

OFICINA DEL COMISIONADO DE ASUNTOS MUNICIPALES
AREA DE ASESORAMIENTO, REGLAMENTACION E INTERVENCION FISCAL
AREA DE ARCHIVO DIGITAL

MUNICIPIO DE CIALES
AUDITORIA 2001-02
30 DE JUNIO DE 2002

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES**

**SINGLE AUDIT REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2002**

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CERTIFIED PUBLIC ACCOUNTANTS • VALUE ADDED SERVICES

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MUNICIPALITY OF CIALES
SINGLE AUDIT REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor
and Municipal Assembly
Municipality of Ciales
Ciales, Puerto Rico

We have audited the accompanying general-purpose financial statements of the Municipality of Ciales, as of and for the year ended June 30, 2002, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Municipality of Ciales' management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

Except as described in the following paragraph, 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 general purpose financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 6, the Municipality of Ciales has not maintained complete and adequate records relating to the fixed assets of the General Fixed Assets Account Group. Accordingly, we were unable to satisfy ourself as to the fixed asset balance or such all group amounting to \$19,036,839.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to satisfy ourselves as to general fixed assets balances, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Municipality of Ciales as of June 30,

2002, and the results of its operations for the fiscal year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2002, on our consideration of the Municipality's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

San Juan, Puerto Rico
October 21, 2002

The stamp 1812087 was affixed
to the original of this report.



COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
COMBINED BALANCE SHEET-ALL FUNDS TYPES AND ACCOUNT GROUPS
JUNE 30, 2002

Assets	Governmental Fund Types				Account Groups		Total
	General	Special Revenue	Debt Service	Capital Projects	General Fixed Asset	General Long Term Debt	Memorandum
Cash in bank (Note 2)	\$ 479,301	\$ 288,417	\$ -	\$ 1,457,677	\$ -	\$ -	\$ 2,225,395
Cash with fiscal agent (Note 2)		338,555	261,822	46,120			646,497
Accounts receivables:							
Due from other agencies (Note 7)	818,583	60,263		312,800			1,191,646
Due from other funds (Note 8)				938,451			938,451
Property and equipment (Note 6)					19,036,839		19,036,839
Amount available in debt service fund (Note 2)						261,822	261,822
Amount to be provided for retirement of general long-term debt						3,328,921	3,328,921
Amount to be provided through property tax collected for payment of related property tax advances (Note 10)						149,833	149,833
Amount to be provided for payment of accrued vacation and sick leave (Note 1)						540,505	540,505
Total assets	\$ 1,297,884	\$ 687,235	\$ 261,822	\$ 2,755,048	\$ 19,036,839	\$ 4,281,081	\$ 28,319,909

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

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
COMBINED BALANCE SHEET-ALL FUNDS TYPES AND ACCOUNT GROUPS (CONTINUED)
JUNE 30, 2002

<u>Liabilities and Fund Equity</u>	<u>Governmental Fund Types</u>				<u>Account Groups</u>		<u>Total</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>General Fixed Asset</u>	<u>General Long Term Debt</u>	<u>Memorandum</u>
Liabilities							
Account payable and accrued liabilities	\$ 536,652	\$ 68,302	\$ -	\$ 3,393	\$ -	\$ -	\$ 608,347
Due to other agencies (Note 9)	959,178	103,721					1,062,899
Deferred revenues (Note 4)	304,784	515,212					819,996
Due to other funds (Note 8)	938,451						938,451
Accrued vacations and sick leave (Note 1)						540,505	540,505
General long-term debts (Note 10)						3,590,743	3,590,743
Property tax advances (Note 10)						149,833	149,833
Claims and judgements (Note 12)	150,000						150,000
Total liabilities	2,889,065	687,235	-	3,393	-	4,281,081	7,860,774
Commitments and Contingencies (Notes 12, 13 and 14)							
Fund Equity							
Investment in general fixed assets					19,036,839		19,036,839
Fund balance							
Reserved for encumbrances	9,184						9,184
Reserved for debt services			261,822				261,822
Designated for capital additions				2,751,655			2,751,655
Undesignated (deficit) equity	(1,600,365)						(1,600,365)
Total fund equity (deficit)	(1,591,181)	-	261,822	2,751,655	19,036,839	-	20,459,135
Total liabilities and fund equity	\$1,297,884	\$ 687,235	\$ 261,822	\$2,755,048	\$ 19,036,839	\$ 4,281,081	\$28,319,909

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

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES-ALL FUND TYPES
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

	Governmental Fund Types			Total	
	General	Special Revenue	Debt Service	Capital Projects	Memorandum
REVENUES					
Property taxes (Note 3)	\$ 993,713		\$ 386,303		\$ 1,380,016
Municipal license taxes (Note 4)	408,050				408,050
Licenses and permits	631,260				631,260
Charges for service and rents	396,877				396,877
Inter-governmental revenues (Note 5)					
Federal grants and contributions		1,497,951			1,497,951
State contributions	3,696,577			390,348	4,086,925
Interest, fines, and penalties	10,070		6,366		16,436
Other revenues	947,243				947,243
Total revenues	7,083,790	1,497,951	392,669	390,348	9,364,758
EXPENDITURES					
Municipal council	106,536				106,536
Offices:					
Administrative Services	91,826				91,826
Mayor	612,787				612,787
Departments:					
Civil Defense	523,665				523,665
Finance	905,245				905,245
Health	642,784				642,784
Public Works	1,316,638	988,285			2,304,923
Transportation and Sanitation	959,426				959,426
Recreation	233,139				233,139
Personnel	784,677				784,677
Capital outlays				1,177,308	1,177,308
Collection of property taxes applied to advances (Note 15)	622,764				622,764
General Government	684,732				684,732
Secretary	56,230				56,230
Welfare		509,666			509,666

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

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES-ALL FUND TYPES (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

