

OFICINA DEL COMISIONADO DE ASUNTOS MUNICIPALES

AREA DE ASESORAMIENTO, REGLAMENTACION E INTERVENCION FISCAL

AREA DE ARCHIVO DIGITAL

MUNICIPIO DE OROCOVIS

AUDITORIA 2001-02

30 DE JUNIO DE 2002

OFIC. DEL COMISIONADO
DE ASUNTOS MUNICIPALES

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**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF OROCOVIS, PUERTO RICO**

**INDEPENDENT AUDITORS' REPORTS ON
GENERAL-PURPOSE COMBINED FINANCIAL STATEMENTS**

JUNE 30, 2002

**(WITH THE ADDITIONAL REPORTS AND INFORMATION
REQUIRED BY THE GOVERNMENT AUDITING STANDARDS
AND OMB CIRCULAR A-133)**

**COMMONWEALTH OF PUERTO RICO
MUNICIPALITY OF OROCOVIS, PUERTO RICO
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GENERAL-PURPOSE COMBINED FINANCIAL STATEMENTS
JUNE 30, 2002
(WITH THE ADDITIONAL REPORTS AND INFORMATION
REQUIRED BY THE GOVERNMENT AUDITING STANDARDS
AND THE OMB CIRCULAR A-133)**

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PART I
FINANCIAL



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INDEPENDENT AUDITORS' REPORT

**To the Honorable Mayor and
Member of the Municipal Legislature
Municipality of Orocovis, Puerto Rico**

We have audited the accompanying general-purpose financial statements of the **Municipality of Orocovis, Puerto Rico (Municipality)**, 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's** management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

Except as discussed in the following paragraphs, 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 misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

The **Municipality** accounting system and records of property, plant and equipment did not provide us sufficient competent evidence with respect to the amounts presented in the accompanying general-purpose combined financial statements. Therefore, we do not express an opinion on such amount represent in the General Fixed Assets Account Group.

As explained in Note 14, the **Municipality** has not performed a study of the estimated landfill closing and postclosing costs that will be recognized in the general-purpose combined financial statements, as required by the GASB Number 18, "*Accounting for Municipal Solid Waste Landfill Closure and Postclosure Care Costs*". The study did not provide for an estimate of postclosing costs, accordingly, no provision for liability has been made in the financial statements as require by this pronouncement.

The **Municipality**, did not maintain complete and accurate records of all interfund transactions in the due from and due to accounts balances for the fiscal year 2001-2002 and previous balances that represented a total combined difference of \$60,727. Therefore, we do not express an opinion on such amount presented on the general-purpose financial statements.

In our opinion, except for the effect of such adjustment, if any, as might have determined to be necessary had we been able to audit the fixed assets of the General Fixed Assets Account Group, for no provision for liability of landfill closing and postclosing costs, and the transaction not recorded in the due from and due to accounts balances, as explained in above paragraphs, the general-purpose combined financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the **Municipality**, as of June 30, 2002, and the results of operations and changes in the fund balances for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITORS' REPORT

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In accordance with *Government Auditing Standards*, we have also issued a report dated November 12, 2002 on our consideration of the **Municipality's** internal control structure 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.

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.



CPA DIAZ-MARTINEZ, PSC
Certified Public Accountants

Caguas, Puerto Rico
November 12, 2002



MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED BALANCE SHEET –
ALL FUND TYPES AND ACCOUNT GROUPS**

JUNE 30, 2002

	GOVERNMENTAL FUND TYPES				ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
ASSETS AND OTHER DEBITS:							
Cash and Investments (Notes 1 E) and 2).....	\$ 677,423	\$ 667,561	\$ 3,321	\$ -	\$ -	\$ -	\$ 1,348,305
Cash with Fiscal Agent (Note 1 E)	-	1,238,782	-	636,887	-	-	1,875,669
Receivable:							
Volume of Business Taxes (Note 11)	4,424	-	-	-	-	-	4,424
Intergovernmental Units (Note 3).....	45,200	559,623	-	-	-	-	559,623
Property Taxes (Note 10).....	-	-	-	5,261	-	-	5,261
Federal Grants (Note 12).....	-	629,387	-	-	-	-	629,387
Others Funds (Note 4)	997,865	429,832	314,211	-	-	-	1,741,908
Others (Note 5)	72,709	-	-	-	-	-	72,709
Property, Plant and Equipment (Note 7)	-	-	-	-	14,786,529	-	14,786,529
Amount Available in Debt Service Fund (Note 9)..	-	-	-	-	-	639,545	639,545
Amount to be Provide for:							
Retirement of General Long-Term Debt (Note 8)	-	-	-	-	-	1,449,455	1,449,455
Payment of Advance Property Taxes (Note 8) ...	-	-	-	-	-	486,235	486,235
Intergovernmental Advance (Note 12).....	-	-	-	-	-	913,662	913,662
State Health Insurance Plan (Note 8).....	-	-	-	-	-	532,953	532,953
Compensated Absences (Note 1 I).....	-	-	-	-	-	1,280,949	1,280,949
TOTAL ASSETS AND OTHER DEBITS	\$ 1,797,621	\$ 3,399,755	\$ 317,532	\$ 642,148	\$14,786,529	\$ 5,302,799	\$26,246,384

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED BALANCE SHEET –
ALL FUND TYPES AND ACCOUNT GROUPS**

JUNE 30, 2002

	GOVERNMENTAL FUND TYPES				ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
LIABILITIES AND FUND EQUITY							
LIABILITIES:							
Accounts Payable and Accrued Liabilities	\$ 442,341	\$ 495,057	\$ -	\$ -	\$ -	\$ -	\$ 937,398
Due to:							
Government Units (Note 6)	114,846	-	-	-	-	-	114,846
Other Funds (Note 4)	10,543	1,500,972	288,517	2,603	-	-	1,802,635
Deferred Revenues:							
Volume of Business Tax (Note 11)	202,181	-	-	-	-	-	202,181
Federal Grants (Note 12)	-	-	-	-	-	-	-
Long-Term Debts:							
General Obligations Bonds (Note 8)	-	-	-	-	-	694,000	694,000
Notes Payable (Note 8)	-	-	-	-	-	1,395,000	1,395,000
Advances of Property Taxes (Note 10)	-	-	-	-	-	486,235	486,235
Intergovernmental Advances (Note 12)	-	-	-	-	-	913,662	913,662
State-Health Insurance Debts (Note 8)	-	-	-	-	-	532,953	532,953
Vested Compensated Absences (Note 1 I)	-	-	-	-	-	1,280,949	1,280,949
TOTAL LIABILITIES	769,911	1,996,029	288,517	2,603	-	5,302,799	8,359,859

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED BALANCE SHEET –
ALL FUND TYPES AND ACCOUNT GROUPS**

JUNE 30, 2002

	<u>GOVERNMENTAL FUND TYPES</u>				<u>ACCOUNT GROUPS</u>		<u>TOTALS (MEMORANDUM ONLY)</u>
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>CAPITAL PROJECTS</u>	<u>DEBT SERVICE</u>	<u>GENERAL FIXED ASSETS</u>	<u>GENERAL LONG-TERM DEBT</u>	
FUND EQUITY:							
Investment in Property, Plant and Equipment (Note 7).....	\$ -	\$ -	\$ -	\$ -	\$14,786,529	\$ -	\$14,786,529
Fund Balance:							
Reserved for Encumbrances (Note 1 L)	618,387	466,397	-	-	-	-	1,084,784
Unreserved:							
Designated for Debt Service (Note 1 L).....	391	-	-	639,545	-	-	639,936
Designated for Subsequent Years Expenditures	-	937,329	29,015	-	-	-	966,344
Undesignated.....	<u>408,932</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>408,932</u>
TOTAL FUND EQUITY	<u>1,027,710</u>	<u>1,403,726</u>	<u>29,015</u>	<u>639,545</u>	<u>14,786,529</u>	<u>-</u>	<u>17,886,526</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 1,797,621</u>	<u>\$ 3,399,755</u>	<u>\$ 317,532</u>	<u>\$ 642,148</u>	<u>\$14,786,529</u>	<u>\$ 5,302,799</u>	<u>\$26,246,385</u>

The accompanying notes to general-purpose financial statements are an integral part of this statement.

MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES**

FOR THE YEAR ENDED JUNE 30, 2002

	GOVERNMENTAL FUND TYPES				TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	
REVENUES					
Property Taxes (Note 10).....	\$ 565,260	\$ -	\$ -	\$ 211,056	\$ 776,316
Volume of Business Taxes (Note 11).....	376,343	-	-	-	376,343
Federal Assistance (Note 12).....	-	8,216,858	-	-	8,216,858
Intergovernmental (Note 12).....	5,406,210	1,375,364	-	-	6,781,574
Licenses and Permits.....	198,321	-	-	-	198,321
Miscellaneous.....	1,239,697	-	-	-	1,239,697
TOTAL REVENUES	7,785,831	9,592,222	-	211,056	17,589,109
EXPENDITURES					
Current:					
Mayor and Municipal Legislature	1,245,236	-	-	-	1,245,236
General Government.....	2,545,303	1,370,023	160,362	-	4,075,688
Public Safety	148,506	-	-	-	148,506
Public Works	2,357,751	263,806	-	-	2,621,557
Culture and Recreation	301,052	-	-	-	301,052
Sanitation	549,474	-	-	-	549,474
Education	-	6,175,840	-	-	6,175,840
Human Services and Welfare	79,260	740,162	-	-	819,422
Urban Development	216,552	171,852	-	-	388,404
Capital Outlays.....	11,325	531,724	76,051	-	619,100
Advance of Property Taxes.....	491,091	-	-	-	491,091
Debt Service:					
Principal Retirement (Notes 8 and 9).....	-	-	-	237,559	237,559
Interest Payment	-	-	-	90,688	90,688
TOTAL EXPENDITURES	7,945,550	9,253,407	236,413	328,247	17,763,617
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	(159,719)	338,815	(236,413)	(117,191)	(174,508)

MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES**

FOR THE YEAR ENDED JUNE 30, 2002

	GOVERNMENTAL FUND TYPES				TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	
OTHER FINANCIAL SOURCES (USES):					
Advances of Property Taxes (Note 10).....	\$ 460,689	\$ -	\$ -	\$ -	\$ 460,689
Proceed of Note	1,220,000	-	-	-	1,220,000
Operating Transfer In	-	1,220,000	236,373	148,127	1,604,500
Operating Transfer Out	(1,368,127)	(236,373)	-	-	(1,604,500)
TOTAL OTHER FINANCING SOURCES (USES)	312,562	983,627	236,373	148,127	1,680,689
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Sources	152,843	1,322,442	(40)	30,936	1,506,181
Fund Balances at Beginning of Year.....	874,867	81,284	29,055	608,609	1,593,815
FUND BALANCES AT END OF YEAR.....	\$ 1,027,710	\$ 1,403,726	\$ 29,015	\$ 639,545	\$ 3,099,996

The accompanying notes to general-purpose financial statements are an integral part of this statement.

MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
ENCUMBRANCES AND CHANGES IN FUND BALANCE – BUDGET
AND ACTUAL – GENERAL AND DEBT SERVICE FUNDS**

FOR THE YEAR ENDED JUNE 30, 2002

	GENERAL			DEBT SERVICE		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Property Taxes Advances	\$ 534,858	\$ 534,858	\$ -	\$ 136,425	\$ 211,056	\$ 74,631
Volume of Business Taxes	374,337	376,343	2,006	-	-	-
Intergovernmental	5,377,384	5,338,663	(38,721)	-	-	-
Licenses and Permits	198,238	198,321	83	-	-	-
Miscellaneous	<u>1,258,113</u>	<u>1,242,628</u>	<u>(15,485)</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUES	<u>7,742,930</u>	<u>7,690,813</u>	<u>(52,117)</u>	<u>136,425</u>	<u>211,056</u>	<u>74,631</u>
EXPENDITURES AND ENCUMBRANCES						
Mayor and Municipal Legislature	1,365,482	1,422,397	(56,915)	-	-	-
General Government:						
Finance	1,727,423	1,661,817	65,606	-	-	-
Personnel	539,723	539,715	8	-	-	-
Insurance	72,087	72,086	1	-	-	-
Public Safety	151,304	151,258	46	-	-	-
Public Works	2,463,729	2,468,275	(4,546)	-	-	-
Culture and Recreation	301,079	301,066	13	-	-	-
Sanitation	647,206	643,481	3,725	-	-	-
Human Services and Welfare	85,940	79,260	6,680	-	-	-
Urban Development	224,176	216,552	7,624	-	-	-
Capital Outlays	16,654	11,325	5,329	-	-	-
Debt Services	-	-	-	<u>136,425</u>	<u>328,247</u>	<u>(191,822)</u>
TOTAL EXPENDITURES AND ENCUMBRANCES	<u>7,594,803</u>	<u>7,567,232</u>	<u>27,571</u>	<u>136,425</u>	<u>328,247</u>	<u>(191,922)</u>
EXCESS OF REVENUES Over (Under) Expenditures and Encumbrances	<u>148,127</u>	<u>123,581</u>	<u>(24,546)</u>	<u>-</u>	<u>(117,191)</u>	<u>(117,191)</u>

MUNICIPALITY OF OROCOVIS, PUERTO RICO

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
ENCUMBRANCES AND CHANGES IN FUND BALANCE – BUDGET
AND ACTUAL – GENERAL AND DEBT SERVICE FUNDS**

FOR THE YEAR ENDED JUNE 30, 2002

	GENERAL			DEBT SERVICE		
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
OTHER FINANCIAL SOURCES (USES):						
Operating Transfer In (Out)	<u>(\$ 148,127)</u>	<u>(\$ 148,127)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 148,127</u>	<u>\$ 148,127</u>
Excess of Revenues and Other Sources (Uses) Over Expenditures and Other Uses	<u>\$ -</u>	<u>(24,546)</u>	<u>(\$ 24,546)</u>	<u>\$ -</u>	<u>30,936</u>	<u>\$ 30,936</u>
Adjustment Required Under Generally Accepted Accounting Principles:						
Net Change in Encumbrance		179,402			-	
GAAP Adjustment to Revenues		64,616			-	
Accrual Liability for Certain Debts Not Recognized in Budget		(66,629)				
Change in Non Budget Items		-			-	
Fund Balance at Beginning of Year		<u>874,867</u>			<u>608,609</u>	
FUND BALANCE AT END OF YEAR		<u>\$ 1,027,710</u>			<u>\$ 639,545</u>	

The accompanying notes to general-purpose financial statements are an integral part of this statement.

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSES FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The **Municipality of Orocovis, Puerto Rico (Municipality)** was founded in the year 1825, and operates as a governmental unit of the Commonwealth of Puerto Rico, under the Law Number 81 of August 30, 1991, known as "Autonomy Municipalities Law of the Commonwealth of Puerto Rico". The governmental system of the **Municipality** is composed of the executive and legislative bodies. The Mayor is the Chief Executive Officer and is elected every four years in the general elections of the Commonwealth of Puerto Rico. The legislative body consists of 14 legislators also elected in the general elections of Puerto Rico for a four-year period.

The **Municipality** provides services such as: health, public works, sanitation, aids and services to low-income and elderly citizens, public safety, housing and urban development, culture and recreation, planning, zoning and other general and administrative services.

The accounting policies of the **Municipality** conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant of such policies.

A. Financial Reporting Entity

The general-purpose financial statements of the **Municipality** have been prepared in accordance with general accepted accounting principles in the USA (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is a standard-setting body for governmental accounting and financial reporting. The GASB periodically updates its 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 more significant of these accounting policies are described below and, where appropriate, subsequent pronouncements will be referenced.

The general-purpose financial statements present the financial position of the various fund types and accounts groups and the results of operations of the various fund types of the **Municipality**. This includes the organizations units governed by the Executive Officers and members of the Municipal Legislature of the **Municipality**. In evaluating the **Municipality** as a reporting entity, management has considered all the potential component units. The decision to include a potential component unit in the reporting entity was made by applying the provisions of **GASB Number 14**.

The basic, but not the only criterion for including a potential component unit within the reporting entity is if elected officials of a primary government are financially accountable for the entity. Financial accountability exists if the primary government appoints a voting majority of the entity's governing body, fiscal dependency of the potential component units and if either one of the following conditions exist: the primary government can impose its will on the other entity or the potential exists for the other entity to

(1) provide specific financial benefits to or (2) impose specific financial burdens on the primary government. A second criterion used in evaluating potential component units is if the nature and significance of the relationship between the entity and a primary government are such that to exclude the entity from the financial reporting entity would render the financial statements misleading or incomplete.

The relative importance of each criteria must be evaluated in light of specific circumstances in order to determine which components units are to be included as part of the reporting entity. Our specific evaluations of the criteria applicable to the **Municipality** indicates that the reporting entity consists of all funds and accounts groups included in the combined balance sheet, therefore, no organizations, activities or functions are required to be included in the reporting entity.

B. Basis of Presentation

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 off self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The various funds and account groups are summarized by type in the accompanying general-purpose financial statements. The **Municipality** records its transactions in the fund types and account groups described below. Transactions between funds within a fund type, if any, have been eliminated.

Amounts in the "Totals Memorandum Only" column in the combined financial statements represent a summation of the combined financial statements line items of the fund types and account groups, and are presented for the analytical purposes only. The summation include fund types and account groups that use different basis of accounting includes interfund transactions that have not been eliminated and the caption "amounts to be provided", which is not an asset in the usual sense. Consequently, amounts shown in the "Totals Memorandum Only" column are not comparable to a consolidation and do not represent the total resources available or total revenues and expenditures of the **Municipality**.

GOVERNMENTAL FUNDS

Governmental funds are those through which most governmental functions of the **Municipality** are financed. The acquisition, use, and balances of the **Municipality's** expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following are the **Municipality's** governmental fund types:

General Fund – This 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.

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)

B. Basis of Presentation (continuation)

Special Revenue Fund – This is used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

Debt Service Fund – This is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interests and related costs.

Capital Projects Fund – This is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Special Revenue Fund). Completed assets if a stewardship nature is transferred to the General Fixed Assets Account Group.

ACCOUNT GROUPS

Account groups is not fund; it does not reflect available financial resources and related liabilities, but is accounting record for the general long-term obligations. Account groups are used to establish accounting control and accountability for the Municipality's general fixed assets and the unmatured principal of its general long-term debts and other long-term obligations. The following is a description of the Account Group of the Municipality:

General Fixed Assets Account Group – This account group is used to account for all general fixed assets of the Municipality.

General Long-Term Debt Account Group – This account group is used to account for all long-term debt including bonds, notes and other long-term liabilities of the governmental fund type of the Municipality.

C. Basis of Accounting

Basis of accounting refers to the point at which revenues and expenditures are recognized in the accounts and reported in the general-purpose financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied. Governmental fund types follow the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter, normally within sixty days, to be used to pay liabilities of the current period. Revenues collected in advance of the fiscal year to which they apply are recorded as deferred revenues and recognized as revenues in the years to which they apply.

In applying the "susceptible to accrual" concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially three types of these revenues. For one type, moneys must be expended on the specific purpose or project before any amounts will be paid to the Municipality; therefore, revenues are recognized based upon the expenditures recorded.

For the second type, moneys are received in advance and recorded as deferred revenues until the appropriate expenditures are made at which time the revenues are recorded.

For the third type, revenues are virtually unrestricted as to purpose of expenditure and nearly irrevocable or revocable only for failure to comply with the prescribed requirements, such as equal employment opportunity provisions. These resources are reflected as revenues at the time of receipt or earlier if they meet the "available" criteria.

Property taxes are recognized as revenues when collected by the Municipal Revenue Collection Center of the Commonwealth of Puerto Rico, even though a portion of the taxes may be collected in subsequent years. Licenses and permits, fines and forfeits, and miscellaneous revenues are recorded as revenues when collected, because they are generally not measurable until actually received.

