

MONTEREY PENINSULA REGIONAL PARK DISTRICT  
STAFF REPORT

**BOARD MEETING:** November 4, 2020

**SUBJECT:** Monthly Financial Report – July through September 2020

**PRESENTER:** Kelly McCullough, Finance Manager

**REPORT:** Attached for review are three reports: Balance Sheet Previous Year Comparison (**ATTACHMENT 1**), Budget vs. Actual (**ATTACHMENT 2**) and Budget vs. Actual Previous Year Comparison (**ATTACHMENT 3**).

Balance Sheet Previous Year Comparison (**ATTACHMENT 1**): The Balance Sheet report summarizes the District's financial position at a given point in time, calculating how much the District is worth by subtracting all the money the District owes (liabilities) from everything it owns (assets). The result is what the District is worth. The District operates on a July 1 – June 30 fiscal year.

Assets include items of value that the District owns, such as land, buildings, equipment, accounts receivable, grants receivable, cash and investments.

The reader of this report should note that of the \$307,475 reflected in the total for Checking/Savings only \$291,054 can currently be used for the District's operating costs. The MPRPD-Benefit account consists of \$16,421 of employee funds withheld from employee salaries for supplemental insurance premiums paid for entirely by employees.

The investment accounts, which can be used for operating costs, are shown under the Other Current Assets category.

The CalTrust Seawall Mitigation account in the amount of \$2,514,311 is restricted for use in acquiring beachfront/dune property for recreational use in the southern Monterey Bay area. These funds must be used by March 2021. If the District is unable to enter an agreement for the purchase of a qualifying property by the end of the current term, the District shall request the term's extension, as soon as practicable, seeking authorization to carry these funds for a yet to be

determined period, in anticipation that a qualifying property may be identified.

At the March 10, 2014 monthly Board meeting, the District established a General Fund (Unassigned) Reserve Policy for these funds to ensure that the District has adequate cash flow funds available to cover operating costs for a 6-month period, payment for pending land acquisitions and a contingency for emergencies and replacement needs. Because the District receives only three property tax installments throughout the fiscal year, the first receipt being in December, it must keep 6-months of operating costs on hand, to cover operating costs until receipt of the next revenues.

As of this report which covers the period July 1, 2020 through September 30, 2020 the current (unassigned) fund balance target reserve levels:

Annual Operating Budget (50%)	\$ 4,399,328
Accumulated Depreciation	1,704,332
Emergency Contingency	<u>1,000,000</u>
Total Board Designated Reserve	<u>\$ 7,103,660</u>

Staff is assessing the current target reserve and what is the appropriate level for the District. This will be brought to the Finance Committee for further consideration at a future date.

Assigned fund balances encompass the portion of net fund resources reflecting the District's intended use of the resources. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The District's Board of Directors has the authority to assign fund balance.

Current (assigned) fund balance reserve levels:

Sherar land acquisition	<u>\$ 600,000</u>
Total Board Assigned Reserve	<u>\$ 600,000</u>

Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, such as through debt covenants, grantors, contributors, laws or regulations of other governments, as well as restrictions

imposed by law through constitutional provisions or enabling legislation.

Current (restricted) fund balance:

Purchase of coastal property	<u>\$ 2,514,311</u>
Total Restricted fund balance	<u><u>\$ 2,514,311</u></u>

Liabilities include accounts payable (bills we haven't yet paid including Cal Card expenses), unpaid expenses that we owe, loans (notes payable), and future expenses.

The attached balance sheet compares the District's financial position as of September 30, 2020, this fiscal year, to September 30 of last fiscal year. The column labeled "Sep 30, 20" lists this fiscal year's assets and liabilities. The column labeled "Sep 30, 19" lists last fiscal year's assets and liabilities.

The "\$ Change" column shows the difference in dollars between the two fiscal years as of September 30, 2020.

The "% Change" column shows the amount as a percentage of change over the prior year. Any variance from last fiscal year to this fiscal year greater than 10% is footnoted with a corresponding explanation on the final page of the Balance Sheet.

Budget vs. Actual (ATTACHMENT 2): This report shows how well the District is meeting its budget for income and expenses in the current fiscal year. It is often referred to as a Profit & Loss report in the not-for-profit and for-profit business world. For each type of income or expense, the report compares the budgeted amounts to the actual income and expenses.