	Governmental Fund Types			Capital Projects	Total Memorandum
	General	Special Revenue	Debt Service		
Debt services:					
Principal retirement (Note 10)	\$ -	\$ -	\$ 294,480	\$ -	\$ 294,480
Interest payments (Note 10)			44,704		44,704
Total expenditures	<u>7,540,449</u>	<u>1,497,951</u>	<u>339,184</u>	<u>1,177,308</u>	<u>10,554,892</u>
Excess of (deficiency) of revenues over expenditures	<u>(456,659)</u>	<u>-</u>	<u>53,485</u>	<u>(786,960)</u>	<u>(1,190,134)</u>
OTHER FINANCING SOURCES (USES)					
Advances of property taxes (Note 3)	622,764				622,764
Loan proceed				785,000	785,000
Operating transfer-in	298,992		291,241	325,647	915,880
Operating transfer-out	<u>(291,241)</u>		<u>(624,639)</u>		<u>(915,880)</u>
Total other financing sources (uses)	<u>630,515</u>	<u>-</u>	<u>(333,398)</u>	<u>1,110,647</u>	<u>1,407,764</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	173,856	-	(279,913)	323,687	217,630
FUND BALANCE (DEFICIENCY) AT BEGINNING OF YEAR	<u>(1,765,037)</u>		<u>541,735</u>	<u>2,427,968</u>	<u>1,204,666</u>
FUND BALANCE (DEFICIENCY) AT END OF YEAR	<u><u>\$ (1,591,181)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 261,822</u></u>	<u><u>\$ 2,751,655</u></u>	<u><u>\$ 1,422,296</u></u>

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

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
COMBINED STATEMENT OF REVENUES, EXPENDITURES, BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

	General Fund			Debt Service Fund		
	Budget Amended	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES (Notes 1 and 15)						
Property taxes	\$ 841,512	\$ 841,512	\$ -	\$ 227,300	\$ 386,304	\$ 159,004
Municipal license taxes	702,564	408,050	(294,514)			
Licenses and permits	1,426,056	631,260	(794,796)			
Charges for service and rents	505,980	396,877	(109,103)			
Inter-governmental revenues:						
State contributions	3,691,728	3,696,577	4,849			
Interest, fines, and penalties	5,004	10,070	5,066		6,366	6,366
Other revenues	579,564	384,005	(195,559)			
Total revenues	<u>7,752,408</u>	<u>6,368,351</u>	<u>(1,384,057)</u>	<u>227,300</u>	<u>392,670</u>	<u>165,370</u>
EXPENDITURES (Notes 1 and 15)						
Municipal council	124,041	106,536	17,505			
Offices:						
Administrative Services	146,154	91,826	54,328			
Mayor	666,267	612,787	53,480			
Departments:						
Civil Defense	599,250	523,665	75,585			
Finance	1,811,550	1,103,439	708,111			
Health	679,676	642,784	36,892			
Transportation & Sanitation	1,111,881	959,426	152,455			
Recreation	262,153	233,139	29,014			
Public Works	1,523,225	1,316,638	206,587			
Personnel	757,939	784,677	(26,738)			
Secretary	70,272	56,230	14,042			
Debt service; principal and interest payment	-	-	-	227,300	57,154	170,146
Total expenditures	<u>7,752,408</u>	<u>6,431,147</u>	<u>1,321,261</u>	<u>227,300</u>	<u>57,154</u>	<u>170,146</u>
Excess of revenues over expenditures (expenditures over revenues)	<u>\$ -</u>	<u>\$ (62,796)</u>	<u>\$ (62,796)</u>	<u>\$ -</u>	<u>\$ 335,516</u>	<u>\$ 335,516</u>

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

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. Organization

The Municipality of Ciales, Puerto Rico (Municipality) was founded in 1815. The Municipality is a political legal entity with full legislative and administrative faculties in every affair of the municipal character, with perpetual succession existence and legal personality, separate and independent from the central government of the Commonwealth of Puerto Rico. The Municipality provides a full range of services including health, public works, environmental control, education, public safety, public housing and community development, culture and recreation as well as many other general and administrative services.

The Municipal Government comprises the executive and legislative branches. The executive power is exercised by the Mayor and the legislative by the Municipal Assembly, which has 12 members. The members of these branches are elected every four years in the Puerto Rico general elections.

b. Summary of Significant Accounting Policies

The accounting policies of the Municipality are in accordance with the generally accepted accounting principles applicable to government entities. The Governmental Accounting Standards Board (GASB), is the standard-setting body for governmental accounting and financial reporting. On June 15, 1987, the GASB issued a codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The following is a summary of the more significant policies:

1) Fund Accounting

The accounts of the Municipality are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate.

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The various funds are grouped in the financial statements into four fund types and other fund category, as follows:

a) Governmental Funds

i. General Fund

The General fund is the general operating fund of the Municipality. It is used to account for all financial resources except those required to be accounted for in another fund.

ii. Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

iii. Debt Service Funds

Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

iv. Capital Project Funds

Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds, Special Assessments Funds and Agency Funds).

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

b) Fiduciary Funds

Trust and Agency Funds

Trust and Agency Funds are used to account for assets held by the Municipality in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

c) Account Groups

Account groups are used to establish accounting control and accountability for the Municipality's general fixed assets and general long-term debt. The following are the Municipality's account groups:

i. General Fixed Assets Account Group

This group of accounts is established to account for all fixed assets of the Municipality.

ii. General Long-term Debt Account Group

This group of accounts is established to account for all long-term debts of the Municipality.

d) Budgetary Control:

The Mayor submits and the Municipal Assembly approves, an annual budget for each fiscal year beginning July 1 as well as any amendment thereon. Appropriations in the Municipality budget consist of the following:

i. General Fund appropriations for recurrent and ordinary functions of the Municipality.

ii. Appropriations of Special Funds for specific purposes and for capital improvements are, for the most part, authorized by separate laws and

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

do not require annual legislative budget authorization because they are continuing appropriations.

