# SAN MATEO COUNTY RESOURCE CONSERVATION DISTRICT

# HALF MOON BAY, CALIFORNIA

# **BASIC FINANCIAL STATEMENTS**

JUNE 30, 2015

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#### **INDEPENDENT AUDITORS' REPORT**

Board of Directors San Mateo County Resource Conservation District Half Moon Bay, California

#### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of San Mateo County Resource Conservation District, as of June 30, 2015 and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the San Mateo County Resource Conservation District's basic financial statements as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to San Mateo County Resource Conservation District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of San Mateo County Resource Conservation District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of San Mateo County Resource Conservation District, as of June 30, 2015, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Board of Directors San Mateo County Resource Conservation District – Page 2

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-6) and the required supplementary information (page 15), as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

R.J. Ricciardi, Inc.

R.J. Ricciardi, Inc. Certified Public Accountants

San Rafael, California April 20, 2016

#### San Mateo County Resource Conservation District <u>MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)</u> June 30, 2015

San Mateo County Resource Conservation District's (the "District") Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the District's financial activity, (c) identify changes in the District's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the District's basic financial statements. The MD&A is presented for the year ended June 30, 2015.

#### Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's audited financial statements, which are comprised of the basic financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for States and Local Governments.* The Single Governmental Program for Special Purpose Governments reporting model is used which best represents the activities of the District.

The required financial statements include the Government-wide and Fund Financial Statements; Statement of Net Position and Governmental Funds Balance Sheet; Statement of Activities and Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances; and the Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - All Governmental Fund Types.

These statements are supported by notes to the basic financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the District.

#### The Basic Financial Statements

The Basic Financial Statements comprise the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the District's financial activities and financial position.

The Government-wide Financial Statements provide a longer-term view of the District's activities as a whole, and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the District as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of the District's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of the District's programs. The Statement of Activities explains in detail the change in Net Position for the year.

All of the District's activities are grouped into Government Activities, as explained below.

The Fund Financial Statements report the District's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the District's General Fund and other Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts.

Major Funds account for the major financial activities of the District and are presented individually. Major Funds are explained below.

#### San Mateo County Resource Conservation District <u>MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)</u> June 30, 2015

#### The Government-wide Financial Statements

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the District as a whole.

The Statement of Net Position and the Statement of Activities present information about the following:

<u>Governmental Activities</u> – The District's basic services are considered to be governmental activities. These services are supported by general District revenues such as taxes, and by specific program revenues such as benefit assessments and service charges.

#### **Fund Financial Statements**

The Fund Financial Statements provide detailed information about each of the District's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually; the District has no Non-major Funds. Major Funds present the major activities of the District for the year, and may change from year to year as a result of changes in the pattern of the District's activities.

In the District's case, the General Fund is the only Major Governmental Fund.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Comparisons of Budget and Actual financial information are presented for the General Fund.

#### **Governmental Activities**

	2015	2014		
<u>Assets</u> Cash and investments Other assets Total assets	\$ 313,948 	\$ 435,968 		
<u>Liabilities</u> Accounts payable Other liabilities Total liabilities	128,049 	409,418 430,484 839,902		
<u>Net Position</u> Restricted Total net position	<u> </u>	<u>210,758</u> <u>\$210,758</u>		

The District's net position was \$193,455 for the fiscal year ended June 30, 2015.

The following table summarizes the District's change in net position at June 30:

Revenues	July 1, 2014 through June 30, 2015			July 1, 2013 through June 30, 2014		
Program revenues:	~					
Operating grants and contracts	\$	872,829	\$	1,035,968		
Mitigation funds and fines		175,030		219,495		
General revenues:						
Taxes and other		88,434		93,337		
Total revenues		1,136,293		1,348,800		
Program expenses						
Resource conservation		1,153,597		1,255,912		
Total expenses		1,153,597		1,255,912		
Change in net position	\$	(17,304)	<u>\$</u>	92,888		

#### Government Activities

For the period from July 1, 2014 through June 30, 2015, the total District revenues were \$1,136,293. The total District expenses were \$1,153,597. The difference of \$17,304 is the decrease in net position bringing the total net position at June 30, 2015 to \$193,455. The main source of revenue for the District is grant revenue and contracts. The amount our taxpayers ultimately financed for these activities through local taxes and assessments was \$63,039.

