



Northwest New Mexico Council of Governments

Financial Statements
and
Independent Auditor's Report

June 30, 2017

Northwest New Mexico Council of Governments

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**Northwest New Mexico
Council of Governments
Official Roster
June 30, 2017**

DIRECTORS	POSITION	MEMBER GOVERNMENT/TITLE
GloJean Todacheene	Chair	San Juan County - Citizen Appointee
Genevieve Jackson	1st Vice-Chair	McKinley County - County Commissioner
Martha Garcia	2nd Vice-Chair	Cibola County - Commissioner
Louie Bonaguidi	Board Treasurer	City of Gallup - Citizen Appointee
Billy Moore	Immediate Past Chair	McKinley County - Citizen Appointee
Dr. William Hall	Member	City of Farmington - Citizen Appointee
Joshua Ray	Member	City of Aztec - Manager
Dorothy Nobis	Member	City of Bloomfield - Marketing Specialist
Larry Hathaway	Member	San Juan County- General Services Administrator
Yogash Kumar	Member	City of Gallup - Councilor
Allan Landavazo	Member	City of Gallup - Councilor
Maryann Ustick	Member	City of Gallup - City Manager
Doug Decker	Member	McKinley County - Attorney
Carol Bowman Muskett	Member	McKinley County - Commissioner
Michael Lewis	Member	City of Grants - Councilor
Modey Hicks	Member	City of Grants - Mayor
Robert Armijo	Member	Cibola County - Commissioner
O. Robert Gallegos	Member	Village of Milan - Mayor Pro Tem
Administrative Officers		
Jeff Kiely, Executive Director & Board Secretary <i>ex officio</i>		
Evan Williams, Deputy Director		

Independent Auditor's Report

Board of Directors
Jeff Kiely, Executive Director
Northwest New Mexico Council of Governments
Gallup, New Mexico
And
Mr. Tim Keller, New Mexico State Auditor
Office of the State Auditor
Santa Fe, New Mexico

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the budgetary comparison for the general fund of the Northwest New Mexico Council of Governments (the "Council"), as of and for the year ended June 30, 2017 and the related notes to the 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 misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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 present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the budgetary comparison for the general fund of the Council as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows 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 management's discussion and analysis on pages 4-13 and the Public Employee Retirement Association schedules on page 47 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.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 1, 2017, on our consideration of the Council'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 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 Council's internal control over financial reporting and compliance.

Loftis Group ^{uc}

Albuquerque, New Mexico
December 1, 2017

**Northwest New Mexico
Council of Governments
Management’s Discussion and Analysis
For the Year Ended June 30, 2017**

This section of the financial report presents a discussion and analysis of the Northwest New Mexico Council of Governments (the “Council”) financial performance during the fiscal year ended June 30, 2017. Please read it in conjunction with the Council’s financial statements, which follow this section.

The Management’s Discussion and Analysis and the accompanying financial statements cover all activities of the Council.

Financial Highlights

- ◆ During fiscal year 2017, the Council’s total net position increased approximately \$241,000 to approximately \$210,000. This increase was almost completely in governmental activities, which began the year with a deficit of \$291,000 and ended the year with a deficit of \$49,000. Net position of business-type activities only increased by \$10 to approximately \$259,000.
- ◆ Expenses of the Council’s governmental activities were approximately \$1.1 million in fiscal year 2017, an increase of approximately \$607,000 from fiscal year 2016 expenses, all of which was for regional community development activities. The increase is primarily attributable to significant payments being made by the Council to outside contractors as provided for in special project grants in support of regional planning initiatives.

Overview of Financial Statements

This annual report consists of four parts:

1. Management’s discussion and analysis (this section).
2. The basic financial statements.
3. Required supplementary information.
4. Compliance Section.

The basic financial statements include two kinds of statements that present different views of the Council. The first two statements, the statement of net position and the statement of activities, are Council-wide financial statements that provide both long-term and short-term information about the Council’s overall financial status. The remaining statements are fund financial statements that focus on individual parts of the Council, reporting operations in more detail than the Council-wide statements. The fund financial statements include the following:

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

- Governmental fund financial statements report how the Council's regional community development activities were financed in the short-term as well as what remains for future spending.
- Proprietary fund financial statements report short and long-term financial information on the Council's Enterprise Loan Fund enterprise.

The financial statements also include notes that explain some of the information in the financial statements and provide more detail. The statements are followed by a section of required supplementary information that provides schedules for the Council participation in the Public Employers Retirement Association (PERA).

Council-wide Statements

The Council-wide financial statements are designed to provide readers with a broad overview of the Council's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Council's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position serves as a useful indicator of whether the financial position of the Council is improving or deteriorating.

The statement of activities presents information showing how the Council's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. accrued vacation leave).

In the statement of net position and the statement of activities, we divide the Council into two kinds of activities:

- *Governmental Activities* – The Council's regional community development activities are reported here. These activities are financed primarily through federal, state and local grants, and membership dues.
- *Business-Type Activities* – The Council's Enterprise Loan Fund enterprise is reported here.

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds, not the Council as a whole. Separate funds are established by the Council to help control and manage revenues and expenditures for particular purposes or to show that it is meeting legal responsibilities for using certain grants and other money. The two fund types, governmental and proprietary, use different accounting approaches:

- *Governmental Funds* – Most of the Council's services are reported in governmental funds. Governmental funds focus on how cash and other financial assets flow in and out, and the balances left at year-end are available for spending. Consequently, the governmental funds provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Council's programs. Because this information does not encompass the additional long-term focus of the Council-wide statements, we provide additional information at the bottom of the governmental funds balance sheet, or on a subsequent page, that explains the relationship (or differences) between the amounts reported in the Council-wide statements (statement of net position and the statement of activities) and the governmental funds statements.
- *Proprietary Funds* – When the Council charges customers for the services it provides, these services are generally reported in proprietary funds, which are reported the same way that all activities are reported in the statement of net position and the statement of activities. In fact, the proprietary funds present the same information as the business-type activities reported in the Council-wide statements but provide more detail and additional information, such as a statement of cash flows.

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Financial Analysis of the Council as a Whole

Net position. As of June 30, 2017, the Council's total net position increased by approximately \$241,000. Table 1 summarizes the Council's net position of its governmental and business-type activities.

**Table 1
The Council's Net Position
As of June 30,**

	Governmental Activities		Business-Type Activities		Totals	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Current and other assets	\$ 112,547	\$ 125,016	\$ 259,316	\$ 259,306	\$ 371,863	\$ 384,322
Capital assets	<u>379,318</u>	<u>24,025</u>	<u>-</u>	<u>-</u>	<u>379,318</u>	<u>24,025</u>
Total assets	<u>491,865</u>	<u>149,041</u>	<u>259,316</u>	<u>259,306</u>	<u>751,181</u>	<u>408,347</u>
Deferred outflows - pension related	<u>217,552</u>	<u>26,603</u>	<u>-</u>	<u>-</u>	<u>217,552</u>	<u>26,603</u>
Current and other liabilities	130,251	114,065	-	-	130,251	114,065
Long-term liabilities	<u>585,770</u>	<u>344,237</u>	<u>-</u>	<u>-</u>	<u>585,770</u>	<u>344,237</u>
Total liabilities	<u>716,021</u>	<u>458,302</u>	<u>-</u>	<u>-</u>	<u>716,021</u>	<u>458,302</u>
Deferred inflows - pension related	<u>42,585</u>	<u>7,967</u>	<u>-</u>	<u>-</u>	<u>42,585</u>	<u>7,967</u>
Net position						
Net investment in capital assets	359,776	24,025	-	-	\$ 359,776	24,025
Restricted	-	-	259,316	259,306	259,316	259,306
Unrestricted (deficit)	<u>(408,965)</u>	<u>(314,650)</u>	<u>-</u>	<u>-</u>	<u>(408,965)</u>	<u>(314,650)</u>
Total net position (deficit)	<u>\$ (49,189)</u>	<u>\$ (290,625)</u>	<u>259,316</u>	<u>259,306</u>	<u>\$ 210,127</u>	<u>(31,319)</u>

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Change in Net Position. Total revenues for 2017 and 2016 were approximately \$1.3 million and \$595,000 compared with expenses of approximately \$1.1 million and \$565,000, respectively. The increase in revenues is represented by grants received in fiscal year 2017 for new projects. Total expenses increased similar to revenues in fiscal year 2017 due to work being completed on new projects in fiscal year 2017. Table 2 summarizes the Council's change in net position for its governmental and business-type activities:

