

**ARDEN MANOR  
RECREATION AND PARK DISTRICT**

**ANNUAL FINANCIAL REPORT  
WITH  
INDEPENDENT AUDITOR'S REPORT THEREON**

**JUNE 30, 2020**

**ARDEN MANOR RECREATION AND PARK DISTRICT**

**Annual Financial Report  
June 30, 2020**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Arden Manor Recreation and Park District  
Sacramento, California

We have audited the accompanying basic financial statements of the governmental activities of each major fund information of the Arden Manor Recreation and Park District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the 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. 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 the auditor's 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, the auditor considers internal control relevant to the entity'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 the entity'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.

Board of Directors  
Arden Manor Recreation and Park District  
Sacramento, California

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Arden Manor Recreation and Park District as of June 30, 2020, 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.

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed under 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.

Fechter & Company,  
Certified Public Accountants

A handwritten signature in black ink that reads "Fechter & Company, CPAs". The signature is written in a cursive, flowing style.

Sacramento, California  
December 6, 2021

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**(Unaudited)**

# **ARDEN MANOR RECREATION AND PARK DISTRICT**

Management's Discussion and Analysis  
(Unaudited)  
June 30, 2020

## **INTRODUCTION**

The following discussion and analysis of the Arden Manor Recreation and Park District (District) and its financial performance is intended to provide an overview of the District's financial activities, prepared by its administrative staff for the fiscal year ending June 30, 2020. The discussion and analysis should be read in conjunction with the District's financial statements which follow this section.

## **FINANCIAL REPORTING**

Arden Manor Recreation and Park District maintains its accounts in accordance with Accounting Principles Generally Accepted in the United States of America as prescribed by the Government Accounting Standards Board (GASB).

In developing and evaluating the District's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: (1) the safeguarding of assets against loss from unauthorized use or disposition, and (2) the reliability of financial records for preparing financial statements and maintaining accountability.

Budgetary control over spending is maintained by adoption of an annual budget. Spending and revenues are constantly monitored by comparison of actual revenues and expenditures with planned revenues and expenditures for the period.

District financial policies are established and set through Board action and are continually reviewed. The District's accounting and financial developments are audited through an annual independent audit.

## **BACKGROUND**

The Arden Manor Recreation and Park District was formed on June 22, 1953 to provide park and recreation services to residents of the newly formed District. Arden Manor was the second independent district formed in Sacramento County.

Two parcels of land totaling 7.2 acres were dedicated by real estate developers for the purpose of providing park and recreation facilities for local residents. These parcels became Deterding Park and Crabtree Park. In 1958, part of the Deterding Park site was developed.

In 1959, the District was reorganized and annexed additional land to almost double its size. In 1962, construction began on a community center at the Deterding park site. The elections of Board Members by District residents began in 1964. Today, the District is administered by a five-member Board of Directors, elected by District residents who set policies and approve the expenditure of funds.

# ARDEN MANOR RECREATION AND PARK DISTRICT

Management's Discussion and Analysis  
(Unaudited)  
June 30, 2020

## **BACKGROUND – continued**

During 1974, additional land was annexed by the District and development began on the Crabtree Park site. In 1976, the District administrative offices were completed at Deterding Park and 8.02 acres of land, which would become Jonas Larkspur Park, was purchased from San Juan Unified School District (the School District). In 1978, construction of this park facility began.

During the early and mid-1980's, the District implemented development of the Jonas Larkspur Park and developed recreational facilities at San Juan Unified School District's Winterstein School. Through a joint powers agreement with the School District, Arden Manor maintains the Winterstein site and has the option of renting the fields or using them for programs. In 2009, San Juan agreed to take over the responsibility of mowing the fields and maintaining the irrigation system. However, they have not maintained the irrigation system and consequently turf integrity has suffered to such a degree that the fields are essentially unusable at this time. In 2011, Winterstein School closed and the facility was rented out to a Charter School. The Naylor Act gives the local community power to purchase the land at below market price if they decide to sell. However, AMRPD does not have any available capital to purchase the land. One possible option would be to create another assessment to pay for the property over 20 years. As of May 31, 2009, the joint use agreement was terminated by AMRPD, freeing up maintenance staff to focus on AMRPD properties.

