

**OFICINA DEL COMISIONADO DE ASUNTOS MUNICIPALES**

**AREA DE ASESORAMIENTO, REGLAMENTACION E INTERVENCION FISCAL**

**AREA DE ARCHIVO DIGITAL**

**MUNICIPIO DE SABANA GRANDE**

**AUDITORIA 2000-01**

**30 DE JUNIO DE 2001**

OFIC. DEL COMISIONADO  
DE ASUNTOS MUNICIPALES  
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**COMMONWEALTH OF PUERTO RICO  
MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

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

**JUNE 30, 2001**

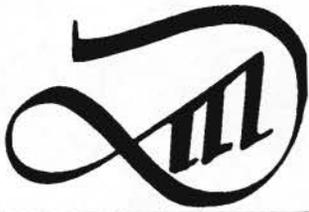
**(WITH THE ADDITIONAL REPORTS AND INFORMATION  
REQUIRED BY THE GOVERNMENT AUDITING STANDARDS  
AND OMB CIRCULAR A-133)**

COMMONWEALTH OF PUERTO RICO  
MUNICIPALITY OF SABANA GRANDE, PUERTO RICO  
**INDEPENDENT AUDITORS' REPORTS ON  
GENERAL-PURPOSE COMBINED FINANCIAL STATEMENTS**  
**JUNE 30, 2001**  
(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 Sabana Grande, Puerto Rico**

We have audited the accompanying general-purpose financial statements of the **Municipality of Sabana Grande, Puerto Rico (Municipality)**, as of and for the year ended June 30, 2001, 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**, has not maintained a complete and accurate inventory of property, plant and equipment purchased in prior years to June 30, 2001. We were, therefore, unable to apply generally accepted auditing procedures to an examination of the costs of assets included in the General Fixed Assets Account Group.

As explained in Note 12, the **Municipality** is in process to perform a study of the estimated landfill closing and postclosing costs to be recognized in the general-purpose combined financial statements, as required by the GASB No. 18, "*Accounting for Municipal Solid Waste Landfill Closure and Postclosure Care Costs*". Accordingly, no provision for liability has been made in the 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 and for no provision for liability of landfill closing and postclosing costs, 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, 2001, 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 16, 2001 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 [Signature] P.S.C.*  
CPA DIAZ-MARTINEZ, PSC  
Certified Public Accountants

Caguas, Puerto Rico  
November 16, 2001



**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

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

**JUNE 30, 2001**

	GOVERNMENTAL FUND TYPES				ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
<b>ASSETS AND OTHER DEBITS:</b>							
Cash (Note 1 E) .....	\$ 1,511,986	\$ 1,191,048	\$ 93,243	\$ -	\$ -	\$ -	\$ 2,796,277
Cash with Fiscal Agent (Note 1E) .....	21	1,237,358	1,156,118	1,028,638	-	-	3,422,135
Receivables:							
Property Taxes (Note 8) .....	-	-	-	19,288	-	-	19,288
Volume of Business Tax (Note 9) .....	-	-	-	-	-	-	-
Federal Grants (Note 10) .....	-	42,590	115,035	-	-	-	157,625
Others Funds (Note 3) .....	262,447	45,331	258,833	-	-	-	566,611
Others .....	3,696	105,672	-	-	-	-	109,368
Property, Plant and Equipment (Note 5) .....	-	-	-	-	18,203,159	-	18,203,159
Amount Available in Debt Service Fund (Note 7) .....	-	-	-	-	-	1,039,570	1,039,570
Amount to be Provide for Payment of:							
General Long-Term Debt (Note 6) .....	-	-	-	-	-	5,519,751	5,519,751
Property Taxes Advance (Note 6) .....	-	-	-	-	-	735,214	735,214
Vested Compensated Absences (Notes 1 H and 6) .....	-	-	-	-	-	963,853	963,853
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 1,778,150</b>	<b>\$ 2,621,999</b>	<b>\$ 1,623,229</b>	<b>\$ 1,047,926</b>	<b>\$18,203,159</b>	<b>\$ 8,258,388</b>	<b>\$33,532,851</b>

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

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

**JUNE 30, 2001**

	GOVERNMENTAL FUND TYPES				ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
<b>LIABILITIES AND FUND EQUITY</b>							
<b>LIABILITIES:</b>							
Accounts Payable and Accrued Liabilities .....	\$ 185,001	\$ 35,655	\$ 143,902	\$ -	\$ -	\$ -	\$ 364,558
Due to:							
Government Units (Note 4) .....	430,464	-	-	-	-	-	430,464
Other Funds (Note 3) .....	304,164	254,091	-	8,356	-	-	566,611
Deferred Revenues:							
Volume of Business Tax (Note 9).....	789,616	-	-	-	-	-	789,616
Federal Grants (Note 10) .....	-	747,748	3,577	-	-	-	751,325
Long-Term Debts:							
General Obligation Bonds (Note 6) .....	-	-	-	-	-	5,568,321	5,568,321
Special Obligation Bonds (Note 6) .....	-	-	-	-	-	991,000	991,000
Property Taxes Advance (Note 6) .....	-	-	-	-	-	735,214	735,214
Intergovernmental Advance (Note 6) ....	-	-	-	-	-	-	-
Vested Compensated Absences (Note 1 H and 6).....	-	-	-	-	-	963,853	963,853
<b>TOTAL LIABILITIES .....</b>	<b>1,709,245</b>	<b>1,037,494</b>	<b>147,479</b>	<b>8,356</b>	<b>-</b>	<b>8,258,388</b>	<b>11,160,962</b>

