

NEW MEXICO OFFICE OF THE STATE AUDITOR  
 REPORT REVIEW GUIDE  
 FOR AGREED-UPON PROCEDURES OF LOCAL PUBLIC BODIES  
 FOR AUP ENGAGEMENTS PERFORMED  
**FOR PERIODS ENDING ON OR AFTER JUNE 30, 2018**

This review guide should be used for local public bodies that were required by Section 12-6-3 NMSA 1978 (as amended) to procure independent public accountant services for agreed-upon procedures engagement. This review guide should be used by IPAs and Office of the State Auditor (OSA) reviewers to review the agreed-upon procedures reports of qualifying mutual domestic water consumer associations, land grants, special districts, and incorporated municipalities that obtained independent public accountant services for agreed-upon procedures engagement (including Compilations for Tier 6) in accordance with applicable AICPA standards. Note that the Attestation (AT) standards were superseded by AT-C Statements on Standards for Attestation Engagements (Clarified) (SSAE No. 18) effective for practitioners' (i.e. IPA) reports dated on or after May 1, 2017.

LOCAL PUBLIC BODY (LPB) NAME:	LPB NO./FISCAL YEAR:
NAME OF IPA FIRM:	NAME OF IPA FIRM MANAGER/IN-CHARGE:
DATE REPORT SUBMITTED TO STATE AUDITOR [2.2.2.16(G) NMAC] If FYE is June 30 <sup>th</sup> the report due date is December 15 <sup>th</sup> IF FYE is other than June 30 <sup>th</sup> the report due date is five months after the fiscal year end. IF LATE (not the current reporting period) the report due date is not more than six months after the date the contract was executed.	Yes <input type="checkbox"/> No <input type="checkbox"/> Was the audit report submitted by the due date?
If the report was submitted after the report due date did the IPA submit the late report notification letter required by 2.2.2.16(G)(2) NMAC? _____(yes, no or N/A) If the answer is yes, what date was the letter submitted? _____	
CONCLUSION ABOUT THE SUBJECT MATTER (BRIEFLY STATED):	REPORT DATE:
Please describe any special circumstances that the IPA is aware of relating to this report (ex. deadline for submission of the report to external parties, etc.):	NUMBER OF FINDINGS:

<b>FOR USE BY OSA REVIEWERS:</b>	
NAME OF OSA INITIAL REVIEWER:	NAME OF SECOND REVIEWER:
REPORT APPROVED ON:	REPORT REJECTED ON:
TIME BUDGET (circle one): 1 hours 2 hours ___Other Hrs	1st Review time: ___ hours 2nd Review time ___ hours
If the report includes any findings related to fraud, waste or abuse scan and email the affected findings to the OSA Financial Audit Director. If the content of the report or communications received from the IPA or agency lead the reviewer to believe the entity being reviewed is in a situation in which fraud can easily be perpetrated, or has been perpetrated, scan the affected pages and email them to the Financial Audit Director.  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Resubmit time ___ hours Final Review time ___ hours Total Actual time: ___ hours  Date Final Report Submitted for Release _____

**Objectives:**

The objectives of the review are to: (1) make a high-level, substantive appraisal of the report; (2) ensure that the agreed-upon procedures report includes the information for the correct tier of agreed-upon procedures per Section 12-6-3 NMSA 1978 and Section 2.2.2.16 NMAC; and (3) determine if the report meets applicable AICPA standards. (GAGAS standards do not apply to OSA AUP engagements.) This review guide does not contain every agreed-upon procedure engagement standard or requirement applicable to an agreed-upon procedures engagement.

**Instructions:**

Read and answer all of the questions in the review guide. Provide page number references for all “yes” answers. Provide explanations for all “No” answers. As you are conducting the review keep the big picture in mind. For example, as you are reading through the report consider whether the information in the report makes sense.