## **ADMINISTRATION**

The Arden Manor Recreation and Park District is administered by a full-time District Manager, and one part-time Administrative Director. Functions of the Administrative Department include implementation of board policies, development and monitoring of the district's budget, capital development projects, board meetings, facility reservations and operations, management of Joe's Place, preparation and monitoring of grants, personnel functions, payroll, records retention and management of the archives, and general office management.

The Administration Department 19-20 budget includes \$130,162 for salary and wages, \$55,461 for services and supplies, \$0 for fixed asset expenses, and no provision for contingency reserve.

## **MAINTENANCE**

Staffing for the Maintenance Department includes one full-time Maintenance Worker and one permanent part-time Park Maintenance Worker. Functions of this department include landscape and facility maintenance, vandalism repair and prevention, pool management, custodial tasks, irrigation system repairs, litter control, and management of all chemicals, pesticides and herbicides in compliance with Sacramento County regulations.

For the 19-20 fiscal year, the Maintenance Department includes \$62,631 in salary and wages and \$111,895 for services and supplies, and \$4,546 for capital outlay expenses.

## **ARDEN MANOR RECREATION AND PARK DISTRICT**

Management's Discussion and Analysis  
(Unaudited)  
June 30, 2020

### **RECREATION**

The Recreation Department is managed by a full-time Recreation Coordinator. The Recreation Department plans, implements and evaluates recreational programs including sports and exercise, creative and performing arts, education, summer camp, special events, and partnerships with local schools and agencies to help meet the needs of our community residents. The Recreation department employs 15-20 part-time and seasonal workers.

The Department's 19-20 expenses included \$75,485 for salary and wages and \$8,734 for services and supplies.

### **AQUATICS**

Arden Manor's Aquatics Department is managed by the District Manager and Senior Lifeguards and employs twelve seasonal staff. The operation of the Deterding Pool includes swim lessons, general recreation swim, aquacize, lap swim, pool rentals, Joe's Snack Bar, and the Arden Manor Pirates Swim Team. The 19-20 expenses included \$32,343 in salary and wages, and \$12,557 in services and supplies.

### **FINANCING**

The Arden Manor Recreation & Park District 19-20 operating budget of \$1,093,788 can be funded with \$461,258 from property tax levy, \$25,297 from facility rentals and admin fees, \$12,301 from grants and other government revenues, \$17,366 from cell tower revenue and \$121,621 from Aquatics and Recreation programs. Included in the budget adoption, the Board established a provision for general reserves of \$455,946.

### **LANDSCAPE AND LIGHTING (L&L) MAINTENANCE DISTRICT 95-1**

The Assessment expired at the end of the 2014/2015 fiscal year. A special tax was put on the August 2015 ballot and did not pass. A new L&L Assessment went out for a quote in November 2016 and did not pass.



## ARDEN MANOR RECREATION AND PARK DISTRICT

Management's Discussion and Analysis  
(Unaudited)  
June 30, 2020

### COMPARATIVE GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following condensed comparative statements serve to assist in the financial analysis of the District for the fiscal years ended June 30, 2020 and 2019:

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>\$ Variance</u>	<u>% Variance</u>
<b>NET POSITION</b>				
<b>Assets</b>				
Current Assets	774,610	642,587	\$ 132,023	20.55%
Capital Assets	709,633	752,964	(43,331)	-5.75%
Total Assets	<u>1,484,243</u>	<u>1,395,551</u>	<u>88,692</u>	<u>6.36%</u>
<b>Liabilities</b>				
Current liabilities	16,542	35,927	(19,385)	-53.96%
Non-current liabilities	18,542	16,782	1,760	10.49%
Total Liabilities	<u>35,084</u>	<u>52,709</u>	<u>(17,625)</u>	<u>-33.44%</u>
<b>Net Position</b>	<u>1,449,159</u>	<u>1,342,842</u>	<u>106,317</u>	<u>7.92%</u>
Total Net Position	<u>\$ 1,449,159</u>	<u>\$ 1,342,842</u>	<u>\$ 106,317</u>	<u>7.92%</u>