Expenditures and related liabilities are generally recorded in the accounting period in which the liability is incurred. Exceptions to this general rule include: (1) vacation, sick leave, disallowance, and litigation are recorded in the general long-term debt account group; (2) expenditures and related liabilities for principal and interest on long-term obligations, which are recorded when due; (3) landfill obligation is included in the long-term debt account group since it will not be funded with available expendable financial resources.

D. Budgetary Accounting

The Municipality's Annual Budget is prepared on the budgetary basis of accounting and represents departmental appropriations recommended by the Mayor and approved by the Municipal Legislature prior the beginning of the fiscal year. Budgetary control is maintained at the department level for each individual appropriation. Amendments to the budget, including transfers, require the approval of the Municipal Legislature. Unencumbered appropriations lapse at the end of the next fiscal year.

The Municipality follows these procedures, in accordance with law, in order to establish the budgetary data reflected in the general purpose financial statements:

1. Prior of May 15 of each fiscal year, the Mayor submits to the Municipal Legislature a proposed budget for the fiscal year commencing the following July 1 in addition of a budget message.

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)

D. Budgetary Accounting (continuation)

2. The budget document is available for public inspection prior to its approval by the Municipal Legislature.
3. The Commissioner of Municipal Affairs examines the budget to verify if it complied with the law's standards and sends it to the Mayor for any comments or recommendation before the limited date establishes by the Law.
4. Prior to June 1, the annual budget is legally enacted through passage of the annual appropriation ordinance.
5. Subsequent to the enactment of the annual appropriation ordinance, the Municipal Legislature has the authority to make necessary amendments made during the fiscal year and are reflected in the budget information included in the general-purpose financial statements.
6. Budgetary data for the Special Revenue Fund has not been presented in the accompanying combined financial statements as such funds are budgeted over the life of the respective grant or project and not on an annual basis.

Since the budgetary basis differs from accounting principles generally accepted in the United States of America (GAAP), actual amounts for the General Fund in the accompanying Combined Financial Statement of Revenues, Expenditures and Encumbrances, and Changes in Fund Balance – Budget and Actual, is presented on the budgetary basis to enhance comparability.

The principal differences between the budgetary and GAAP bases are the following:

1. Encumbrances are recorded as expenditures under the budgetary basis and as a reserve of fund balances under GAAP.
2. The non-exonerated portion of the property tax advances are presented as revenue in the budgetary basis and as other financing sources under GAAP (See Note 9).
3. Interfund transactions of the general and special revenue funds are not included in the budgetary basis.
4. Certain accrued liabilities and other debts are not included in the budgetary basis.

5. Certain revenues susceptible to accrual, i.e., both measurable and available, are not included in the budgetary data.

All encumbrance appropriations in the operating budget lapse at the end of the fiscal year. Property taxes collected during the current year by the Municipal Revenue Collection Center (Fiscal Agent) are presented as revenues in the accounting basis but are not considered in the budgetary basis.

The special funds of the Special Revenue Fund have not been included in the budget and actual comparison because balances are not budgeted. Also the budget prepared for the Federal Finance Awards Programs included in the Capital Projects and Special Revenue Funds is based on a program period which is not necessarily a year. Accordingly, it's not practical to present an annual comparison of budget and actual for such programs.

E. Cash and Investment

The Director of Finance of the **Municipality** is responsible for investing the available resources in certificates of deposit and other short-term investments. Investments are made from the available combined funds of the **Municipality** and, accordingly, it is not practical to disclose certificates of deposit and other short-term investments individually by fund in the combined financial statements. Interest earned on certificates of deposit and other short-term investments are recognized as revenue in the General Fund. Cash in the Special Revenue, Debt Service and Capital Project Funds are restricted; accordingly, resources available were not used for pool investments.

Cash with fiscal agent represents property tax collections retained by the Municipal Revenues Collection Center and undisbursed proceeds of certain bonds, loans or grants which are maintained in a cash custodian account by the Government Development Bank of the Commonwealth of Puerto Rico.

Cash balance recognized in the Debt Service Fund is restricted for the payment of the **Municipality's** obligations, and others are restricted for specific projects, such as the acquisition or construction of permanent improvements. This sinking fund is maintained by the Governmental Development Bank of Puerto Rico, agency which acts as the insurer and payer of the **Municipality's** bonds and notes issued in accordance with the law.

F. Receivable

Receivable are stated nets of estimated allowances for uncollectible accounts, which are determined upon past collection experience and current economic conditions. Receivable from Federal Government represents amounts owed to the **Municipality** for reimbursement of expenditures incurred pursuant to federally funded programs.

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)

G. Inventories

The General, Special Revenue and Capital Project Funds, purchases office and printing supplies, gasoline, oil and other expendable supplies held for consumption. The cost of purchases is recorded as expenditure in the appropriate fund and the inventory is not recorded in the general-purpose financial statements.

H. General Fixed Assets

The General Fixed Assets Account Group reflects the cost of fixed assets of a stewardship nature (certain land, buildings, certain improvements other than building, furniture and fixtures, equipment and motor vehicles acquired or constructed by the **Municipality**. Public domain (infrastructure) fixed assets consisting of roads, bridges, curbs and gutters and sidewalks, underground water and sewer facilities and certain other property are recorded as expenditures and are not capitalized. Such assets normally are immovable and of value only to the **Municipality**. Therefore, the purpose of stewardship for capital expenditures is satisfied without recording these assets. Donated fixed assets are valued at their estimated fair value on the date donated. No depreciation has been provided and the interest on financing during the construction period will not be capitalized in the General Fixed Assets Account Group.

I. Compensated Absences

Municipal employees are granted 30 days of vacations and 18 days of sick leave annually. Vacations may be accumulated up to a maximum of sixty (60) days and sick leave up to a maximum of ninety (90) days. In the event of employee resignation, the employee is paid for accumulated vacation days up to the maximum allowed. Separation from employment prior to use of all or part of the sick leave, or upon retirement, terminates all rights for compensation, except for employees with ten years of service who are entitled to sick leave pay up to the maximum allowed. The **Municipality** accrues a liability for compensated absences, which meet the following criteria: (1) the **Municipality's** obligation relating to employee's rights to receive compensation for future absences is attributable to employee's services already rendered; (2) the obligation relates to rights that vest or accumulate; (3) payment of the compensation is probable; and (4) the amount can be reasonably estimated.

In accordance with the above criteria and requirements as established by **GASB Number 16**, the **Municipality** has accrued a liability for compensated absences, which has been earned but not taken by municipal employees. The liability for compensated absences, which will not require the use of expendable available financial resource, is included in the General Long-Term Debt Account Group.

J. Insurance

The **Municipality** has insurance coverage for its public facilities, primarily to provide protection from catastrophic losses. Also, principal officials of the **Municipality** are covered under various surety bonds. The Secretary of the Treasury Department of the Commonwealth of Puerto Rico is the agent commissioned to place all of the **Municipality's** insurance coverage. Corresponding premiums payable are withheld by the Municipal Revenue Collection Center from quarterly advances of annual property tax and subsidy sent to the **Municipality**.

K. Interfund Transactions

The **Municipality** has the following types of transactions among funds:

Operating Transfers – Legally required transfers that are reported when Incurred as "Operating transfers-in" by the recipient funds and as "Operating transfers-out" by the disbursing fund.

Transfer of Expenditures (Reimbursements) – Reimbursement of expenditures made by one fund for another that are recorded as expenditures in the reimbursing fund and as reduction of expenditures in the reimbursed fund.

L. Reservations of Fund Balance

Reservations of fund balance represent portions of fund balances that are legally segregated for a specific future use or are not appropriate for expenditure. The **Municipality** has the following reservations of fund balance:

Encumbrance – Represent future expenditures under purchases orders, contracts and other commitments issued for goods and services not received at year-end. Where the appropriations lapse at year-end these will be honored during subsequent year. Encumbrances constitute the equivalent of expenditures for budgetary purposes and, accordingly, are reported with expenditures in all budgetary basis statements.

Debt Service – Represents net assets available to finance future debt service payments.

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)

M. Claims and Judgments

The estimated amount of the liability for claims and judgments, if any, which is due on demand, such as from adjudicated or settled claims, is recorded in the General Fund. The General Long-Term Debt Account Group includes an amount estimated as a contingent liability or liabilities with a fixed or expected due date, which will require future available financial resources for its payment.

N. Use of Estimates

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosures of contingent assets and liabilities at the date of the financial statements and the reported revenues during the reporting period. Actual result count differs from those estimates.

NOTE 2 CASH AND INVESTMENTS

Investments consist of certificates of deposit. The **Municipality's** cash and investments at year-end were entirely covered by the Federal Deposit Insurance Corporation (FDIC) coverage, up to a maximum of \$100,000 in each bank, and the excess by collateral provided by the banks and held by the Department of the Treasury pursuant the applicable laws and regulations. Cash with Fiscal Agent is maintained in interest bearing accounts in the Government Development Bank of Puerto Rico and is not collateralized.

Puerto Rico laws authorize governmental entities to invest in direct obligations or obligations guaranteed by the federal government or the Commonwealth of Puerto Rico. The **Municipality** is also allowed to invest in bank acceptances, other bank obligations and certificates of deposit in financial institutions authorized to do business under the federal and Commonwealth laws. During the year, the **Municipality** invested its funds in interest bearing bank accounts and short-term certificates of deposit. As June 30, 2002, the market value of investments approximated its carrying value as follow:

ISSUED BY	CERTIFICATE OF DEPOSIT NUMBER	PRINCIPAL AMOUNT	INTEREST RATE	EXPIRATION DATE
Popular Bank of PR.....	1110000002	\$ 275,000	2.00%	01-03-03
TOTAL.....		\$ 275,000		

NOTE 3 DUE FROM OTHER GOVERNMENTAL UNITS

As of June 30, 2002, balance due from other governmental units of the General Fund represents amount due from the Puerto Rico Department of Education; and for the Special Revenue Fund represent amount expended for Grant Award of Act 52 from Puerto Rico Department of Labor and Human Resources and State-Rural Development Corporation.