**Abbreviations:**

- AT Statements on Standards for Attestation Engagements (SSAE)
- AT-C Statements on Standards for Attestation Engagements (Clarified)
- NMAC New Mexico Administrative Code
- 2.2.2 NMAC Requirements for Contracting and Conducting Audits of Agencies (the Audit Rule)
- OSA Office of the New Mexico State Auditor
- IPA Independent Public Accountant
- AUP Agreed-Upon Procedures Engagement

<b>DETERMINATION OF THE CORRECT AGREED-UPON PROCEDURES TIER</b>	
Reference the 2018 procedures for each Tier posted on the OSA website at <a href="https://www.saonm.org/tiered_system_reporting">https://www.saonm.org/tiered_system_reporting</a>	
If this is a <b>Tier 3</b> AUP Engagement, did the IPA submit a report consistent with agreed-upon procedures for financial reporting that meet the requirements of Section 12-6-3(B)(3) NMSA 1978?	YES____ NO____ N/A____ Comments:
If this is a <b>Tier 4</b> AUP Engagement, did the report include a schedule of cash basis comparison (i.e. budgetary comparison schedule) as required by Section 12-6-3(B)(4) NMSA 1978?	YES____ NO____ N/A____ Comments:
If this is a <b>Tier 5</b> AUP Engagement, did the report include a schedule of cash basis comparison (i.e. budgetary comparison schedule) and the procedures and the results of tests on a sample of expended capital outlay funds as required by Section 12-6-3(B)(5) NMSA 1978?	YES____ NO____ N/A____ Comments:

If this is a <b>Tier 6</b> Agreed Upon Procedures Engagement, did the report include a compilation of the local public body’s financial statements as required by Section 12-6-3(B)(6) NMSA 1978?	YES _____ NO _____ N/A _____ Comments:
If the reviewer determines that the local public body’s annual revenue (on a cash basis, excluding capital outlay funds, federal grants and private grants) is \$500,000 or more, the local public body was required to procure an audit pursuant to Section 12-6-3(B)(7) NMSA 1978. <b>If an OSA reviewer believes that the entity required an audit they must bring the matter to the attention of the Financial Audit Director.</b>	YES _____ NO _____ N/A _____ Comments:
<b>GENERAL</b>	
Were all 2018 procedures for the applicable Tier performed and reported on? Does the report include all the required elements listed in the 2018 procedures for the applicable Tier?	YES _____ NO _____ N/A _____ Comments:
Did the IPA submit a completed copy of this report review guide with the draft report as required by 2.2.2.16(E)(4) NMAC?	YES _____ NO _____ N/A _____ Comments:
Did the IPA conduct an entrance conference and an in-person exit conference with the local public body as required by 2.2.2.16(E)(3) NMAC, unless the IPA submitted a written request to the OSA for an exemption and obtained written approval to conduct the exit conference by phone or webcam, or the cost of the AUP was \$5,000 (excluding GRT) or less? If a request for an exemption was made by the IPA and approved by OSA, or the cost of the AUP was \$5,000 (excluding GRT) or less, did the IPA conduct an exit conference by telephone or webcam?	YES _____ NO _____ N/A _____ Comments:  IPAs PROVIDE DATE OF ENTRANCE CONFERENCE HERE:  Page Ref:
Did the IPA obtain written representations from the responsible party in the form of a letter addressed to the IPA, and do the representations meet the requirements of AT-C 215.28? Was the signed, dated representation letter submitted to the OSA with the draft report as required by 2.2.2.16(G)(1) NMAC?	YES _____ NO _____ N/A _____ Comments:
<b>FINDINGS FOR AGREED UPON PROCEDURES ENGAGEMENTS – AT-C 215.24-215.27</b>	
FINDINGS in the AUP report – The IPA should present the results of applying agreed-upon procedures in the form of findings. The IPA’s report should not express an opinion or conclusion about whether the subject matter is in accordance with (or based on) the criteria or whether the assertion is fairly stated. For example, the report should not state, “Nothing came to our attention that caused us to believe that the subject matter is not in accordance with (or based on) the criteria, in all material respects, or that the assertion is not fairly stated, in all material respects.” The IPA should not use vague or ambiguous language in reporting findings. The IPA must report all findings from the application of the agreed-upon procedures, pursuant to Section 12-6-5 NMSA 1978 and AT-C 215.26. The concept of materiality does not apply to findings to be reported.  Do the findings in the AUP report meet these requirements?	YES _____ NO _____ N/A _____ Comments:  Page Ref:
Do the findings in the AUP report meet the requirements of Sections 2.2.2.16(H) and 2.2.2.10(L)(1)(d) NMAC by including all of the following elements: condition, criteria, effect, cause, recommendation, and agency response?	YES _____ NO _____ N/A _____ Comments:  Page Ref:
For repeat findings, does the condition include management’s progress or lack of progress towards implementing the prior year planned corrective actions? (2.2.2.10(L)(1)(d) NMAC)	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the agency response to each finding include specific planned	YES _____ NO _____ N/A _____