### STATEMENT OF ACTIVITIES

<b>Revenues</b>				
Governmental Activities:				
Recreation fees	\$ 128,263	\$ 163,182	\$ (34,919)	-21.40%
Operating grants & contributions	8,255	5,462	2,793	51.14%
General:				
Taxes and assessments	465,303	441,677	23,626	5.35%
Other	36,102	35,208	894	2.54%
Total Revenues	<u>637,923</u>	<u>645,529</u>	<u>(7,606)</u>	<u>-1.18%</u>
<b>Expenses</b>				
Salaries, services, and supplies	483,729	515,258	(31,529)	-6.12%
Capital outlay	47,877	43,305	4,572	10.56%
Total Expenses	<u>531,606</u>	<u>558,563</u>	<u>(26,957)</u>	<u>-4.83%</u>
Change in Net Position	<u>\$ 106,317</u>	<u>\$ 86,966</u>	<u>\$ 19,351</u>	<u>22.25%</u>

### CONTACT INFORMATION

Additional information regarding the District may be obtained by contacting the main office:

1415 Rushden Drive, Sacramento, California 95864

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**ARDEN MANOR RECREATION AND PARK DISTRICT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

**ASSETS**

Cash and investments	\$ 768,947
Due from other governments	5,663
Capital assets, net	<u>709,633</u>
Total Assets	<u>1,484,243</u>

**LIABILITIES**

Accounts payable	9,206
Accrued payroll	7,336
Noncurrent liabilities:	
Compensated absences	<u>18,542</u>
Total Liabilities	<u>35,084</u>

**NET POSITION**

Invested in capital assets, net of related debt	709,633
Unrestricted	<u>739,526</u>
Total Net Position	<u><u>\$ 1,449,159</u></u>

**ARDEN MANOR RECREATION AND PARK DISTRICT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2020**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Change in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Contributions and Grants</u>	<u>Capital Contributions and Grants</u>	
Governmental Activities:					
Recreation	\$ 531,606	\$ 128,263	\$ 8,255	\$ -	\$ (395,088)
Total Governmental Activities	<u>\$ 531,606</u>	<u>\$ 128,263</u>	<u>\$ 8,255</u>	<u>\$ -</u>	<u>(395,088)</u>

**General Revenues**

Taxes and assessments	465,303
Use of money and property	18,736
In-lieu fees	-
Miscellaneous revenues	<u>17,366</u>
Total general revenues	<u>501,405</u>
Change in net position	106,317
Net position at beginning of fiscal year	<u>1,342,842</u>
Net position at end of fiscal year	<u>\$ 1,449,159</u>

## **FUND FINANCIAL STATEMENTS**

**ARDEN MANOR RECREATION AND PARK DISTRICT  
BALANCE SHEET  
JUNE 30, 2020**

	General Fund	Special Revenue Fund	Combined Total
<b>ASSETS</b>			
Cash and investments	\$ 764,486	\$ 4,461	\$ 768,947
Due from other governments	5,625	38	5,663
Total Assets	\$ 770,111	\$ 4,499	\$ 774,610
<b>LIABILITIES AND NET POSITION</b>			
Liabilities:			
Accounts payable	\$ 9,206	\$ -	\$ 9,206
Accrued payroll	7,336	-	7,336
Total Liabilities	16,542	-	16,542
Fund Balances			
Unassigned	753,569	4,499	758,068
Total Fund Balances	753,569	4,499	758,068
Total Liabilities and Fund Balances	\$ 770,111	\$ 4,499	\$ 774,610

**ARDEN MANOR RECREATION AND PARK DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
JUNE 30, 2020**

Total fund balances - governmental funds	\$	758,068
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In governmental funds, only current assets are reported.  
In the statement of net position, all assets are reported,  
including capital assets and accumulated depreciation.

Capital assets at historical cost, net of accumulated depreciation		709,633
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Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Compensated absences payable		<u>(18,542)</u>
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Net position of governmental activities	\$	<u><u>1,449,159</u></u>
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**ARDEN MANOR RECREATION AND PARK DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2020**

	General Fund	Special Revenue Fund	Totals
<b>REVENUES</b>			
Taxes and assessments	\$ 465,303	\$ -	\$ 465,303
Use of money and property	18,654	82	18,736
Charges for services	128,263	-	128,263
Intergovernmental revenues	-	-	-
In-lieu fees	-	-	-
Contributions	8,255	-	8,255
Miscellaneous revenues	17,366	-	17,366
	<hr/>	<hr/>	<hr/>
Total revenues	637,841	82	637,923
<b>EXPENDITURES</b>			
Salaries and benefits	289,188	-	289,188
Services and supplies	192,781	-	192,781
Capital Outlay	4,546	-	4,546
Debt Service:			
Principal	-	-	-
Interest	-	-	-
	<hr/>	<hr/>	<hr/>
Total expenditures	486,515	-	486,515
Excess of revenues over expenditures	151,326	82	151,408
Fund balances - July 1, 2019	602,243	4,417	606,660
	<hr/>	<hr/>	<hr/>
Fund balances - June 30, 2020	\$ 753,569	\$ 4,499	\$ 758,068
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