2) Basis of Accounting

Governmental revenues and expenditures are recognized using the modified accrual basis. Revenues are recognized in the accounting period in which they become both measurable and available to be used to pay recorded liabilities. Expenditures are recognized in the accounting period in which the final liability is incurred, measurable, except for unmatured interest on general long-term debt, which is recognized when due. Agency fund assets and liabilities are accounted for on modified accrual basis.

To accrue the intergovernmental revenues, the legal and contractual requirements of individual programs are used as a guide. Essentially, there are two types of revenues. In one, the resources must be used in the specific projects and purposes before the revenues are recognized by the Municipality. Therefore, revenues are recognized based on recorded expenditures and submitted to the granting agencies for reimbursements. In the other revenues, resources are unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with prescribed compliance requirements.

Licenses, fees, permits, fines and other revenues are recognized when received.

Interest income is recognized and accrued in the accounting period in which they are earned.

3) Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances accounting (under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation) is utilized in the governmental funds. Encumbrances outstanding at a year end are reported as reservations of fund balances and do not constitute expenditures

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

or liabilities because the commitments will be honored during the subsequent year.

4) Total Column (Memorandum Only)

The amounts presented under this column represent the aggregate amount of the different types of funds and account groups. The totals under this column were not obtained from eliminations or consolidations, accordingly, they do not present consolidated information.

5) Insurance

The Municipality has insurance coverage for their public facilities and certain officials are covered by a fidelity bond. The Secretary of Treasury is the person authorized to negotiate the insurance coverage of the Municipality.

6) Interfund Transactions

Interfund transactions represent operating transfers from a fund receiving revenues to a fund through which the resources are to be disbursed.

7) Vacation and Sick Leave

Employees are entitled to 30 days vacations leave and 18 days sick leave per year. Sick leave is recorded as an expenditure in the year paid. Employees are entitled to payment of unused sick leave upon retirement if have been employed for at least 10 years in the municipal government. On July 1997, state Law 152 supra amended the Article 12.016, Section b (2) of the Municipal Law, authorizing the Municipality to pay any excess of vacations and sick leave accumulated over the maximum previously permitted by law. Calculations must be made until December 31 of every year. Excess of sick leave must be paid until March 31 next every natural year. Excess of vacations can be paid after July 1 of every fiscal year.

8) Reporting Entity

In evaluating the Municipality as a reporting entity, management has addressed all potential component units which may or may not fall within the

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

Municipality's oversight and control and, as such, be included within the Municipality's financial statements. The basic criteria for including a component unit within the Municipality's reporting entity is the exercise of oversight responsibility by the Municipality's Council. The specific criteria used by the Municipality for establishing oversight responsibility are:

Manifestations of Oversight Responsibility

- Selection of Governing Authority
- Designation of Management
- Ability to Influence Operations Significantly

Accountability for Fiscal Matters

- Budgetary Authority
- Surplus/Deficit
- Responsibility for Debt
- Fiscal Management
- Revenue Characteristics

Factors other than oversight which may significantly influence the entity relationship are:

**Scope of Public Service
Special Financing Relationships**

The relative importance of each criteria is evaluated in light of specific circumstances in order to determine which component units are to be included as part of the reporting entity. Our specific evaluations of the criteria applicable to the Municipality of Ciales indicate that the reporting entity consists of all funds and accounts groups included in the combined balance sheet, therefore no organizations, activities or functions were excluded from the reporting entity.

9) Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

management to make estimates and assumptions that affect the reported amounts of assets and liabilities and related disclosures at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. The most significant estimates consist of the Municipal Revenue Collection Center (CRIM) caused by the delay of the notification of the real revenues and expenditures to be presented in the financial statements of the agencies mentioned above. Actual results could differ from those estimates.

10) Future Adoption of Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) has issued the following statements that the Municipality has not yet adopted:

<u>Statement Number</u>		<u>Adoption Required in Fiscal Year</u>
34	Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments	2002-03
37	Reporting Model Omnibus	2002-03
38	Note Disclosures	2002-03
39	Determining Whether Certain Organizations are Components Units	2003-04

The impact of these statements on the Municipality's financial statements has not yet been determined.

2. CASH AND CASH WITH FISCAL AGENT

a. Cash in Bank and Concentration Risk

The amounts reflected as cash in the balance sheet represents the individual funds' equity in pooled cash balance.

The Municipality maintains its cash accounts in three banks located in Puerto Rico. Accounts are guaranteed by the Federal Deposit Insurance Corporation

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

(FDIC) up to \$100,000. The following is a summary of the total insured by collateral provided by bank and held by the Treasury Department of the Commonwealth of Puerto Rico pursuant to applicable laws and regulations.

	<u>Total</u>	<u>Insured by FDIC</u>	<u>Insured by Collateral in Treasury Department</u>
Popular Bank	\$1,625,083	\$100,000	\$1,525,083
Santander Bank	312	312	-
First Bank	<u>600,000</u>	<u>100,000</u>	<u>500,000</u>
Total	<u>\$2,225,395</u>	<u>\$200,312</u>	<u>\$2,025,083</u>

b. Cash with Fiscal Agents

An additional special tax of 1.25% of the assessed value of all real and personal properties are levied by the Municipality. The proceeds of said tax are required to be credited to the Debt Service Fund for payment of General Obligation Bonds and Notes of the Municipality. The property taxes are collected by the Municipal Revenues Collection Center as agent for the Municipality and are retained by the Government Development Bank for debt service purposes. At June 30, 2002, the balance of cash retained by the Government Development Bank amounted to \$261,822.

The bond issued by the Municipality is administrated by the Government Development Bank with a method of escrow system. At June 30, 2002, the balance of cash retained by the Government Bank available for the acquisition of real property and federal program amounted to \$384,675.