corrective actions with a timeline and designation of what employee position(s) are responsible for meeting the deadlines in the timeline? (2.2.2.10(L)(1)(d) NMAC)	Comments: Page Ref:
<b>REPORT ON AGREED UPON PROCEDURES ENGAGEMENT – AT-C 215.35</b>	
The report should be in the form of procedures and findings and contain the elements listed in AT-C 215.35	
Is the report in the form of procedures and findings?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report title include the word <i>independent</i> ?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include an appropriate addressee? This should be the agency and the Office of the State Auditor, at minimum.	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report identify the subject matter and the nature of an agreed-upon procedures engagement?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report identify the specified parties?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include a statement that the procedures performed were those agreed to by the specified parties identified in the report?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report identify the responsible party and its responsibility for the subject matter?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include a statement that the sufficiency of the procedures is solely the responsibility of the parties specified in the report and a statement that the IPA makes no representation regarding the sufficiency of the procedures either for the purpose for which the report has been requested or for any other purpose?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include a list of the procedures performed (or a reference to the list of procedures) and related findings?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include a statement that the agreed-upon procedures engagement was conducted in accordance with attestation standards established by the AICPA?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include a statement that the IPA was not engaged to and did not conduct an <u>examination or review</u> , the objective of which would be the expression of an <u>opinion or conclusion</u> , respectively, on the subject matter?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include a disclaimer of opinion on the subject matter (i.e. a statement that the IPA does not express an opinion or conclusion), and a statement that if the IPA performed additional procedures, other matters might have come to the IPA's attention that would have been reported?	YES _____ NO _____ N/A _____ Comments: Page Ref:
Does the report include an alert, in a separate paragraph, that restricts the use of the report? The alert should state that the IPA's report is intended solely for the information and use of the specified parties, identify the specified parties for whom use is intended, and state that the report is not intended to be, and should not be, used by anyone other than the specified parties.	YES _____ NO _____ N/A _____ Comments: Page Ref:
If applicable, does the report include reservations or restrictions concerning procedures or findings? For example, a report may contain: Separate paragraphs about matters such as:	YES _____ NO _____ N/A _____ Comments:

<ul style="list-style-type: none"> <li>○ Disclosure of stipulated facts, assumptions, or interpretations (including the source thereof) used in the application of the agreed-upon procedures;</li> <li>○ A description of the condition of records, controls, or data to which the procedures were applied;</li> <li>○ An explanation that the IPA has no responsibility to update the IPA's report;</li> <li>○ An explanation that the sample may not be representative of the population;</li> </ul>	Page Ref:
If applicable, does the report include a description of the nature of the assistance provided by an IPA's external specialist?	YES____ NO____ N/A____ Comments: Page Ref:
Does the report include the manual or printed signature of the IPA firm and the city and state where the IPA practices?	YES____ NO____ N/A____ Comments: Page Ref:
Does the report include the date of the report? The report should be dated no earlier than the date on which the IPA completed the procedures and determined the findings, including that the attestation documentation has been reviewed, the written presentation of the subject matter has been prepared, and the responsible party has provided a written assertion, unless the responsible party refuses to provide an assertion. (AT-C 215.35)	YES____ NO____ N/A____ Comments:  Page Ref:

<p>THE REMAINDER OF THE GUIDE IS FOR REVIEWS OF <b><u>TIER 6 ONLY</u></b> AND RELATES TO COMPLIANCE WITH AICPA PROFESSIONAL STANDARDS FOR COMPILATION ENGAGEMENTS: Because a compilation engagement is not an assurance engagement, a compilation engagement does not require the IPA to verify the accuracy or completeness of the information provided by management or otherwise gather evidence to express an opinion or a conclusion on the financial statements.</p>	
<p><b>COMPILATION PROCEDURES – AR-C Section 80.13</b></p>	
<p>The IPA should read the financial statements in light of the IPA's understanding of the applicable financial reporting framework and the significant accounting policies adopted by management and consider whether such financial statements appear to be appropriate in form and free from obvious material misstatements.</p> <p>Do the financial statements appear to be appropriate in form (per the AUP requirements) and free from obvious material misstatements?</p>	<p>YES____ NO____ N/A____ Comments:  Page Ref:</p>
<p align="center"><b>GASBS 75 PENSION PLAN REPORTING BY EMPLOYERS</b></p>	
<p>For agencies that participate in RHCA, does the ending Net OPEB Liability reported in the agency's statement of net position tie to the 2017 Net OPEB Liability reported in the "Schedule of OPEB Amounts by Employer" included in the <i>RHCA Schedules of Employer Allocations and OPEB Amounts by Employer June 30, 2017</i>?</p>	<p>YES____ NO____ N/A____ Comments:  Page Ref:</p>
<p>Does the GASBS 75 Disclosure follow the relevant example provided at GASBS 75 Appendix C, and was the disclosure modified appropriately (if applicable)?</p>	<p>YES____ NO____ N/A____ Comments: Page Ref:</p>
<p>Does the GASBS 75 Required Supplementary Information (RSI) follow the relevant example provided at GASBS 75 Appendix C?</p>	<p>YES____ NO____ N/A____ Comments: Page Ref:</p>
<p align="center"><b>GASBS 68 PENSION PLAN REPORTING BY EMPLOYERS</b></p>	
<p>For agencies that participate in PERA, does the ending Net Pension Liability reported in the agency's statement of net position tie to the 2017 Net Pension Liability reported in the "Schedule of Pension Amounts (in summation) by Employers included in the PERA" included in the <i>PERA Schedule of</i></p>	<p>YES____ NO____ N/A____ Comments:</p>