**Table 2
Changes in the Council's Net Position
For the Years Ended June 30,**

	Governmental Activities		Business-Type Activities		Totals	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Revenues						
Program revenues						
Operating grants and contributions	\$ 770,100	\$ 329,643	\$ -	\$ -	\$ 770,100	\$ 329,643
Capital grants and contributions	-	5,505	-	-	-	5,505
Charges for services	-	-	10	1,334	10	1,334
General revenues						
Membership dues	241,500	251,500	-	-	241,500	251,500
Donation of capital assets	309,000	-	-	-	309,000	-
Gain on sale of capital assets	2,500	-	-	-	2,500	-
Miscellaneous income	3,770	7,351	-	-	3,770	7,351
Total revenues	<u>1,326,870</u>	<u>593,999</u>	<u>10</u>	<u>1,334</u>	<u>1,326,880</u>	<u>595,333</u>
Expenses						
Regional community development	1,085,434	513,633	-	-	1,085,434	513,633
Enterprise loan fund	-	-	-	51,088	-	51,088
Total expenses	<u>1,085,434</u>	<u>513,633</u>	<u>-</u>	<u>51,088</u>	<u>1,085,434</u>	<u>564,721</u>
Change in net position	241,436	80,366	10	(49,754)	241,446	30,612
Net position (deficit), beginning of year	<u>(290,625)</u>	<u>(370,991)</u>	<u>259,306</u>	<u>309,060</u>	<u>(31,319)</u>	<u>(61,931)</u>
Net position (deficit), end of year	<u>\$ (49,189)</u>	<u>\$ (290,625)</u>	<u>\$ 259,316</u>	<u>\$ 259,306</u>	<u>\$ 210,127</u>	<u>\$ (31,319)</u>

Governmental activities

Spending for governmental activities was approximately \$1.1 million and \$514,000 for 2017 and 2016, respectively, which was offset by approximately \$1.3 million and \$594,000 in revenues primarily from grants and contracts and membership dues. The increase in revenues is represented by grants received in fiscal year 2017 for new projects. Total expenses increased similar to revenues in fiscal year 2017 due to work being completed on new projects in fiscal year 2017.

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Business-type activities

Spending for business-type activities was approximately \$0 and \$51,000 for 2017 and 2016, respectively. Bad debt expense made up the expenses incurred in fiscal year 2016, and there were no such bad debt incurred in fiscal year 2017. There was also very little charges for services revenue earned by business-type activities in fiscal year 2017 and 2016.

Financial Analysis of the Council's Funds

The general fund is the chief operating fund of the Council. During the year ended June 30, 2017, the general fund's fund balance decreased approximately \$89,000 to a deficit of approximately \$66,000. During the year ended June 30, 2016, the general fund's fund balance increased approximately \$12,000 to approximately \$23,000.

Substantially all of the Council's proprietary fund net position is restricted for economic development activities. Net position of the proprietary fund increased by \$10 to \$259,316 at June 30, 2017.

General Fund Budgetary Highlights

General fund revenues were lower than budgeted revenues by approximately \$269,000. General fund expenditures were lower than budgeted expenditures by approximately \$155,000.

Capital Assets

Governmental activities had net capital assets of approximately \$379,000 and \$24,000 as of June 30, 2017 and 2016, respectively. The increase is primarily due to McKinley County donating the property on which the Council resides to the Council during fiscal year 2017. The fair market value of the donated land and building totaled \$309,000. The Council also purchased other capital assets totaling \$64,000 during fiscal year 2017.

Additional details for capital assets can be found in the notes to the financial statements.

Debt Administration

During fiscal year 2017, the Council entered into a note to purchase a vehicle for use by the Council. The note was issued for \$22,576, and will be paid over a four-year term with interest at 4.84%. The note is secured by the vehicle that was purchased. During fiscal year 2017, the Council made principal payments on this note of \$3,034.

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Economic Factors and Next Year's Activities

The Council's budget continues to reflect the overall economy of local communities, the region, State and nation, as well as public funds available from each level. As federal funding becomes less available, and as budgets are stretched for states, municipalities, counties and tribes, entities such as the Council have also struggled to re-shape budget resources while continuing their robust relevance and presence in the work of supporting local and regional economies and quality of life.

Public funding for the Council has been somewhat stable, and members sometimes tap other resources to subcontract with the Council for specialized services. Among those services, New Mexico Executive Order 2013-006 imposed restrictions on all units of government with problematic financial reporting or audit issues. To allow for the continued flow of appropriated funds to those entities, the Governor's office permitted the use of "alternative fiscal agents" to can provide the necessary oversight on the local expenditure of State appropriations. The State authorized the Council to serve as an alternative fiscal agent for these purposes and to charge a fee. The Northwest Council entered into alternative fiscal agency agreements with five such entities, covering more than 50 different appropriated projects. Upon project completion and drawdown of funds, the Council will be reimbursed per a percentage management fee. These revenues may assist the Council with cash flow and reserve capacity.

Operational budget continues to be relatively stable. Other factors are outlined here below:

- ◆ Membership: Membership dues should continue at similar levels in the coming couple of years to those realized in fiscal years 2016 and 2017, i.e., on a plateau that is still about 20% below pre-recession levels. Local governmental members have experienced increasing budget stress as a consequence of ongoing decreases in state and federal funding, uncertainties in local gross receipt tax revenue, projected decreases resulting from the progressive phasing out of the "hold harmless" compensations to local governments related to elimination of the food tax, and volatility in the region's traditional industries.

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Economic Factors and Next Year's Activities-continued

- ◆ US Economic Development Administration (EDA):
 - Planning and Technical Assistance Grant: Planning and technical assistance funding for the annual grant to “Economic Development Districts” from EDA (US Department of Commerce), administered under a renewed three-year grant agreement for Calendar Years 2016 through 2018, received an increase in Fall 2016, adding \$20,000 to the original \$180,000 three-year agreement and resulting in adjusted annual budgets of about \$70,000 for each of the Federal fiscal years beginning 10/1/16. The Council matches the federal funds at the rate of 25% of grant funds (which computes to 20% of “total project cost”) for this economic development function. Annual renewal is assumed within the agreement, but may be subject to certain factors, including (a) Congressional reauthorization of and appropriations to the EDA and (b) EDA compliance and peer reviews. The Council continued service on the Peer Review Committee of the Southwest Region Executive Directors Association (SWREDA), which carried out EDA’s mandated peer review process involving economic development districts in the five Southwestern states under contract with the EDA Austin Regional Office.
 - The Council continued to administer the multi-year grant awarded by EDA effective August 2015 under the inter-agency “POWER” initiative, tapping resources reflecting the government’s commitment to coal-impacted regions. Two-thirds of this funding was committed to an outside contract for performance of a regional economic assessment related to the coal industry, and the balance of POWER grant funds were sufficient to support senior-level staffing of the project, to include a major regional Forum in Fall 2017.
- ◆ State Grant-in-Aid: Annual appropriations from the State Legislature, administered by the Local Government Division and identified as grant-in-aid funding for regional planning councils were subjected to a series of budget cuts administered “across the board” in State government, reducing annual SGIA budgets by over 10% since January 2016.
- ◆ New Mexico Department of Transportation Regional Transportation Planning (NMDOT):
 - The Council’s annual contract from the NMDOT for management of the Northwest Regional Transportation Planning Organization (RTPO) is administered under three-year agreements. Annual funding for this agreement continued at \$85,000 for Federal Fiscal Year 2017 (October 2016-September 2017 funding cycle), with the requirement of a 25% match (or 20% of total project).

**Northwest New Mexico
Council of Governments
Management's Discussion and Analysis
For the Year Ended June 30, 2017**

Economic Factors and Next Year's Activities-continued

Future funding is subject to numerous federal and state budget processes, and managerial demands and requirements have increased in the past year, resulting in numerous adjustments in the documentation of services and expenses for the program. The Council also concluded work under an FY 2015 special \$120,000 contract from NMDOT for the "Four Corners Intermodal Trans-loading Equinox" (4CITE) study on road infrastructure systems supporting economic development in the Gallup metro area, matched by \$30,000 contributed by local participating entities. Most of these funds were expended in FY 2016, with final payments made in FY 2017.

- ◆ Local Grants and Contracts: Additional subcontracts have been entered into with local governments for special projects related to local and regional infrastructure.

Initiatives to grow the budget in fiscal year 2018 will continue to be pursued, e.g.:

- Contracts with local governments for legislative appropriations and planning grants under the Community Development Block Grant program administered by the State Department of Finance and Administration (DFA) under annual funding from the U.S. Department of Housing and Urban Development;
- Specialized and supplemental technical assistance to local governments and other public entities in the field of planning, organizational development and funding;
- Continued research into funding opportunities for the Council;
- Continued management of short-term grants and contracts, which can serve as an implementation avenue for various initiatives while at the same time diversifying funding into the Council and building short and long-term reserves;
- Potential grant funding from the philanthropic sector to coordinate a workforce network in McKinley County;
- Potential assumption of administration of the Farmington Metropolitan Planning Organization (FMPO) under contract with the State of New Mexico utilizing Federal Highway Administration funding.