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

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

**JUNE 30, 2001**

	GOVERNMENTAL FUND TYPES				ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
<b>FUND EQUITY:</b>							
Investment in Property, Plant and Equipment (Note 5) .....	\$ -	\$ -	\$ -	\$ -	\$18,203,159	\$ -	\$18,203,159
Fund Balance:							
Reserved for Encumbrances (Note 1 D).....	86,231	-	-	-	-	-	86,231
Unreserved:							
Designated for Debt Service.....	-	-	-	1,039,570	-	-	1,039,570
Designated for Subsequent Expenditures .....	21	1,584,505	1,475,750	-	-	-	3,060,276
Undesignated .....	(17,347)	-	-	-	-	-	(17,347)
<b>TOTAL FUND EQUITY.....</b>	<b>68,905</b>	<b>1,584,505</b>	<b>1,475,750</b>	<b>1,039,570</b>	<b>18,203,159</b>	<b>-</b>	<b>22,371,889</b>
<b>TOTAL LIABILITIES AND FUND EQUITY .....</b>	<b>\$ 1,778,150</b>	<b>\$ 2,621,999</b>	<b>\$ 1,623,229</b>	<b>\$ 1,047,926</b>	<b>\$18,203,159</b>	<b>\$ 8,258,388</b>	<b>\$33,532,851</b>

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

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

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

**FOR THE YEAR ENDED JUNE 30, 2001**

	GOVERNMENTAL FUND TYPES				TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	
<b>REVENUES</b>					
Property Taxes (Note 8).....	\$ 1,485,563	\$ -	\$ -	\$ 491,406	\$ 1,976,968
Volume of Business Taxes (Note 9).....	909,215	-	-	-	909,215
Federal Assistance (Note 10).....	-	4,908,808	1,335,146	-	6,243,954
Intergovernmental (Note 10).....	3,717,576	930,555	-	-	4,648,131
Rent .....	64,647	-	-	-	64,647
Miscellaneous .....	1,091,474	-	-	-	1,091,474
<b>TOTAL REVENUES</b> .....	<b>7,268,475</b>	<b>5,839,363</b>	<b>1,335,146</b>	<b>491,406</b>	<b>14,934,389</b>
<b>EXPENDITURES</b>					
<b>Current:</b>					
Mayor and Municipal Legislature .....	1,715,675	-	-	-	1,715,675
General Government .....	1,471,689	987,403	52,997	-	2,512,087
Public Safety .....	101,189	164,974	-	-	266,164
Public Works .....	1,960,849	-	-	-	1,960,849
Culture and Recreation .....	377,205	-	-	-	377,205
Sanitation.....	302,409	60,749	-	-	363,158
Human Services and Welfare .....	894,733	4,375,997	-	-	5,270,730
Urban Development .....	-	84,983	1,859,146	-	1,944,128
Capital Outlays.....	52,901	1,945,255	-	-	1,998,156
Advance of Property Taxes.....	616,597	-	-	-	616,597
<b>Debt Service:</b>					
Principal Retirement (Notes 6 and 7).....	-	-	-	347,000	347,000
Interest Payment.....	-	-	-	262,070	262,070
<b>TOTAL EXPENDITURES</b> .....	<b>7,493,247</b>	<b>7,619,361</b>	<b>1,912,143</b>	<b>609,070</b>	<b>17,633,818</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b> .....	<b>(224,772)</b>	<b>(1,779,998)</b>	<b>(576,997)</b>	<b>(117,664)</b>	<b>(2,699,429)</b>

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

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

**FOR THE YEAR ENDED JUNE 30, 2001**

	GOVERNMENTAL FUND TYPES				TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	
<b>OTHER FINANCIAL SOURCES (USES):</b>					
Advances of Property Taxes (Note 8).....	\$ 616,597	\$ -	\$ -	\$ -	\$ 616,597
Proceed of Loans (Note 6) .....	3,725,000	-	-	-	3,725,000
Operating Transfer In .....	-	2,990,000	1,037,183	209,191	4,236,374
Operating Transfer Out.....	<u>(3,934,191)</u>	<u>(302,183)</u>	<u>-</u>	<u>-</u>	<u>(4,236,374)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES) .....</b>	<u>407,406</u>	<u>2,687,817</u>	<u>1,037,183</u>	<u>209,191</u>	<u>4,341,597</u>
Excess (Deficiency) of Revenues And Other Financing Sources Over (Under) Expenditures and Other Financing Sources .....	182,634	907,819	460,186	91,527	1,642,168
Fund Balances (Deficit), At Restated, at Beginning of Year .....	<u>(113,729)</u>	<u>676,686</u>	<u>1,015,564</u>	<u>948,043</u>	<u>2,526,563</u>
<b>FUND BALANCES AT END OF YEAR.....</b>	<u>\$ 68,905</u>	<u>\$ 1,584,505</u>	<u>\$ 1,475,750</u>	<u>\$ 1,039,570</u>	<u>\$ 4,168,731</u>

