# BASIC FINANCIAL STATEMENTS

For the Years Ended June 30, 2013 and 2012

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#### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors Bolinas Fire Protection District Bolinas, California

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bolinas Fire Protection District (a California special district), as of and for the years ended June 30, 2013 and 2012, 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 and the California State Controller's *Minimum Audit Requirements for California Special Districts*; 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the California State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audits 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.

#### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the Bolinas Fire Protection District as of June 30, 2013 and 2012, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America and the California State Controller's *Minimum Audit Requirements for California Special Districts*.

#### **Other Matters**

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 on pages 3–5 and 29 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 audits 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.

Doran E'Azsociates

November 25, 2013

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the years ended June 30, 2013 and 2012

#### **General Overview**

The Bolinas Fire Protection District's ("BFPD's") primary objective is to provide the community with emergency services of a medical, fire suppression and preventative nature.

BFPD's mission is to ensure the safety and peace of mind of our community by providing leadership, support to the community members in their efforts to stay safe, and by responding effectively to calls for emergency services. We maintain readiness in staffing, training, equipment, apparatus and facilities to provide effective emergency response independent of outside resources. We serve the community with respect and compassion for every community member and visitor, every staff member and volunteer, upholding the trust of the community, caring for their safety and prudently managing their resources.

Our discussion and analysis of BFPD's financial performance provides an overview of the District's financial activities for the fiscal years ended June 30, 2013 and 2012. Please review it in conjunction with the basic financial statements and notes to the statements, which begin on page 5.

#### **Using This Annual Report**

The first statement in the audit report, on page 6, is the Statements of Net Position. The second statement, on page 7, is the Statements of Activities. The third statement, on page 8 and 9, is the Balance Sheets – Governmental Funds. The fourth statement, on page 10, is the Reconciliation of the Balance Sheets – Governmental Funds to the Government-Wide Statements of Net Position. The fifth statement in the audit report, on pages 11 and 12, is the Statements of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds. The sixth statement, on page 13, is the Reconciliation of the Statements of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds to the Government-Wide Statements of Activities. Following these statements are the Notes to Financial Statements ("Notes"), which provide explanations of specific items and sections of the report, as well as additional detail in the form of tables. The Notes are an integral part of the Financial Statements.

The Statements of Net Position can be seen as a snapshot of BFPD's financial status effective June 30, 2013 and 2012. It indicates the amount of cash and investments, restricted cash, fuel, prepaid expenses, accounts receivable, as well as the value of the fixed assets owned by the District (land, buildings, equipment, vehicles, etc.), and the bond financing costs. It also shows total liabilities, including bills that were due at the end of the fiscal period, Bonds payable, and the deferred revenue. Finally, it shows Net Position, or the net worth of the District. Assets equal Liabilities plus Net Position.

The Statements of Net Position and Statements of Activities contain references to the Notes. The Notes provide additional detail and/or explanations for line items in the Statements of Net Position. The Statements of Net Position refers the reader to Notes for certain cash accounts, bond financing costs, capital assets, deferred revenue, bond payable, and Net Position. The Statements of Activities contains references to property taxes and expense reimbursements.

### MANAGEMENT'S DISCUSSION AND ANALYSIS For the years ended June 30, 2013 and 2012

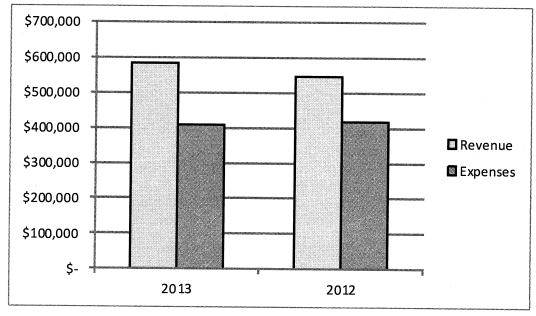
The Statements of Revenues, Expenditures and Changes in Fund Balances show the specific sources of income and operational expenditures. It indicates that BFPD had general revenues of \$583,487 and general operating expenses of \$408,896 for FY2013 and general revenues of \$547,984 and general operating expenses of \$418,235 for FY2012.

A Budget and Actual statement is included in the Supplemental Information section. Budget and Actual shows how specific income and expense compare with budgeted amounts, actual amounts, and the variance. See page 29 for this report.

### **Financial Highlights**

- Total Cash, Cash Equivalents, and Restricted Cash for the period ending June 30, 2012 was \$876,595. For the period ending June 30, 2013 the total was \$1,009,045, which is an increase of \$132,450. The increase is due to an increase in cash on deposit for operations and bond reserve funds. Notes 2 and 3 refer to the cash accounts.
- Capital Assets for period ending June 30, 2012 were \$4,849,574. For period ending June 30, 2013 they were \$4,642,299 resulting in a decrease of \$207,275. This decrease is due to depreciation expense for the year offset by a few small equipment purchases. Current period depreciation and amortization expense was \$217,345. Note 5 refers to capital assets.