Request for Information

This financial report is designed to provide a general overview of the Council's finances and demonstrate its accountability for funds received. If you have questions about this report or need additional financial information contact the Council at the following address:

Northwest New Mexico Council of Governments
106 West Aztec Ave
Gallup, NM 87301
(505) 722-4327

Financial Statements

**Northwest New Mexico
Council of Governments**
Statement of Net Position
June 30, 2017

	Primary Government		
	Governmental Activities	Business-type Activities	Total
Assets			
Current assets			
Cash restricted for loan programs	\$ -	\$ 259,260	\$ 259,260
Receivables, net	112,603	-	112,603
Internal balances	(56)	56	-
Total current assets	<u>112,547</u>	<u>259,316</u>	<u>371,863</u>
Noncurrent assets			
Nondepreciable	101,979	-	101,979
Depreciable, net of accumulated depreciation	277,339	-	277,339
Total noncurrent assets	<u>379,318</u>	<u>-</u>	<u>379,318</u>
Total assets	<u>491,865</u>	<u>259,316</u>	<u>751,181</u>
Deferred Outflows - Pension Related	<u>217,552</u>	<u>-</u>	<u>217,552</u>
Liabilities			
Current liabilities			
Accounts payable	80,675	-	80,675
Accrued payroll liabilities	33,621	-	33,621
Compensated absences, current portion	10,550	-	10,550
Long-term debt, current portion	5,405	-	5,405
Total current liabilities	<u>130,251</u>	<u>-</u>	<u>130,251</u>
Noncurrent liabilities			
Net pension liability	541,608	-	541,608
Compensated absences, net of current portion	30,025	-	30,025
Long-term debt, net of current portion	14,137	-	14,137
Total noncurrent liabilities	<u>585,770</u>	<u>-</u>	<u>585,770</u>
Total liabilities	<u>716,021</u>	<u>-</u>	<u>716,021</u>
Deferred Inflows - Pension Related	<u>42,585</u>	<u>-</u>	<u>42,585</u>
Net Position (Deficit)			
Net investment in capital assets	359,776	-	359,776
Restricted for loan programs	-	259,316	259,316
Unrestricted (deficit)	(408,965)	-	(408,965)
Total net position (deficit)	<u>\$ (49,189)</u>	<u>\$ 259,316</u>	<u>\$ 210,127</u>

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments
Statement of Activities
For the Year Ended June 30, 2017**

	Program Revenues				Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Operating	Capital	Governmental Activities	Business-type Activities	Total
			Grants and Contributions	Grants and Contributions			
Functions/Programs:							
Governmental activities							
Regional community development	\$ 1,084,833	\$ -	\$ 770,100	\$ -	\$ (314,733)		\$ (314,733)
Interest	601	-	-	-	(601)		(601)
Total governmental activities	<u>1,085,434</u>	<u>-</u>	<u>770,100</u>	<u>-</u>	<u>(315,334)</u>		<u>(315,334)</u>
Business-type activities							
Enterprise loan fund	-	10	-	-	-	10	10
Total business-type activities	<u>-</u>	<u>10</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10</u>	<u>10</u>
Total	<u>\$ 1,085,434</u>	<u>\$ 10</u>	<u>\$ 770,100</u>	<u>\$ -</u>	<u>(315,334)</u>	<u>10</u>	<u>(315,324)</u>
General revenues:							
Membership dues					241,500	-	241,500
Donation of capital assets					309,000	-	309,000
Gain on sale of capital assets					2,500	-	2,500
Miscellaneous income					3,770	-	3,770
Total general revenues					<u>556,770</u>	<u>-</u>	<u>556,770</u>
Changes in net position					241,436	10	241,446
Net position (deficit), beginning of year					<u>(290,625)</u>	<u>259,306</u>	<u>(31,319)</u>
Net position (deficit), end of year					<u>\$ (49,189)</u>	<u>\$ 259,316</u>	<u>\$ 210,127</u>

The accompanying notes are an integral part of these financials statements.

Fund Financial Statements

**Northwest New Mexico
Council of Governments
Balance Sheet
Governmental Fund
June 30, 2017**

	General Fund
Assets	
Grants receivable	\$ 112,603
Total assets	\$ 112,603
Liabilities, Deferred Inflows of Resources, and Fund Balance (Deficit)	
Liabilities	
Accounts payable	\$ 80,675
Accrued payroll liabilities	33,621
Due to enterprise loan fund	56
Total liabilities	114,352
Deferred Inflows of Resources	
Unavailable revenue	64,658
Total deferred inflows of resources	64,658
Fund Balance (Deficit)	
Unassigned (deficit)	(66,407)
Total fund balance (deficit)	(66,407)
Total liabilities, deferred inflows of resources and fund balance (deficit)	\$ 112,603

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments**
**Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position**
June 30, 2017

Fund Balance (Deficit) - Governmental Fund	\$ (66,407)
Amounts reported for governmental activities in the statement of net position are different because:	
Unavailable revenue is recognized as revenue in the Council-wide financial statements	64,658
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	379,318
Some liabilities, listed below, are not due and payable in the current period and, therefore, are not reported in the funds	
Compensated absences	(40,575)
Long-term debt	(19,542)
Defined benefit pension plan deferred outflows are not financial resources and, therefore, are not reported in the funds	217,552
Defined benefit pension plan deferred inflows are not financial resources and, therefore, are not reported in the funds	(42,585)
The net pension liability is not due and payable in the current period and, therefore, is not reported in the funds	<u>(541,608)</u>
Net Position (Deficit) - Governmental Activities	<u><u>\$ (49,189)</u></u>

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments**
Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2017

	<u>General Fund</u>
Revenues	
Membership dues	\$ 241,500
State and local grants and contributions	365,599
Federal grants and contracts	339,843
Miscellaneous income	<u>3,770</u>
Total revenue	<u>950,712</u>
Expenditures	
Current	
Regional community development	997,302
Capital outlay	64,255
Debt service	
Principal	3,034
Interest	<u>601</u>
Total expenditures	<u>1,065,192</u>
Excess (deficiency) of revenues over expenditures	<u>(114,480)</u>
Other Financing Sources	
Proceeds from issuance of long-term debt	22,576
Proceeds from sale of capital assets	<u>2,500</u>
Total other financing sources	<u>25,076</u>
Net change in fund balance	(89,404)
Fund balance, beginning of year	<u>22,997</u>
Fund balance (deficit), end of year	<u><u>\$ (66,407)</u></u>

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments**
**Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balance to the Statement of Activities
For the Year Ended June 30, 2017**

Net change in fund balance - governmental fund (89,404)

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

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	64,255
Depreciation expense	(17,962)

The receipt of donated capital assets is not reported in governmental funds because it does not provide current financial resources. The donation is reported as revenue in the statement of activities. 309,000

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds 64,658

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position in the statement of activities:

Issuance of long-term debt	(22,576)
Principal payment on long-term debt	3,034

Expenses reported in the statement of activities that do not require the use of current financial resources are not reported as expenditures in governmental funds:

Current year decrease in compensated absences	5,754
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Changes in deferred outflows of resources-pension related, deferred inflows of resources-pension related, and the net pension liability	(75,323)
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Change in net position governmental activities \$ 241,436

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments
Statement of Net Position
Proprietary Fund
June 30, 2017**

	<u>Enterprise Loan Fund</u>
Assets	
Cash and cash equivalents	\$ 259,260
Due from general fund	<u>56</u>
Total assets	<u>259,316</u>
Liabilities	
Due to general fund	<u>-</u>
Total liabilities	<u>-</u>
Net Position	
Restricted for economic development	<u>259,316</u>
Total net position	<u><u>\$ 259,316</u></u>

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments**
Statement of Revenues, Expenses and Changes in Fund Net Position -
Proprietary Fund
For the Year Ended June 30, 2017

	Enterprise Loan Fund
Operating Revenues	
Interest income	\$ 10
Total operating revenues	10
Operating income	10
Net position, beginning of year	259,306
Net position, end of year	\$ 259,316

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments
Statement of Cash Flows
Proprietary Fund
For the Year Ended June 30, 2017**

	<u>Enterprise Loan Fund</u>
Cash flows from operating activities	
Interest income received	\$ 10
Net cash provided by operating activities	<u>10</u>
Net increase in cash and cash equivalents	10
Cash and cash equivalents, beginning of year	<u>259,250</u>
Cash and cash equivalents, end of year	<u><u>\$ 259,260</u></u>
 Reconciliation of operating income to net cash provided by operating activities	
Operating income	\$ 10
Adjustments to reconcile operating income to net cash provided by operating activities	<u>-</u>
Net cash provided by operating activities	<u><u>\$ 10</u></u>