<p><i>Employer Allocations and Pension Amounts June 30, 2017?</i></p> <p>For agencies that participate in ERB, does the ending Net Pension Liability reported in the agency's statement of net position tie to the Net Pension Liability, June 30, 2017 reported in the "Schedule of Pension Amounts by Employer" included in the ERB <i>Schedule of Employer Allocations and Pension Amounts by Employer June 30, 2017?</i></p>	<p>Page Ref:</p>
<p>Does the GASBS 68 Disclosure follow the relevant example provided at GASBS 68 Appendix C, and was the disclosure modified appropriately (if applicable)? For example, primary governments that participate in single employer plans like the Judicial, Magistrate and Volunteer Firefighter plans may need additional disclosure language.</p>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<p>Does the GASBS 68 Required Supplementary Information (RSI) follow the relevant example provided at GASBS 68 Appendix C?</p>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<p><b>COMPILATION REPORT REQUIREMENTS – AR-C Section 80.17</b></p>	
<p>Is the IPA's compilation report written and does it include the following items required by AR-C Section 80.17:</p>	
<ul style="list-style-type: none"> <li>• A statement that management is responsible for the financial statements;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• Identification of the financial statements that have been subjected to the compilation engagement;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• Identification of the entity whose financial statements have been subjected to the compilation engagement;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• The date or period covered by the financial statements;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• A statement that the IPA performed the compilation engagement in accordance with SSARs promulgated by the Accounting and Review Services Committee of the AICPA;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• A statement that the IPA did not audit or review the financial statements nor was the IPA required to perform any procedures to verify the accuracy or completeness of the information provided by management and, accordingly, does not express an opinion, a conclusion, nor provide any assurance on the financial statements;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• The signature of the IPA or the IPA firm;</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• The city and state where the IPA practices (This information can be provided in the firm letterhead pursuant to AR-C 80.A26);</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• The date of the report, which should be the date that the IPA completed the required compilation procedures?</li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<p>Since the financial statements are prepared in accordance with a special purpose framework (presenting only the fund financial statements and related notes) does the compilation report include the following disclosures required by AR-C Section 80.18, if applicable?</p>	<p>YES____ NO____ N/A____</p> <p>Comments:</p> <p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• Do the financial statement disclosures include: <ul style="list-style-type: none"> <li>(1) a description of the special purpose framework;</li> <li>(2) a summary of significant accounting policies;</li> <li>(3) an adequate description about how the special purpose</li> </ul> </li> </ul>	<p>YES____ NO____ N/A____</p> <p>Comments:</p>