The chart below compares total revenue and expenditures for the years ended June 30, 2013 and June 30, 2012. Operating revenues increased by \$35,503 or 6.48%. Operating expenditures decreased by \$9,339 or (2.23%).



### MANAGEMENT'S DISCUSSION AND ANALYSIS For the years ended June 30, 2013 and 2012

This financial report is designed to provide a general overview of the District's fiscal situation for all those with an interest in BFPD's finances. Questions concerning any of the information in this report, or requests for additional financial information should be addressed to: BFPD, Fire Chief, at P.O. Box 126 Bolinas, CA 94924.

# STATEMENTS OF NET POSITION June 30, 2013 and 2012

	2013	2012
ASSETS		
Comment accepts		
Current assets: Cash, cash equivalents and investments (Notes 1 and 2)	\$ 928,351	\$ 794,780
Restricted cash (Note 3)	80,694	\$ 794,780 81,815
Accounts receivable (Note 1)	21,488	18,199
Prepaid expenses	1,642	1,416
Fuel on hand	6,751	4,610
Total current assets	1,038,926	900,820
Loan receivable from State of California (Note 4)	-	24,072
Bond financing costs, net of accumulated amortization of \$16,653 at 2013 and \$14,089 at 2012 (Note 5) Capital assets, net of accumulated depreciation	72,371	74,935
of \$1,801,234 at 2013 and \$1,586,453 at 2012 (Notes 1 and 5)	4,642,299	4,849,574
Total assets	\$ 5,753,596	\$ 5,849,401
LIABILITIES AND NET POS	ITION	
Current liabilities:		
Accounts payable	¢ 11.760	¢ 16155
Bonds payable, current portion (Note 6)	\$ 11,760	\$ 16,155
Total current liabilities	<u>31,812</u> 43,572	<u>31,813</u> 47,968
Total current habinties	43,372	47,900
Bonds payable, long-term (Note 6)	1,647,513	1,679,324
Total liabilities	1,691,085	1,727,292
	1,001,000	
Deferred inflows of resources:		
Deferred revenue (Note 7)	212,500	218,750
Total deferred inflows of resources	212,500	218,750
Net position (Note 1):		
Invested in capital assets, net of related debt	3,035,345	3,213,372
Restricted net position	80,694	81,815
Unrestricted net position	733,972	608,172
Total net position	3,850,011	3,903,359
Total liabilities and net position	\$ 5,753,596	\$ 5,849,401

# STATEMENTS OF ACTIVITIES For the years ended June 30, 2013 and 2012

	2013	2012
GENERAL REVENUES Property taxes (Note 8) Government grants Miscellaneous (Note 9)	\$ 520,492 1,591 125,084	\$ 508,565 8,045 119,894
Investment earnings  Total general revenues		1,420 637,924
EXPENSES Financing costs (Note 6) Public safety-fire protection Salaries and benefits Materials and services Depreciation and amortization  Total program expenses	76,880 261,937 146,959 217,345 703,121	77,280 258,360 159,875 217,610 713,125
Change in net position	(53,348)	(75,201)
Total net position, beginning of year	3,903,359	3,978,560
Total net position, end of year	\$ 3,850,011	\$ 3,903,359

### BALANCE SHEETS - GOVERNMENTAL FUNDS June 30, 2013

			Maj	or Funds				
		General Fund	P <sub>1</sub>	apital ojects Fund	•	Debt Service Fund	Go	Total vernmental Funds
			ASSET	S				
Current assets:								
Cash, cash equivalents and investments	\$	928,351	\$	-	\$	-	\$	928,351
Restricted cash		-		-		80,694		80,694
Accounts receivable		21,488		-		-		21,488
Prepaid expenses		1,642		-		-		1,642
Fuel on hand		6,751	•	-				6,751
Total assets	<u>\$</u>	958,232	\$		\$	80,694	<u>\$</u>	1,038,926
	LI	ABILITIES A	AND FU	ND BAL	ANCES			
Current liabilities:								
Accounts payable	\$	11,760	\$	_	\$	_	\$	11,760
Bonds payable, current	,	-	<b>T</b>	_	•	31,812	Ψ	31,812
Total liabilities		11,760		-		31,812		43,572
							-	
Fund balances:								
Restricted		-		-		48,882		48,882
Assigned		528,523		-		-		528,523
Unassigned		417,949		-		-		417,949
Total fund balances		946,472	-	-		48,882		995,354
Total liabilities								
and fund balances	\$	958,232	\$	<b>.</b>	\$	80,694	\$	1,038,926