The "Actual Revenue & Expenditures" column reports the amount of revenue received or the expenditures made as of the date in the column. The attached report was prepared to compare 3 months of fiscal year activity against the annual budget.

The "Adopted Budget" column reflects the Board approved budget for the fiscal year which runs from July 1 to June 30 each year. There may be amendments to the budget throughout the year. These upward or downward budget adjustments are reflected in the total of this column.

The “\$ Over/Under Budget” column shows the difference in dollars between the budgeted amount and the actual amount. A negative amount means that the District is under budget for the year; a positive amount means that it is over budget.

The “% of Budget” column shows the actual amount as a percentage of the budgeted amount. Less than 100% means that the District is under budget for the year; more than 100% means that it is over budget.

Government agencies use a double entry accounting method. The Other Income/Expense Contra Accounts section at the bottom of the report reflects a prior auditor request that we use contra accounts for our journal entry adjustments to assist the auditors in their review and examination of the financial statements.

Budget vs. Actual Previous Year Comparison (ATTACHMENT 3): This report compares the District’s actual revenue and expenditures for a particular time period (July through September) of the current fiscal year with that of the same time period (July through September) last fiscal year.

The “Jul - Sep ‘20 column reflects the current fiscal year revenue and expenditures for the months of July through September.

The “Jul - Sep ‘19” column shows revenue and expenditures last fiscal year for the months of July through September.

The “\$ Change” shows the difference between the two fiscal years as of September 30.

The “% Change” column shows the difference between the two fiscal years as a percentage.

Any percentage of change greater than 100% is footnoted on the last page of the report. The large variances between the two years can be the result of new projects, new and unexpected events, or seasonal timing of work.

Government agencies use a double entry accounting method. The Other Income/Expense Contra Accounts section at the bottom of the report reflects a prior auditor request that we use contra accounts for our journal entry adjustments to assist

the auditors in their review and examination of the financial statements.

## **INCOME ACCOUNTS**

### Property and Assessment District Taxes

The Districts income consists mainly of property taxes and Assessment District revenue.

### Interest

Interest earnings are derived from the District's Rabobank Public Investment Money Market Account and LAIF.

### Dividends

Dividend earnings are derived from the District's investment accounts: CalTRUST.

The District prepares a quarterly investment report as required by Policy for the Boards review in November, February, May and August.

### Rent

Rental income comes from housing that exists on District owned land. Currently there are four out of five properties being rented. Three are occupied by District employees and one is occupied by a member of the public. One property previously rented to the public is currently unoccupied and awaiting possible repairs pending county permitting approval.

In addition, the former Rancho Canada Golf property in Carmel Valley has a tenant which pays monthly rent to the District, as well as a percentage of their profits.

The amount showing in the column representing rent from the Rancho Canada Unit tenant is actually a receivable recorded for deferred rent not yet received. Income receivable is also being tracked on the balance sheet under Accounts Receivable account 1130.

### Donations

Donations are generally received from donations for maps and memorial benches.

### Reimbursements

Reimbursements vary from year to year and may include items such as claims, rebates, and state mandated costs.

### Environmental Education Programs

Revenue from Environmental Education Programs varies depending on whether the District is charging for *Let's Go Outdoor (LGO)!* programs.

### Other Revenue

In addition, other miscellaneous revenue, the District has at times offered partnership advertising opportunities in the LGO catalogue. When available this income is recorded in this category as well as any charges collected for Special Use Permits and utility reimbursements from tenants.

### Grant Income

The District aggressively pursues grant funding opportunities. These grants which have been awarded and received are recorded in this category.

It is important to note that these reports are unaudited, and the numbers are subject to and do change as the District closes its books June 30 each fiscal year end and not on a monthly basis. In addition, these reports are due and prepared for inclusion in the Board packet prior to all activity for the month being received and recorded. Final adjusting accounting entries are made at the close of the annual audit which generally occurs in December.

**FISCAL IMPACT:** Not Applicable – Informational Only

**FUNDING BALANCE:** Not Applicable – Informational Only

**RECOMMENDATION:**

It is recommended that the Board receive, review and file the attached financial transaction reports: Balance Sheet Previous Year Comparison ([ATTACHMENT 1](#)), Budget vs. Actual ([ATTACHMENT 2](#)), and Budget vs. Actual Previous Year Comparison ([ATTACHMENT 3](#)) as presented.