</u>
Revenues	
Mill Levy - Valencia	\$ 319,828
Mill Levy - Socorro	212
NMDA Allotment	14,741
Rio Abajo Rental Income	14,189
Donations	484
Grant Income	2,500
Whitfield Sales	1,455
Interest Income	200
Whitfield Donations	25
Miscellaneous Grant Income	7,038
Total Revenues	<u>360,672</u>
Expenses	
Personnel Services	123,407
Travel & Per diem	4,184
Fees and Services	25,034
Supplies	7,063
Repairs	1,030
Election Expense	2,078
Education	13,875
Advertising and Public Relations	1,579
Dues and Board fees	2,424
Postage	369
Brush Control	11,711
Utilities	6,413
Insurance	3,014
Debt Service	694
Total Expenses	<u>202,875</u>
Net change in fund balances	157,797
Fund balance, beginning of year	412,276
Fund balance, end of year	<u>\$ 570,073</u>

See independent accountant's compilation report and accompanying notes.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Entity. The Valencia Soil and Water Conservation District (District) was formed on May 1, 1947, and is a unit of New Mexico Government being a political subdivision of the State. The District operates under the Soil and Water Conservation District law of the 27th legislature of New Mexico and was revised by the Soil and Water Resources Act of 1978. The District encompasses 1,438,000 acres, including all of Valencia County, a small portion of northern Socorro County, Isleta Pueblo, and Laguna Pueblo. Under New Mexico law, the District is responsible for the conservation and sustainability of natural resources such as agriculture, soils, water, plants, and animals. The District is overseen by a seven-member volunteer Board of Supervisors (five elected, two appointed) who provide leadership and management expertise.

The financial statements of the District have been prepared by Assurance Tax Accounting in conformity with accounting principles generally accepted in the United States of America as applied to governmental entities. The responsibility of these financial statements remains with the District.

A. Financial Reporting Entity

As required by GAAP, financial statements are presented for the District and its component units. A legally separate organization that does not qualify as a primary government is a potential component unit. The normal criterion for deciding whether a potential component unit is, in fact, a component unit is financial accountability. Financial accountability is determined by analyzing fiscal dependency, board appointments, financial benefit or burden relationships, or the ability of the primary government to impose its will on the potential component unit. Based on these criteria, the District has no component units.

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

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

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

A. Financial Reporting Entity (Continued)

The District follows the following revenue recognition principles applied to non-exchange transactions which are in accordance with GASB Statement 33, Accounting and Reporting for Non-exchange Transactions:

Derived tax revenues are recognized as revenue in the period when the underlying exchange transaction has occurred and the resources are available.

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

Imposed non-exchange revenue other than property taxes is recognized in the period when an enforceable legal claim has arisen and the resources are available.

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

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

The District reports the following enterprise fund:

General Fund. The General Fund is the District's primary operating fund. It accounts for all of the financial resources of the District.

B. Cash and cash equivalents

Cash includes amounts in demand deposits and certificates of deposit. Cash deposits are reported at carrying amount, which reasonably estimates fair value.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Cash and cash equivalents (continued)

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

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

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

C. Capital Assets

Capital assets includes software, property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items). Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year.

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

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

C. Capital Assets (continued)

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

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

Improvements other than buildings	30 years
Buildings and structures	30 years
Machinery and equipment	5 – 30 years
Furniture and fixtures	5 – 30 years
Infrastructure	5 – 50 years

D. Deferred Inflows of Resources

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future periods and so will not be recognized as an inflow of resources (revenue) until that time.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

E. Fund Balance

The District follows GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions." This Statement defines fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

- Nonspendable fund balance — amounts that are not in nonspendable form (such as inventory) or are required to be maintained intact.
- Restricted fund balance — amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance — amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority (i.e., Board of Supervisors). To be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest level action to remove or change the constraint.
- Assigned fund balance — amounts the District intends to use for a specific purpose. Intent can be expressed by the Board of Supervisors or by an official or body to which the Board of Supervisors delegates the authority.
- Unassigned fund balance — amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The District does not currently have a policy regarding whether committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those classifications could be used.

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

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

F. Budgetary Information

Actual amounts on the budgetary basis are prepared on the cash basis of accounting which recognizes revenues when received and expenses when paid. Annual budgets are adopted.

The District follows defined procedures in establishing the budgetary data reflected in the financial statements. Each year the District determines amounts required for construction, maintenance, operations and debt service expenditures. Budget amounts are as originally adopted and as amended by the Board of Supervisors and approved by the Local Government Division of the State of New Mexico Department of Finance and Administration (DFA) and are prepared on a cash basis. The District submits a proposed budget to DFA for the fiscal year commencing the following July 1. DFA must approve the budget prior to its legal enactment.

To meet legal compliance actual expenses cannot exceed the total budgeted expenses for the fund on a cash basis. Adjustments to the budget must be submitted to and approved by DFA in the form of a "budget adjustment request". The District does not use encumbrances.

The budget is prepared on the cash basis, which differs from GAAP. The budgetary comparison presented in these financial statements is on this Non-GAAP budgetary basis. The legal level of budgetary control is at the fund level.

G. 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.

NOTE 2. RISK MANAGEMENT

The District 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 District did not have an insurance policy in place during the year to address these types of risks. Management will evaluate the need for a commercial insurance policy on an ongoing basis.

STATE OF NEW MEXICO
VALENCIA SOIL AND WATER CONSERVATION DISTRICT
EXIT CONFERENCE
YEAR ENDED JUNE 30, 2015

The report contents were discussed at an exit conference held on December 7, 2015 with the following in attendance:

Valencia Soil and Water Conservation District

Madeline Miller	District Manager
Abel Camarena	Chairman
Teresa Smith De Cherif	Vice-Chair
P. Joseph Moya	Supervisor
Jim Lane	Supervisor
Jeff Goebel	Supervisor

Assurance Tax Accounting PC

Johnny Mangu, MBA, CPA, CGFM, CGMA	Principal
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