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

**MUNICIPALITY OF SABANA GRANDE, 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, 2001**

	GENERAL			DEBT SERVICE		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>						
Property Taxes Advances .....	\$ 1,485,563	\$ 1,485,563	\$ -	\$ 324,128	\$ 491,406	\$ 167,277
Volume of Business Taxes .....	950,000	909,215	(40,785)	-	-	-
Intergovernmental .....	3,543,417	3,541,590	(1,827)	-	-	-
Rent.....	202,000	64,647	(137,353)	-	-	-
Miscellaneous.....	<u>753,809</u>	<u>1,017,096</u>	<u>263,287</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REVENUES.....	<u>6,934,789</u>	<u>7,018,111</u>	<u>83,322</u>	<u>324,128</u>	<u>491,406</u>	<u>167,277</u>
<b>EXPENDITURES AND ENCUMBRANCES</b>						
Mayor and Municipal Legislature.....	1,777,682	1,770,923	6,759	-	-	-
General Government:						
Finance.....	1,183,984	1,175,706	8,278	-	-	-
Personnel .....	122,652	122,652	-	-	-	-
Insurance.....	4,200	3,336	864	-	-	-
Public Safety .....	101,729	101,250	479	-	-	-
Public Works .....	1,882,801	1,882,337	464	-	-	-
Culture and Recreation .....	396,136	377,225	18,911	-	-	-
Sanitation .....	302,409	302,409	-	-	-	-
Human Services and Welfare.....	899,905	899,766	139	-	-	-
Capital Outlays .....	54,101	54,056	45	-	-	-
Debt Services.....	<u>-</u>	<u>-</u>	<u>-</u>	<u>324,128</u>	<u>609,070</u>	<u>(284,942)</u>
TOTAL EXPENDITURES AND ENCUMBRANCES .....	<u>6,725,598</u>	<u>6,689,660</u>	<u>35,939</u>	<u>324,128</u>	<u>609,070</u>	<u>(284,942)</u>
EXCESS OF REVENUES Over (Under) Expenditures and Encumbrances .....	<u>209,191</u>	<u>328,451</u>	<u>119,260</u>	<u>-</u>	<u>(117,664)</u>	<u>(117,664)</u>

continue

**MUNICIPALITY OF SABANA GRANDE, 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, 2001**

	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>
<b>OTHER FINANCIAL SOURCES (USES):</b>						
Operating Transfer In .....	\$ -	\$ -	\$ -	\$ -	\$ 209,191	(\$ 209,191)
Operating Transfer Out .....	<u>(209,191)</u>	<u>(209,191)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Sources (Uses) Over Expenditures and Other Uses .....	<u>\$ -</u>	119,260	<u>\$ 119,260</u>	<u>\$ -</u>	91,527	<u>\$ 91,527</u>
Adjustment Required Under Generally Accepted Accounting Principles:						
Net Change in Encumbrance.....		(26,386)			-	
Proceeds on Special Note .....		3,725,000			-	
GAAP Adjustment to Revenues...		250,363			-	
Accrual Liability for Certain Debts Not Recognized in Budget .....		(155,512)			-	
Net Changes in Unbudgeted Items .....		(3,730,091)			-	
Fund Balance (Deficit), As Restated, at Beginning of Year .....		<u>(113,729)</u>			<u>948,043</u>	
<b>FUND BALANCE AT END OF YEAR .....</b>		<u><b>\$ 68,905</b></u>			<u><b>\$ 1,039,570</b></u>	

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

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSES FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The **Municipality of Sabana Grande, Puerto Rico (Municipality)** was founded in the year 1813, 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 general 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 combined financial statements of the **Municipality** have been prepared in accordance with accounting principles general accepted in the United States of America (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 addressed 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 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 set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, as appropriate. 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 accounts 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**.

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**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)**

**B. Basis of Presentation (continuation)**

**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.

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 and interests.

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. The 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.

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**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)**

**C. Basis of Accounting (continuation)**

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 General 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 31 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.
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 13, 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 generally accepted accounting principles (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 8).
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.

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**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)**

**D. Budgetary Accounting (continuation)**

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 a 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 Government Development Bank of the Commonwealth of Puerto Rico. 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.

**F. 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.

**G. 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,

underground water and sewer facilities and certain other property are recorded as expenditures and are not capitalized in the General Fixed Assets Account Group. 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.

**H. Vested 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 (3) 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.

**I. 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**.

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continuation)**

**J. 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.

**K. 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.

**L. 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.

**M. Use of Estimates**

In preparing financial statements in conformity with generally accepted accounting principles, 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**

The Municipality follows the practice of pooling cash of all funds, except from restricted funds held by the Municipal Revenue Collection Center for repayment of principal and interests on general long-term obligations, and federal financial awards. 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.

ISSUED BY	CERTIFICATE OF DEPOSIT NUMBER	PRINCIPAL AMOUNT	INTEREST RATE	EXPIRATION DATE
Western Bank .....	2900710032	\$ 400,000	3.60%	09-23-01
Western Bank .....	2900710028	400,000	3.60%	09-21-01
Western Bank .....	2900710029	250,000	3.60%	10-04-01
Western Bank .....	2900710030	250,000	3.80%	07-12-01
Western Bank .....	2900710031	<u>250,000</u>	3.60%	10-04-01
<b>TOTAL</b>		<b><u>\$1,550,000</u></b>		

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 3 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, 2001 consist of the follows:

	<u>Interfund</u>	
	<u>Receivable</u>	<u>Payable</u>
General:		
Interfund Advances .....	\$ 254,091	\$ -
Cash System in Current Account .....	-	304,164
Interest Receivable from Debt Service Fund .....	8,356	-
Special Revenue:		
Interfund Advances .....	-	254,091
Cash System in Current Account .....	45,331	-
Capital Project:		
Cash System in Current Account .....	258,833	-
Debt Service:		
Interest Payable to General Fund .....	-	8,356
<b>TOTAL.....</b>	<b><u>\$ 566,611</u></b>	<b><u>\$ 566,611</u></b>