The PR Electric Power Authority is in the process of adjudicating the contribution in lieu of tax for the Fiscal Year 2001-2002. Consequently, the receivable or debt resulting was not considered in the financial statements.

NOTE 4 INTERFUND RECEIVABLE AND PAYABLE BALANCES

Short-term advances between funds are accounted for in the interfund receivable and payable accounts. Interfund receivable and payable balances at June 30, 2002 consist of the follows:

	INTERFUND	
	RECEIVABLE	PAYABLE
General:		
Interfund Loans	\$ 995,262	\$ 10,543
Interest Receivable from Debt Service Fund	2,603	-
Special Revenue:		
Interfund Loans	429,832	1,500,972
Capital Project:		
Interfund Loans	314,211	288,517
Debt Services:		
Interest Payable to General Fund	-	2,603
TOTAL.....	\$1,741,908	\$1,802,635

NOTE 5 OTHER RECEIVABLE

As of June 30, 2002, the amount of \$67,547 corresponds to a credit from the State Insurance Fund, and \$5,162 represents the interest receivable from investments.

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2002

NOTE 6 DUE TO OTHER GOVERNMENTAL UNITS

As of June 30, 2002, balance due to other governmental units of the general fund for services rendered to the **Municipality**, consists of the following:

	AMOUNT
Retirement System Administration.....	\$ 30,471
Water and Sewer Authority	82,765
Others.....	1,610
TOTAL.....	<u>\$ 114,846</u>

NOTE 7 PROPERTY, PLANT AND EQUIPMENT

A summary of changes in property, plant and equipment follows:

DESCRIPTION	BALANCE JULY 1, 2001	ADDITIONS AND ADJUSTMENTS	DISPOSITIONS AND ADJUSTMENTS	BALANCE JUNE 30, 2002
Land	\$ 571,168	\$ -	\$ -	\$ 571,168
Land Improvement	200,000	-	68,480	131,520
Buildings and Improvements.....	3,537,927	7,019,623	-	10,557,550
Construction in Progress	-	500,000	-	500,000
Machinery and Equipment	<u>2,891,857</u>	<u>134,434</u>	-	<u>3,026,291</u>
TOTAL.....	<u>\$ 7,200,952</u>	<u>\$ 7,654,057</u>	<u>\$ 68,480</u>	<u>\$14,786,529</u>

NOTE 8 GENERAL LONG-TERMS DEBTS

A. GENERAL OBLIGATIONS BONDS AND NOTES PAYABLE

The principal long-term obligations of the **Municipality** are general obligations bonds and notes payable issued to finance the construction and improvements of public facilities. The **Municipality's** obligations long-term debt retirements are appropriated and paid from resources accumulated in the Debt Service Fund (See Note 9). The special obligations long-term notes retirements are paid through retention made by the Municipal Revenue Collection Center from monthly advance of annual property tax and subsidy sent to the **Municipality**. General obligations bonds and notes payable as of June 30, 2002, are comprised of the following individual issues:

DESCRIPTION	AMOUNT
General Obligations Bonds:	
\$200,000, Series 1981, payable in annual installments ranging from \$5,000 to \$14,000, excluding interest, through January 1, 2004; interests at 5.00%.....	\$ 27,000
\$441,000, Series 1990, payable in annual installments ranging from \$9,000 to \$30,000, excluding interests, through January 1, 2015; interest at 5.00%.....	302,000
\$655,000, Series 1999, payable in annual installments ranging from \$90,000 to \$135,000, excluding interest, through July 1, 2004; interest ranging from 6.00% to 7.50%.....	<u>365,000</u>
Total General Obligations - Bonds.....	<u>694,000</u>
Special Obligations - Notes:	
\$1,220,000, Series 2002, payable in semiannual installments ranging from \$45,000 to \$140,000, excluding interest, through July 1, 2016; at variable interest up to 8.00%.....	1,175,000
\$1,100,000, Series 1986, payable in semiannual installments ranging from \$35,000 to \$55,000, excluding interest, through July 1, 2006; at variable interest up to 8.50%.....	<u>220,000</u>
Total Special Obligations - Notes.....	<u>1,395,000</u>
Total Obligations Outstanding	<u>\$2,089,000</u>

The annual requirements to amortize the general and notes obligations outstanding as of June 30, 2002, are as follows:

YEAR ENDING JUNE 30,	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT
2003	\$ 245,000	\$ 108,925	\$ 353,925
2004	257,000	133,600	390,600
2005	264,000	113,763	377,763
2006	135,000	98,675	233,675
After 2006	<u>1,188,000</u>	<u>534,450</u>	<u>1,722,450</u>
TOTAL	<u>\$2,089,000</u>	<u>\$ 989,413</u>	<u>\$3,078,413</u>

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 8 GENERAL LONG-TERM DEBTS (continuation)

B. OTHER LONG-TERM DEBTS

The following is a detail of Other Long-Term Debts at year-end:

DESCRIPTION	BALANCE JULY 1, 2001	NEW ISSUES	RETIREMENTS AND CURRENT MATURATES	BALANCE JUNE 30, 2002
Property Tax Advance – MRCC.....	\$ 432,554	\$ 534,858	\$ 491,091	\$ 476,321
Property Tax – Treasury Dept.....	11,298	-	1,384	9,914
Intergovernmental Debts.....	913,662	4,733,489	4,733,489	913,662
State Health Insurance Plan	603,688	-	70,735	532,953
Compensated Absences	<u>1,241,443</u>	<u>39,506</u>	<u>-</u>	<u>1,280,949</u>
TOTAL	<u>\$3,202,645</u>	<u>\$5,307,853</u>	<u>\$5,296,699</u>	<u>\$3,213,799</u>

C. CHANGES IN GENERAL LONG-TERM DEBTS

The following is a summary of changes in long-term obligations for the year ended June 30, 2002:

DESCRIPTION	BALANCE JULY 1, 2001	NEW ISSUES	RETIREMENTS AND CURRENT MATURATES	BALANCE JUNE 30, 2002
General.....	\$ 831,000	\$ -	\$ 137,000	\$ 694,000
Notes.....	275,000	1,220,000	100,000	1,395,000
Others.....	<u>3,202,645</u>	<u>5,307,853</u>	<u>5,296,699</u>	<u>3,213,799</u>
TOTAL	<u>\$4,308,645</u>	<u>\$6,527,853</u>	<u>\$5,533,699</u>	<u>\$5,302,799</u>

NOTE 9 DEBT RETIREMENT

Revenues of the Debt Service Fund consists of the ad-valorem property taxes which are recognized as revenue when collected from taxpayers and reported by the Municipal Revenue Collection Center of the Commonwealth of Puerto Rico to the **Municipality** (See Note 10).

These property taxes are accumulated by the Municipal Revenue Collection Center in costs of the general obligations bonds issued by the **Municipality** (See Note 8). Payments are made to the Government Development Bank of the Commonwealth of Puerto Rico from such accumulated funds by the Municipal Revenue Collection Center of Puerto Rico.

NOTE 10 PROPERTY TAXES

The Municipal Revenue Collection Center of the Commonwealth of Puerto Rico is responsible for the assessment of all real and personal property located within the **Municipality** and for the levy, administration and collection of the corresponding tax contribution.

The property tax contribution is levied each year over the appraised value of the property at the beginning of the calendar year. The real property assessment is based on the current value existing in the year 1957 and the personal property at the current value at the date of the assessment.

The tax rate per annum is 8.23% for real property and 6.23% for personal property of which 1.03% of both belongs to the Commonwealth of Puerto Rico and 7.20% and 5.20%, respectively, belongs to the **Municipality**. From the portion belonging to the **Municipality**, 6.00% and 4.00%, respectively, represents the **Municipality's** basic tax rate that is appropriated for general purposes and therefore accounted for through the General Fund. The remaining portion belonging to the **Municipality** of 1.20% represents the ad-valorem property taxes withheld by the Municipal Revenue Collection Center of the Commonwealth of Puerto Rico and restricted for debt service, which is accounted for through the Debt Service Fund (See Note 9).

The **Municipality** has reached the maximum statutory tax rate limit for the basic tax while there is no limitation for the ad-valorem tax rate.

The Commonwealth of Puerto Rico grants complete real property tax exoneration on the first \$15,000 has assessed valuation on residential units occupied by their owners. However, the **Municipality** receives the full amount levied, except for residential units assessed at less than \$3,500 on which a complete exemption is granted. The Municipal Revenue Collection Center, instead of the property taxpayer, becomes the source of payment in these cases.

The **Municipality** grants a complete exemption from personal property taxes up to an assessment value of \$50,000. The Municipal Revenue Collection Center advances to the **Municipality**, on monthly payments, 100% of the contribution assessed over property for each fiscal year. In accordance to Law, these advances will be contributions by the Municipal Revenue Collection Center from taxpayers. The Municipal Revenue Collection Center periodically informs to the **Municipality** the amounts collected from taxpayers and applied to outstanding advances.

The **Municipality** records as revenue in the General Fund the exonerated portion of property tax contribution when received from quarterly advances from Municipal Revenue Collection Center. The non-exonerated portion of the advance is recorded as other financing sources in the General Fund and in the General Long-Term Debt Account Group as an increase in related debt. The revenue for the basic contribution over property not exonerated is recorded in the General Fund where the respective property tax notifications from Municipal Revenue Collection Center are received, which includes the amounts collected by such Center.

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 10 PROPERTY TAXES (continuation)

Due to the fact that collections of non-exonerated property taxes are applied to the advances of property tax sent by the Municipal Revenue Collection Center, they are recorded as amortization of the advance in the General Long-Term Account Group, for the Prior Advance Property Taxes owed to Treasury Department and Municipal Revenue Collection Center (MRCC), expenditures in the General Fund and recognized as revenue in accordance with GAAP.

The liquidation of Property Taxes of the current fiscal year is preliminary as stated by MRCC. During the fiscal year, the **Municipality** has receivable of \$5,812 recognized in Debt Service Fund according to measurement revenue recognition focus.