3. PROPERTY TAXES

The Municipal Revenues Collection Center of the Commonwealth of Puerto Rico (CRIM) is responsible by law for the assessment, levy and collection of all real and personal property taxes. The tax on personal property is self assessed by the taxpayer. The assessment is made in a return which must be filed with the Municipal

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

Revenues Collection Center by May 15 of each year. The tax on real property is assessed by the Municipal Revenues Collection Center. The assessment is made as of January 1 of each year and is based on estimated current values of the property as of the year 1957. The tax on personal property must be paid in full together with the return on or before May 15. The tax on real property is due in two equal installments in July 1 and January 1, following the assessment date.

The rates are 8.08% for real property and 6.08% for personal property. The composition is as follows:

	<u>Real</u>	<u>Personal</u>
Basic property	6.00%	4.00%
Additional special property - state	1.03%	1.03%
Additional special property - municipal	1.25%	1.25%
Discount made by state to taxpayer	< .20% >	< .20% >
Total	<u>8.08%</u>	<u>6.08%</u>

The "Additional special property tax - municipal" is restricted for debt service and retained by the Government Development Bank for such purposes and it is recorded as revenue in the Debt Service Fund when collected by the Municipal Revenues Collection Center and reported to the Municipality.

The "Additional special property tax - state" is collected by the Municipal Revenue Collection Center for the payment of principal and interest of general obligation bonds and certain other obligations issued by the state government.

Residential real property occupied by its owner is exempt by law from the payment of property taxes on the first \$15,000 of the assessed value. For such exempted amounts, the Department of the Treasury assumes payment of the basic tax to the Municipality, except for property assessed of less than \$3,500, for which no payment is made. Revenue related to the basic tax on exempt property is recorded in the General Fund when payments are received from the Municipal Revenues Collection Center.

Complete exemption from personal property taxes up to an assessment of \$50,000 is granted to merchants with an annual volume of net sales less than \$150,000.

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

The Municipal Revenues Collection Center advances to the Municipality an estimated amount of the basic property tax levied on nonexempt property for each fiscal year. Advances are repaid through actual collections from the taxpayers. The Municipal Revenues Collection Center periodically informs the Municipality of the amounts collected and applied to outstanding advances. The basic property tax advanced by the Municipal Revenues Collection Center (nonexempt) is recorded as other financing sources in the Municipality's General Fund and as an obligation in the General Fund. To the extent that such taxes are collected and informed by the Municipal Revenues Collection Center, they are recorded in the General Fund as revenue and as due to the Municipal Revenues Collection Center.

4. MUNICIPAL LICENSE TAX

Municipal License Tax receivables are recorded in the fiscal year in which payment is due and, accordingly, represent taxes which are due and uncollected at June 30, 2002. The annual Municipal License Tax is determined based on the gross income of all commerce and industrial organizations who have operations in the Municipality of Ciales, and are not totally or partially exempt under the Industrial Incentive Law of Puerto Rico.

An annual return of business volume should be filed on or before April 15 of each year and payable in two equal installments due on July 1 and January 1. The rates of municipal license in the Municipality of Ciales are as follows:

Savings and loans associations	=	1.00%
Financing institution	=	1.50%
Other organizations:		
Below \$100,000	=	.30%
From \$100,000 to \$200,000	=	.40%
Over \$200,000	=	.50%

The amounts collected in advance are recorded as deferred revenues in the General Fund. The Municipality invoiced and collected in advance during the current year \$304,784, corresponding to the next fiscal year municipal license.

5. INTERGOVERNMENTAL REVENUES

Intergovernmental revenue sources consist of contributions received from certain quasi-public corporations of the Government of Puerto Rico, such as the Water and

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COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

Sewer Authority, the Electric Power Authority and from certain federal agencies, such as U.S. Department of H.U.D., U.S. Department of Health and Human Services and U.S. Department of Labor.

6. GENERAL FIXED ASSETS

General fixed assets have been acquired for general governmental purposes. Assets purchased are recorded as expenditures of the various governmental funds and capitalized at cost, or, if donated, at their estimated fair market value at time of contribution in general fixed assets accounts group. Maintenance, repairs and minor renewals are expended as incurred. Asset dispositions and retirements are informed monthly to the Department of Treasury and written-off after authorization of that department. Depreciation is not provided on general fixed assets. Public domain or infrastructure, such as roads, streets, gutter, curbs, sidewalks, and drainage, is not recorded in this group of accounts. The Municipality has not maintained adequate records for its Fixed Assets, and management was not able to make an assertion as to the completeness of the General Fixed Assets Account Group. However, the Finance Department at present is in the process of updating these records in order to maintain a proper system in its future.

The Municipality's management has estimated its real property and other fixed assets as follows:

Real property	\$13,368,496
Vehicles, equipment, and furniture	<u>5,668,343</u>
Total general fixed assets	<u>\$19,036,839</u>

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

7. DUE FROM OTHER AGENCIES

Represents grants and contributions due from local and federal agencies:

	<u>Capital Project Fund</u>	<u>General Fund</u>	<u>Total</u>
FSE	\$ -	\$ 28,778	\$ 28,778
Authority of Electric Energy		637,596	637,596
OCAM	312,800	-	312,800
CRIM	<u>-</u>	<u>152,209</u>	<u>152,209</u>
Total	<u>\$312,800</u>	<u>\$818,583</u>	<u>\$1,131,383</u>

8. DUE FROM (TO) OTHER FUNDS

Represents the amount due between funds. At the end of the fiscal period, the unpaid or unsettled amounts of these types of inter-fund transactions are reported as inter-fund receivables (due-from) and inter-fund payable (due-to) balances.