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments**
Statement of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual – General Fund
For the Year Ended June 30, 2017

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
Revenues				
Grants and contracts	\$ 830,324	\$ 951,026	\$ 705,442	\$ (245,584)
Membership dues	251,500	241,500	241,500	-
Miscellaneous income	23,500	27,279	3,770	(23,509)
Total revenues	<u>1,105,324</u>	<u>1,219,805</u>	<u>950,712</u>	<u>(269,093)</u>
Expenditures				
Current				
Regional community development	1,105,324	1,165,943	997,302	168,641
Capital outlay	-	53,862	64,255	(10,393)
Debt service				
Principal	-	-	3,034	(3,034)
Interest	-	-	601	(601)
Total expenditures	<u>1,105,324</u>	<u>1,219,805</u>	<u>1,065,192</u>	<u>154,613</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>(114,480)</u>	<u>(114,480)</u>
Other Financing Sources				
Proceeds from issuance of long-term debt	-	-	22,576	22,576
Proceeds from sale of capital assets	-	-	2,500	2,500
Total other financing sources	<u>-</u>	<u>-</u>	<u>25,076</u>	<u>25,076</u>
Net change in fund balance	-	-	(89,404)	(89,404)
Fund balance, beginning of year	22,997	22,997	22,997	
Fund balance (deficit), end of year	<u>\$ 22,997</u>	<u>\$ 22,997</u>	<u>\$ (66,407)</u>	

The accompanying notes are an integral part of these financial statements.

**Northwest New Mexico
Council of Governments**
Notes to the Financial Statements
June 30, 2017

1) Summary of Significant Accounting Policies

Reporting Entity

The Northwest New Mexico Council of Governments (the “Council”) was established in 1968 pursuant to New Mexico State Law and Executive Order to serve as State Planning District I, initially serving local governments in McKinley County and subsequently adding local governments in Cibola and San Juan Counties. For the fiscal year ended June 30, 2017, the Council was composed of ten units of local government, including:

- Cibola, McKinley and San Juan Counties,
- The incorporated communities of Gallup, Grants, Farmington, Milan, Aztec and Bloomfield, and
- NWNM Regional Solid Waste Authority.

Funding comes from each member government, as well as many public and private funding sources.

The basic activities are as follows:

- Obtain grants, contracts and other sources of funds for local governments and various agencies and entities;
- Disseminate information regarding federal programs and the establishment of new programs;
- Provide technical assistance to members in the developing, financing and implementing of local programs and projects;
- Serve as a liaison and facilitator of communications between and among local members and other public and private agencies;
- Sponsor workshops, seminars and forums on local and regional issues, as well as on public and private programs available for members;
- Develop regional plans and initiatives for addressing local and regional needs, such as in the areas of water, community development, housing transportation, energy and economic development;
- Serve as a Federally-designated economic development district.

The Council is the primary government and is not a component unit of any other entity. It is the financial reporting entity, and it did not have any component units during the fiscal year ended June 30, 2017.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

1) Summary of Significant Accounting Policies – continued

Accounting Standards

The financial statements of the Council conform with generally accepted accounting principles (GAAP) applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. GASB statements and interpretations constitute GAAP for governments and their enterprises.

Basis of Presentation – Fund Accounting

The accounting system is organized and operated on a fund basis. A “fund” is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Basis of Accounting

Council-wide Financial Statements

The Council-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting. This is the same approach used in preparation of proprietary fund financial statements, but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the Council-wide statements and the governmental fund statements. The Council-wide focus is more on the sustainability of the Council as an entity and the change in aggregate financial position resulting from the activities of the period. Neither fiduciary funds nor component units that are fiduciary in nature are included in the Council-wide financial statements.

Net Position

Components of net position include the following:

- Net investment in capital assets — represents the cost of capital assets netted with accumulated depreciation and the outstanding balance of any debt, excluding unspent proceeds, that is directly attributable to the acquisition, construction or improvement of these capital assets
- Restricted net position — when constraints placed on the use of net position is either externally imposed by law through constitutional provisions or enabling legislation. Legal enforceability means that a government can be compelled by an external party – such as citizens, public interest groups, or the judiciary – to use resources created by enabling legislation only for the purposes specified by the legislation.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

1) Summary of Significant Accounting Policies – continued

- Unrestricted net position — represents all other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

Fund Financial Statements

The fund financial statements provide information about the Council’s funds. Separate statements for each fund category – governmental and proprietary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, with each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds. The Council’s sole governmental fund is its general fund.

The Council’s only enterprise fund is as follows:

- *Enterprise Loan Fund* – makes loans to new and growing businesses through “gap” or “bridge” financing. It is the intent of this fund to fill the gap in financing, by partnering with a bank or other lending agency.

The Council-wide and proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when liabilities are incurred, regardless of when the related cash flow takes place.

Proprietary fund *operating* revenues result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. *Operating* expenses of proprietary funds include the cost of services and administrative expenses. All revenues and expenses not meeting these definitions are reported as *nonoperating* revenues and expenses.

The governmental fund statements are presented on a current financial resource and modified accrual basis of accounting. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable. This presentation is deemed appropriate to (a) demonstrate legal compliance, (b) demonstrate the source and use of liquid resources, and (c) demonstrate how the Council’s actual experience conforms to the budget plan.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

1) Summary of Significant Accounting Policies – continued

Revenue Recognition

In applying the “susceptible to accrual concept” under the modified accrual basis, revenue is recognized when it is deemed both measurable and available (i.e., collectible within the current year or within 60 days of year-end, and available to pay obligations of the current period). Reimbursements from state and federally funded projects are accrued as revenue at the time the expenditures are made. If funds are received in advance, the revenue is deferred until expenditures are made.

Program Revenues

Program revenues are made up of fees received from members of the Council and grants and contracts that have been used to meet the operational or capital requirements of a particular program.

Expenditure Recognition

The measurement focus of governmental fund accounting is based on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on general long-term debt, as well as other long-term liabilities (e.g. accrued leave) are recognized when paid. Expenditures charged to federal programs are recorded utilizing the cost principles prescribed by the various funding sources.

Fund Balance Classifications

In February 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This statement enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. GASB 54 also clarifies governmental fund type definitions.

GASB 54 fund balance classifications include:

- *Nonspendable* — amounts cannot be spent because they are either (1) not in spendable form or (2) are legally or contractually required to be maintained intact
- *Restricted* — amounts constrained to specific purposes that are externally imposed or imposed by law through constitutional provisions or enabling legislation
- *Committed* — amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority (Board of Directors)
- *Assigned* — constrained by the Council’s intent to be used for a specific purpose(s)
- *Unassigned* — the residual classification for remaining amounts after all other classifications have been considered.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

1) Summary of Significant Accounting Policies – continued

Capital Assets and Depreciation

The Council capitalizes expenditures over \$5,000 according to 12-6-10 NMSA 1978. Capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date they are donated, and when construction is financed, interest during construction is capitalized. The Council has no debt relating to its capital assets.

Although depreciation is not funded, it must be considered in order to properly reflect the results of operations and the replacement of the equipment and furniture. Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

<u>Assets</u>	<u>Years</u>
Building	30
Leasehold improvements	Life of the lease
Furniture and equipment	5-10
Software	3-5
Vehicles	5

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.

Budgets

An annual operating budget is prepared by the Council staff for the general and proprietary fund after the New Mexico Department of Finance and Administration (DFA) notifies the Council’s Board of Directors of the amount of state grants-in-aid available to be allocated. The Council must obtain non-federal matching funds or services, or both, from local governments or private sources at least equal to the amount of the state grant-in-aid. The governing board of the Council certifies that the budget adopted is consistent with the expenditure of state and local funds under the Planning District Act.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

1) Summary of Significant Accounting Policies – continued

The adopted budget is then presented to and certified by DFA with respect to the budget and work program under the State Grant in Aid funding. The Council's Board of Directors exercises budgetary control at the fund level for capital outlay and all other operations. Subsequent budget adjustments must be approved by the governing board of the Council, but are not subject to approval by the Department of Finance and Administration. The president or treasurer of the Council's Board of Directors certifies from time to time that the matching funds from local or private sources are on deposit in the Council's own account before quarterly payment of state grant-in-aid is made.

Any state funds unexpended on June 30th each year revert to the state's General Fund and, if any state funds have been used for any purpose not within the purposes of the Planning District Act, the amount shall be reimbursed to the state. The Council has received no funds from the state's General Fund.