#### Capital Assets

The District does not maintain any capital assets.

#### **Debt Administration**

The District does not utilize long term debt to fund operations or growth.

#### **General Fund Budgetary Highlights**

The District's General Fund operating budget for the period of July 1, 2014 to June 30, 2015 was adopted by the Governing Board. As adopted, projected expenditures totaled \$1,987,427. Budgeted revenues totaled \$2,092,812 with revenues projected to be over expenditures by approximately \$105,385. Please refer to page 15 of this report for actual amounts and related variances.

#### **Economic Outlook and Major Initiatives**

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the District.

The economic condition of the District as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The District will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices.

#### San Mateo County Resource Conservation District <u>MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)</u> June 30, 2015

#### Contacting the District's Financial Management

This financial report is designed to provide citizens, taxpayers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have any questions regarding this report or need additional financial information, contact the Finance Director at San Mateo County Resource Conservation District, 625 Miramontes Street, Half Moon Bay, California 94019.

# San Mateo County Resource Conservation District STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET

June 30, 2015

	General Fund		Adjustments (Note 3)		Statement of Net Position		
ASSETS							
Cash and investments	\$	313,948	\$	-	\$	313,948	
Grant receivable		278,174		-		278,174	
Deposit		1,300		-		1,300	
Total assets		593,422				593,422	
LIABILITIES							
Liabilities:							
Accounts payable		128,049		-		128,049	
Accrued expenses		47,976		-		47,976	
Refundable advances		197,552		-		197,552	
Compensated absences		26,390		_		26,390	
Total liabilities		399,967				399,967	
FUND BALANCES / NET ASSETS							
Fund balances:							
Restricted		193,455	(1	193,455)		-	
Total fund balances		193,455	(1	193,455)		-	
Total liabilities and fund balances	\$	593,422					
Net Position:							
Restricted			1	93,455		193,455	
Total net position			<u>\$</u> 1	93,455	\$	193,455	

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

## San Mateo County Resource Conservation District <u>STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND STATEMENT</u> <u>OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES</u>

For the Year Ended June 30, 2015

	General Fund	Adjustments (Note 4)	Statement of Activities	
Expenditures/expenses:				
Resource conservation	\$ 1,153,597	\$ -	<u>\$ 1,153,597</u>	
Total expenditures/expenses	1,153,597		1,153,597	
Program revenues:				
Operating grants and contracts	872,829	-	872,829	
Mitigation funds and fines	175,030		175,030	
Net program expense			105,738	
General revenues:				
Property taxes	63,039	-	63,039	
Interest	304	-	304	
Other	25,091		25,091	
Total general revenues	88,434		88,434	
Excess (deficiency) of revenues				
over (under) expenditures	(17,304)	17,304	-	
Changes in net position	-	(17,304)	(17,304)	
Fund balance/net position at July 1, 2014	210,759		210,759	
Fund balance/net position at June 30, 2015	<u>\$ 193,455</u>	\$	<u>\$ 193,455</u>	

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

#### NOTE 1 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>

#### A. Organization and Description

The San Mateo County Resource Conservation District (the District) was formed under California Soil Conservation District Law popular election and approved by the San Mateo County Board of Supervisors on October 10, 1939. The function of the District is to provide a soil and water conservation program within its geographical boundaries.

#### B. Accounts and Records

Custodianship of the District's accounts and records are vested with the District. Assessment of property and collection of tax receipts for the District is provided by the County of San Mateo. The Board further authorized check signatory to a designated board member and the executive director.