The due from and due to other fund balances as of June 30, 2002, are as follows:

	<u>Due from Other Fund</u>	<u>Due to Other Fund</u>
General Fund		
Capital Project Fund		\$938,451
Capital Project		
General Fund	\$938,451	<u>-</u>
	<u>\$938,451</u>	<u>\$938,451</u>

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

9. DUE TO OTHER AGENCIES

The composition of this account is as follows:

	General Fund	Special Revenue	Total
Water and Sewer Authority	\$ 49,447	\$ -	\$ 49,447
Electric Power Authority	614,902		614,902
General Service Administration	9,284		9,284
Retirement System	33,917		33,917
Treasury Department	240,428		240,428
Puerto Rico Telephone Company	11,200		11,200
HUD		103,721	103,721
	<u>\$959,178</u>	<u>\$ 103,721</u>	<u>\$ 1,062,899</u>

10. GENERAL LONG-TERM DEBTS

The general long-term debts' transactions as of June 30, 2002 are as follows:

Balance July 1, 2001	\$2,530,688
Additions for the year	1,545,489
Payments	(294,480)
Balance June 30, 2002	<u>\$3,781,697</u>

General long-term debt obligations at June 30, 2002 are as follows:

Bonds

\$181,000 series of 1989, payable in annual installments of \$12,000 to \$14,000 until January 1, 2017, interest at 5%.	\$ 137,000
\$130,000 series of 1979, payable in annual installments of \$5,000 to \$6,000 until January 1, 2003, interest at 5%.	6,000

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

\$145,000 series of 1997, payable in annual installments of \$10,000 to \$20,000 until July 1, 2006, interest from 4.70% to 6%	\$ 85,000
\$785,000 series of 2001, payable in annual installments of \$85,000 to \$140,000 until July 1, 2008, interest from 5% to 8%.	<u>785,000</u> <u>1,013,000</u>
 <u>Special Fund (Lottery)</u>	
\$940,000 series of 1992-93, payable in quarterly installments of \$18,750 to \$32,500 until July 1, 2002, interest at 6%.	32,500
\$400,000 series of 1996, payable in annual installments of \$10,000 to \$40,000, until July 1, 2016; interest at 8%.	<u>345,000</u> <u>377,500</u>
 <u>Other Long-term Debts</u>	
A payment plan with Department of Labor in monthly installments of \$7,546 until March 30, 2003, with a first payment of \$68,292.	\$ 73,962
Property tax advance prior year payable in annual installments of \$12,174, until September 1, 2010.	149,833
A. A. Public Finance Co. Equipment Loan - payable in two annual installments of \$19,225 until October 31, 2007.	173,025
State Health Insurance Plan (ASES)	819,454
CRIM - Property tax advance - 1998, 2001	<u>1,174,924</u> <u>2,391,197</u>
	<u>\$3,781,697</u>

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

The annual requirements for the amortization of general long-terms at June 30, 2002, are as follows:

<u>Year Ended June 30,</u>	<u>Amount</u>
2003	\$ 897,796
2004	796,334
2005	507,927
2006	443,714
2007	440,489
2008-2012	477,437
2013-2017	178,000
2018-2022	<u>40,000</u>
	<u>\$3,781,697</u>

As described in Note 3, the Municipality levies an additional special tax of 1.25% of the assessed value of real property. The proceeds of this tax are required to be credited to the Debt Service Fund for payment of general obligation bonds and notes of the Municipality. The property taxes are collected and retained by the Municipal Revenues Collection Center as agent for the Municipality.

11. RETIREMENT PLAN

a. Plan Description

The Employee's Retirement System of the General Government of Puerto Rico and its Instrumentalities (ERS) is the administrator of a cost-sharing multiple-employer retirement system established by the Commonwealth of Puerto Rico. The System was created under the ACT 447, approved on May 15, 1951, as amended, and became effective on January 1, 1952. ERS covers all regular employees of the Commonwealth of Puerto Rico and its instrumentalities and of certain municipalities and components units not covered by their own retirements systems.

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

certain municipalities and components units not covered by their own retirements systems.

Participation is mandatory except for members of the Legislature, Government Secretaries, Heads for Agencies and Public Instrumentalities, Assistants to the Governor, the Comptroller of Puerto Rico, Gubernatorial Board and Committee appointees and Experimental Service Station employees.

ERS provides retirement, death and disability benefits. Disability retirement benefits are available to members for occupational and non-occupational disabilities. Retirement benefits depend upon age at retirement and number of years of credited service. Benefits vest after ten years of plan participation.

Members who have attained an age of at least fifty-five (55) years and have completed at least twenty-five (25) years of creditable service of members who have attained an age of at least fifty-eight (58) years and have completed at least ten (10) years of creditable service, are entitled to an annual benefit, payable monthly for life.

The amounts of the annuity will be one and one-half percent of the average compensation multiplied by the number of years of creditable service up to twenty years, and 2 percent of the average compensation multiplied by the number of years of creditable service in excess of twenty years. In no case the annuity will be less than \$200 per month.

Participants who have completed at least thirty (30) years of creditable service are entitled to receive the Merit Annuity. Participants who have not attained fifty-five (55) years of age will receive 65% of the average compensation or if they have attained fifty-five (55) years of age will receive 75% of the average compensation. Disability retirement benefits are available to members for occupational and non-occupational disability. However, for non-occupational disability a member must have at least ten (10) years of service.

No benefit is payable if the participant receives a refund of his accumulated contributions.

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

b. Contribution Requirements

Commonwealth legislation requires employees to contribute 5.775% of gross salary up to \$6,600 plus 8.275% of gross salary in excess of \$6,600. The Municipality contributions are 9.275% of gross salary. Contributions' requirements are established by law. The required contribution and actual contributions made for the year ended June 30, 2002 was \$187,027. The Municipality's payroll for employees covered by ERS was \$2,016,462. The Municipality total payroll for all employees was \$3,284,635.