**NOTE 4 DUE TO OTHER GOVERNMENTAL UNITS**

As of June 30, 2001, balance due to other governmental units of the General Fund for services rendered to the **Municipality**, consists of the following:

	<u>AMOUNT</u>
P. R. Department of Labor and Human Resources .....	\$160,582
Water and Sewer Authority .....	47,227
Puerto Rico Electric Power Authority .....	220,135
General Service Administration .....	<u>2,520</u>
<b>TOTAL.....</b>	<b><u>\$430,464</u></b>

**NOTE 5 PROPERTY, PLANT AND EQUIPMENT**

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

<u>Description</u>	<u>Balance July 1, 2000</u>	<u>Additions</u>	<u>Dispositions and Adjustments</u>	<u>Balance June 30, 2001</u>
Land .....	\$ 1,034,845	\$ 498,966	\$ -	\$ 1,533,811
Building and Improvements .....	11,060,442	1,922,989	-	12,983,431
Machinery and Equipment .....	<u>3,852,633</u>	<u>171,560</u>	<u>338,276</u>	<u>3,685,917</u>
<b>TOTAL .....</b>	<b><u>\$15,947,920</u></b>	<b><u>\$ 2,593,515</u></b>	<b><u>\$ 338,276</u></b>	<b><u>\$18,203,159</u></b>

**NOTE 6 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 7). General obligations bonds and notes payable as of June 30, 2001, are comprised of the following individual issues:

<u>Description</u>	<u>Amount</u>
<b>General Obligations Bonds:</b>	
\$361,000, Series 1984, payable in annual installments ranging from \$5,000 to \$26,000, excluding interest, through January 1, 2008; interest at 5.00% .....	\$ 150,000
\$350,000 Series 1991, payable in annual installments ranging from \$13,000 to \$31,000, excluding interest, through January 1, 2015; interest at 5.25% (Community Facilities Loan) .....	308,000
\$350,000 Series 1992, payable in annual installments; actually in process of disbursement; interest at 5.25% (Com. Facilities Loan) ...	321,000

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 6 GENERAL LONG-TERM DEBTS (continuation)**

Description	Amount	Description	Amount
<b>General Obligations Bonds:</b>		\$60,000, Series 2000, payable in annual installments ranging from \$1,000 to \$6,000, excluding interest, through January 1, 2024; interest ranging from 6.41% to 6.56% .....	\$ 59,000
\$735,000 Series 2001, payable in annual installments ranging from \$15,000 to \$75,000, excluding interest, through July 1, 2020; interest at 8.00%.....	\$ 735,000	\$600,000, Series 1998, actually in process of disbursement; interest, at 5.00% (Water & Waste Disposal Loans & Grants) .....	415,321
\$1,760,000 Series 2001, payable in annual installments ranging from \$25,000 to \$160,000, excluding interest, through July 1, 2025; interest at 8.00%.....	1,735,000	\$222,000 Series 1996, actually in process of disbursement, interest, at 4.50% (Water & Waste Disposal Loans & Grants) .....	<u>216,000</u>
\$163,000, Series 1996, payable in annual installments ranging from \$24,000 to \$31,000, excluding interest, through January 1, 2002; interest at 4.875%.....	31,000	Total General Obligations – Bonds.....	<u>5,568,321</u>
\$755,000 Series 2001, payable in annual installments ranging from \$15,000 to \$65,000, excluding interest, through July 1, 2025; interest at 8.00%.....	745,000	<b>Notes Payable:</b>	
\$310,000, Series 1997, payable in annual installments ranging from \$5,000 to \$30,000, excluding interest, through July 1, 2002; interest ranging from 4.7 to 6.63%.....	290,000	\$200,000, Series 1988, payable in quarterly installments of \$2,500, excluding interest, through July 1, 2007; interest at 8.00%.....	60,000
\$230,000, Series 1998, payable in annual installments ranging from \$5,000 to \$20,000, excluding interest, through July 1, 2022; interest at 8.00%.....	215,000	\$880,000 Series 1986, payable in quarterly installments ranging from \$31,000 to \$44,000, excluding interest, through July 1, 2006; variable interest up to 8.5% .....	155,000
\$121,000, Series 1998, payable in annual installments ranging from \$3,000 to \$8,000, excluding interest, through July 1, 2003; interest at 4.50%.....	118,000	\$114,000 Series 1998, payable in quarterly installments ranging from \$14,000 to \$19,000, excluding interest, through January 1, 2005; interest at 4.75% (Community Facilities Loan) .....	70,000
\$140,000, Series 1999, payable in annual installments ranging from \$5,000 to \$10,000, excluding interest, through July 1, 2023; interest at 8.00%.....	130,000	\$241,000, Series 1999, payable in annual installments ranging from \$56,000 to \$64,000, excluding interest, through January 1, 2003, interest at 4.50% (Water & Waste Disposal Loans & Grants).....	126,000
\$105,000, Series 2000, payable in annual installments ranging from \$5,000 to \$15,000, excluding interest, through January 1, 2009; interest at 8.00%.....	100,000	\$125,000, Series 2000, payable in annual installments ranging from \$20,000 to \$30,000, excluding interest, through July 1, 2004; interest at 7.50%.....	105,000
		\$475,000, Series 2001, payable in annual installments ranging from \$55,000 to \$90,000, excluding interest, through July 1, 2007; interest at 8.00%.....	<u>475,000</u>
		Total Notes Payable .....	<u>991,000</u>
		Total General Obligations Bonds and Notes.....	<u>\$6,559,321</u>