NOTE 11 VOLUME OF BUSINESS TAX

The volume of business tax is levied each year based on the prior year's gross revenues for all commercial and industrial organizations doing business in the **Municipality** and which are not totally or partially exempt from this tax under the Industrial Incentives Laws of the Commonwealth of Puerto Rico. All taxpayers are required to file their declarations by April 23 of each year. The tax rates are as follows:

- a. 1.50% for financial institutions and savings and loan associations.
- b. 0.30% for all other organizations.

Taxes are payable in two equal semi-annual installments on July 1 and January 1 following the date of levy. If they are paid with declaration, the taxpayer is granted a 5% of discount. Collections of taxes during current fiscal year, applicable to the next fiscal year, are recorded as deferred revenues in the General Fund.

NOTE 12 INTERGOVERNMENTAL REVENUES

Intergovernmental revenues consists primarily of funds received from the Commonwealth of Puerto Rico, "in lieu of tax" payments from the quasi-public corporation, the Puerto Rico Electric Power Authority, and federal financial assistance received from federal government.

Grants and subsidies received from the Commonwealth of Puerto Rico and federal agencies include, among others, a general subsidy for urban development and capital improvements. Intergovernmental revenues are accounted for through the General Fund except for those directly related to urban development and capital improvements, which are accounted for through the Special Revenue and the Capital Project Funds. Federal Financial Assistance is recorded in the Special Revenue Fund.

NOTE 13 EMPLOYEE'S RETIREMENT PLAN

The Employee's Retirement System of the 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 ERS 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.

Participation is mandatory except for members of the Legislature, Government Secretaries, Head of Agencies and Public Instrumentalities, Assistants to the Governor, the Comptroller of the 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.

During the fiscal year, the **Municipality** adopted the requirements of **GASB Number 25** for all the career employees that are covered under the Commonwealth of Puerto Rico Employee's Retirement System, a multiple-employer public employee retirement system, established by State Laws.

Under the plan, the employees and employer portions are contributed, for which, the employee amount is withheld from salaries. Covered employees are required by Commonwealth statute to contribute 5.775% for the first \$550 of monthly salary plus 8.275% for the excess of this amount, or on the alternative, 8.275% of all salary. The **Municipality** contributes to the system 9.275% of the participating employee's salaries.

Law Number 305 of September 24, 1999, amends the Act Number 447, that establish a savings program. All employees active in the system as of December 31, 1999 may elect to transfer from defined contribution program to the new savings program (a defined contribution plan). Employees in the savings program may now contribute from a minimum of 8.275% up to a maximum of 10% of their monthly salary, and will be invested in an account which will either: (a) earn a fixed rate based on the two-year Constant Maturity Treasury Note or, (b) earn a rate equal to 75% of the return of the System's investment portfolio (net of management fees), or (c) earn a combination of both alternatives. If at time of retirement accumulated benefits amount to \$10,000 or less may elect to receive a lump sum distribution up to the accumulated benefits. Under the new program the retirement age is reduced from 65 to 60 for those employees who joined the current plan on or after April 1, 1990.

All employees that do not elect to transfer for the new program, and who at the time of employment are 55 years old or less are eligible to participate in the System. Pension benefits for participants with 30 years of service are as follows:

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 13 EMPLOYEE'S RETIREMENT PLAN (continuation)

YEARS OF SERVICE	PARTICIPANT'S AGE	PENSION BENEFITS
30 or more	55 or less	65% of the average of the three years of highest salary during the employee's service period.
30 or more	58 or more	75% of the average of the three years of highest salary during the employee's service period.
30 or more	65 or more	75% of the average of the three years of highest salary during the employee's service period (employees started working after April 1, 1990).

The pension benefit for participants who retire with less than 30 years of service is computed at the rate of 1½% of their average compensation of each year of credit service for the remaining years. The System also provides for death and disability benefits and the assets of the System pertaining to the participant employees.

A variety of significant actuarial assumptions are used to determine the standard measure of the pension benefit obligation and these assumptions are summarized below:

- The present value of the future pension payments was computed by using a discount of 9%.
- Future pension payments reflect an assumption of a 6% salary increase.

The amount of the total pension benefit obligation is based on a standardized measurement established by **GASB Number 27**, *Financial Reporting for Defined Benefit Pension Plans and Notes Disclosure for Defined Contributions Plans*. The standardized measurement is the actuarial present value of estimated defined pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee services performed to date. The measure is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among other public retirement systems. The measure is independent of the actuarial funding method used to determine contributions to the plan.

The membership of retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits, but not yet receiving benefits, and active employees and the distribution of active employees between vested and non-vested is not readily available.

Contributions in 2002 and prior years were made based on percentages established by the law. Such percentage has not been based on actuarial studies, as required by accounting principles generally accepted in the United States of America. An actuarial compilation of the annual contribution applicable to the **Municipality** has not been prepared. Accordingly, the accounts by which the actual contributions differ from the required actuarial contributions are not known.

The total pension expenditures recorded in the category of administration for the Fiscal Year Ended June 30, 2002 was approximately **\$149,567**. All employees who at the time of employment are 55 years old or less are eligible to participate in the System. No benefit is payable if the participant receives a refund of his accumulated contributions.

The historical trend information regarding the accumulation of assets and pension benefit obligation in the ERS are not available. For the ten-year trend information, refer to the separately issued financial statements of the ERS as of and for the year ended June 30, 2002.

NOTE 14 ESTIMATED MUNICIPAL SOLID WASTE LANDFILL CLOSING COSTS

According to the Environmental Protection Agency's (EPA) regulations, the **Municipality** must follow certain closure functions and postclosure monitoring and maintenance procedures. In addition, the **Municipality** has not adopted the **GASB Number 18** in order to comply with these regulations.

As of June 30, 2002, the **Municipality** has not performed a study of the estimated closing and postclosing cost for will be recognized in the financial statements as require the new accounting policy. Also, the **Municipality** has one inactive landfill for which closing and maintenance costs are incurred during past fiscal years. Accordingly, no provision of future cost was recognized in the financial statement as require by this accounting pronouncement.

NOTE 15 CONTINGENCIES

A. CLAIMS AND JUDGMENTS

The **Municipality** is, at present, a defendant in a number of legal matters that arise from alleged improper application of policies and negligence in the ordinary course of the **Municipality's** activities. The legal counsel of the **Municipality** has advised that at this stage in the proceedings of lawsuits he cannot offer an opinion as to the probable outcome.

In addition, the **Municipality** is a defendant or co-defendant in several legal proceedings, which are in discovery stage. Certain of these claims are covered by insurance. Legal counsel with the information currently available can not determine the final outcome of these claims. Accordingly, the financial statements do not include adjustment, if any, that could result from the resolution of this legal proceeding. However, it has been the **Municipality's** experience that such actions are settled for amounts substantially less than the claimed amounts.

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO THE GENERAL PURPOSES FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 15 CONTINGENCIES (continuation)

B. FEDERAL GRANTS

In the normal course of operations, the **Municipality** receives grants from various Federal and State Agencies. The grant programs are subject to audit by agents of the Granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

NOTE 16 GASB STATEMENTS NUMBERS 33, 34 (AS AMENDED), 37, 38 AND 39

In June 1999, the Governmental Accounting Standards Board (GASB) issued GASB No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. The objective of this Statement is to enhance the understandability and usefulness of the general-purpose external financial reports of state and local governments to the citizenry, legislative and oversight bodies, and investors and creditors. The minimum requirements for Basic Financial Statements and Required Supplementary Information (RSI) are:

- A. Management's Discussion and Analysis (MD&A) – a component of RSI, should introduce the basic financial statements and provide an objective and easily readable analytical of the government's financial activities based on currently known facts, decisions, or conditions. MD&A should discuss the current-year positive and negative results in comparison with the prior year, with emphasis on the current year.
- B. Basic Financial Statements – should include:
 1. Government-wide Statements – The government-wide statements should display information about the reporting government as a whole, except for its fiduciary activities. The statements should include separate columns for the governmental and business-type activities of the primary government as well as for its component units. Government-wide financial statements should be prepared using the economic resources measurement focus and the accrual basis of accounting. Capital assets, including infrastructure assets, and depreciation charges are reported on these new financial statements:
 - a. Statement of Net Assets
 - b. Statement of Activities
 2. Fund Financial Statements – Fund financial statements for the primary government's governmental, proprietary, and fiduciary funds should be presented after the government-wide statements. These funds should be presented after the governmental and enterprise funds. Fiduciary statements should include financial information for fiduciary funds and similar component units. Each of the three fund categories should be reported using the measurement focus and basis of accounting required for that category.

3. Notes to the Financial Statements – One set of notes for both financial statements.

- C. Required Supplementary Information other than MD&A. Except for MD&A, required supplementary information, including the required budgetary comparison information, should be presented immediately following the notes to the financial statements.

GASB No. 34 will begin to take effect for the **Municipality** in fiscal year beginning after June 15, 2002. Earlier application is encouraged.

Prospective reporting of general infrastructure assets is required at the effective dates of this Statement. Retroactive reporting of all major general governmental infrastructure assets is encouraged at that date. Retroactive reporting is required four (4) year after the effective date on the basic provisions for all major general infrastructure assets that were acquired or significantly reconstructed, or that received significant improvements, in fiscal years ending after June 30, 1980.

Governments that elect early implementation of this Statement, should also implement GASB Statement Number 33, Accounting and Financial Reporting for Nonexchange Transactions, at the same time. Also, GASB 34 was amended by GASB Number 37 and 38 for topics that should be included in the MD&A and disclosures.

On May 2002, GASB No. 39 was issued that amend GASB 14 by established additional guidance on the application of existing standards for the assessment of potential component units in determining the financial reporting entity. This statement is effective for financial statements for periods beginning after June 15, 2003. Earlier application is encouraged.

NOTE 17 SUBSEQUENT EVENT

In August 2002, the Governmental Development Bank of Puerto Rico approved a \$215,000 Special Note, Series 2002-2003, for the purchase of Equipment.