The Council records and maintains the general fund budget on the modified accrual basis, and therefore, a reconciliation of the budget financial statements to the fund financial statements is not necessary.

Spending Policy

When an expenditure/expense is incurred for purposes for which both restricted and unrestricted resources are available, it is the Council's policy to use restricted resources first. When expenditures/expenses are incurred for purposes for which unrestricted (committed, assigned, and unassigned) resources are available, and amounts in any of these unrestricted classifications could be used, it is the Council's policy to spend committed resources first.

Indirect Cost

The Council does not have a negotiated Indirect Cost Rate with federal grantors. Expenditures not directly attributable to specific programs are allocated monthly among all funds based upon the budgeted expenditures for each fund as a percentage of total budgeted expenditures.

Interfund Receivable and Payables – Due To/Due From

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds, and those related to goods and services type transactions are classified as "due to and from other funds." Short-term interfund loans are reported as "interfund receivables and payables," and these amounts are presented at the net amounts for each fund. Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net Position.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

1) Summary of Significant Accounting Policies – continued

Use of Estimates

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

Deferred Outflows/Inflows of Resources

In addition to assets, the Council will sometimes report deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. Also, in addition to liabilities, the Council 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 period(s) and so will not be recognized as an inflow of resources (revenue) until that time. At June 30, 2017, the Council reported deferred outflows of resources of \$217,552 and deferred inflows of resources of \$42,585, both related to the Council’s participation in PERA.

Cash and Cash Equivalents

Cash and cash equivalents consist of short-term highly liquid investments, which are readily convertible to cash within ninety (90) days of purchase.

2) **Key Programs of the Council**

The General Fund is the general operating fund of the Council and it is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is always considered a major fund.

The key programs of the Council are organized by “funds” (also referred to administratively as “programs” or “projects”, or alternatively as “departments” by the Council’s accounting system), each of which is considered a separate accounting entity for internal record-keeping purposes. The operations of each fund (program) are accounted for with a unique set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues and expenditures.

Special revenue funds are used to account for the proceeds from specific revenues sources that are legally restricted to expenditures for specified purposes. The Board of Directors authorizes the establishment of special revenue funds. The Council did not have any special revenue funds during fiscal year 2017.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

2) Key Programs of the Council – continued

The following are the grant and contract programs included in the General Fund during fiscal year 2017:

Federal Grants and Contracts

EDA/Planning and Technical Assistance — A multi-year grant from the Economic Development Administration (EDA) of the U.S. Department of Commerce to establish and maintain a Comprehensive Economic Development Strategy (CEDS) process, including: economic demographics work; coordinating economic development planning with other economic development entities; notifying the EDA Austin Regional Office of any plant closures or significant downsizing disaster designations, base realignments or closures, or any other sudden and severe economic dislocation within the district; providing staff support to develop and monitor projects that will increase economic opportunities within the district; and providing technical assistance as appropriate to member agencies.

EDA/POWER Grant — A multi-year \$327,300 federal grant from the US Economic Development Administration to support internal staffing of economic development planning activity and to contract for expertise in a regional study of the impacts of the coal industry on the Northwest New Mexico and Four Corners economy. The project, which requires a substantial in-kind match, began in spring 2016 and is scheduled to conclude at the end of December 2017.

USDA: Rural Business Development Grant (RBDG) — A \$25,000 grant from the US Department of Agriculture for the pilot “Cibola SoloWorks Job Creation Center” project. The COG drew no funds directly from the grant, but passed them on to prime contractors for development of the Center; a small reimbursement contract was established with the contractor to return non-grant funds to the COG for its administrative role.

State Grants and Contracts

NMLGD/State Grant-in-Aid — The Council utilizes State-appropriated Grant-in-Aid funds, administered by the Local Government Division of the New Mexico Department of Finance and Administration, in combination with other funds, to support planning and technical assistance activities in program management, project development and technical assistance in Grantsmanship, Community Development Block Grants (CDBG) for local members, local Infrastructure Capital Improvement Plans (ICIP), legislative relations, infrastructure capital outlay, rural community development, water planning, and general regional planning.

NMDOT/Regional Transportation Planning Organization (RTPO) — A multi-year grant from the New Mexico Department of Transportation (NMDOT), renewed annually and funded in part by Federal appropriations to New Mexico by the Federal Highway

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

2) Key Programs of the Council – continued

Administration, to provide staffing services in support of regional transportation planning under the auspices of the Northwest Regional Transportation Planning Organization (NWRTPO), including coordination and staffing of the NWRTPO Committee comprised of representation from the region's local and tribal governments, networking with transportation partners within the region and the state, preparation of general and special regional plans in collaboration with the State (such as in freight and long-range planning), and annual submission to NMDOT of regional recommendations for project inclusion in the State Transportation Improvement Program (STIP).

NM Department of Transportation/4CITE project — The Council, through its Regional Transportation Planning Organization, received a special grant from the New Mexico Department of Transportation to administer a study of future transportation facility needs associated with major economic development at the Gallup Energy Logistics Park. The study, referred to as the “Four Corners Intermodal Trans-loading Equinox” (4CITE) project, was subcontracted to a consultant team from Wilson & Company and Bohannon Huston, involving high-level technical analysis and stakeholder consultations, and resulting in a master plan that can be used for future funding of strategic infrastructure development.

Local and Private Grants and Contracts

NMCC/Microenterprise Incubator – A subgrant from New Mexico Community Capital under the New Mexico Impact Fund established by the Tides Foundation under targeted New Mexico funding from the W.K. Kellogg Foundation. The Council partnered with local agencies to plan and implement a rural microenterprise incubator in conjunction with the opening and operation of the Navajo Tourism & Welcome Center at Sheep Springs, New Mexico.

GLP: NM-LCO Fiscal Agent – An intergovernmental agreement between the City of Gallup and COG to provide alternative Fiscal Agency Services in connection with fund projects as appropriated by the State Legislator for utilization by the City of Gallup.

McK: NM-LCO Fiscal Agent – An intergovernmental agreement between the McKinley County and COG to provide alternative Fiscal Agency Services in connection with fund projects as appropriated by the State Legislator for utilization by McKinley County.

CC: NM-LCO Fiscal Agent – An intergovernmental agreement between the Cibola County and COG to provide alternative Fiscal Agency Services in connection with fund projects as appropriated by the State Legislator for utilization by Cibola County.

Milan: NM-LCO Fiscal Agent – An intergovernmental agreement between the Village of Milan and COG to provide alternative Fiscal Agency Services in connection with fund projects as appropriated by the State Legislator for utilization by Village of Milan.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

2) Key Programs of the Council – continued

SJC: Legislative Project Management – An intergovernmental agreement between San Juan County (SJC) and COG in which SJC agrees to engage the COG to satisfactorily perform the work of providing management services in connection with the project funded by appropriation of the 2015 State Legislator for utilization by SJC, specifically Chapter 101, Section 5[15] in the amount of \$150,000 for the purpose of implementing the first phase of a critical public infrastructure master plan for rural communities in SJC.

GLP: US Bureau of Reclamation “WaterSmart” Grant for Drought Preparedness Planning – The COG operates a subgrant under this federal initiative, to involve subcontracting for expertise in drought management planning and engaging local stakeholders in the planning process.

Enterprise Loan Fund

The Council administers the Enterprise Loan Fund (the “ELF”), which makes loans to new and growing businesses through “gap” or “bridge” financing. It is the intent of this fund to fill the gap in financing, by partnering with a bank or other lending agency. Typically, the ELF program can lend up to 50 percent of the total project cost and cannot exceed \$150,000. Average loans are \$38,000. Job creation is the primary goal of the ELF with a target of one job created or saved for every \$25,000 borrowed.

3) **Cash Balances**

In accordance with Section 6-10-17, NMSA 1978 Compilation, the Council is required to obtain pledged collateral from each bank that is a depository of public funds, in an aggregate amount equal to one-half of the amount of public money in each account. Securities, which are obligations of the United States, State of New Mexico, its agencies, institutions, counties, municipalities or other subdivisions are accepted as security at market value. No security is required for the deposit of public money that is insured by the Federal Deposit Insurance Corporation (FDIC), or the National Credit Union Administration.

Deposits (cash or cash equivalents) are carried at cost, which approximates market value. For the period beginning January 1, 2013, the standard maximum deposit insurance amount is \$250,000 per depositor at each separately chartered insured depository institution. For more information, visit www.fdic.gov.