#### C. Accounting Policies

The District accounts for its financial transactions in accordance with the policies and procedures recommended by the State of California. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants.

#### (1) Government-wide and Fund Financial Statements:

The government-wide financial statements (the statement of net position and the statement of activities) report on the District as a whole. The statement of activities demonstrates the degree to which the direct expenses of the District's function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with the District's function. *Program revenues* include grant revenue and charges paid by the recipients of goods or services offered by the program. Other items not properly included among program revenues are reported instead as *general revenues*. Separate financial statements are provided for the governmental fund of the District (balance sheet and the statement of revenues, expenditures and changes in fund balances).

(2) Measurement Focus, Basis of Accounting and Financial Statement Presentation:

#### Government-wide Financial Statements

The statement of net position and the statement of activities are prepared using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

#### Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as invested capital assets (net of related debt), restricted and unrestricted.

Invested in Capital Assets, Net of Related Debt - This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.

#### NOTE 1 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (continued)

#### C. <u>Accounting Policies</u> (continued)

Restricted Net Position - This category presents external restrictions imposed by creditors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position - This category represents net position of the District not restricted for any project or other purpose.

#### Fund Equity

The accompanying financial statements reflect certain changes that have been made with respect to the reporting of the components of fund balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

<u>Nonspendable</u> fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

<u>Restricted</u> fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

<u>Committed</u> fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Directors serves as the District's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

<u>Assigned</u> fund balance includes amounts intended to be used by the District for specific purposes, subject to change, as established either directly by the Board of Directors or by management officials to whom assignment authority has been delegated by the Board of Directors.

<u>Unassigned</u> fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the District specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the District's policy is to apply committed fund balance first, then assigned fund balance, and finally unassigned fund balance.

#### NOTE 1 - <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (concluded)

#### C. Accounting Policies (concluded)

#### Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *anailable* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District only has one major fund, the General Fund, which is used to account for all financial resources.

#### (3) Use of Estimates

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenditures/expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

#### D. Budget and Budgetary Accounting

The District normally adopts an annual budget on or before June 30 for the ensuing fiscal year. The District follows these procedures in establishing the budgetary data reflected in the basic financial statements:

- (1) Legally adopted annual budgets and formal budgetary integration is employed as a management control device during the year for the General Fund only.
- (2) The budgets for the General Fund are adopted on a basis consistent with GAAP.
- (3) Budgeted revenue amounts represent the original budget modified by adjustments authorized during the year. Budgeted expenditure amounts represent original appropriations adjusted for supplemental appropriations during the year, which were contingent upon new or additional revenue sources and re-appropriated amounts for prior year encumbrances.
- (4) Budget appropriations for the various governmental funds become effective each July 1. The Board of Directors may amend the budget during the fiscal year.
- (5) Appropriations were under budgeted amounts by \$833,830.

#### San Mateo County Resource Conservation District NOTES TO BASIC FINANCIAL STATEMENTS June 30, 2015

#### NOTE 2 - CASH AND INVESTMENTS

Cash and investments consisted of the following at June 30, 2015:

		Investment
	Carrying Value	Rating
Cash in First National Bank	\$ 313,948	N/A

#### Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government code requires that a financial institution secure deposits made by State or local government units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

#### NOTE 3 - <u>RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET WITH THE</u> <u>STATEMENT OF NET POSITION</u>

Since the District's funds statements mirror the government-wide statements (i.e., no reconciling items for capital assets, long term debts, etc.), reconciliation statements have not been presented as a part of the basic financial statements.

#### NOTE 4 - <u>RECONCILIATION OF GOVERNMENTAL FUND STATEMENT OF REVENUES,</u> <u>EXPENDITURES AND CHANGES IN FUND BALANCES WITH THE STATEMENT OF</u> <u>ACTIVITIES</u>

Since the District's funds statements mirror the government-wide statements (i.e., no reconciling items for capital assets, long term debts, etc.), reconciliation statements have not been presented as a part of the basic financial statements.