### BALANCE SHEETS - GOVERNMENTAL FUNDS (CONTINUED) June 30, 2012

				or Funds				
		General		Capital rojects		Debt Service	Gov	Total vernmental
		Fund		Fund		Fund	do	Funds
			ASSET	S				
Current assets:								
Cash, cash equivalents and investments	\$	794,780	\$	_	\$	_	\$	794,780
Restricted cash	Ψ	7,700	Ψ	-	Ψ	81,815	Ψ	81,815
Accounts receivable		18,199		_		-		18,199
Prepaid expenses		1,416		_		_		1,416
Fuel on hand		4,610		<u> </u>		<u> </u>		4,610
Total assets	<u>\$</u>	819,005	\$		\$	81,815	<u>\$</u>	900,820
	LL	ABILITIES A	AND FU	I <b>ND BAL</b> A	ANCES			
Current liabilities:								
Accounts payable	\$	16,155	\$	_	\$	-	\$	16,155
Bonds payable, current		<u>-</u>				31,813		31,813
Total liabilities		16,155				31,813		47,968
Fund balances:								
Restricted		.=		- ,		50,002		50,002
Assigned		315,224		-		-		315,224
Unassigned		487,626						487,626
Total fund balances		802,850				50,002		852,852
Total liabilities								
and fund balances	\$	819,005	\$		<u>\$</u>	81,815	\$	900,820

# RECONCILIATION OF THE BALANCE SHEETS - GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENTS OF NET POSITION June 30, 2013 and 2012

	2013	2012
Total fund balances - total governmental funds	\$ 995,354	\$ 852,852
Amounts reported for Governmental Activities on the Statements of Net Position are different because:		
The loan receivable from the State of California will not be collected in the current period for 2012	· · ·	24,072
Capital assets used in governmental activities are not current financial resources. Therefore, they are not reported on the Balance Sheets - Governmental Funds:		
Capital assets Less: accumulated depreciation	6,443,533 (1,801,234) 4,642,299	6,436,027 (1,586,453) 4,849,574
Bond financing costs Less: accumulated amortization	89,024 (16,653) 72,371	89,024 (14,089) 74,935
The Coastal Health Alliance deferred revenue does not require current resources; therefore, it is not reported on the Balance Sheets - Governmental Funds	(212,500)	(218,750)
Cash restricted for long-term debt does not require current financial resources. Therefore, it is not reported on the Balance Sheets - Governmental Funds:		
Bonds payable, long-term	(1,647,513)	_(1,679,324)
Total net position	\$ 3,850,011	\$ 3,903,359

### STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS For the year ended June 30, 2013

				or Funds		-		
	General			Capital		Debt Service	<b>C</b> -	Total
		Fund		rojects Fund		Service Fund	Gov	vernmental Funds
						1 unu		Tulius
REVENUE:								
Property taxes	\$	460,456	\$	_	\$	84,109	\$	544,565
Government grants	Ψ	1,591	Ψ	_	Ψ	-	Ψ	1,591
Miscellaneous		118,834		_		_		118,834
Investment earnings		2,606		_		_		2,606
Total revenue		583,487		-		84,109		667,596
EXPENDITURES								
Financing costs		_		-		108,692		108,692
Salaries and benefits		261,937		-		-		261,937
Materials and services		146,959		-		-		146,959
Capital outlay		_		7,506				7,506
Total expenditures		408,896		7,506		108,692		525,094
OTHER FINANCING SOURCES (USES)								
Transfers		(30,969)		7,506	-	23,463		
Net change in fund balances		143,622		-		(1,120)		142,502
Fund balances, beginning of year		802,850		-		50,002		852,852
Fund balances, end of year	<u>\$</u>	946,472	\$	<u>-</u>	\$	48,882	\$	995,354

### STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS (CONTINUED) For the year ended June 30, 2012

		·		ijor Funds				
	General		Capital Projects		Debt Service		Total Governmental	
		Fund	1	Fund	Fund	Go	Funds	
REVENUE:								
Property taxes	\$	424,875	\$	-	\$ 83,690	\$	508,565	
Government grants		8,045		-	-		8,045	
Miscellaneous		113,644		-	-		113,644	
Investment earnings		1,420			 _		1,420	
Total revenue		547,984	<del></del>		 83,690		631,674	
EXPENDITURES								
Financing costs		-		-	109,094		109,094	
Salaries and benefits		258,360		-	-		258,360	
Materials and services		159,875		-	-		159,875	
Capital outlay				25,044	 		25,044	
Total expenditures		418,235		25,044	109,094		552,373	
OTHER FINANCING								
SOURCES (USES)								
Transfers		(52,662)		25,044	 27,618			
Net change in fund balances		77,087		- '	2,214		79,301	
Fund balances, beginning of year		725,763		<u> </u>	 47,788		773,551	
Fund balances, end of year	\$	802,850	\$	_	\$ 50,002	\$	852,852	

# RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE GOVERNMENTAL-WIDE STATEMENTS OF ACTIVITIES For the years ended June 30, 2013 and 2012