Custodial Credit Risk is the risk that in the event of a bank failure, the Council’s deposits may not be returned to it. The Council’s deposit policy is to collateralize one-half of the uninsured public money amount in each account.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

3) Cash Balances – continued

A summary of the Council’s deposits, as well as pledged collateral in place over deposits, is as follows:

<u>Pinnacle Bank</u>	<u>Type</u>	<u>Balance Per Bank 6/30/2017</u>	<u>Balance Per Books 6/30/2017</u>
General fund	Checking	\$ 6,091	\$ -
General fund	Savings	30	-
Enterprise loan fund - revolving loan fund	Checking	101,458	101,458
Enterprise loan fund - forest service loan fund	Checking	95,486	95,486
Enterprise loan fund - sequestered	Checking	<u>62,316</u>	<u>62,316</u>
Total cash in banks		<u>\$ 265,381</u>	<u>\$ 259,260</u>

As reported in the financial statements:

Cash	\$ -
Restricted cash	<u>259,260</u>
	<u>\$ 259,260</u>

<u>Pledged Collateral at Banks</u>	<u>Pinnacle Bank</u>
Deposits	\$ 265,381
Less FDIC coverage	<u>(250,000)</u>
Total uninsured public funds	<u>15,381</u>
50% collateral requirement	7,691

<u>Collateral Pledged</u>	
Zuni NM Public: Cusip 98981 RAHO maturing 8/1/2019; security interest rate of 4%	<u>140,604</u>
Over (under) collateralized	<u>\$ 132,913</u>

**Northwest New Mexico
Council of Governments**
Notes to the Financial Statements
June 30, 2017

4) Grants Receivable

Grant receivable balances at June 30, 2017, are composed of the following:

U.S. Department of Commerce	\$	24,339
New Mexico Department of Transportation		17,997
Regional Planning Organization		17,977
U.S. Department of Agriculture		15,357
Village of Milan		13,120
City of Grants		9,375
Cibola County		9,200
Other		5,238
Total	\$	<u>112,603</u>

5) Loans Receivable

Loans receivable in the Enterprise Loan Fund as of June 30, 2017 consist of five loans made through the Revolving Loan Fund loan program for business and job creation in the tri-county region of Cibola County, San Juan County, and McKinley County.

Loans receivable	\$	173,438
Less allowance		<u>(173,438)</u>
Loans receivable, net	\$	<u>-</u>

6) Interfund Transactions and Balances

Interfund receivables and payables are amounts due from and to other funds of the Council, and all amounts are expected to be paid within one year or less. As of June 30, 2017, \$56 was due to the enterprise loan fund from the general fund for reimbursement purposes. There were no interfund transfers for the fiscal year ended June 30, 2017.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

7) Capital Assets

A summary of changes in capital assets for governmental activities during the year ended June 30, 2017, are as follows:

	Beginning Balances	Increases	Decreases	Transfers	Ending Balances
<i>Governmental activities</i>					
Capital assets not being depreciated					
Land	\$ -	\$ 73,244	\$ -	\$ -	\$ 73,244
Construction in progress	-	28,735	-	-	28,735
Total capital assets not being depreciated	<u>-</u>	<u>101,979</u>	<u>-</u>	<u>-</u>	<u>101,979</u>
Capital assets being depreciated					
Buildings	-	235,756	-	-	235,756
Leasehold improvements	20,273	-	-	-	20,273
Furniture & fixtures	21,816	10,944	-	-	32,760
Software	42,496	-	-	-	42,496
Vehicles	35,264	24,576	(35,264)	-	24,576
Total capital assets being depreciated, at cost	<u>119,849</u>	<u>271,276</u>	<u>(35,264)</u>	<u>-</u>	<u>355,861</u>
Less accumulated depreciation for					
Buildings	-	7,204	-	-	7,204
Leasehold improvements	3,147	1,839	-	-	4,986
Furniture & fixtures	22,917	1,642	-	-	24,559
Software	34,496	4,000	-	-	38,496
Vehicles	35,264	3,277	(35,264)	-	3,277
Total accumulated depreciation	<u>95,824</u>	<u>17,962</u>	<u>(35,264)</u>	<u>-</u>	<u>78,522</u>
Total capital assets being depreciated, net	<u>24,025</u>	<u>253,314</u>	<u>-</u>	<u>-</u>	<u>277,339</u>
Capital assets, net	<u>\$ 24,025</u>	<u>\$ 355,293</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 379,318</u>

McKinley County donated to the Council the land and office building that is occupied by the Council during fiscal year 2017. This property was previously leased from McKinley County for \$1 per year. The fair market value of this property totaled \$309,000 at the date of donation and is reported as general revenue of the Council in the statement of activities for the year ended June 30, 2017.

Depreciation expense of \$17,962 was allocated to the regional community development function in the Council-wide statement of activities, which is the Council's only governmental activity function.

Business-type activities capital assets is made up of a software program with an acquisition cost of \$4,178 that became fully depreciated in a prior fiscal year. There was no business-type capital asset activity during the year ended June 30, 2017.

**Northwest New Mexico
Council of Governments**
Notes to the Financial Statements
June 30, 2017

8) Accounts Payable and Accrued Payroll Liabilities

A summary of accounts payable and accrued liabilities at June 30, 2017, is as follows:

	Vendors	Salaries and Benefits	Total
<i>Governmental activities</i>			
General fund	\$ 80,675	\$ 33,621	\$ 114,296
Total government activities	<u>\$ 80,675</u>	<u>\$ 33,621</u>	<u>\$ 114,296</u>

9) Long-Term Debt

Compensated Absences

Employees are paid for annual leave and absences due to sickness by a prescribed formula based on length of service. Annual leave benefits anticipated to be liquidated with expendable available resources are accrued and reported as liabilities in the Council-wide financial statements. These liabilities are allocated to the general fund and the enterprise loan fund based on indirect cost formulas. No more than 240 hours of annual leave may be carried over from a previous fiscal year. Upon termination for whatever reason, the employee shall be paid for any unused annual leave at the employee's then-current rate of pay. Sick leave benefits are not accrued but rather expensed in the applicable fund(s) as they are paid.

Regular employees may carry over a maximum of 480 hours of sick leave from a previous fiscal year. Upon retirement or termination, all unused accrued sick leave shall be forfeited, except that, employees participating and vested in the PERA retirement program and with not less than five years of employment with the Council, shall be entitled to compensation for unused sick leave hours up to but not exceeding 480 hours, at a rate equal to thirty-three percent of their hourly rate of pay.

Note Payable

During fiscal year 2017, the Council entered into a note to purchase a vehicle for use by the Council. The note was issued for \$22,576, and will be paid over a four-year term with interest at 4.84%. The note is secured by the vehicle that was purchased.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

9) Long-Term Debt – continued

A summary of changes in long-term debt for the year ended June 30, 2017 is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amount Due Within One Year
Governmental activities					
Note payable	\$ -	\$ 22,576	\$ (3,034)	\$ 19,542	\$ 5,405
Compensated absences	<u>46,329</u>	<u>23,803</u>	<u>(29,557)</u>	<u>40,575</u>	<u>10,550</u>
Total long-term debt	<u>\$ 46,329</u>	<u>\$ 46,379</u>	<u>\$ (32,591)</u>	<u>\$ 60,117</u>	<u>\$ 15,955</u>

Future maturities of the note payable are as follows:

Year ending June 30,	Principal	Interest	Total
2018	\$ 5,405	\$ 827	\$ 6,232
2019	5,672	559	6,231
2020	5,953	279	6,232
2021	<u>2,512</u>	<u>30</u>	<u>2,542</u>
	<u>\$ 19,542</u>	<u>\$ 1,695</u>	<u>\$ 21,237</u>

10) **Restricted Net Position – Enterprise Loan Fund**

The Enterprise Loan Fund’s restricted net position of \$259,316 at June 30, 2017 is restricted for economic development activity (i.e. loan programs) as a result of agreements with the granting organizations.

11) **Membership Dues**

Membership dues consist of annual assessments to member organizations. Membership dues are established by the Council based on a schedule of dues and service levels aligned with apportionment of Board seats and negotiated annually with the respective members.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

12) Lease Commitments

Equipment Leases

In March 2017, the Council entered into a new copier lease agreement for office equipment. The lease is accounted for as an operating lease and has a term of 60 months.

In March 2017, the Council entered into a postage machine lease agreement. The lease is accounted for as an operating lease and has a term of 60 months.

Future minimum payments for operating leases are as follows:

<u>Year ending June 30,</u>		
2018	\$	6,423
2019		6,423
2020		6,423
2021		6,423
2022		4,817
		\$ 30,509
		\$ 30,509

Total lease expense for the year ended June 30, 2017 was approximately \$9,700. All leases may be terminated at any time with sixty days' notice if the New Mexico Legislature does not grant sufficient appropriation for the lease or if the Council decides that termination is necessary to protect the best interests of the State of New Mexico.

13) Public Employees Retirement Association (PERA) Pension Plan

General Information about the Pension Plan

Plan description. *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).