**ARDEN MANOR RECREATION AND PARK DISTRICT  
RECONCILIATION OF THE STATEMENT OF  
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED  
JUNE 30, 2020**

The schedule below reconciles the Net Changes in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures, and Change in Fund Balances, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES	\$ 151,408
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.

Depreciation expense not reported in governmental funds	(43,305)
Fixed asset purchases are capitalized	40,101

The amounts below included in the Statement of Activities do not provide or require the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):

Change in compensated absences	<u>1,292</u>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 149,496</u></u>
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**FIDUCIARY STATEMENTS**

**ARDEN MANOR RECREATION AND PARK DISTRICT  
 FIDUCIARY FUND  
 STATEMENT OF FIDUCIARY NET POSITION  
 JUNE 30, 2020**

	<u>Expendable Trust Fund</u>
<b>Assets</b>	
Cash and investments	\$ 61,680
Interest receivable	<u>519</u>
Total Assets	62,199
 <b>Net Position</b>	
Restricted	<u><u>\$ 62,199</u></u>

**ARDEN MANOR RECREATION AND PARK DISTRICT  
FIDUCIARY FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGE IN NET POSITION  
FOR THE YEAR ENDED  
JUNE 30, 2020**

	<u>Expendable Trust Fund</u>
<b>ADDITIONS</b>	
Interest income	<u>\$ 1,139</u>
Total additions	1,139
Change in Net Position	1,139
Net Position - July 1, 2019	<u>61,060</u>
Net Position - June 30, 2020	<u><u>\$ 62,199</u></u>

# ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Reporting Entity

On June 22, 1953, the Board of Supervisors established the Arden Manor Recreation and Park District (the District) in accordance with provisions of Article 4, Chapter 3, Division 5 of the Public Resources Code of the State of California. It is operated under the direction of a five-member duly elected Board of Directors and empowered by the electorate with sole authority over the District's operations. Although the District is independent from the County Board of Supervisors, its financial activities are still processed through the County of Sacramento's (County) Auditor-Controller's Office.

The principal activity of the District is to provide recreation and park programs and services to the community.

The District is an independent Special District of the State of California formed under Section 5780-5791 of the Public Resources Code Article C, and is governed by a five-member Board of Directors elected by the voters of the District. A salaried General Manager administers the operations of the District in accordance with policies adopted by the Board of Trustees. These financial statements encompass all fiscal activities conducted by the District.

The District's basic financial statements include the operations of all organizations for which the Board of Trustees exercises oversight responsibility. Oversight responsibility is demonstrated by financial interdependency, selection of the governing authority, designation of management, ability to significantly influence operations, and accountability of fiscal matters.

#### Individual Component Unit Disclosures

##### Blended Component Units:

The Arden Manor Landscaping and Lighting Assessment District (the Assessment District) operates within the District and is governed by the same Board of Trustees. The operation was organized under the Landscaping and Lighting Act of 1972. Although the Assessment District is independent from the County Board of Supervisors, its financial activities are still processed through the County Auditor-Controller's Office. The Assessment District is reported as the Special Revenue Fund and the Debt Service Fund.

##### Discreetly Presented Component Units:

There are no entities which meet the GASB Statement No. 14, as amended by GASB Statement No. 39, criteria for discrete disclosure within these financial statements.

# ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### B. Basis of Presentation

The District's basic financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

#### Government-Wide Statements

The Statement of Net Position and the Statement of Activities display information about the primary government. These statements include the financial activities of the overall District government. Eliminations have been made to minimize the double counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational need of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

#### Fund Financial Statements

The fund financial statements provide information about the District's funds. Separate statements for each governmental fund are presented. The emphasis of fund financial statements is on major individual funds, each of which is displayed in a separate column. Fiduciary funds are reported by fund type.

### C. Fund Accounting

GASB Statement No. 34 defines major funds and requires that the District's major governmental funds be identified and presented separately in the fund financial statements.