END OF NOTES

PART II

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND REPORTS REQUIRED BY GOVERNMENT AUDITING
STANDARDS AND OMB CIRCULAR A-133**

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

FEDERAL GRANTOR / PASS THROUGH GRANTOR / PROGRAM OR CLUSTER TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	FEDERAL EXPENDITURES
U.S. Department of Agriculture:			
Pass-Through Administration of Families and Children:			
Child and Adult Care Food Program	10.558	CCC-007-O	<u>\$ 556,516</u>
U.S. Department of Housing and Urban Development:			
Direct Programs:			
Section 8 Housing Choice Vouchers	14.871		187,700
Indirect Programs:			
Pass Through State – Office of the Commissioner of Municipal Affairs:			
State Block Grant Program (SBGP)	14.228	01-FD-49 00-FC-49 00-FD-49 99-FC-49 99-FD-49 98-FD-49 97-FD-49	<u>994,812</u>
Total U.S. Department of Housing and Urban Development			<u>1,182,512</u>
U.S. Department of Justice:			
Direct Program:			
Public Safety Partnerships and Community Policing Grant Program	16.710		31,766
Indirect Programs:			
Pass-Through Puerto Rico Department of Justice:			
Local Law Enforcement Block Grant	16.592	2001-LB-MO-01	<u>69,715</u>
Total U.S. Department of Justice			<u>101,481</u>
U.S. Federal Emergency Management Agency (FEMA):			
Pass-Through State – Office of Governor Authorized Representative (GAR):			
Public Assistant Grants	83.544	1136-DR-PR-121	<u>200,509</u>
Subtotal Expenditures of Federal Awards (Balance Carry Forward)			<u>\$2,041,018</u>

continue

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

FEDERAL GRANTOR / PASS THROUGH GRANTOR / PROGRAM OR CLUSTER TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	FEDERAL EXPENDITURES
Subtotal Expenditures of Federal Awards (Balance Brought Forward)			<u>\$2,041,018</u>
U.S. Department of Health and Human Services:			
Pass-Through Administration of Families and Children:			
Head Start Program.....	93.600	02-CH-0483-35 02-CH-0483-36	<u>6,175,840</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS.....			<u>\$8,216,858</u>

The accompanying Notes to Schedule of Expenditures of Federal Awards are an integral of this Schedule.

MUNICIPALITY OF OROCOVIS, PUERTO RICO

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2002

NOTE 1 GENERAL

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activities of the **Municipality of Orocovis, Puerto Rico**. The information in this Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this Schedule may differ from amounts presented in, or used in the preparation of, the general-purpose financial statements. The **Municipality** reporting entity is defined in Note 1 (A) to the general-purpose financial statements. All federal financial awards received directly from federal agency as well as federal financial awards passed through other government agencies are included on the Schedule.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- A. The accompanying Schedule of Expenditures of Federal Awards is prepared from **Municipality's** accounting records and is not intended to present financial position or the results of operations.
- B. The financial transactions are recorded by the **Municipality** in accordance with the terms and conditions of the grants, which are consistent with accounting principles generally accepted in the United States of America.
- C. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable or when actually paid, whichever occurs first.

NOTE 3 FEDERAL CFDA NUMBER

The CFDA numbers included in this Schedule were determined based on the program name, review of grant contract information and the Office of Management and Budget's Catalogue of Federal Domestic Assistance.

NOTE 4 PASS THROUGH GRANTOR'S NUMBER

State or local government redistribution of federal awards to the Municipality, treated as if they were received directly from the federal government. OMB Circular A-133 requires the schedule to include the name of the pass through entity and identifying number assigned by the pass through entity for federal awards received as a subrecipient. Numbers identified as N/A are not available.

NOTE 5 RELATIONSHIP TO GENERAL-PURPOSE COMBINED FINANCIAL STATEMENTS

Federal financial assistance expenditures are reported in the **Municipality of Orocovis, Puerto Rico's** Combined Statement of Revenues, Expenditures and Change in Fund Balance – All Governmental Fund Types as follows:

DESCRIPTION	SPECIAL REVENUE	CAPITAL PROJECT	TOTAL
Federal Programs Expenditures	\$8,056,496	\$ 160,362	\$8,216,858
State & Municipal Expenditures	<u>1,196,911</u>	<u>76,051</u>	<u>1,272,962</u>
TOTAL EXPENDITURES.....	<u>\$9,253,407</u>	<u>\$ 236,413</u>	<u>\$9,489,820</u>

NOTE 6 MAJOR PROGRAMS

Major programs are identified in the Summary of Auditor's Results Section of the Schedule of Findings and Questioned Costs.

END OF NOTES



CPA DIAZ-MARTINEZ, PSC
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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
Members of the Municipal Legislature
Municipality of Orocovis, Puerto Rico**

We have audited the financial statements of **Municipality of Orocovis, Puerto Rico (Municipality)** as of and for the year ended June 30, 2002, and have issued report thereon dated November 12, 2002, which was qualified because we been unable to audit the fixed assets of the General Fixed Assets Account Group, for no provision for liability of landfill closing and postclosing costs, and the transaction not recorded in the due from and due to accounts 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's** 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 tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

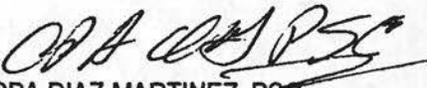
In planning and performing our audit, we considered the **Municipality's** internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider being reportable conditions. Reportable conditions involve matters coming to our consideration 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's** ability to record, process, summarize and report financial statements. Reportable conditions are described in the accompanying Schedule of Findings and Questioned Costs as items 02-II-01 and 02-II-02.

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 reportable conditions that are also considered to be material weaknesses. However, we believe that the reportable conditions described above being material weaknesses. We also noted other matters involving the internal control over financial reporting, which we have reported to management of the **Municipality** in a separate letter dated November 12, 2002.

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

Page 2

This report is intended for the information of the management, Office of the Commissioner of Municipal Affairs, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.


CPA DIAZ-MARTINEZ, PSC
Certified Public Accountants

Caguas, Puerto Rico
November 12, 2002





**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
Members of the Municipal Legislature
Municipality of Orocovis, Puerto Rico**

Compliance

We have audited the compliance of the **Municipality of Orocovis, Puerto Rico (Municipality)** 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. The **Municipality's** 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 the **Municipality's** management. Our responsibility is to express an opinion on the **Municipality's** 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 the **Municipality's** compliance with those requirements and performing such others 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 the **Municipality's** compliance with those requirements.

In our opinion, the **Municipality** 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. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs as items 02-III-01 through 02-III-03.

Internal Control Over Compliance

The management of the **Municipality** 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 the **Municipality's** 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 the internal control over compliance in accordance with OMB Circular A-133.

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

Page 2

We noted certain matter involving the internal control over compliance 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 compliance that, in our judgment, could adversely affect the Municipality's ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in the accompanying Schedule of Findings and Questioned Costs as items 02-III-01 and 02-III-02.

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 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. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that the reportable conditions described above are not material weaknesses.

This report is intended for the information of the management, Office of the Commissioner of Municipal Affairs, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.


CPA DIAZ-MARTINEZ, PSC
Certified Public Accountants

Caguas, Puerto Rico
November 12, 2002



PART III
FINDINGS AND QUESTIONED COSTS

MUNICIPALITY OF OROCOVIS, PUERTO RICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002

SECTION I – SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified Opinion Qualified Opinion
 Adverse Opinion Disclaimer Opinion

Internal control over financial reporting:

● Reportable condition(s) identified? Yes None Reported

● Material weakness (es) identified? Yes No

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:

● Reportable condition(s) identified? Yes None Reported

● Material weakness (es) identified? Yes No

Type of auditors' report issued on compliance for Major Programs:

Unqualified Opinion Qualified Opinion
 Adverse Opinion Disclaimer Opinion

Any audit finding disclosed that are required to be reported in accordance with Section 510 (a) of Circular A-133?

Yes No

Identification of Major Programs:

CFDA NUMBER	NAME OF FEDERAL PROGRAM OR CLUSTER
10.558	Child and Adult Care Food Program
93.600	Head Start Program

Dollar threshold used to distinguish between Type A and Type B Programs:

\$300,000

Auditee qualified as low-risk auditee?

Yes No

MUNICIPALITY OF OROCOVIS, PUERTO RICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002

SECTION II – FINANCIAL STATEMENT FINDINGS

FINDING	NUMBER 02-II-01
REQUIREMENT	REPORTABLE CONDITION OVER PROPERTY, PLANT AND EQUIPMENT
CONDITION	During our examination of Municipality's property record and reports we noted the following deficiencies; (1) balance in computerized property records and reports (Property Subsidiary Ledger) do not reconcile with the balances on General Ledger (General Fixed Assets Account Group); (2) Construction in Progress are not accounted for as part of Property, Plant and Equipment account balance; (3) there are not adequate internal control procedures to assure the proper valuation and timeliness of recognition of real estate inventory. <i>This is a prior year finding.</i>
CRITERIA	Article 10.002 of State Act Number 81 of August 30, 1991 states that Municipality should maintain updated property accounting records.
EFFECT	Municipality did not maintain an adequate control of the accountability regarding property transactions.
CAUSE	Evidence that system fails to provide a complete and accurate output consistent with the entity's control objectives because of the misapplication of controls.
RECOMMENDATION	Municipality should implement internal control procedures in order to comply with this requirement.
MANAGEMENT RESPONSE	Pending the Corrective Action Plan.

continue

MUNICIPALITY OF OROCOVIS, PUERTO RICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002

SECTION II – FINANCIAL STATEMENT FINDINGS

FINDING	NUMBER 02-II-02
REQUIREMENT	REPORTABLE CONDITION OVER ACCOUNTING RECORDS
CONDITION	During our examination of Municipality's cash accounts we noted that the interfund cash transactions and corresponding due from and due to accounts balances, for the fiscal year 2001-2002 and previous balances present a total combined difference of \$60,727.
CRITERIA	Article 8.010 (C) (2) and (3) of State Act Number 81 of August 30, 1991, stated that Municipality should maintain accurate accounting records and funds controls.
EFFECT	Municipality did not maintain an adequate control of the accountability regarding cash and interfund transactions.
CAUSE	Evidence that system fails to provide a complete and accurate output consistent with the entity's control objectives because of the misapplication of controls.
RECOMMENDATION	Municipality should implement internal control procedures in order to comply with this requirement.
MANAGEMENT RESPONSE	Pending the Corrective Action Plan.