	2013	2012
Net change in fund balances - total governmental funds	\$ 142,502	\$ 79,301
Amounts reported for Governmental Activities on the Statements of Activities are different because:		
Collection of the loan receivable from the State of California provides current financial resources to governmental funds. On the Statements of Activities the revenue was reported in the year the related tax revenue was earned	(24,072)	
Governmental funds report capital outlays as expenditures. However, on the Statements of Activities the costs of those assets are allocated over their estimated useful lives and recorded as depreciation expense:		
Capital outlay Less: depreciation and amortization expense	7,506 (217,345) (209,839)	25,044 (217,610) (192,566)
Governmental funds report revenue in the current period for revenues deferred in prior periods since they were not available financing sources at the time. Government-wide statements record revenues at the time they are earned. This amount accounts for the change in deferred revenue	6,250	6,250
The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of principal on long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This entry is the effect of these differences in the treatment of long-term debt issuance		
and payments	31,811	31,814
Change in net position	\$ (53,348)	<u>\$ (75,201)</u>

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Description of District - The Bolinas Fire Protection District (the District) was organized in 1954 by taxpayers and residents of the District, pursuant to the Health and Safety Code of the State of California. The Board of Directors is elected to four year terms and serves as the District's local governing body. The District is subject to the laws, regulations and guidelines that are set forth by the California State Controller's Office.

The financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

<u>The Reporting Entity</u> - The District, for financial statement purposes, includes all funds and account groups relevant to the operation of the District.

Basis of Accounting - The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

<u>Capital Assets</u> - Governmental activity capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated. Capital assets are recorded at cost and depreciated over their estimated useful lives.

Depreciation of capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, accumulated depreciation, is reported on the Statements of Net Position as a reduction in the book value of capital assets. Depreciation is charged to governmental activities by function.

<u>Cash and Cash Equivalents</u> - Cash is defined as cash in demand deposit accounts as well as cash on hand. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and investments so near their maturity that the risk of changes in value due to changes in interest rates is negligible. These are generally investments with maturity dates within three months of the acquisition date.

<u>Accounts Receivable</u> - It is the practice of the District to expense uncollectibles only after exhausting all efforts to collect the amounts due. There is no allowance for doubtful accounts and management believes all amounts will be collected in full.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

## NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

New Accounting Pronouncements - During the year ended June 30, 2013, the District adopted GASB Statement No. 63, Financial Reporting of Deferred Inflows of Resources and Net Position, changing the structure of a government balance sheet and re-titling Net Assets as Net Position, and GASB Statement No. 65, Items Previously Reported as Assets and Liabilities, which amends the financial statement classification of certain items to now be included in the deferred inflows and outflows categories that changed the structure of the balance sheet in GASB Statement No. 63

Government-Wide Financial Statements and Measurement Focus - The District government-wide financial statements include Statements of Net Position and Statements of Activities. These statements present summaries of governmental activities for the District, accompanied by a total column.

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Statements of Net Position. The Statements of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

The District government-wide Statements of Activities presents a comparison between expenses, both direct and indirect, and program revenues for each governmental program. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipients of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program is self-financing or draws from the general revenues of the District.

<u>Net Position</u> -The government-wide financial statements utilize a net position presentation. Net position categories are as follows:

- Net Investment in Capital Assets This component of net position consists of capital assets, net of accumulated depreciation and reduced by any debt outstanding against the acquisition, construction or improvement of those assets.
- Restricted Net Position This component of net position consists of amounts with constraints placed on net position use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

### NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

• Unrestricted Net Position - This component of net position consist of net position that do not meet the definition of restricted or net investment in capital assets. This may include amounts Board-designated to be reported as being held for a particular purpose.

Governmental Fund Financial Statements - District governmental fund financial statements include Balance Sheets and Statements of Revenues, Expenditures, and Changes in Fund Balances for all major governmental funds and non-major funds aggregated. Accompanying schedules are presented to reconcile and explain the differences in fund balances as presented in these statements to the net position presented in the government-wide financial statements.

The Governmental Accounting Standards Board ("GASB") Statement No. 34 defines major funds and requires that the District's major governmental funds be identified and presented separately in the governmental fund financial statements. All other governmental funds, called non-major funds, are combined and reported in a single column, regardless of their fund type.

Major funds are defined as governmental funds which have either assets, liabilities, revenues or expenditures equal to ten percent of their fund-type total or five percent of the grand total. The general fund is always a major fund. The District has two other funds which are considered major funds: the Capital Projects Fund and the Debt Service Fund. These funds account for the District's construction of a new firehouse and installation of roof photovoltaic (solar) panels.

Revenues susceptible to accrual are interest revenue and charges for services. Licenses and permits are not susceptible to accrual because, generally, they are not measurable until received in cash. Expenditures are generally recognized when incurred under the modified accrual basis of accounting. Principal and interest on general long-term debt is recognized when due.

All governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheets. The Statements of Revenues, Expenditures, and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the District, are intergovernmental revenues and interest. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

### NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

<u>Fund Balance</u> - The financial statements-governmental funds report fund balances as nonspendable, restricted, committed, assigned or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

- Nonspendable fund balance amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- Restricted fund balance amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.
- Committed fund balance amounts that can only be used for specific purposes determined by
  formal action of the District's highest level of decision-making authority (the Board of
  Directors) and that remain binding unless removed in the same manner. The underlying
  action that imposed the limitation needs to occur no later than the close of the reporting
  period.
- Assigned fund balance amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decisionmaking, or by a body or an official designated for that purpose. This is also the classification for residual funds in the District's special revenue funds.
- Unassigned fund balance the residual classification for the District's general fund that
  includes amounts not contained in the other classifications. In other funds, the unassigned
  classification is used only if expenditures incurred for specific purposes exceed the amounts
  restricted, committed, or assigned to those purposes.

The Board of Directors establishes, modifies or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by the unrestricted, committed, assigned and unassigned resources as they are needed.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

### NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

<u>Budget</u> - Budgets are adopted on a basis consistent with generally accepted accounting principles.

<u>Estimates</u> - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

<u>Subsequent Events</u> - Subsequent events have been evaluated through November 25, 2013, which is the date the financial statements were available to be issued.

New Accounting Pronouncements to be Adopted in the Future - In June 2012 the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 68, Accounting and Financial Reporting for Pensions, to revise and establish new financial reporting requirements for most governments that provide their employees with pension benefits. The new standard is effective for the year ending June 30, 2015. The District is currently evaluating the effect that implementation of the new standard will have on its statements of net position and statements of activities.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 2 CASH, CASH EQUIVALENTS AND INVESTMENTS

The District maintains its operating cash in a checking account with Bank of America, a money market account with Vanguard, and all other cash and investments with the County of Marin Investment Pool. Cash and investments with the County Treasurer are invested pursuant to investment policy guidelines established by the County Treasurer. The objectives of the policy are, in order of priority, legality of investment, safety of principal, liquidity and yield. The Marin County Treasurer's Pool is not SEC-registered, but is invested in accordance with California State Government Code, and the Marin County Treasurer's Investment Policy. California State Government Code requires the formation of an Investment Oversight Committee, which is charged with overseeing activity in the pool for compliance to policy and code requirements. To this end, the Oversight Committee reviews the monthly investment report prior to presentation to the Board of Supervisors and causes an audit of investments to occur annually. Additionally, the Investment Pool is rated by Fitch Ratings and has a "AAA/VI+" rating.

All pooled cash is entirely insured or collateralized. The County of Marin's investment pool consists of Treasury Bills, Federal Agency Securities, Negotiable Certificates of Deposit, Bankers Acceptances, and Commercial Paper. There are no repurchase agreements, investments in foreign currency, or derivative financial products.

	2013	2012
Cash on deposit with County Treasury for operations	\$ 351,451	\$ 421,686
Temporary cash balances necessary to meet future obligations with the Treasurer of the County of Marin in an interest-bearing pooled investment account. Interest earned has been accrued as of June 30, 2013 and 2012.		13,760
The District has assigned reserves to provide for the payment of bonds and for the repair and replacement of solar equipment		41,683
The District has assigned reserves to provide for the replacement of vehicles.	474,186	273,541
Balance of cash and investments on deposit with County Treasury	898,755	750,670
Balance of cash on deposit at Bank of America	28,615	43,130
Balance of cash and cash equivalents on deposit at Vanguard	981	980
Total cash, cash equivalents and investments	\$ 928,351	\$ 794,780

### BOLINAS FIRE PROTECTION DISTRICT

(A California Special District)

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

### NOTE 2 CASH, CASH EQUIVALENTS AND INVESTMENTS (Continued)

The cash deposits held in the investment pool can be categorized according to three levels of risk:

- Category 1) Deposits which are insured or collateralized with securities held by the District or by its agent in the District's name.
- Category 2) Deposits which are collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.
- Category 3) Deposits which are not collateralized or insured.

Based on these three levels of risk, all of the District's cash deposits are classified as Category 1.

#### NOTE 3 RESTRICTED CASH

		2013		2012
Under the Mello-Roos Community Facilities Act 1982, a community facilities district was established the Fire District's Board of Directors. In order to financosts of the new firehouse, a special parcel tax is bein collected and maintained in a separate District account.	oy ce ng			
with the County of Marin.	\$	75,694	\$	76,815
Cash held in bond reserve funds		5,000		5,000
Total restricted cash	<u>\$</u>	80,694	<u>\$</u>	81,815

#### NOTE 4 LOAN RECEIVABLE FROM STATE OF CALIFORNIA

During the year ended June 30, 2010, the State of California elected to borrow local property tax revenues from cities, counties and special districts as allowed under Prop 1A of 2004. The County of Marin calculated a loan amount from the District in the amount of \$24,072. The calculation was based on 8% of property tax revenues, and was assessed to all Marin County cities and special districts. During the year ended June 30, 2013, the loan was repaid.