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 6 GENERAL LONG-TERM DEBTS (continuation)**

The annual requirements to amortize the general and notes obligations outstanding as of June 30, 2001, are as follows:

Year Ending June 30,	Principal Payment	Interest Payment	Total Payment
2002	\$ 364,000	\$ 366,004	\$ 730,004
2003	344,000	408,730	752,730
2004	300,000	385,875	685,875
2005	319,000	364,463	683,463
After 2005	<u>5,232,321</u>	<u>3,177,425</u>	<u>8,409,746</u>
<b>TOTAL</b>	<b><u>\$ 6,559,321</u></b>	<b><u>\$ 4,702,497</u></b>	<b><u>\$11,261,818</u></b>

**B. OTHER LONG - TERM DEBTS**

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

Description	Balance July 1, 2000	New Issues	Retirements and Current Maturates	Balance June 30, 2001
Property Tax Advance – MRCC ...	\$ 413,053	\$ 977,508	\$ 655,347	\$ 735,214
Compensated Absences .....	<u>718,219</u>	<u>245,634</u>	-	<u>963,853</u>
<b>TOTAL .....</b>	<b><u>\$1,131,272</u></b>	<b><u>\$1,223,142</u></b>	<b><u>\$ 655,347</u></b>	<b><u>\$1,699,067</u></b>

**C. CHANGES IN GENERAL LONG-TERM DEBTS**

The following is a summary of changes in long-term obligations for the year ended June 30, 2001:

Description	Balance July 1, 2000	New Issues	Retirements and Current Maturates	Balance June 30, 2001
General.....	\$2,408,331	\$3,371,990	\$ 212,000	\$5,568,321
Special.....	651,000	475,000	135,000	991,000
Others.....	<u>1,131,272</u>	<u>1,223,142</u>	<u>655,347</u>	<u>1,699,067</u>
<b>TOTAL.....</b>	<b><u>\$4,190,603</u></b>	<b><u>\$5,070,132</u></b>	<b><u>\$1,002,347</u></b>	<b><u>\$8,258,388</u></b>

At June 30, 2001, the Municipality has approved a Line of Credit in the amount of \$521,600 (total amount available not used at June 30, 2001) with the Government Development Bank. The Line of Credit was requested to develop a capital project financed with Federal Funds granted by Department of Transportation, passed through PR Highway and Transportation Authority. The federal grant (granted by reimbursement system) would be used to repay this Line of Credit.

**NOTE 7 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 8).

These property taxes are accumulated by the Municipal Revenue Collection Center in costs of the general obligations bonds issued by the Municipality (See Note 6). 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 8 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 8.28% for real property and 6.28% for personal property of which 1.03% of both belongs to the Commonwealth of Puerto Rico and 7.25% and 5.25%, 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 1.25% 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 7).

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# MUNICIPALITY OF SABANA GRANDE, PUERTO RICO

## NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED JUNE 30, 2001

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#### NOTE 8 PROPERTY TAXES (continuation)

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. Due to the fact that collections of non-exonerated property taxes are applied to the advances of property tax send by the Municipal Revenue Collection Center, they are record as amortization of the advance in the General Long-Term Account Group, 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 Municipal Revenue Collection Center. During the fiscal year, the Municipality has a receivable of \$8,356 recognized in Debt Service Fund according to measurement recognition focus.

#### NOTE 9 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 20 of each year. The tax rates are as follows:

- a. 1.50% for financial institutions and savings and loan associations.
- b. 0.50% 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. Also, Child and Elderly Care Institutions are granted with a 50% discount of tax levied. Collections of taxes during current fiscal year, applicable to the next fiscal year, are recorded as deferred revenues in the General Fund.

#### NOTE 10 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.

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**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 11 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 this plan, except for the Head Start Programs' employees, the Municipality's employees and employer portions are contributed, for which, the employee amount is withheld from salaries.

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 accept before April 1, 1999 to contribute 5.775% for the first \$6,600 of salary plus 8.275% for the excess of this amount, or on the alternative, 8.275% of all salary. After such date, contribute 8.275% of their salaries. This is the only choice available to Mayor. The Municipality contributes to the system 9.275% of the participating employee's salaries.

On September 24, 1999 amendments to the law were approved, which establish a savings program. All employees active in the system as of December 31, 1999 may elect to transfer from define contribution program to the new savings program. Employees in the savings program may now contribute an additional 10% of their monthly salary, and, 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.

All employees 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:

<u>Years Of Service</u>	<u>Participant's Age</u>	<u>Pension Benefits</u>
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:

- a. The present value of the future pension payments was computed by using a discount of 9%.
- b. 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.

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 11 EMPLOYEE'S RETIREMENT PLAN (continuation)**

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 nonvested is not readily available.

Contributions in 2001 and prior years were made based on percentages established by the law. Such percentage has not been based on actuarial studies, as required by generally accepted accounting principles. 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, 2001 was approximately **\$151,365**. 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, 2001.