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

13) PERA Pension Plan – continued

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 0.5%, employee contribution increased 1.5% and effective July 1, 2014 employer contributions were raised 0.05%. The computation of final average salary increased as the average of salary for 60 consecutive months.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

13) PERA Pension Plan – continued

Contributions. See PERA’s compressive annual financial report for Contribution provided description.

PERA Contribution Rates and Pension Factors as of July 1, 2016						
Coverage Plan	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 %	3.0 %	2.5 %	90 %
Municipal Plan 1 (plan open to new employers)	7.0 %	8.5 %	7.4 %	2.0 %	2.0 %	90 %
Municipal Plan 2 (plan open to new employers)	9.15 %	10.65 %	9.55 %	2.5 %	2.0 %	90 %
Municipal Plan 3 (plan closed to new employers 6/95)	13.15 %	14.65 %	9.55 %	3.0 %	2.5 %	90 %
Municipal Plan 4 (plan closed to new employers 6/00)	15.65 %	17.15 %	12.05 %	3.0 %	2.5 %	90 %
Municipal Police Plan 1	7.0%	8.5%	10.40%	2.0%	2.0%	90%
Municipal Police Plan 2	7.0%	8.5%	15.40%	2.5%	2.0%	90%
Municipal Police Plan 3	7.0%	8.5%	18.90%	2.5%	2.0%	90%
Municipal Police Plan 4	12.35%	13.85%	18.90%	3.0%	2.5%	90%
Municipal Police Plan 5	16.3%	17.8%	18.90%	3.5%	3.0%	90%
Municipal Fire Plan 1	8.0%	9.5%	11.40%	2.0%	2.0%	90%
Municipal Fire Plan 2	8.0%	9.5%	17.90%	2.5%	2.0%	90%
Municipal Fire Plan 3	8.0%	9.5%	21.65%	2.5%	2.0%	90%
Municipal Fire Plan 4	12.8%	14.3%	21.65%	3.0%	2.5%	90%
Municipal Fire Plan 5	16.2%	17.7%	21.65%	3.5%	3.0%	90%
Municipal Detention Officer Plan 1	16.65%	18.15%	17.05%	3.0%	3.0%	90%
State Police and Adult Correctional Officer Plan 1	7.60%	9.10%	25.50%	3.0%	3.0%	90%
State Plan 3 - Peace Officer	7.42%	8.92%	16.99%	3.0%	3.0%	90%
Juvenile Correctional Officer Plan 2	4.78%	6.28%	26.12%	3.0%	3.0%	90%

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

13) PERA Pension Plan- continued

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2017, the Council reported a liability of \$541,608 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2015. The total pension liability was rolled-forward from the valuation date to the plan year ending June 30, 2016 using generally accepted actuarial principles. Therefore, the employer's portion was established as of the measurement date of June 30, 2016. There were no significant events or changes in benefit provision that required an adjustment to the roll-forward liabilities as of June 30, 2016. The Council's proportion of the net pension liability was based on a projection of the Council's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2016, the Council's proportion was 0.0339%, which was an increase of 0.0035% from its proportion measured as of June 30, 2015.

For the year ended June 30, 2017, the Council recognized pension expense of \$69,134. At June 30, 2017, the Council 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	\$ 27,061	\$ (5,286)
Changes of assumptions	31,759	(90)
Net difference between projected and actual investment earnings on pension plan investments	99,655	-
Changes in proportion and differences between the Council's contributions and proportionate share of contributions	27,654	(37,209)
The Council's contributions subsequent to the measurement date	31,423	-
Total	\$ 217,552	\$ (42,585)

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

13) PERA Pension Plan – continued

\$31,423 reported as deferred outflows of resources related to pensions resulting from the Council’s contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. 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:	
2018	\$ 25,647
2019	25,647
2020	66,227
2021	<u>26,023</u>
Total	<u>\$ 143,544</u>

Actuarial assumptions. The total pension liability in the June 30, 2016 actuarial valuation was determined using the following significant actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	June 30, 2015
Actuarial cost method	Entry age normal
Amortization method	Level percentage pay, open
Amortization period	Solved for based on statutory rates
Asset valuation method	Fair value
Actuarial assumptions:	
- Investment rate of return	7.48% annual rate, net of investment expense
- Projected benefit payment	100 years
- Payroll growth	2.75% for first 10 years, then 3.25% annual rate
- Projected salary increases	2.75% to 14.00% annual rate
- Includes inflation at	2.25% annual rate for first 10 years, then 2.75% for all other years
- Mortality assumption	RP-2000 Mortality Tables (Combined table for healthy post-retirement, Employee table for active members, and Disabled table for disabled retirees before retirement age) with projection to 2018 using Scale AA.
- Experience study dates	July 1, 2008 to June 30, 2013 (demographic) and July 1, 2010 to June 30, 2015 (economic)

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

13) PERA Pension Plan – continued

The total pension liability, net pension liability, and certain sensitivity information are based on an actuarial valuation performed as of June 30, 2015. The total pension liability was rolled-forward from the valuation date to the plan year ended June 30, 2016. These assumptions were adopted by the Board and used in the June 30, 2015 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:

All Funds - Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global equity	43.5%	7.4%
Risk reduction and mitigation	21.5%	1.8%
Credit oriented fixed income	15.0%	5.8%
Real assets	<u>20.0%</u>	7.4%
Total	<u>100.0%</u>	

Discount rate. A single discount rate of 7.48% was used to measure the total pension liability as of June 30, 2016. This single discount rate was based on a long-term expected rate of return on pension plan investments of 7.48%, 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 periods 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.

**Northwest New Mexico
Council of Governments
Notes to the Financial Statements
June 30, 2017**

13) PERA Pension Plan – continued

Sensitivity of the Council's proportionate share of the net pension liability to changes in the discount rate. The following presents the Council's proportionate share of the net pension liability calculated using the discount rate of 7.48%, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.48%) or 1-percentage-point higher (8.48%) than the current rate:

PERA Fund Division: Municipal General	1% Decrease (6.48%)	Current Discount Rate (7.48%)	1% Increase (8.48%)
The Council's proportionate share of the net pension liability	\$ 807,489	\$ 541,608	321,072

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued PERA financial report.

Payables to the pension plan. At June 30, 2017, the Council owed approximately \$8,819 to PERA for fiscal year 2017 contributions.

14) **Post-Employment Benefits**

The Council has chosen not to participate in the retiree health care service that it is eligible for under the Retiree Health Care Act (Chapter 10, Article 7C NMSA 1978).

15) **Risk Management**

The Council 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 Council carries commercial insurance. Settled claims have not exceeded this commercial coverage in the past year. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. As of June 30, 2017, the Council did not have any probable risk of loss.

**Northwest New Mexico
Council of Governments**
Notes to the Financial Statements
June 30, 2017

16) Related Party Transactions

The by-laws of the Council require the composition of the Board of Directors to represent member governments. As a result, many members of the Board of Directors are employed by, or serve in an elected capacity for, member governments. Due to the nature of the Council, Board members have a significant interest in the Council's transactions related to the furnishing of services to their respective governments. Total membership dues paid by the member governments to the Council for the fiscal year ended June 30, 2017 was \$241,500.

17) Deficit Fund Balance

The general fund reported a deficit fund balance of \$66,407 at June 30, 2017. Most of this deficit will be corrected in the general fund in fiscal year 2018 when revenue that was not available and thus not recorded in the fund financial statements is received and recognized as revenue during the year ended June 30, 2018. The remaining deficit will be corrected via additional efforts to increase revenue and through various cost cutting measures.

18) Recently Issued Accounting Pronouncements

GASB has issued several statements which have not yet been implemented by the Council. The Council believes that none of these statements will have a significant impact on the Council.

Required Supplementary Information

**Northwest New Mexico
Council of Governments
Schedules of Required Supplementary Information
June 30, 2017**

**Schedule of the Council's Proportionate Share of the
Net Pension Liability of PERA Fund Division: Municipal General
Public Employees Retirement Association (PERA) Plan
Last 10 Fiscal Years* (in thousands)**

	Fiscal year Measurement date	June 30,		
		2017 2016	2016 2015	2015 2014
The Council's proportion of the net pension liability (asset)		0.0339%	0.0304%	0.0369%
The Council's proportionate share of the net pension liability (asset)	\$	542	\$ 310	\$ 288
The Council's covered-employee payroll	\$	373	\$ 290	\$ 243
The Council's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll		145.31%	106.90%	118.52%
Plan fiduciary net position as a percentage of the total pension liability		69.18%	81.29%	81.29%

**Schedule of the Council's Contributions
Public Employees Retirement Association (PERA) Plan
PERA Fund Division: Municipal General
Last 10 Fiscal Years (in thousands)***

	Fiscal year Measurement date	June 30,		
		2017 2016	2016 2015	2015 2014
Statutory required contribution	\$	36	\$ 31	\$ 27
Contributions in relation to the statutorily required contributions		36	31	27
Annual contribution deficiency (excess)	\$	-	\$ -	\$ -

**Governmental Accounting Standards Board Statement 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 Council is not available prior to fiscal year 2015, the year the statement's requirements became effective

**Northwest New Mexico
Council of Governments**
Notes to the Required Supplementary Information
June 30, 2017

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

Assumptions. The Public Employ Retirement Association of New Mexico Annual Actuarial Valuations as of June 2016 report is available at <http://www.nmpera.org/>.