#### NOTE 5 CAPITAL ASSETS

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years, and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets:

Building	30 years
Fire trucks	5 - 20 years
Equipment	3 years

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

### NOTE 5 CAPITAL ASSETS (Continued)

A summary of changes in capital assets for the fiscal years ended June 30, 2013 and 2012 is as follows:

		Buildings	Furniture,	
		and	Equipment	
Capital Assets, at Cost	Land	<u>Improvements</u>	and Vehicles	Total
Balance, June 30, 2011	\$ 7,000	\$ 5,375,956	\$ 1,028,027	\$ 6,410,983
Additions	 _		25,044	25,044
Balance, June 30, 2012	7,000	5,375,956	1,053,071	6,436,027
Additions	 		7,506	7,506
Balance, June 30, 2013	 7,000	5,375,956	1,060,577	6,443,533
Accumulated Depreciation				
Balance, June 30, 2011		704,306	667,101	1,371,407
Depreciation expense		<u>178,642</u>	36,404	215,046
Balance, June 30, 2012		882,948	703,505	1,586,453
Depreciation expense		178,642	36,139	214,781
Balance, June 30, 2013		<u>1,061,590</u>	<u>739,644</u>	<u>1,801,234</u>
Property, equipment and				
improvements, net	\$ 7,000	<u>\$ 4,314,366</u>	\$ 320,933	<u>\$ 4,642,299</u>

Bond financing costs of \$85,000 were paid during the year ended June 30, 2006. \$5,000 of these funds were placed in a bond reserve fund to be refunded when the bonds are fully paid. The remaining \$80,000 is being amortized over the 16-year life of the bond. Additional bond financing costs of \$9,024 were paid during the year ended June 30, 2009, and are being amortized over the 16-year life of the bond. Balances as of June 30, 2013 and 2012 were as follows:

Bond financing costs Less: accumulated amortization	\$	2013 89,024 (16,653)	\$ 2012 89,024 (14,089)
	<u>\$</u>	72,371	\$ 74,935

Amortization expense for the years ended June 30, 2013 and 2012, was \$2,564.

### BOLINAS FIRE PROTECTION DISTRICT

(A California Special District)

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 6 BONDS PAYABLE

In order to provide funds to finance acquisition and construction of a new fire station, the District has entered into a "lease, lease-back" agreement, whereby bonds in the principal amount of \$2,260,000 have been issued. Subject to this agreement, the District has agreed to make payments of principal and interest until the bonds have been repaid in 2045.

The balance of the bonds is to be paid from tax revenues and consists of principal and interest at 4%-5.1%, and will continue until August 1, 2045. Interest paid during the years ended June 30, 2013 and 2012, was \$76,880 and \$77,280, respectively.

On June 30, 2008, Clean Renewable Energy Bonds (CREBs) were issued in the amount of \$189,000, which were used to finance the purchase and installation of roof photovoltaic (solar) panels to provide electricity to the building. These panels were purchased and installed during the year ended June 30, 2009. Principal will be paid in equal annual installments until the bonds have been repaid in 2023. There is no interest due on these bonds.

	Acquisition and Construction Bonds	CREBs	Total	
Balance, June 30, 2011	\$ 1,570,000	\$ 152,950	\$ 1,722,950	
Less: Repayments		(11,813)	(11,813)	
Balance, June 30, 2012	1,570,000	141,137	1,711,137	
Less: Repayments	(20,000)	(11,812)	(31,812)	
Balance, June 30, 2013	<u>\$ 1,550,000</u>	\$ 129,325	\$ 1,679,325	

Future obligations for the succeeding five years and thereafter are as follows:

Acquisition and								
Year ending		Construct	ion Bo	nds		CREBs		Total
June 30,		Interest	_P	rincipal	F	Principal		Principal
2014	\$	76,080	\$	20,000	\$	11,812	\$	31,812
2015		75,270		20,000		11,813		31,813
2016		74,440		20,000		11,812		31,812
2017		73,483		25,000		11,813		36,813
2018		72,395		25,000		11,812		36,812
Thereafter		1,240,685		1,440,000		70,263		1,510,263
	<u>\$</u>	1,612,353	<u>\$</u>	1,550,000	\$	129,325	\$	1,679,325

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 7 DEFERRED REVENUE

Deferred revenue consists of future lease revenue from Coastal Health Alliance (CHA), a tenant in the new building. On December 12, 2005, CHA entered into a 40-year lease in the amount of \$250,000 with the District for rental of a portion of the new building. The effective start date of the lease was July 1, 2007. The balance of deferred revenue at June 30, 2013 and 2012, was \$212,500 and \$218,750, respectively.

#### NOTE 8 PROPERTY TAXES

Property taxes are assessed, collected and distributed by the County of Marin in accordance with legislation. Secured property taxes are attached as an enforceable lien on real property located in the County of Marin as of March 1. Secured property taxes are levied each November 1 on the assessed value of the real property as of prior March 1. Taxes are due in two equal installments on December 10 and April 10 following the levy date.

Under California law, secured property taxes are assessed and collected by the counties at up to 1% of assessed value, plus other increases approved by the voters. The property taxes are pooled and then allocated to the District based upon complex formulas.