Also, the Head Start Program's employees are covered by a Defined Contribution Plan adopted on February 1, 2001. Substantially all employees are eligible for the Plan on or after the date in which the employee completes three months of continued service. Participants can make a voluntary contribution up to \$55.00 per month of its gross compensation, as defined in the Plan; not to exceed the limit established by law. The Head Start Program (Sponsor) contributes \$25.00 per month per employee. It is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA) and Sections 1165 (a) and (e) of the Puerto Rico Internal Revenue Code of 1994 (PRIRC), as amended. Participants are 100% vested on both participant's and Sponsor's contributions and earnings since being eligible for participation in the Plan.

Upon termination of service due to death, disability or retirement, a participant may elect to receive either a lump-sum amount equal to the value of the participant's vested interest in his account or some other annuity alternative benefits. The Plan's Assets are being managed by Cooperativa de Seguros de Vida de Puerto Rico (COSVI) under an investment contract. Such assets are being maintained in COSVI's

general account and are credited with estimated earnings on the underlying investments through the year, which are adjusted retroactively after determining actual yield on investments. The estimated interest rate on earnings was 7.0%. Assets are also charged for Plan's withdrawals and administration expenses. The investment contract, included on Net Assets Available for Benefits, approximates fair value. The contract has not defined maturity and, accordingly, the fair value is the amount payable on demand.

Although the Sponsor has not expressed any intention to do so, it has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions set forth in ERISA. In the event of the termination of the Plan, reduction or suspension, the employer shall make no further contributions and the accounts of all participants shall remain fully vested and nonforfeitable.

**NOTE 12 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 adopted the GASB Number 18 in order to comply with these regulations. Actually, the **Municipality** has one inactive landfill.

As of June 30, 2001, the **Municipality** is in process to perform a study of the estimated landfill closing and postclosing costs to be recognized in the financial statements as required by the new accounting policy.

**NOTE 13 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.

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**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**NOTE 13 CONTINGENCIES (continuation)**

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.

**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 14 BEGINNING FUND BALANCES RESTATEMENT**

Beginning Fund Balances Undesignated for General Fund have been restated by accounting adjustments that affect the Fund Equity of this Governmental Fund, as follows:

Beginning Balance at July 1, 2000 .....	\$ 167,396
PR Energy Power Authority debt at June 30, 2000 not recognized due to unavailability of Fiscal Year 1999-2000 final liquidation of the in lieu of tax.....	<u>(281,125)</u>
Beginning Balance (Deficit), as Restated, July 1, 2000.....	<u>(\$ 113,729)</u>

**NOTE 15 GASB STATEMENTS NUMBERS 33, 34, 37 AND 38**

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.

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**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO THE GENERAL PURPOSES FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 15 GASB STATEMENTS NUMBERS 33, 34, 37 AND 38 (continuation)**

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.

**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 SABANA GRANDE, PUERTO RICO**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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 Department of Education:			
Child and Adult Care Food Program.....	10.558	*	\$ 159,871
Direct Programs:			
Community Facilities Loans.....	10.766		394
Water and Waste Disposal Loans and Grants.....	10.770		<u>213,736</u>
Total Department of Agriculture.....			<u>374,001</u>
U.S. Department of Commerce:			
Economic Development-Grant for Public Works and Infrastructure Development.....	11.300		<u>413,444</u>
U.S. Department of Housing and Urban Development:			
Pass-Through State – Office of Commissioner Of Municipal Affairs:			
State Block Grant Program (SBGP).....	14.228	00-FD-55 99-FD-55 98-FD-55 97-FD-55 96-FD-55 95-FD-55 94-AF-FD-55	<u>698,539</u>
Direct Programs:			
Section 8 Rental Vouchers Program .....	14.855		452,369
Section 8 Rental Certificate Program.....	14.857		<u>79,769</u>
Total Section 8 Program .....			<u>532,133</u>
Total Department of Housing and Urban Development .....			<u>1,230,672</u>
U.S. Department of Justice:			
Direct Program:			
Edward Byrne Memorial State Program .....	16.580		22,774
Public Safety Partnerships and Community Policing Grant Program.....	16.710		<u>164,974</u>
Total Department of Justice .....			<u>187,748</u>
Subtotal Expenditures of Federal Awards (Balance Carry Forward) .....			<u>\$2,205,865</u>

\* Not Available

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

FEDERAL GRANTOR / PASS THROUGH GRANTOR / PROGRAM OR CLUSTER TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	FEDERAL EXPENDITURES
Subtotal of Expenditures of Federal Awards (Balance Brought Forward) .....			<u>\$2,205,865</u>
U.S. Department of Transportation:			
Pass-Through PR Department of Transportation:			
Public Transportation for Nonurbanized Areas .....	20.509	PR-18-X007-63 (2) PR-18-X012-63 (2)	<u>707,572</u>
U.S. Federal Emergency Management Administration (FEMA):			
Pass-Through Office of the Governor:			
Public Assistant Grant .....	83.544	1247DR-PR-121	<u>102,149</u>
U.S. Department of Health and Human Services:			
Pass-Through Office of Governor – Elderly Office:			
Special Program for Aging, Title III, Part B .....	93.044	*	20,838
Pass-Through Instituto de Servicios Comunales, Inc. (INSEC):			
Community Service Block Grant (CSBG) .....	93.569	CSBG-EMP-ENV	6,000
Pass-Through Administration of Families and Children:			
Community Service Block Grant (CSBG) .....	93.569	CSBG-SG-129	15,000
Child Care and Development Block Grant .....	93.575	CC-92-502-95/98-B CC-92-502-96/109	90,501
Head Start Program .....	93.600	*	3,064,062
Early Head Start .....	93.600	*	<u>31,967</u>
Total U. S. Department of Health and Human Services .....			<u>3,228,368</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS....</b>			<b><u>\$6,243,954</u></b>