Major funds are defined as funds that have either assets, liabilities, revenues, or expenditures/ expenses equal to ten percent of their fund-type total. The General Fund is always a major fund. The District reports all its governmental funds as major funds.

# ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### C. Fund Accounting (continued)

The District accounts are organized into major funds and fiduciary funds as follows:

#### Governmental Major Funds:

##### General Fund

This fund accounts for all financial resources except those to be accounted for in another fund. It is the general operating fund of the District.

##### Special Revenue Fund

This fund accounts for the specified revenues collected by the Arden Manor Landscaping and Lighting Assessment District.

##### Debt Service Fund

This fund is used to account for the accumulation of resources for, and the repayment of the Assessment District's debt principal, interest, and related cost.

#### Fiduciary Fund

This fund accounts for the specified revenues and expenditures collected in a trustee capacity by the District.

#### Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Governmental funds and the fiduciary funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when *measurable and available*. The District considers all revenues to be available if the revenues are collected within sixty days after fiscal year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent that they have matured. Capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of long-term debt and acquisitions under capital leases are reported as *other financing sources*.

**ARDEN MANOR RECREATION AND PARK DISTRICT**

Notes to Basic Financial Statements  
June 30, 2020

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. Fund Accounting (continued)**

Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. On the accrual basis, revenues from property taxes are recognized in the fiscal year for which the taxes are levied. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

**D. Budgetary Principles**

The District prepares and legally adopts a final operating budget on or before August 31<sup>st</sup> of each fiscal year. Until the adoption of this final budget, operations are governed by the proposed budget approved by the Board in June. The Board then adopts the final budget by August 1, and submits it to Sacramento County.

**E. Capital Assets**

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair value on the date contributed. The District's policy is to capitalize all capital assets with costs exceeding a minimum threshold of \$1,000.

The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets. GASB Statement No. 34 requires that all capital assets with limited useful lives be depreciated over their estimated useful lives. Depreciation is provided using the straight-line method which means the cost of the capital asset is divided by its expected useful life in years and the result is charged to expense each year until the capital asset is fully depreciated. The District has assigned the useful lives listed below to capital assets:

Structures	25-50 Years
Improvements	25 Years
Equipment	7 Years
Office furniture and equipment	3-5 Years



# ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### F. Property Taxes

The District receives property taxes from Sacramento County (the County), which has been assigned the responsibility for assessment, collection, and apportionment of property taxes for all taxing jurisdictions within the County. The District's property taxes are levied each July 1, on the assessed values as of the prior January 1, for all real and personal property located in the District. Property sold after the assessment date (January 1) is reassessed and the amount of supplemental property tax levied is prorated. Secured property taxes are due in two installments on November 1, and February 1, and are delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

The District participates in the County "Teeter Plan" method of property tax distribution and thus receives 100% of the District's apportionment each fiscal year, eliminating the need for an allowance for uncollectible taxes. The County, in return, receives all penalties and interest on the related delinquent taxes. Under the Teeter Plan, the County remits property taxes to the District based on assessments, not collections, according to the following schedule: 55% in December, 40% in April, and 5% at the end of the fiscal year.

### G. Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by GASB and the American Institute of Certified Public Accountants, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

### H. Vacation, Sick Leave, and Other Compensated Absences

District employees are entitled to certain compensated absences based on their length of employment which will be paid to them upon separation from the District. Compensated absences accumulate and are accrued when they are earned and reported as a non-current liability in the government-wide financial statements.

# ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### I. Fund Balances

In February 2009, the GASB issued Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which establishes accounting and financial reporting standards for all governments that report governmental funds.

Under GASB 54, fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are broken out in five categories:

- Nonspendable Fund Balance – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. prepaid expenses) or legally or contractually required to be maintained intact.
- Restricted Fund Balance – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation.
- Committed Fund Balance – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority (i.e. fund balance designations passed by board resolution).
- Assigned Fund Balance – this fund balance classification are amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.
- Unassigned Fund Balance – this fund balance classification is the residual classification for the general fund.

### J. Net Position

Net position is the excess of all the District’s assets over all liabilities, regardless of fund. Net position is divided into three captions under GASB Statement No. 34 and GASB 63. These captions apply only to net position, which are determined at the government-wide level and for fiduciary funds, and are described below.