Additional information of ERS is presented in its financial statements for the year ended June 30, 2002, a copy which can be obtained from the ERS, Minillas Station, PO Box 42003, San Juan, PR 00940.

12. CONTINGENCIES

- a. The Municipality receives Federal Grants for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under the terms of the grants, management believed that any required reimbursements would not be material.
- b. The Municipality is a defendant and/or co-defendant in various lawsuits which claims for actual damages. Some of these lawsuits are covered by insurance. The Municipality's management and counsels believe that any potential liability that might exist, if any, in excess of the insurance, will not affect significantly the financial position of the Municipality.

13. COMMITMENTS

The Municipality of Ciales had several outstanding or planned construction projects as of June 30, 2002. These projects are evidenced by contractual commitments with contractors. The construction projects of the Municipality are commitments of the Capital Projects' funds that amounts to \$585,774.

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

14. LEASES

Leasing arrangements with the Municipality as lessor are as follows:

- a. The Municipality leases spaces in the Transportation Center under operating lease agreements with terms ranging from one to five years.
- b. Total income from leases during the year ended June 30, 2002 was approximately \$35,565.
- c. The Municipality retains title to its leased property. The lessee pays taxes, municipal license taxes, insurance, and maintenance costs of the leased assets.

Leasing arrangement with the Municipality as lessee:

The Municipality is obligated under noncancellable operational leases, with periods not longer than one year.

15. BUDGETARY COMPARISONS

As described in Note 1, the statement of revenues and expenditures budget and actual was prepared in accordance with the budgetary basis. This method is not in accordance in some aspects with accounting principles generally accepted in the United States of America.

The principal difference between budgetary basis and generally accepted accounting principles, are as follows:

- a. The encumbrances are recorded as expenditures in the budgetary basis instead of as a reserve of the fund balance.
- b. The advances of property taxes are recorded as revenues in the budgetary basis instead as other financing sources, as required by generally accepted accounting principles.
- c. Under accounting principles generally accepted in the United States of America, the collection of property taxes through Municipal Revenue Collection Center is recorded as revenue and at the same time, such amount is recorded as

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

expenditure and applied to previously advanced taxes when they are notified to the Municipality. In the budgetary basis, said revenues are recorded as revenues when the advances are received.

The necessary adjustments to reconcile the revenues and expenditures at the end of the year from the generally accepted accounting principles to budgetary basis, are as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Generally accepted accounting principles basis	\$7,083,790	\$7,540,449
Plus current year encumbrances recorded as expenditures on the budgetary basis	-	9,184
Less prior year encumbrances recorded as expenditures on the GAAP basis	-	(102,231)
Plus advances of property taxes recorded as revenue on the budgetary basis	622,764	-
Plus transfer in/out	298,992	291,241
Less collection of property taxes (not exonerated), recorded previously as revenue by the Municipality when received and deducted from the advances payable to the Treasury Department	(774,965)	(622,764)
Non-budgeted funds recorded as revenue or expense on the budgetary basis.	(<u>862,230</u>)	(<u>684,732</u>)
Budgetary basis	<u>\$6,368,351</u>	<u>\$6,431,147</u>

The budget prepared for each of the special revenue funds is based on a program period which is not necessarily the same fiscal year of the Municipality. Accordingly, it is not practical to present an annual comparison of budget and actual for the Special Revenue Fund.

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

The Municipality budget is amended by the majority vote of the Municipal Assembly. Said amendments are included in the budgetary basis.

16. MUNICIPAL SOLID WASTE LANDFILL CLOSURE

The Municipality discontinued the operation and ceased to accept solid waste in August 1995 in the landfill. State and Federal laws and regulations require the Municipality to perform certain closure procedures and establish monitoring and maintenance functions at the landfill site for thirty years after closure. As of June 30, 2002, the Municipality estimated the closure costs for its landfill on \$534,700.

The Municipality must to comply with some regulations of the Environmental Quality Control Board. Into these regulation, the Municipality is in process to submit a study that reflects some additional cost to be incurred. Until the moment, the costs are be financed by the Solid Waste Authority, but an additional can be matching with municipal funds.

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

<u>Federal Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Disbursements/ Expenditures</u>
U. S. Department of Housing and Urban Development (HUD)		
Direct programs:		
Section 8-Rental Certificate Program	14.857	\$ 8,106
Section 8-Rental Voucher Program	14.855	231,872
Pass-through State - Commissioner Office of Municipal Affairs		
Community Development Block Grant-State Program		
SBGP	14.228	<u>827,321</u>
Subtotal U. S. Department of HUD		<u>1,067,299</u>
U. S. Department of Agriculture		
Business and Industrial Loans (FMHA Rural Development Loan Fund)	10.422	10,041
Pas-through Governor's Office of Child Services and Community Development:		
Child and Adult Care Food Program	10.558	<u>5,955</u>
Subtotal U. S. Department of Agriculture		<u>15,996</u>
U. S. Federal Emergency Management Agency Public Assistance Grants (FEMA)		
Disaster Assistance	83.545	<u>154,983</u>
Subtotal FEMA		<u>154,983</u>
U. S. Department of Education (DE)		
Even Start-State Educational Agencies	84.213	<u>44,424</u>
Subtotal U. S. Department of DE		<u>44,424</u>

COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

<u>Federal Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Disbursements/ Expenditures</u>
U. S. Department of Health and Human Services (HHS)		
Pass-through the Office of Administration for Children and Families		
Child Care and Development Block Grant	93.575	\$ <u>215,249</u>
Subtotal U. S. Department of HHS		<u>215,249</u>
TOTAL		<u>\$1,497,951</u>

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

1. SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Municipality of Ciales and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.



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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor
and Municipal Assembly
Municipality of Ciales
Ciales, Puerto Rico

We have audited the financial statements of the Municipality of Ciales as of and for the year ended June 30, 2002, and have issued our report thereon dated October 21, 2002, which was qualified because insufficient audit evidence exists to support Municipality of Ciales' disclosures with respect to the general fixed assets balances. Except as discussed in the preceding sentence, 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.