MUNICIPALITY OF OROCOVIS, PUERTO RICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING	NUMBER 02-III-01
FEDERAL PROGRAMS	HEAD START PROGRAM (CFDA NO. 93.600) U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PASS-THROUGH STATE – ADMINISTRATION OF CHILDREN AND FAMILIES
	CHILD AND ADULT CARE FOOD PROGRAM (CFDA NO. 10.558) U.S. DEPARTMENT OF AGRICULTURE PASS-THROUGH STATE – ADMINISTRATION OF CHILDREN AND FAMILIES
REQUIREMENT	COMPLIANCE AND INTERNAL CONTROL
NONCOMPLIANCE	CASH MANAGEMENT
CONDITION	Municipality held high cash balances according to the bank statements. This means that federal financial assistance is sometimes requested and not used to cover immediate expenditures incurred.
CRITERIA	The U.S. Treasury Department Circular 1075; 45 CFR §74.21 (b) (5) and 45 CFR §74.22.
EFFECT	It could be understood that the Head Start and Child and Adult Care Food Programs are requesting funds that does not cover immediate expenditures incurred.
CAUSE	The Head Start Program did no maintain appropriate cash management procedures in order to keep low cash balances on those programs.
RECOMMENDATION	We recommend to management to revised their bank account balances in order to minimize the amounts held on the accounts.
QUESTIONED COSTS	None
MANAGEMENT RESPONSE	Pending the Corrective Action Plan.

MUNICIPALITY OF OROCOVIS, PUERTO RICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING	NUMBER 02-III-02
FEDERAL PROGRAMS	HEAD START PROGRAM (CFDA NO. 93.600) U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PASS-THROUGH STATE – ADMINISTRATION OF CHILDREN AND FAMILIES
REQUIREMENT	COMPLIANCE AND INTERNAL CONTROL
NONCOMPLIANCE	PROCUREMENT AND SUSPENSION AND DEBARMENT
CONDITION	During our vouching tests, we notice that for the purchase of equipment and supplies we did not find receiving reports assuring that the goods were received.
CRITERIA	The 45 CFR Subtitle A §74.53(b) state that financial records and all supporting documents shall be retained.
EFFECT	The Head Start Program did not assure that the goods paid were actually received and certified as in conformity.
CAUSE	The Head Start Program did not comply with the retention of supporting documents as established by the federal regulation.
RECOMMENDATION	We recommend to management to implement internal control procedures in order to comply with this requirement.
QUESTIONED COSTS	None
MANAGEMENT RESPONSE	Pending the Corrective Action Plan.

MUNICIPALITY OF OROCOVIS, PUERTO RICO
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING	NUMBER 02-III-03
FEDERAL PROGRAM	HEAD START PROGRAM (CFDA NO. 93.600) U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PASS-THROUGH STATE – ADMINISTRATION OF CHILDREN AND FAMILIES
REQUIREMENTS	COMPLIANCE
NONCOMPLIANCE	SPECIAL TESTS AND PROVISIONS
CONDITION	The Head Start Program did not obtain for various Centers, the required licenses issued by the Puerto Rico Fire Department, the Health Department, and the Administration of Children and Families (ADFAN).
CRITERIA	The Head Start regulations at 45 CFR Section 1306.30 (c) and OMB Circular A-133 – Compliance Supplement, state that the facilities used by Head Start grantees must comply with applicable State and local requirements concerning license. The State requirement for the operation of Head Start center include a license granted by the Puerto Rico Fire Department, Health Department and Administration of Children and Families of the Puerto Rico Department of the Family.
CAUSE	The Head Start Center's failed to obtain or renew the required license issued by the Puerto Rico Fire Department, Health Department and/or the Administration of Children and Families of the Puerto Rico Department of Family.
EFFECT	The Municipality did not comply with the applicable state licensing requirements of the Head Starts centers.
RECOMMENDATION	We recommend management to perform the required improvements and obtain the required licenses from the state agencies.
QUESTIONED COSTS	None
MANAGEMENT RESPONSE	Pending the Corrective Action Plan.

END OF SCHEDULE

MUNICIPALITY OF OROCOVIS, PUERTO RICO

SCHEDULE OF PRIOR AUDIT'S FINDINGS

FOR THE YEAR ENDED JUNE 30, 2002

FISCAL YEAR	FINDING NUMBER	FINDING	CFDA NUMBER	QUESTIONED COST	COMMENTS
(1) Audit Findings that have been Fully Corrected:					
2001	01-III-01	Reporting.	83.544	NONE	System and procedures corrected.
(2) Audit Findings not Corrected or Partially Corrected:					
2001	01-III-02	Special Test and Provisions – Required licenses.	93.600	NONE	Situation still prevail.
2000	00-III-07	Special Test and Provisions – Required licenses.	93.600	NONE	See Finding Number 01-III-02 above.
(3) Corrective action taken is significantly different from corrective action previously reported:					
NONE					
(4) Audit findings is no longer valid:					
NONE					

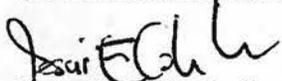
END OF SCHEDULE

MUNICIPALITY OF OROCOVIS

CORRECTIVE ACTION PLAN FOR THE
SINGLE AUDIT REPORT OF YEAR ENDED JUNE 30, 2002

FINDING NUMBER	RESPONSIBLE INDIVIDUAL	MANAGEMENT VIEWS	CORRECTIVE ACTION PLAN	ANTICIPATED COMPLETION DATE
02-11-01	Mr. Rafael Rivera	We are in the process to accept proposal of specialized persons in the property area, and wait for the Commissioner Office of Municipality Affairs, to bring up-to-date the system to enter the correct data.	<p>Contract specialize professional in the Property Area, who can help to bring up-to-date the inventory.</p> <p>Account the construction in progress as part of property, plant and equipment.</p> <p>Reconcile the Property Subsidiary Ledger, with the balance on General Ledger, when the system be ready.</p>	March 31, 2003
02-11-02	Mr. Rafael Rivera	Make the corresponding actions, by contract a consultant to make the respective adjustment.	<p>Contract a consultant to make the respective adjustment.</p> <p>Implement internal control procedures in order to comply with this requirement.</p>	March 31, 2003

The information stated above has been determined to be accurate based upon information available as of _____


 Jesús E. Colón Berlinger
 Name
 Position: Mayor

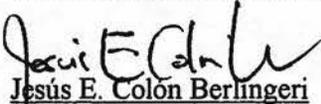
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MUNICIPALITY OF OROCOVIS

**CORRECTIVE ACTION PLAN FOR THE
SINGLE AUDIT REPORT OF YEAR ENDED JUNE 30, 2002**

FINDING NUMBER	RESPONSIBLE INDIVIDUAL	MANAGEMENT VIEWS	CORRECTIVE ACTION PLAN	ANTICIPATED COMPLETION DATE
02-111-01	Mr. Ernesto Mercado	Measures will be taken to comply with the minimum cash management.	The cash requisition is made in accordance with program needs.	March 31, 2003
02-111-02	Mr. Juan C. Torres	Implement internal control procedures in order to comply with the retention of supporting documents.	The Head Start Program assures that the goods paid were actually received and certified the documents. Only one employee received the merchandise.	March 31, 2003

The information stated above has been determined to be accurate based upon information available as of _____


Jesús E. Colón Berlinger
 Name

Position: Mayor

MUNICIPALITY OF OROCOVIS

**CORRECTIVE ACTION PLAN FOR THE
SINGLE AUDIT REPORT OF YEAR ENDED JUNE 30, 2002**

FINDING NUMBER	RESPONSIBLE INDIVIDUAL	MANAGEMENT VIEWS	CORRECTIVE ACTION PLAN	ANTICIPATED COMPLETION DATE
02-111-03	Mr. Jesús M. Torres	The Head Start Program required an eighty percent (80%) of licenses to operate the centers, but twenty percent (20%) are in process in the state agencies.	<p>Visit the different agencies to communicate the importance of these licenses in all the centers.</p> <p>Maintain a record with the evidence when you write and call the state agencies.</p> <p>Give instructions to centers' personnel about the importance of these licenses, to call at time when these need to renovate.</p>	March 1, 2003

The information stated above has been determined to be accurate based upon information available as of _____


Jesús E. Colón Berlingeri
 Name

Position: Mayor

FORM **SF-SAC**
(3-20 2001)

U.S. DEPT. OF COMM.— Econ. and Stat. Admin.— U.S. CENSUS BUREAU
ACTING AS COLLECTING AGENT FOR
OFFICE OF MANAGEMENT AND BUDGET

**Data Collection Form for Reporting on
AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS
for Fiscal Year Ending Dates On or After January 1, 2001**

▶ Complete this form, as required by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

**Federal Audit Clearinghouse
1201 E. 10th Street
Jeffersonville, IN 47132**

GENERAL INFORMATION (To be completed by auditee, except for Item 7)

1. Fiscal period ending date for this submission Month Day Year Fiscal Period End Dates Must 06 / 30 / 2002 Be On or After January 1, 2001		2. Type of Circular A-133 audit 1 <input checked="" type="checkbox"/> Single audit 2 <input type="checkbox"/> Program-specific audit										
3. Audit period covered 1 <input checked="" type="checkbox"/> Annual 3 <input type="checkbox"/> Other - Months 2 <input type="checkbox"/> Biennial		FEDERAL GOVERNMENT USE ONLY	4. Date received by Federal clearinghouse									
5. Employer Identification Number (EIN) a. Auditee EIN <table border="1" style="display: inline-table; text-align: center; width: 150px; height: 20px;"> <tr><td>6</td><td>6</td><td>0</td><td>4</td><td>3</td><td>3</td><td>4</td><td>9</td><td>1</td></tr> </table>		6	6	0	4	3	3	4	9	1	b. Are multiple EINs covered in this report? 1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No If Part I, Item 5b = "Yes," complete Part I, Item 5c (Complete the continuation sheet on Page 4)	
6	6	0	4	3	3	4	9	1				