#### NOTE 5 - <u>GRANT RECEIVABLE</u>

Grants receivable consisted of the following as of June 30, 2015:

County Services	\$ 50,000
Rural Roads	47,567
Integrated Watershed Restoration Program	60,073
Fisheries Restoration Grant Program	35,355
IWRP – Butano Floodplain	34,940
Fitzgerald Pollution Reduction	14,741
All other grant receivables	 35,497
Total grant receivable	\$ 278,174

#### NOTE 6 - PROPERTY TAX LEVY, COLLECTION AND MAXIMUM RATES

The State of California (the "State") Constitution Article XIIIA provides that the combined Maximum property tax rate on any given property may not exceed 1% of its assessed value unless voters have approved an additional amount. Assessed value is calculated at 100% of market value as defined by Article XIIIA and may be increased by no more than 2% per year unless the property is sold or transferred. The State Legislature has determined the method of distribution of receipts from a 1% tax levy among counties, cities, school districts and other districts. Counties, cities, school districts and other districts may levy such additional tax as is necessary to provide for voter approved debt service.

The County of San Mateo assesses properties, and bills and collects property taxes as follows:

	Secured	Unsecured
Valuation dates	March 1	March 1
Lien/levy dates	July 1	July 1
Due dates	50% on November 1 50% on February 1	Upon receipt of billing
Delinquent as of	December 10 (for November) April 10 (for February)	August 31

The term "unsecured" refers to taxes on property not secured by liens on real property. Property taxes levied are recorded as revenue when received, in the fiscal year of levy, due to the adoption of the "alternative method" of property tax distribution, known as the Teeter Plan, by the District and the County of San Mateo. The Teeter Plan authorizes the auditor/controller of the County of San Mateo to allocate 100% of the secured property taxes billed, but not yet paid. The County of San Mateo remits tax monies to the District in installations as follows:

5% remitted in July 75% remitted in September, includes advance 15% remitted in May 5% remitted in June

#### NOTE 7 - <u>RISK MANAGEMENT</u>

The District manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks.

Public entity risk pools are formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, those entities exercise full powers and authorities within the scope of the related joint powers agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member government entities. Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these risk pools are not the District's responsibility.

#### San Mateo County Resource Conservation District NOTES TO BASIC FINANCIAL STATEMENTS June 30, 2015

#### NOTE 7 - <u>RISK MANAGEMENT</u> (concluded)

The District maintained insurance coverage for liability up to \$2,500,000, property up to \$1,000,000,000 per occurrence, automobile physical damage up to \$750,000 per accident, Public Officials and Employees Errors and Omissions up to \$2,500,000 per occurrence and Workers' Compensation up to \$100,000,000 per occurrence through the Special District Risk Management Authority (a public entity risk pool) and underwritten by various insurance companies.

Financial statements for the risk pool may be obtained from SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

# San Mateo County Resource Conservation District GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

# Budget and Actual For the Year Ended June 30, 2015 (Unaudited)

								Variance
	Budgeted Amounts					with		
		Original		Final	Actual		Final Budget	
Revenues:								
Operating grants and contracts	\$	1,930,312	\$	1,930,312	\$	872,829	\$	(1,057,483)
Property taxes		55,000		55,000		63,039		8,039
Fines and mitigation funds		-		-		175,030		175,030
Interest		500		500		304		(196)
Miscellaneous income		107,000		107,000		25,091		(81,909)
Total revenues		2,092,812		2,092,812		1,136,293		(956,519)
Expenditures:								
Resource conservation		1,987,427		1,987,427		1,153,597		833,830
Total expenditures		1,987,427		1,987,427		1,153,597		833,830
Excess of revenues over (under) expenditures	\$	105,385	\$	105,385		(17,304)	\$	(122,689)
Fund balance, beginning of period						210,759		
Fund balance, end of period					\$	193,455		