



AG E N D A
CITY OF AZTEC
SPECIAL CITY COMMISSION MEETING
April 29, 2021
201 W. Chaco, City Hall
5:15 p.m.

Attendance:

According to current COVID-19 guidelines from the State of New Mexico, City of Aztec will allow in up to 10 people to attend the Commission meetings with appropriate COVID safe practices being observed by all. The public may also watch the meeting live streamed on YouTube, or join the meeting with the link provided below.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/584637605>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 584-637-605

I. CALL TO ORDER

II. INVOCATION AND PLEDGE OF ALLEGIANCE

United States Pledge of Allegiance

New Mexico Pledge of Allegiance

I Salute the Flag of the State of New Mexico and the Zia Symbol of Perfect Friendship among United Cultures

III. ROLL CALL

IV. BUSINESS ITEMS

A. Resolution 2021-1219 Accepting and Approving of the FY2020 Audit

V. AJOURNMENT

Staff Summary Report

MEETING DATE:	April 29, 2021
AGENDA ITEM:	IV. BUSINESS ITEM (A)
AGENDA TITLE:	Resolution 2021-1219 Accepting and Approving of the FY2020 Audit

ACTION REQUESTED BY:	Finance Department
ACTION REQUESTED:	Approval of Resolution 2021-1219
SUMMARY BY:	Kris Farmer

PROJECT DESCRIPTION / FACTS

- The FY20 Annual Financial Report was approved for release by the State Auditor's Office on April 13, 2021. As per Sec 12 -6 -5 NMSA 1978, the audit report does not become public record until 5 days from the date of the State Auditor's release, or April 19, 2021. The State Auditor's office also approved final payment to CRI CPA for the FY20 audit which will be processed for payment as soon as we receive invoice. No single audit (federal grants) submission was required for FY2020.
- The State Auditor requires the independent auditor present the audit to the governing board in a public meeting. Ben Martinez with CRI will present the audit during this business item.
- Pages 110-111 of the report identifies the findings including management response:

Capital Assets-Two parcels of land were donated through a trust that were not capitalized on capital asset listing, totaling \$78,000, so capital assets were understated as of June 30, 2020. Section 2.20.1 NMAC requires agencies to properly account for capital assets; including implementing a capital asset accounting system and proper internal controls over capital assets to ensure that additions are recorded at their acquisition/in-service date. This was an oversight and the Finance Department will review the process to record capital asset donations and ensure that the Asset Capitalization Policy moving forward is updated to record capital asset donations.
- Basic Financial Statements begin on page 14 and notes to the financial statements on page 32. Supplementary schedules begin on page 76.
- The approved resolution accepting and approving the audit will be submitted to DFA Local Government Division as required by their regulations.

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| SUPPORT DOCUMENTS: | <ul style="list-style-type: none">· Resolution 2021-1219· FY2020 Annual Financial Report (copies provided to Commission separately, electronic document available www.aztecnm.gov)· NM Office of the State Auditor Release Letter, 04/13/2021 |
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DEPARTMENT'S RECOMMENDED MOTION: Move to approve Resolution 2021-1219 Accepting and Approving the FY2020 Audit.

CITY OF AZTEC

RESOLUTION 2021-1219

A RESOLUTION ACCEPTING AND APPROVING THE FISCAL YEAR 2020 AUDIT

WHEREAS, the City of Aztec is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2020; and

WHEREAS, the Governing Body of the City of Aztec has directed the accomplishment of the audit for FY2020; and

WHEREAS, this audit has been completed and presented to the Governing Body per the April 13, 2021 letter from the State Auditor authorizing release of the FY2020 audit; and.

WHEREAS, NMAC 2.2.2.10(M) (4) provides in pertinent part that "Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable."

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY of the City of Aztec does hereby accept and approve the completed audit report, findings and management responses as indicated within this document.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Department of Finance and Administration Local Government Division for state review and approval.

PASSED, APPROVED AND SIGNED this 29th day of April 2021.

Victor C. Snover, Mayor

SEAL

ATTEST:

Sherlynn Morgan, Deputy City Clerk

BRIAN S. COLÓN, ESQ.
STATE AUDITOR



NATALIE CORDOVA, CPA
DEPUTY STATE AUDITOR

State of New Mexico
Office of the State Auditor

CONSTITUENT SERVICES
(505) 476-3821

Via: Email

4/13/2021
Kathy Lamb, Finance Director
klamb@aztecnm.gov
City of Aztec

SAO Ref No. F0063

Re: Authorization to Release 2020 City of Aztec Audit Report

The Office of the State Auditor (OSA) received the audit report for your agency on 12/15/2020. The OSA has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and any applicable provisions of the Audit Rule. This letter is your authorization to make the final payment to the Independent Public Accountant (IPA) who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the OSA. Once the five-day period has expired, or upon the OSA's receipt of a written waiver:

- the OSA will send the report to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the OSA will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per the Audit Rule, at a meeting held in accordance with the Open Meetings Act, if applicable.

The IPA's findings and comments are included in the audit report on page 110-111. It is ultimately the responsibility of the governing authority of the agency to take corrective action on all findings and comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. S. Colón".

Brian S. Colón, Esq.
State Auditor

cc. Carr, Riggs & Ingram, LLC

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