*Invested in capital assets, net of related debt* describes the portion of net position which is represented by the current net book value of the District’s capital assets, less the outstanding balance of any debt issued to finance these assets.

# ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### J. Net Position (continued)

*Restricted* describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the District cannot unilaterally alter.

*Unrestricted* describes the portion of net position that do not meet the definition of “invested in capital assets net of related debt” or “restricted.”

### K. Deferred Outflows of Resources and Deferred Inflows of Resources

The District adopted the provisions of GASB Statement No. 63 (GASB 63), *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB 63 provides financial reporting guidance for deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. It also identifies net position as the residual of all other elements presented in a statement of financial position, or the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. As implied above, GASB 63 changes the previous classification of net assets to net position, and consequently, the statement of net assets to the statement of net position. The District had no deferred inflows or outflows of resources as of June 30, 2020.

## NOTE 2: CASH AND INVESTMENTS

### A. Investment Policy

The District maintains a cash and investment pool that is available for use by all funds. California statutes authorize districts to invest idle or surplus funds in a variety of credit instruments as provided for in California Government Code Section 53601, Chapter 4 – Financial Affairs.

**ARDEN MANOR RECREATION AND PARK DISTRICT**

Notes to Basic Financial Statements  
June 30, 2020

**NOTE 2: CASH AND INVESTMENTS (CONTINUED)**

**A. Investment Policy (continued)**

The Government Code allows investments in the following instruments:

- Securities of the U.S. Government, or its agencies
- Small Business Administration Loans
- Certificates of Deposit (or Time Deposits) placed with commercial banks and/or savings and loan associations
- Negotiable Certificates of Deposit
- Bankers' Acceptances
- Commercial paper and medium term corporate notes
- Repurchase Agreements (Repos)

**B. Collateral and Categorization Requirements**

Investments are also classified in three categories of credit risk as follows:

Category 1 - Insured or registered, with securities held by the District or its agent in the District's name;

Category 2 - Uninsured and unregistered, with securities held by the counter party's trust department or agent in the District's name; and

Category 3 - Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent, but not in the District's name.

Investments in pools managed by other governments or in mutual funds are not required to be categorized. The District's investments by category as of June 30, 2020 are as follows:

	Category 1	Category 2	Category 3	Carrying Amount
Pooled investment with County of Sacramento	N/A	N/A	N/A	\$768,447
Total Investments	N/A	N/A	N/A	\$768,447

**ARDEN MANOR RECREATION AND PARK DISTRICT**

Notes to Basic Financial Statements  
June 30, 2020

**NOTE 2: CASH AND INVESTMENTS (CONTINUED)**

**C. Classification**

Cash and investments are classified in the financial statements as shown below, based on whether or not their use is restricted under the terms of District debt instruments or Agency agreements, as of June 30, 2020:

	<u>Balance</u>
Cash and investments	\$ 768,447
Petty cash	<u>500</u>
Total cash Government-Wide, Statement of Net Position	<u>\$ 768,947</u>
Cash and investments in Fiduciary Funds	
Total Cash and Investments	<u>\$ 61,680</u>

**D. Marketing Investments to Fair Value (GASB Statement No. 31)**

In fiscal year 1997/98, the District adopted Governmental Accounting Standards Board Statement No. 31 (GASB 31), which requires that the District's investments be carried at fair value instead of cost. Under GASB Statement No. 31, the District must adjust the carrying value of its investments to reflect their fair value at each fiscal year end, and it must include the effects of these adjustments in income for that fiscal year. GASB 31 applies to all District investments, even if they are held to maturity and redeemed at full face value. Since the District's policy is to hold all investments to maturity, the fair value adjustments required by GASB 31 result in accounting gains or losses (called "realized" gains or losses). Thus, recognized gains or losses on an investment purchased at par will now reflect changes in its value at each succeeding fiscal year-end, but these recognized gains or losses will net to zero if the investment is held to maturity. By following the requirements of GASB 31, the District is reporting the amount of resources which would actually have been available if it had been required to liquidate all its investments at any fiscal year-end.