\* Not Available

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

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 1 GENERAL**

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activities of the **Municipality of Sabana Grande, 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 generally accepted accounting principles.
- 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 RELATIONSHIP TO GENERAL-PURPOSE COMBINED FINANCIAL STATEMENTS**

Federal financial assistance expenditures are reported in the **Municipality of Sabana Grande, 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 .....	\$4,908,808	\$1,335,146	\$6,243,954
State & Municipal Expenditures .....	<u>2,710,553</u>	<u>576,997</u>	<u>3,287,550</u>
<b>TOTAL EXPENDITURES.....</b>	<b><u>\$7,619,361</u></b>	<b><u>\$1,912,143</u></b>	<b><u>\$9,531,504</u></b>

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continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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**NOTE 5 LOAN OUTSTANDING**

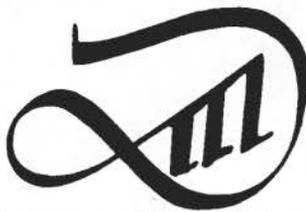
The **Municipality of Sabana Grande, Puerto Rico** had the following outstanding balances at June 30, 2001 for the Community Facilities Loans, and Water and Waste Disposal Loans and Grants Programs. For these loans the grantor does not impose continuing compliance requirements, as described on the OMB Circular A-133. Therefore, the prior year balances are not considered expenditures on the Schedule of Expenditures of Federal Awards. The amount presented in the Schedule, represent federal expenditures according to modified accrual basis of accounting (see Note 2). The loans outstanding balances were included in the **Municipality's** General Long-Term Account Group (see Note 6 of the Notes to General-Purposes Financial Statements).

Program Title	Federal CFDA Number	Amount Outstanding
Community Facilities Loans .....	10.766	\$699,000
Water and Waste Disposal Loans and Grants.....	10.770	\$757,321

**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**



**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 Sabana Grande, Puerto Rico**

We have audited the financial statements of **Municipality of Sabana Grande, Puerto Rico (Municipality)** as of and for the year ended June 30, 2001, and have issued our report thereon dated November 16, 2001, which was qualified because we been able to audit the fixed assets of the General Fixed Assets Account Group and for no provision for liability of landfill closing and postclosing costs. 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 matter involving the internal control over financial reporting and its operation that we consider being reportable condition. 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 condition is described in the accompanying Schedule of Findings and Questioned Costs as item 01-II-01.

**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

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, the reportable condition described above is a material weakness.

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, P.S.C.  
Certified Public Accountants

Caguas, Puerto Rico  
November 16, 2001





**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 Sabana Grande, Puerto Rico**

**Compliance**

We have audited the compliance of the **Municipality of Sabana Grande, 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, 2001. 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 other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on 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, 2001. 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 01-III-01 through 01-III-03.

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

Page 2

**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.

**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 condition is described in the accompanying Schedule of Findings and Questioned Costs as item 01-III-01.

**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 condition described above is not a material weakness.

This report is intended for the information of the audit committee, 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*  
CPA DIAZ-MARTINEZ, PSC  
Certified Public Accountants

Caguas, Puerto Rico  
November 16, 2001



**PART III**  
**FINDINGS AND QUESTIONED COSTS**

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

Section I – Summary of Auditors' Results

**Financial Statements**

Type of auditors' report issued: Qualified

Internal control over financial reporting:

- Material weakness(es) identified?   X   Yes        No
- Reportable condition(s) identified that are not considered being material weaknesses?   X   Yes        None Reported

Noncompliance material to financial statements noted?        Yes   X   No

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified?        Yes   X   No
- Reportable condition(s) identified that are not considered being material weaknesses?   X   Yes        None Reported

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

Any audit findings disclosed that are required to be reported in accordance with Section 510 (a) of Circular A-133?   X   Yes        No

Identification of Major Programs:

CFDA Number	Name of Federal Program or Cluster
11.300	Economic Development – Grant for Public Works and Infrastructure
16.710	Public Safety Partnerships and Community Policing Grants Program
20.509	Public Transportation for Nonurbanized Areas
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   X   No

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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Section II – Financial Statement Findings

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

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continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

Section III – Federal Award Findings and Questioned Costs

<b>FINDING</b>	<b>NUMBER 01-III-01</b>
<b>FEDERAL PROGRAM</b>	<b>PUBLIC TRANSPORTATION FOR NONURBANIZED AREAS (CFDA NO. 20.509) U.S. DEPARTMENT OF TRANSPORTATION</b>
<b>REQUIREMENT</b>	<b>COMPLIANCE AND INTERNAL CONTROL</b>
<b>NONCOMPLIANCE</b>	<b>PROCUREMENT AND SUSPENSION AND DEBARMENT</b>
<b>CONDITION</b>	Construction contracts over \$10,000, used by the <b>Municipality</b> did not contain the clauses for compliance with Granting access to GAO or other Federal Agency to book, documents, etc., as required by program.
<b>CRITERIA</b>	Code of Federal Regulations 49, Subpart C, Section 18.36 (I) (1-13), stated that subgrantee's contract must contain provision in paragraph (I) of this section. Federal agencies are permitted to required changes, remedies, changed conditions, access and records retention, suspension work, and other clauses approved by the Office of Procurement Policy.
<b>CAUSE</b>	Federal Program Department did not maintain appropriate procurement standard procedures, in order to assure that contractor comply with some requirement.
<b>EFFECT</b>	<b>Municipality</b> is not in compliance with Subpart C, Section 18.36 (I) (1-13) of OMB Common Rules.
<b>RECOMMENDATION</b>	We recommend to management to update the contract model according with the federal requirements.
<b>QUESTIONED COSTS</b>	None
<b>MANAGEMENT RESPONSE</b>	Pending the Corrective Action Plan.

continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR ENDED JUNE 30, 2001**

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Section III – Federal Award Findings and Questioned Costs

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<b>FINDING</b>	<b>NUMBER 01-III-02</b>
<b>FEDERAL PROGRAM</b>	<b>PUBLIC SAFETY PARTNERSHIP AND COMMUNITY POLICING GRANTS PROGRAM (CFDA NO. 16.710) U.S. DEPARTMENT OF JUSTICE</b>
<b>REQUIREMENT</b>	<b>COMPLIANCE</b>
<b>NONCOMPLIANCE</b>	<b>REPORTING</b>
<b>CONDITION</b>	The <b>Municipality</b> did not prepare the required Quarterly Financial Reports (SF-269) in a way that represented the program's financial situation accurately. Also, failed to prepare the Department Annual Report (OMB No. 1103-0030).
<b>CRITERIA</b>	This program is authorized under the Violent Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322, Title I, Part Q (42 USC 3796dd-8). The Public Safety Partnership and Community Policing Act of 1994 requires that financial assistance provided by the Federal government be monitored carefully to ensure the proper use of Federal funds.
<b>EFFECT</b>	The <b>Municipality</b> is not in compliance with the reporting requirement established by the program's regulation, as they are preparing the Quarterly Financial Reports in a way that does not represent the actual situation of the program's finances. The reports being prepared present amounts of Local and Federal share that do not reflect the reality of the situation. Also, is not in compliance with the reporting requirement established in the program's regulation which specifies that a Department Annual Report (OMB No. 1103-0030) must be prepared once a year during the life of the grant for all COPS Hiring grants.
<b>CAUSE</b>	There are no adequate procedures to ensure that the <b>Municipality</b> will comply with the required reports and other financial information that must be submitted to the Federal Agencies concerned with the program.
<b>RECOMMENDATION</b>	<b>Municipality</b> should implement procedures in order to assure compliance with this requirement and follow the procedures instructed by the program's regulation issued by the United States Department of Justice.
<b>QUESTIONED COSTS</b>	None
<b>MANAGEMENT RESPONSE</b>	Pending the Corrective Action Plan.

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continue

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

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Section III – Federal Award Findings and Questioned Costs

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<b>FINDING</b>	<b>NUMBER 01-III-03</b>
<b>FEDERAL PROGRAM</b>	<b>HEAD START PROGRAM (CFDA NO. 93.600)</b> <b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>PASS-THROUGH STATE – ADMINISTRATION OF CHILDREN AND FAMILIES</b>
<b>REQUIREMENTS</b>	<b>COMPLIANCE</b>
<b>NONCOMPLIANCE</b>	<b>SPECIAL TESTS AND PROVISIONS</b>
<b>CONDITION</b>	The Head Start Program did not renew the required license issued by the Administration of Children and Families (ADFAN).
<b>CRITERIA</b>	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 Administration of Children and Families of the Puerto Rico Department of the Family.
<b>CAUSE</b>	During the last year, the Head Start Program failed to renew the required license issued by the Administration of Children and Families of the Puerto Rico Department of the Family.
<b>EFFECT</b>	The <b>Municipality</b> did not comply with the applicable state licensing requirements of the Head Starts centers.
<b>RECOMMENDATION</b>	We recommend management to perform the required improvements and obtain the required licenses from the state agency.
<b>QUESTIONED COSTS</b>	None
<b>MANAGEMENT RESPONSE</b>	Pending the Corrective Action Plan.

**END OF SCHEDULE**

**MUNICIPALITY OF SABANA GRANDE, PUERTO RICO**

**SCHEDULE OF PRIOR AUDITS' FINDINGS**

**FOR THE YEAR ENDED JUNE 30, 2001**

FISCAL YEAR	FINDING NUMBER	FINDING	CFDA NUMBER	QUESTIONED COST	COMMENTS
<b>(1) Audit Findings that have been fully corrected:</b>					
2000	00-III-01	<b>Municipality</b> held excess of cash.	93.600	NONE	System and procedures corrected.
<b>(2) Audit Findings not Corrected or Partially Corrected:</b>					
2000	00-III-02	<b>Municipality</b> not in compliance with reporting requirement.	16.710	NONE	The Office of Federal Programs of the <b>Municipality</b> has established procedures to guarantee that in the future, all reports will be processed on a timely fashion in order to comply with the requirements of the Program. Annual Reports will also be processed as required by Program rules.
	00-III-03	<b>Municipality</b> not in compliance with State licenses.	93.600	NONE	The Head Start Program are taken the necessary steps to obtain the visit by the Administration of Children and Families (ADFAN) for license approval to be in compliance with requirements of 45 CFR Section 1306.30 (c) and OMB Circular A-133.

**(3) Corrective action taken is significantly different from corrective action previously reported:**

NONE

**(4) Audit findings is no longer valid:**

NONE

**END OF SCHEDULE**