Unsecured property taxes are levied throughout the year beginning March 1 on the assessed value of personal property as of March 1. For unsecured property tax bills issued between March 1 and June 30, the amount is payable by August 31. For unsecured property tax bills issued after June 30, the amount of the tax is due 30 days after the bill is issued, but no later than February 28/29.

Special assessment charges are incorporated on the property tax bill, and therefore are attached as an enforceable lien on real property located within the District. Special assessment charges are due in two installments on December 10 and April 10 following the assessment date. The special assessments are collected and distributed to the District by the County of Marin.

Effective July 1, 1993, the District, in addition to other districts, entered into an agreement (hereafter known as the "Teeter Plan") with the County of Marin whereby the County agreed to purchase without recourse all previously outstanding (net of all adjustments) secured delinquent property tax and special assessment receivables, penalties and interest of the districts as of June 30, 1993. Additionally, the County agreed to advance each district its share of the annual gross levy of secured property taxes and special assessments (net of adjustments) billed through the County's Tax Collector for the fiscal year ended June 30, 1996, and for each subsequent fiscal year of the agreement. In consideration, the District gives the County of Marin its right to penalties and interest on delinquent property tax receivables and actual proceeds collected. This agreement is still operational as of the fiscal years ended June 30, 2013 and 2012.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 9 MISCELLANEOUS REVENUE

Miscellaneous revenue consisted of the following during the years ended June 30, 2013 and 2012:

Rental income CSI solar rebate income * Tenant utility reimbursement and other revenue	\$	2013 93,758 17,845 13,481	\$	2012 89,485 12,844 17,565
	<u>\$</u>	125,084	<u>\$</u>	119,894

\* The District was approved to participate in the California Solar Initiative (CSI) in January 2009 after the installation of roof photovoltaic (solar) panels. The District will receive the monthly rebates for a period of five years with rebates calculated based on the District's energy production.

#### NOTE 10 RISK MANAGEMENT

The District is exposed to various risks of loss related to workers' compensation claims. The District participates in a Joint Powers Agreement established July 1984 to provide coverage for workers' compensation claims exposure and to pay for the administration of the program. The Joint Powers Agreement established the Fire Districts Association of California - Fire Agency Self Insurance System (FDAC/FASIS) for the members.

The District currently reports all of its risk management activities in its General Fund. Premiums due to the Association are reported when incurred.

The agreement for the formation of the FDAC/FASIS provides that the system will be self-sustaining through member premiums and will reinsure through a commercial company for claims in excess of self-insured retention. The Liability Insurance Fund retains a self-insured retention of \$250,000. Above the self-insurance retention, excess insurance coverage is statutory (unlimited in the state of California). The Association continues to carry commercial insurance for workers' compensation. Settled claims resulting from risks have not exceeded the commercial insurance coverage in any of the past fiscal years.

As defined by GASB Statement No. 10, FDAC/FASIS is "a risk-sharing pool." The Association manages one pool for all members. The arrangement allows its members to pool risks, funds and share in the cost of losses.

Each member of the Association pays an annual premium to the insurance system which is evaluated each year based on the number of personnel, estimated payroll and an experience factor.

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 11 MERA AGREEMENT

The District is a member of the Marin Emergency Radio Authority (MERA) which owns and operates a Public Safety and Emergency Radio System for use by its member agencies. MERA was created by a Joint Powers Agreement among a variety of local agencies within Marin County. The District makes annual service contributions which started August 1, 2002, and end August 1, 2020, for the use of the radio system. In addition, the District makes annual dues payments to MERA of which \$9,368 and \$8,825 was paid during the years ended June 30, 2013 and 2012, respectively.

Future obligations under the agreement are as follows:

Year ending			
<u>June 30, </u>			
2014			\$ 12,783
2015			12,783
2016			12,783
2017			12,783
2018			12,783
Thereafter			 38,349
			\$ 102,264

#### NOTE 12 DEFINED BENEFIT PENSION PLAN

<u>Plan Description</u> - On October 14, 2002, the District joined the California Public Employees Retirement System (CalPERS). The District contributes to CalPERS, an agent, multiple-employer, public employee, defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public employers within the State of California. Benefit provisions and requirements are established by State statute and the Board of Directors. Copies of CalPERS annual financial reports can be obtained directly from CalPERS at 400 "P" Street, Sacramento, California, 95814.

When the District joined CalPERS, the District agreed to purchase previous service coverage for its employees who are eligible to participate in the system. This, in effect, provides CalPERS retirement benefits for these employees from the commencement of their employment with the District. The amount paid to CalPERS by the District for the years ended June 30, 2013 and 2012, was \$44,408 and \$41,978, respectively.

<u>Risk Pool</u> - Beginning in the year ended June 30, 2005, CalPERS required the District to participate in a risk pool. Mandated pooling is effective with the determination of the contribution rate for 2012/2013 and 2011/2012.

NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

#### NOTE 12 DEFINED BENEFIT PENSION PLAN (Continued)

GASB 27 Risk Pool Information- The BFPD plan is part of the Safety 2.0% at 55 Risk Pool, a cost-sharing multiple-employer defined benefit plan. Under GASB 27, an employer should recognize annual pension expenditures/expense equal to its contractually required contributions to the plan. Pension liabilities and assets result from the difference between contributions required and contributions made. The contractually required contribution for the period July 1, 2012 to June 30, 2013 has been determined by an actuarial valuation of the plan as of June 30, 2010. The BFPD contribution rate for the indicated period is 33.846% of payroll; prior to that date the contribution rate was 33.669%. In order to calculate the dollar value of the contractually required contributions for inclusion in financial statements prepared as of June 30, 2013, the contribution rate, as modified by any subsequent financing changes or contract amendments for the year, would be multiplied by the payroll of covered employees that was actually paid during the period July 1, 2012 to June 30, 2013. However, if this contribution is fully prepaid in a lump sum, then the dollar value of contractually required contributions is equal to the lump sum prepayment. The employer and the employer's auditor are responsible for determining the contractually required contributions. Further, the required contributions in dollars and the percentage of that amount contributed for the current year and each of the two preceding years is to be disclosed under GASB 27.

For fiscal years 2011, 2012, and 2013, the District's annual contributions for the CalPERS Safety employees plan were equal to the District's required and actual contributions for each fiscal year as follows:

		Annual	Percentage	•	Net	APC
Fiscal	F	Pension	of APC	Pe	ension	Percentage
Year	_Co	st (APC)	_Contributed	Obl	igation	of Payroll
2010-2011	\$	37,421	100%	\$	_	32.903%
2011-2012	\$	41,978	100%	\$	_	33.669%
2012-2013	\$	44,408	100%	\$	· <u>-</u>	33 846%

A summary of principal assumptions and methods used to determine the contractually required contributions is shown below for the cost-sharing multiple-employer defined benefit plan.

Valuation Date
Actuarial Cost Method
Amortization Method
Average Remaining Period
Asset Valuation Method
Actuarial Assumptions:
Investment Rate of Return
Projected Salary Increases

Inflation
Payroll Growth
Individual Salary Growth

June 30, 2010
Entry Age Normal Cost Method
Level Percent of Payroll
17 Years as of the Valuation Date
15 Year Smoothed Market

7.75% (net of administrative expenses)
3.55% to 14.45%, depending on age, service, and type of employment
3.00%
3.25%

A merit scale varying by duration of employment coupled with an assumed annual inflation growth of 3.00% and an annual production growth of 0.25%

### NOTES TO FINANCIAL STATEMENTS For the years ended June 30, 2013 and 2012

### NOTE 12 DEFINED BENEFIT PENSION PLAN (Continued)

Initial unfunded liabilities are amortized over a closed period that depends on the plan's date of entry into the CalPERS Risk Pool. Subsequent plan amendments are amortized as a level percentage of pay over a closed 20-year period. Gains and losses that occur in the operation of the plan are amortized over a rolling 30-year amortization period. If the plan's accrued liability exceeds the actuarial value of plan assets, then the amortization payment on the total unfunded liability may not be lower than the payment calculated over a 30 year amortization period. Each year, a single amortization base is created, using the net period for the multiple bases.

SUPPLEMENTARY INFORMATION

### STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES, BUDGET AND ACTUAL - GENERAL FUND For the years ended June 30, 2013 and 2012

	Original Budgeted Amounts	Final Budgeted Amounts	Actual Amounts	Variance
		<u>.</u>		
<u>2013:</u>				
REVENUES				
Property taxes Government grants Miscellaneous Investment earnings Total revenues	\$ 404,132 8,000 88,860 1,000 501,992	\$ 404,132 8,000 88,860 1,000 501,992	\$ 460,456 1,591 118,834 2,606 583,487	\$ 56,324 (6,409) 29,974 1,606 81,495
EXPENDITURES				
Salaries and benefits	269,148	269,148	261,937	(7,211)
Materials and services Total expenditures	175,542 444,690	175,542 444,690	146,959 408,896	
Excess of revenues over expenditures	<u>\$ 57,302</u>	\$ 57,302	<u>\$ 174,591</u>	\$ 117,289
2012:				
REVENUES				
Property taxes	\$ 395,300	\$ 395,300	\$ 424,875	\$ 29,575
Government grants	8,000	8,000	8,045	45
Miscellaneous	81,998	81,998	113,644	31,646
Investment earnings	7,000	7,000	1,420	(5,580)
Total revenues	492,298	492,298	547,984	55,686
EXPENDITURES				
Salaries and benefits	262,423	262,423	258,360	(4,063)
Materials and services	173,689	<u>173,689</u>	159,875	(13,814)
Total expenditures	436,112	436,112	418,235	(17,877)
Excess of revenues over expenditures	\$ 56,186	\$ 56,186	<u>\$ 129,749</u>	\$ 73,563