Independent Auditor’s 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*

Board of Directors
Jeff Kiely, Executive Director
Northwest New Mexico Council of Governments
Gallup, New Mexico
and
Mr. Timothy Keller, New Mexico State Auditor
Office of the State Auditor
Santa Fe, New Mexico

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the budgetary comparison of the general fund of the Northwest New Mexico Council of Governments (the “Council”) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Council’s basic financial statements and have issued our report thereon dated December 1, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Council’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 Council’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Council’s internal control.

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

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. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2017-002 that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free from 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 are described in the accompanying schedule of findings and responses as item 2017-001 and 2017-003.

The Council's Response to Findings

The Council's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Council's 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. Accordingly, this communication is not suitable for any other purpose.

Loftis Group ^{uc}

Albuquerque, New Mexico
December 1, 2017

**Northwest New Mexico
Council of Governments
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2017**

Section I – Status of Prior Year Audit Findings

Finding 2016-001 – Internal Control Structure over Comp Time (Significant Deficiency)

Condition: During our review of the internal control structure over payroll we noted that comp time is not adequately tracked and reconciled. We were unable to determine if the comp time earned, used, and the balance remaining at year-end was valid. Additionally, during our testwork over a sample of 25 payroll transactions, we noted an instance where an employee’s comp time balance was negative. Because employees use comp time in lieu of annual leave and sick leave, errors in accounting for comp time may result in errors in other leave balances.

Current status: Resolved.

Finding 2016-002 – Untimely Remittance of Payroll Liabilities (Other Noncompliance)

Condition: During our review of payroll expenditures and associated payroll liabilities we noted instances where the Council did not remit timely payments for payroll taxes and PERA retirement contributions. The Council incurred approximately \$1,000 in penalties from the Internal Revenue Service for the late remittance of payroll taxes for the period of February through April 2016. PERA contributions for the months of February, March, April, and May 2016 were not remitted timely, which could result in additional penalties.

Current status: Unresolved.

**Northwest New Mexico
Council of Governments
Schedule of Findings and Responses
For the Year Ended June 30, 2017**

Section II — Financial Statement Findings

2017-001 (2016-002) Untimely Remittance of Payroll Liabilities (Other noncompliance)

Condition: During our review of payroll expenditures and associated payroll liabilities we noted instances where the Council did not remit timely payments for payroll taxes, PERA retirement contributions, and health insurance premiums. During 2017 the Council incurred approximately \$3,100 in penalties from the Internal Revenue Service (IRS) for the late remittance of payroll taxes for the period of January through March 2017. At June 30, 2017, the Council owes the IRS approximately \$17,200 in payroll taxes for the period of May through June 2017. It was also noted that PERA contributions for the months of May and June 2017 were not remitted timely which could result in additional penalties. Lastly, at June 30, 2017, the Council owes approximately \$17,520 for past due health insurance premiums for the period of February through June 2017.

Criteria: The IRS requires payroll tax withholdings to be remitted by the fifteenth of the following month. NMAC 2.80.500.8 requires employers to transmit to PERA the employee and employer contributions for every member in its employ for each pay period on or before the fifth working day following the payday applicable to the pay period. Health insurance premiums are due at the beginning of the month for the period covered.

Effect: The Council is not in compliance with IRS requirements for the remittance of payroll taxes and is not in compliance with PERA's rules for transmitting contributions. As a result, the IRS leveled penalties of approximately \$3,100 and the late transmission of retirement contributions to PERA further exposes the Council to additional penalties. Lastly, the Council's employees could experience a loss of health insurance coverage if premiums are not paid timely.

Cause: Internal controls are not in place to ensure payroll taxes, retirement contributions, and health insurance premiums are transmitted in accordance with IRS, PERA rules and regulations, and health insurance premium payment terms.

Auditor's Recommendation: Ensure payroll taxes, retirement contributions, and health insurance premiums are transmitted in accordance with IRS, PERA rules and regulations, and health insurance premium payment terms. Cost cutting measures should be taken and all discretionary spending eliminated to enable the Council to become current on all above noted liabilities and avoid any additional fines and penalties.

Management's Response: Management understands and concurs with the finding and recommendation. Measures have already been instituted to increase oversight and come fully into compliance. The Council has retained CPA expertise to assist with achieving full compliance by December 31, 2017.

**Northwest New Mexico
Council of Governments
Schedule of Findings and Responses
For the Year Ended June 30, 2017**

2017-002 Internal Control Structure over Financial Reporting (Material Weakness)

Condition: Internal controls have not been implemented to ensure all general ledger balances are properly supported by account reconciliations that have been reviewed and approved by management on a timely basis. Significant adjusting journal entries were required to correct balances after the books were closed at year-end. Adjustments were needed to properly record accounts payable, accounts receivable and the related revenues and expenditures at year-end.

Criteria: Maintenance of complete and accurate accounting records and preparation of annual financial statements and footnotes, required supplementary information, and supplementary information in accordance with generally accepted accounting principles (GAAP) ensures that timely, accurate and useful information is available to management, those charged with governance and other interested parties. Internal controls must be in place to safeguard assets and ensure accurate financial accounting and reporting. Fundamental to a good system of internal control is thorough review processes, accurate record keeping of accounting transactions, and preparation of the annual financial statements.

Effect: An adequate review of significant transactions to ensure proper accounting treatment was not performed for the accounts listed above, resulting in significant audit adjustments needed to correct the accounting records. Additionally, the lack of timely accounts receivable reconciliations and reimbursement requests resulted in the over expenditure of the Council's unrestricted funds, which contributed to the general fund's fund deficit of \$66,407 at June 30, 2017.

Cause: The accounting records and financial statements were not maintained in accordance with GAAP and significant additional effort was required in order to prepare the audited financial statements.

Auditor's Recommendation: Implement effective internal control that ensures all significant matters impacting the accounting records and financial statements are evaluated for proper accounting treatment in a timely manner.

Management's Response: Management understands and concurs with the finding as presented. In recognition of this, and at the direction of the Council's governing board, senior management has become involved at a much more detailed level in the management and oversight of accounting records and financial statements, in order to ensure accurate, timely and compliant recordkeeping and reporting of all financial transactions. Management notes, and is actively resolving, problems in the setup of records in the QuickBooks software. The Council has retained CPA expertise to assist with achieving full compliance. Full rectification and an adopted management plan will be in place by or before December 31, 2017.

**Northwest New Mexico
Council of Governments
Schedule of Findings and Responses
For the Year Ended June 30, 2017**

2017-003 Internal Control Structure over Payroll (Other noncompliance)

Condition: During our review of twenty-five payroll disbursements, we noted twenty instances where employer PERA contributions were incorrectly included in employee wages subject to Medicare and Social Security tax.

Criteria: Section 6-5-2 NMSA 1978 requires that all agencies implement internal accounting controls designed to prevent accounting errors and violations of state and federal law and rules related to financial matters.

Effect: The Council is not in compliance with Section 6-5-2 NMSA 1978 as the Council and its employees are not paying the correct amount of Medicare and Social Security taxes each pay period.

Cause: Internal controls are not in place to ensure payroll tax calculations are accurate.

Auditor's Recommendation: Implement internal controls to ensure wages subject to Medicare and Social Security taxes are accurately calculated.

Management's Response: Management understands and concurs with the finding and recommendation. The Council has retained CPA expertise to assist with achieving full compliance by or before December 31, 2017.

**Northwest New Mexico
Council of Governments
Exit Conference
June 30, 2017**

The financial statements presented in this report were prepared by the auditors, Loftis Group, LLC.

The content of this report was discussed at an exit conference held on December 1, 2017 with the following in attendance:

Northwest New Mexico Council of Governments

Jeff Kiely, Executive Director

Billy Moore, Immediate Past Chair

Louie Bonaguidi, Treasurer

Evan Williams, Deputy Director

Martina Whitmore, Administrative Assistant

Loftis Group, LLC

Armando Sanchez, CPA, CFE, Managing Principal

We appreciate the many courtesies and assistance extended to us by the management and employees of the Northwest New Mexico Council of Governments.