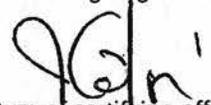
6. AUDITEE INFORMATION

a. Auditee name MUNICIPALITY OF OROCOVIS	
b. Auditee address (Number and street) PO BOX 2106	
City OROCOVIS	
State PR	ZIP + 4 Code 0 0 7 2 0 - 2 1 0 6
c. Auditee contact Name JESUS E. COLON BERLINGERI	
Title MAYOR	
d. Auditee contact telephone (787) 867 - 5000	
e. Auditee contact FAX (Optional) (787) 867 - 0309	
f. Auditee contact E-mail (Optional)	

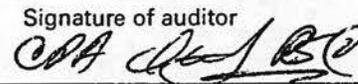
7. AUDITOR INFORMATION (To be completed by auditor)

a. Auditor name CPA DIAZ-MARTINEZ, PSC	
b. Auditor address (Number and street) PO BOX 8369	
City CAGUAS	
State PR	ZIP + 4 Code 0 0 7 2 6 - 8 3 6 9
c. Auditor contact Name JOSE E. DIAZ-MARTINEZ	
Title PRESIDENT	
d. Auditor contact telephone (787) 746 - 0510	
e. Auditor contact FAX (Optional) (787) 746 - 0525	
f. Auditor contact E-mail (Optional) CPADIAZMARTINEZ@HOTMAIL.COM	

g. AUDITEE CERTIFICATION STATEMENT - This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, Items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and, (3) the information included in **Parts I, II, and III** of this data collection form is accurate and complete. I declare that the foregoing is true and correct.

Signature of certifying official 
 Date Month Day Year
 12 / 18 / 02
 Printed Name/Title of certifying official
 JESUS E COLON BERLINGERI, MAYOR

9. AUDITOR STATEMENT - The data elements and information included in this form are limited to those prescribed by OMB Circular A-133. The information included in Parts II and III of the form, except for Part III, Items 8, 9, and 10, was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and is **not a substitute** for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by OMB Circular A-133, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by OMB Circular A-133, the information in **Parts II and III** of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.

Signature of auditor 
 Date Month Day Year
 12 / 16 / 02

GENERAL INFORMATION - Continued

8. Did the auditee expend more than \$25,000,000 in Federal awards during the fiscal year? (Mark (X) one box)
1 [] Yes - Identify Cognizant Agency in Part I, Item 9 2 [X] No - SKIP to Part II, Item 1

9. Indicate which Federal awarding agency provided the predominant amount of direct funding in fiscal year 2000. (Mark (X) one box) However, if cognizance has been reassigned, see instructions.
02 [] Agency for International Development 81 [] Energy 14 [] Housing and Urban Development 47 [] National Science Foundation
10 [] Agriculture 66 [] Environmental Protection Agency 15 [] Interior 20 [] Transportation
11 [] Commerce 83 [] Federal Emergency Management Agency 16 [] Justice [] Other - Specify:
12 [] Defense 93 [] Health and Human Services 17 [] Labor
84 [] Education

FINANCIAL STATEMENTS (To be completed by auditor)

1. Type of audit report (Mark (X) one box)
1 [] Unqualified opinion 2 [X] Qualified opinion 3 [] Adverse opinion 4 [] Disclaimer of opinion
2. Is a "going concern" explanatory paragraph included in the audit report? 1 [] Yes 2 [X] No
3. Is a reportable condition disclosed? 1 [X] Yes 2 [] No - SKIP to Item 5
4. Is any reportable condition reported as a material weakness? 1 [X] Yes 2 [] No
5. Is a material noncompliance disclosed? 1 [] Yes 2 [X] No

FEDERAL PROGRAMS (To be completed by auditor)

1. Type of audit report on major program compliance
1 [X] Unqualified opinion 2 [] Qualified opinion 3 [] Adverse opinion 4 [] Disclaimer of opinion
2. Does the auditor's report include a statement that the auditee's financial statements include departments, agencies, or other organizational units expending greater than \$300,000 in Federal awards that have separate A-133 audits which are not included in this audit? (AICPA SOP 98-3 chapter 10) 1 [] Yes 2 [X] No
3. What is the dollar threshold to distinguish Type A and Type B programs? (\$ __ .520(b)) \$ 300,000
4. Did the auditee qualify as a low-risk auditee? (\$ __ .530) 1 [] Yes 2 [X] No
5. Is a reportable condition disclosed for any major program? (\$ __ .510(a)(1)) 1 [X] Yes 2 [] No - SKIP to Item 7
6. Is any reportable condition reported as a material weakness? (\$ __ .510(a)(1)) 1 [] Yes 2 [X] No
7. Are any known questioned costs reported? (\$ __ .510(a)(3) or (4)) 1 [] Yes 2 [X] No
8. Was a Summary Schedule of Prior Audit Findings prepared? (\$ __ .315(b)) 1 [X] Yes 2 [] No

9. Indicate which Federal agency(ies) have current year audit findings related to direct funding or prior audit findings shown in the Summary Schedule of Prior Audit Findings related to direct funding. (Mark (X) all that apply or None)
02 [] Agency for International Development 83 [] Federal Emergency Management Agency 43 [] National Aeronautics and Space Administration 96 [] Social Security Administration
10 [] Agriculture 39 [] General Services Administration 89 [] National Archives and Records Administration 19 [] State
23 [] Appalachian Regional Commission 93 [] Health and Human Services 05 [] National Endowment for the Arts 20 [] Transportation
11 [] Commerce 14 [] Housing and Urban Development 06 [] National Endowment for the Humanities 21 [] Treasury
94 [] Corporation for National and Community Service 03 [] Institute for Museum Services 47 [] National Science Foundation 82 [] United States Information Agency
12 [] Defense 15 [] Interior 07 [] National Science Foundation 64 [] Veterans Affairs
84 [] Education 16 [] Justice 07 [] Office of National Drug Control Policy 00 [X] None
81 [] Energy 17 [] Labor 59 [] Small Business Administration [] Other - Specify:
66 [] Environmental Protection Agency 09 [] Legal Services Corp

Each agency identified is required to receive a copy of the reporting package.

In addition, one copy each of the reporting package is required for:

- the Federal Audit Clearinghouse archives [X]
• and, if not marked above, the cognizant agency (if identified in Part I, Item 9) [0]

Count total number of boxes marked above and submit this number of reporting packages 1

FEDERAL PROGRAMS - Continued (Page 3 - #1 of 1)

FORM SF-SAC (3-20-2001)

10. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR

11. AUDIT FINDINGS

CFDA Number (a)		Research and development (b)	Name of Federal program (c)	Amount expended (d)	Direct award (e)	Major program (f)	Type(s) of compliance requirement(s) ³ (a)	Audit finding reference number(s) ⁴ (b)
Federal Agency Prefix ¹	Extension ²							
1 0	.558	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	CHILD AND ADULT CARE FOOD PROGRAM	\$ 556,516 .00	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No	C	02-III-01
1 4	.871	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	SECTION 8 HOUSING CHOICE VOUCHERS PROGRAM	\$ 187,700 .00	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	O	N/A
1 4	.228	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	STATE BLOCK GRANT PROGRAM	\$ 994,812 .00	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	O	N/A
1 6	.710	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	PUBLIC SAFETY AND COMMUNITY POLICING GRANT PROGRAM	\$ 31,766 .00	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	O	N/A
1 6	.592	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	LOCAL LAW ENFORCEMENT BLOCK GRANT	\$ 69,715 .00	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	O	N/A
8 3	.544	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	PUBLIC ASSISTANT GRANTS	\$ 200,509 .00	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	O	N/A
9 3	.600	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	HEAD START PROGRAM	\$ 6,175,840 .00	1 <input type="checkbox"/> Yes 2 <input checked="" type="checkbox"/> No	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No	CIN	02-III-01; 02-II I-02; 02-III-03
		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		\$.00	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		
		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		\$.00	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		
		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		\$.00	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		
TOTAL FEDERAL AWARDS EXPENDED →				\$ 8,216,858 .00	IF ADDITIONAL LINES ARE NEEDED, PLEASE PHOTOCOPY THIS PAGE, ATTACH ADDITIONAL PAGES TO THE FORM, AND SEE INSTRUCTIONS			

¹ See Appendix 1 of instructions for valid Federal Agency two-digit prefixes.

² Or other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available. (See Instructions)

³ Enter the letter(s) of all type(s) of compliance requirement(s) that apply to audit findings (i.e., noncompliance, reportable conditions (including material weaknesses), questioned costs, fraud, and other items reported under § __.510(a)) reported for each Federal program.

- | | | | |
|------------------------------------|---|--|----------|
| A. Activities allowed or unallowed | F. Equipment and real property management | K. Real property acquisition and relocation assistance | O. None |
| B. Allowable costs/cost principles | G. Matching, level of effort, earmarking | L. Reporting | P. Other |
| C. Cash management | H. Period of availability of Federal funds | M. Subrecipient monitoring | |
| D. Davis - Bacon Act | I. Procurement and suspension and debarment | N. Special tests and provisions | |
| E. Eligibility | J. Program income | | |

⁴ N/A for NONE

EIN:

Page 4

Item 5 Continuation Sheet

c. List the multiple Employer Identification Numbers (EINs) covered in this report.

1		16		31		46		61
2		17		32		47		62
3		18		33		48		63
4		19		34		49		64
5		20		35		50		65
6		21		36		51		66
7		22		37		52		67
8		23		38		53		68
9		24		39		54		69
10		25		40		55		70
11		26		41		56		71
12		27		42		57		72
13		28		43		58		73
14		29		44		59		74
15		30		45		60		75

IF ADDITIONAL LINES ARE NEEDED, PLEASE PHOTOCOPY THIS PAGE, ATTACH ADDITIONAL PAGES TO THE FORM, AND SEE INSTRUCTIONS.

FORM SF-SAC (3-20-2001)