Compliance

As part of obtaining reasonable assurance about whether the Municipality of Ciales' general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 test disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Municipality of Ciales' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Municipality of Ciales' ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. Reportable conditions are described in the accompanying schedule of reportable conditions and recommendations as items 1 and 2.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all matters reportable conditions that are also considered to be material weaknesses. However, we believe that none of the reportable conditions described above is a material weakness. We also noted other matters involving the internal control over financial reporting, which we have reported to management of Municipality of Ciales, in a separate letter dated October 21, 2002.

This report is intended solely for the information and use of the audit committee, Commissioner Office of Municipal Affairs, management and the federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

San Juan, Puerto Rico
October 21, 2002

The stamp 1812088 was affixed
to the original of this report



**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF REPORTABLE CONDITIONS AND RECOMMENDATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

1. ACCOUNTING SYSTEM

We noted that the Municipality of Ciales is not keeping an accounting system as required by accounting principles generally accepted in the United States of America at present time, the Municipality records the transactions in the general, capital project and special funds. These funds are kept under the cash basis method. Also, the system used to record the purchase orders and contracts are not adequate; because does not provide for a segregation between the account payable and the encumbrances. In order to prepare the combined financial statements, we realized several adjusting entries to convert them to a modified accrual basis of accounting.

Recommendation

We recommend the Municipality of Ciales that in coordination with the Municipal Revenue Collection Center and the Commissioner Office of Municipal Affairs, implement an accounting system which should provide the following.

That the Municipality's operations are accounted for through several separate funds and account groups, accounting in each of them the related assets, liabilities, and equity and other balances. The individual funds should be summarized in a combined financial statements by fund category. The Municipality should use the general purpose financial statements based on the following fund and accounts groups:

a. Governmental Funds

Governmental funds are used to finance most of the governmental functions. The sources and uses of resources available are systematically registered through the statement of changes in fund balances and not through the determination of net income. The different types of governmental funds are as follows:

1) General

This is the operational fund for the Municipality. It accounts for all financial resources except those required to be accounted for in another funds.

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF REPORTABLE CONDITIONS AND RECOMMENDATIONS
(CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

2) Special revenue

Is used to account for the proceeds of specific revenue sources (other than expendable trust or mayor capital projects) that are legally restricted for expenditure for specified purposes.

3) Debt service

Is used to account for the accumulation of resources for, and the payment of, general long-term debt, principal, interest and related costs.

4) Capital project

Is used to account for financial resources to be used for the construction or acquisition of major capital facilities (other than those financed by proprietary and trust funds).

The resources that come from bonds and notes are registered as other financial resources in the Capital Project Funds. The expenditures related to the projects are incurred after the bonds and note issuances.

So, the Capital Project Funds can reflect an excess of expenditures over revenues and other resources.

b. Proprietary Fund

Is used to account for operations financed and operated similar to business, whose main objective is the determination of net income. The main objective of this type of fund is to match income with expenses and deriving profits. Depreciation accounts are also used in this type of fund.

Is used to account for assets held by the Municipality Agency, in the trustee's capacity or as agent whose main responsibility is to ascertain that those assets are disposed of as prescribed by the individual or other governmental unit.

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF REPORTABLE CONDITIONS AND RECOMMENDATIONS
(CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

d. Account Groups

Accounts groups are not funds. The same should be used to establish accounting controls and to account for General Fixed Assets and General Long-term Debt.

1) General Fixed Assets accounts group

Is used to provide accounting over general fixed assets, except those already recorded in the proprietary and Trust Funds.

2) General Long-term Debt accounts group

Is used to provide accounting control over General Municipal Long-term Debt; except those accounted in the Proprietary and Trust Funds.

The Municipality's accounting system should provide for the segregation of the encumbrances from accounts payable. Encumbrances represent commitments related with a service to be received or a good to be acquired. This amount should be accumulated in an account named Fund Balance Reserved for Encumbrances at the time the purchase order is issued. The amount of Encumbrances should be reserved for each fund balance since no bilateral agreement exists. The accounts payable and accrued expenses should be recorded when the debt is incurred and the amount is determinable.

2. FIXED ASSETS

The Municipality does not have an effective system to account for fixed assets. There are no controls in place to assure that all property expenditures which should be capitalized or property dispositions are recorded in the fixed assets subsidiary ledger. Procedures are not in place to require that real property acquired with federal and local funds be recorded in the property subsidiary ledger or that any property sales and dispositions be accounted for in the fixed assets subsidiary ledger.

This condition occurs because there are no established procedures to prepare the adjustments necessary to record these transactions in the fixed assets subsidiary ledger.

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF REPORTABLE CONDITIONS AND RECOMMENDATIONS
(CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

Article 8.013 of the Municipalities Law and Chapter VII of the Basic Standards establish that the Municipality shall be responsible to safeguard and be accountable for its fixed assets (both real and personal property).

Chapter VII, Sections 3, 4, 14, 15 and 21 of the Basic Standards, establishes the following guidelines regarding property management:

Section 3 establishes that the Finance Director is responsible for the accountability of the capital assets acquired by the Municipality through purchases or donations.

Section 4 establishes that the Municipality Property Administrator shall be responsible to the Mayor and the Finance Director for the direct administration, use and maintenance of the entire real and personal property owned by the Municipality.

Section 14(1) establishes that all Municipal property shall be numbered and identified as to ownership by the Property Department Director.

Section 15(1) establishes that the Property Department Director is responsible for accurately maintaining the central property records.

Section 21(c) establishes that management shall write-off from the property records all property and equipment sold or disposed of when certified by the Internal Auditor of the Municipality upon determination that such disposal is adequate.