**ARDEN MANOR RECREATION AND PARK DISTRICT**

Notes to Basic Financial Statements  
June 30, 2020

**NOTE 3: CAPITAL ASSETS**

Capital assets activity for the fiscal year ended June 30, 2020, was as follows:

	<u>Balance</u> <u>July 1, 2019</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2020</u>
Nondepreciable Capital Assets:				
Land	\$ 80,200	\$ -	\$ -	\$ 80,200
Total Nondepreciable Capital Assets	<u>80,200</u>	<u>-</u>	<u>-</u>	<u>80,200</u>
Depreciable Capital Assets:				
Structures and improvements	1,549,231	4,546	-	1,553,777
Equipment	350,949	-	-	350,949
Total Depreciable Capital Assets	<u>1,900,180</u>	<u>4,546</u>	<u>-</u>	<u>1,904,726</u>
Less Accumulated Depreciation	<u>(1,227,416)</u>	<u>(47,877)</u>		<u>(1,275,293)</u>
Net Depreciable Capital Assets	<u>672,764</u>	<u>(43,331)</u>	<u>-</u>	<u>629,433</u>
Net Capital Assets	<u>\$ 752,964</u>	<u>\$ (43,331)</u>	<u>\$ -</u>	<u>\$ 709,633</u>

Depreciation expense for the fiscal year ended June 30, 2020, was \$47,877 and has been recorded in recreation services in the Statement of Activities.

**NOTE 4: LONG-TERM LIABILITIES**

Changes in Long-Term Liabilities

	<u>Balance</u> <u>July 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2019</u>
Compensated absences	<u>\$ 16,782</u>	<u>\$10,906</u>	<u>\$ 9,146</u>	<u>\$ 18,542</u>

**ARDEN MANOR RECREATION AND PARK DISTRICT**

Notes to Basic Financial Statements  
June 30, 2020

**NOTE 5: RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member, along with other special districts in the State of California, in the California Association for Park and Recreation Insurance (CAPRI), a public entity risk pool currently operating as a common risk management and insurance program for member districts. The District pays an annual premium to CAPRI for its general insurance coverage. The agreement for formation of CAPRI provides CAPRI will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of \$10 million for each insured event.

The District carries commercial insurance for all other risks of loss, including workers' compensation and employee health and accident insurance.

**NOTE 6: DEFINED CONTRIBUTION PLAN**

The Arden Manor Recreation and Park District maintains a deferred compensation plan for all employees who contribute at least two percent of their compensation but not less than \$600 annually to the plan. For each employee who participates in the plan, the Arden Manor Recreation and Park District contributes five percent of the employee's compensation.

The employees vest in the plan as determined in the schedule below:

<u>Years of Service</u>	<u>Vesting Percentage</u>
1-3 years	20%
4 years	40%
5 years	60%
6 years	80%
7 years	100%

Should an employee separate from the Arden Manor Recreation and Park District prior to becoming 100% vested in the plan, they may lose all, or a percentage of all, benefits paid by Arden Manor Recreation and Park District. For the year ended June 30, 2020, the Arden Manor Recreation and Park District employer contributions were \$7,691.

## ARDEN MANOR RECREATION AND PARK DISTRICT

Notes to Basic Financial Statements  
June 30, 2020

### NOTE 7: NET POSITION AND FUND BALANCES

#### A. Net Position

Net position is the excess of all the District's assets over all liabilities, regardless of fund. Net position is divided into three captions under GASB Statement No. 34 and GASB 63. These captions apply only to net position, which are determined at the government-wide level and for fiduciary funds, and are described below.

*Invested in capital assets, net of related debt* describes the portion of net position which is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

*Restricted* describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the District cannot unilaterally alter.

*Unrestricted* describes the portion of net position that do not meet the definition of "invested in capital assets net of related debt" or "restricted."

#### B. Fund Balances, Reserves, and Designations

In the fund financial statements, the District has five components of fund balances under the GASB 54. The five classifications are as follows:

- Non-Spendable Fund Balance – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. prepaid expenses) or legally or contractually required to be maintained intact.
- Restricted Fund Balance – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation.
- Committed Fund Balance – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority (i.e. fund balance designations passed by board resolution).
- Assigned Fund Balance – this fund balance classification are amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
- Unassigned Fund Balance – this fund balance classification is the residual classification for the general fund.