<p>framework differs from GAAP; and  (4) informative disclosures similar to those required by GAAP when the financial statements contain items that are the same as, or similar to, those in financial statements prepared in accordance with GAAP.</p>	<p>Page Ref:</p>
<ul style="list-style-type: none"> <li>• Pursuant to AR-C 80.21, does the IPA’s compilation report on the financial statements prepared in accordance with a special purpose framework include a separate paragraph that: <ol style="list-style-type: none"> <li>(1) says the financial statements are prepared in accordance with the applicable special purpose framework;</li> <li>(2) refers to the note disclosure that describes the framework; and</li> <li>(3) states that the special purpose framework is a basis of accounting other than GAAP?</li> </ol> </li> </ul>	<p>YES _____ NO _____ N/A _____  Comments:   Page Ref:</p>
<p>If the IPA became aware of a departure from the applicable reporting framework (including inadequate disclosure) that was material to the financial statements and the financial statements were not revised:</p>	
<ul style="list-style-type: none"> <li>• Did the IPA modify the compilation report to include a separate paragraph containing the elements required by AR-C 80.27? (See AR-C 80, Exhibit B for examples of compilation report language) Note that the IPA should not modify the compilation report to state that the financial statements were not in conformity with the applicable financial reporting framework (AR-C 80.33).</li> </ul>	<p>YES _____ NO _____ N/A _____  Comments:   Page Ref:</p>
<ul style="list-style-type: none"> <li>• If there was such a departure from the reporting framework, were the effects of the departure on the financial statements disclosed if known, or did the IPA state in the report that such a determination was not made by management? (AR-C 80.30-31)</li> </ul>	<p>YES _____ NO _____ N/A _____  Comments:   Page Ref:</p>
<p>For the compilation of fund financial statements and related note disclosures required by the Tier 6 AUP (when the IPA has not noted a departure from the required framework in the fund financial statements and notes) does the report format generally follow the report example shown below (compiled from AR-C 80 Exhibit B, and modified for a governmental entity)?</p> <p>Management is responsible for the accompanying financial statements of (the local public body name), which comprise the balance sheets-governmental funds, statements of net position- proprietary funds and statements of fiduciary net position- fiduciary funds, for each individual fund, as of XX/XX/XX and the related statements of revenues, expenditures and changes in fund balances– governmental funds, statements of revenues, expenses and changes in net position– proprietary funds and statements of changes in fiduciary net position- fiduciary funds, for each individual fund for the years then ended, and the related notes to the financial statements in accordance with the requirements of Section 2.2.2.16 <i>New Mexico Administrative Code</i> (NMAC). I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.</p> <p>In order to comply with the requirements of Section 12-6-3(B) NMSA 1978 and 2.2.2.16 NMAC, management has presented: (1) the governmental fund financial statements prepared using the modified accrual basis of accounting; (2) the proprietary fund financial statements and the fiduciary fund financial</p>	<p>YES _____ NO _____ N/A _____  Comments:   Page Ref:  YES _____ NO _____ N/A _____  Comments:</p>

statements prepared using the accrual basis of accounting; and (3) only the notes related to those financial statements. However, in complying with these requirements, management has omitted the following financial statements and notes required by accounting principles generally accepted in the United States of America (GAAP): (a) the accompanying government-wide financial statements; (b) the statement of cash flows- proprietary funds; and (3) note disclosures related to items (a) and (b). **These omissions result in the financial statements being presented on a basis of accounting other than GAAP\*.**

Signature of IPA or IPA Firm  
City and state where the IPA practices  
Date of the report

\*(The bold wording above is required to be included in the compilation report by AR-C 80.21).

Page Ref:

Note: This review guide should be completed and signed by the Audit Manager or the IPA firm employee responsible for the firm's quality control system.

I hereby represent that the above referenced AUP report includes the information for the correct tier of agreed-upon procedures per Section 12-6-3 NMSA 1978 and Section 2.2.2.16 NMAC and meets applicable AICPA standards. I also represent that all of the questions noted above were answered accurately, page numbers were properly referenced for all "yes" answers, and all "no" answers were fully explained or corrected.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**FOR USE BY OSA REVIEWERS:**

I have reviewed the above referenced AUP report. I conducted my review in accordance with the objectives stated in this review guide, which are to: (1) make a high-level, substantive appraisal of the report; (2) ensure that the agreed-upon procedures report includes the information for the correct tier of agreed-upon procedures per Section 12-6-3 NMSA 1978 and Section 2.2.2.16 NMAC; and (3) determine whether the report meets applicable AICPA standards. Any material/significant deficiencies I noted were reported to the IPA on a Rejection Communication. Other issues identified during the review that require correction in the final report were communicated to the IPA and the agency on an OK to Print communication.

First Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Second Reviewer: \_\_\_\_\_ Received: \_\_\_\_\_ Completed: \_\_\_\_\_

Rejection Review by Financial Audit Director: \_\_\_\_\_ Date: \_\_\_\_\_

I reviewed the above referenced **FINAL** AUP report. I recommend the release of the report(s).

Final Report Review: \_\_\_\_\_ Date: \_\_\_\_\_

Released By: \_\_\_\_\_ Date: \_\_\_\_\_