The continued failure to have accurate and complete property records has resulted in a disclaimer with respect to the general fixed assets account group. Under the requirements of Statement 34 this can result in a disclaimer of opinion of the entity wide statements. Furthermore, this situation represents a significant risk of loss of property and equipment because there is a lack of accountability for acquired assets. The value of federally funded property that may be lost would need to be repaid to the federal government with local funds.

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF REPORTABLE CONDITIONS AND RECOMMENDATIONS
(CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

Recommendation

The Property Division must require each division that acquires property and equipment to submit a report including a full description of the asset, location, use, responsible personnel, cost and any other pertinent data. This information should be reconciled with the monthly disbursements made against the budgetary accounts used for property acquisitions. Sales or other dispositions must also be made only upon approval of the Property Division Director and the Finance Director, and should be carried out by persons other than the users, and through public announcement or bids.

The Accounting Department should establish a property control account to provide for the reconciliation of property recorded in the subsidiary ledger with that recorded in the control account. In addition, the subsidiary ledger shall be periodically reconciled with the property subsidiary ledgers maintained by the Municipality's several individual federal funds offices, such as Housing and Urban Development (HUD).



ORTIZ, RODRIGUEZ, RIVERA & CO.
CERTIFIED PUBLIC ACCOUNTANTS • VALUE ADDED SERVICES

CPA Orlando Luis Ortiz Cabrera
CPA Marco Antonio Rivera Zúñiga
CPA Luis O. Rivera Zúñiga

Members:
American Institute of Certified
Public Accountants (AICPA)
Puerto Rico Board of Certified
Public Accountants
Management Consulting
Services Division

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM
AND INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Honorable Mayor
and Municipal Assembly
Municipality of Ciales
Ciales, Puerto Rico

Compliance

We have audited the compliance of Municipality of Ciales with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2002. Municipality of Ciales' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Municipality of Ciales' management. Our responsibility is to express an opinion on Municipality of Ciales' compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Municipality of Ciales' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Municipality of Ciales' compliance with those requirements.

In our opinion, Municipality of Ciales complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2002.

Internal Control over Compliance

The management of Municipality of Ciales is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Municipality of Ciales' internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components do not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, Commissioner Office of Municipal Affairs, management and the federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

San Juan, Puerto Rico
October 21, 2002

Ortiz, Rodriguez, Rivera & Co.

The stamp 1812089 was affixed to the original of this report.



**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

1. SUMMARY OF AUDIT RESULTS

- a. The auditors' report expresses a qualified opinion on the financial statements of the Municipality of Ciales.
- b. There were reportable conditions on internal controls.
- c. No instances of noncompliance material to the financial statements of Municipality of Ciales were disclosed during the audit.
- d. There were no reportable conditions on internal controls over major programs.
- e. The auditor's report on compliance for the major federal award programs for Municipality of Ciales express an unqualified opinion.
- f. The auditor did not find any condition that requires disclosure as per Section .510(a) OMB Circular A-133.
- g. The program tested as major program was:
 - Child Care - CFDA No. 93.575
 - FEMA - CFDA No. 83.545
 - SBGP - CFDA No. 14.228
- h. The threshold for distinguishing types A and B programs was \$300,000.
- i. Municipality of Ciales was determined to be a high-risk audit.

2. FINDINGS - FINANCIAL STATEMENTS AUDIT

See Schedule of Reportable Conditions and Recommendation on pages 33 to 36.

3. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAM AUDIT

None.

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF CIALES
SCHEDULE OF STATUS OF PRIOR YEAR
AUDIT FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2002**

The Municipality of Ciales has not prior year audit findings.

OFFICE OF THE COMPTROLLER
SAN JUAN, P.R. 00901
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FI CIJ100
UNIDAD DE CORREO

Estado Libre Asociado de Puerto Rico
Gobierno Municipal de Ciales

HON. ANGEL M. OTERO PAGAN
ALCALDE



P.O. BOX 1408
CIALES, P.R. 00638
TEL: (787) 871-3500
FAX: (787) 871-1847
871-3743

20 de diciembre de 2002

Lcdo. Adolfo Campos Cruz
Comisionado Auxiliar
Área de Reglamentación e Intervención
P. O. Box 70167
San Juan, P. R. 00936-8167

Re: "Single Audit 2002"

Estimado señor Campos:

Reciba usted y su equipo de trabajo un saludo de Felicidad y Prosperidad en esta Navidad y Año Nuevo respectivamente, de parte de nuestra administración Municipal de Ciales y el mío propio.

De acuerdo a las condiciones y recomendaciones que nos hizo los CPA Ortiz, Rodríguez, Rivera & Co. En la Auditoría Sencilla "Single Audit" para el año terminado en junio de 2002, le informamos lo siguiente:

Condición 1:

Sistema de Contabilidad: El municipio está trabajando de acuerdo al Sistema de Contabilidad Mecanizado que implantó la Oficina del Comisionado de Asuntos Municipales para el año 1990, Por lo que nuestro municipio no está autorizado hacer cambios en programación para poner el mismo a la par con los Principios de Contabilidad Generalmente Aceptados.

Condición 2:

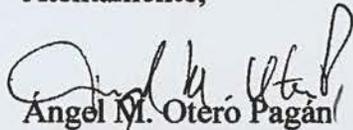
Activos Fijos: El Municipio para el año 2003 -2004 le aplica el GASB 34, por lo que en estos momentos nos encontramos aceptando propuestas para realizar estos trabajos y poner estos activos al día.

Lcdo. Adolfo Campos
20 de diciembre de 2002
Re: "Single Audit 2002"

Cualquier duda favor de comunicarse con la señora Angelita Irizarry Acevedo, Auditora Interna al número de teléfono (787) 871-3500 ext. 231.

Sin nada más a que referirme quedo de usted,

Atentamente,


Angel M. Otero Pagán
Alcalde de Ciales