**ARDEN MANOR RECREATION AND PARK DISTRICT**

Notes to Basic Financial Statements  
June 30, 2020

**NOTE 8: REVENUE LIMITATIONS IMPOSED BY CALIFORNIA PROPOSITION 218**

Proposition 218, which was approved by the voters in November 1995, will regulate the District’s ability to impose, increase, and extend taxes, assessments, and fees. Any new, increased, or extended taxes, assessments, and fees subject to the provisions of Proposition 218, require voter approval before they can be implemented. Additionally, Proposition 218 provides that these taxes, assessments, and fees are subject to the voter initiative process and may be rescinded in the future years by the voters.

**NOTE 9: OPERATING LEASE COMMITMENTS**

The District is under contract for one equipment operating lease for a copy machine to service its basic administrative needs. The copy machine lease agreement is an unsecured 60-month contract, expiring in December 2022. The District expended \$3,143 in the current period ending June 30, 2020 for this equipment lease. Future minimum lease payments are as follows:

Year Ending June 30,	Amount
2021	1,847
2022	1,847
2023	923
2024 and thereafter	-
Total	<u>\$ 4,617</u>

**NOTE 10: COVID-19 MATTERS**

The COVID-19 outbreak in early 2020 has caused business disruption through mandated and voluntary shelter-in-place orders, and the economic impact on the State of California and the County of Sacramento has been severe. Some of the District’s programs and fundraisers have been cancelled or postponed, resulting in a loss of recreation service revenues. It is estimated that certain program closures and delays will extend through a significant portion of the 2021 fiscal year. However, because the District is primarily funded through property tax apportionments, management has been able to manage their budget accordingly and continue to provide services to the community.

**NOTE 11: SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 6, 2021, the date the financial statements were available to be issued. No events occurring subsequent to June 30, 2020 were determined to have a material impact on the financial statements that would require adjustment or disclosure.

**REQUIRED SUPPLEMENTARY INFORMATION**

**ARDEN MANOR RECREATION AND PARK DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - BUDGET AND ACTUAL  
FOR THE YEAR ENDED  
JUNE 30, 2020**

	<u>Budgeted Amounts</u>		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		(Negative)
<b>REVENUES</b>				
Taxes and assessments	\$ 413,709	\$ 413,709	\$ 465,303	\$ 51,594
Use of money and property	14,500	14,500	18,654	4,154
Charges for services	140,020	140,020	128,263	(11,757)
Contributions	-	-	8,255	8,255
Miscellaneous revenues	16,500	16,500	17,366	866
	<u>584,729</u>	<u>584,729</u>	<u>637,841</u>	<u>53,112</u>
<b>EXPENDITURES</b>				
Current				
Salaries and benefits	419,197	419,197	289,188	130,009
Services and supplies	211,350	211,350	192,781	18,569
Capital Outlay	-	-	4,546	(4,546)
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
	<u>630,547</u>	<u>630,547</u>	<u>486,515</u>	<u>144,032</u>
Excess of revenues over (under) expenditures	<u>\$ (45,818)</u>	<u>\$ (45,818)</u>	151,326	<u>\$ (90,920)</u>
Other Financing Sources (uses)				
Transfers in			-	
Transfers out			-	
Total other financing sources (uses)			<u>-</u>	
Net changes in fund balances			151,326	
Fund balances - July 1, 2019			<u>602,243</u>	
Fund balances - June 30, 2020			<u><u>\$ 753,569</u></u>	

## **ARDEN MANOR RECREATION AND PARK DISTRICT**

Note to Required Supplementary Information  
June 30, 2020

### **BUDGETARY BASIS OF ACCOUNTING**

The District prepares and legally adopts a final budget on or before August 30<sup>th</sup> of each fiscal year. Until the final budget is adopted, operations of the District commencing July 1<sup>st</sup> are governed by a continuing resolution which is adopted by the Board at their final meeting of the preceding fiscal year.

After the budget is approved, the appropriations can be added to, subtracted from or changed only by Board resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Board.

An operating budget is adopted each fiscal year on the modified accrual basis. Additionally, encumbrance accounting is utilized to assure effective budgetary control. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at year-end are completed or purchase commitments satisfied. Such year-end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year and included in the subsequent year's budget. Unencumbered appropriations lapse at year-end.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level except for fixed assets which are controlled at the sub-object level. Object levels of expenditures are as follows: salaries and benefits, services and supplies, other charges including debt service, capital outlay, contingencies, expenditure transfers, and other financing uses. Sub-object levels of expenditures for fixed assets are land, structures and improvements, and equipment.