

LADERA RECREATION DISTRICT  
AUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019  
WITH SUMMARIZED FINANCIAL INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2018

LADERA RECREATION DISTRICT

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DECEMBER 31, 2019

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Ladera Recreation District  
Portola Valley, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and fund information of the Ladera Recreation District (the "District"), as of and for the year ended December 31, 2019, which collectively comprised of 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 an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund and the aggregate remaining fund information as of the District at December 31, 2019, 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.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 30, 2020, on our consideration of District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's Discussion and Analysis is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was made for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary schedules identified in the table of contents are presented for additional analysis and are not a required part of the basic financial statements of the District. The information contained in the supplementary schedules has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we express no opinion thereon.



Morton & Associates Inc.  
Certified Public Accountants

May 30, 2020

LADERA RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED DECEMBER 31, 2019

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This section of the annual financial report of the Ladera Recreation District (the "District") presents our discussion and analysis of the District's financial performance during the year ended December 31, 2019.

This Management Discussion and Analysis ("MD&A") should be read in conjunction with the District's financial statements, including the notes and the supplementary information that immediately follow this section.

### **FINANCIAL HIGHLIGHTS**

- Total Net Position increased by \$220,426.
- General revenues accounted for \$450,739, or 43.58 percent, of total revenues of \$1,034,214. Program-specific revenues in the form of charges for services, grants, and contributions accounted for \$583,475, or 56.42 percent, of the total revenues.
- Total government-wide assets increased by \$236,251. Cash and cash equivalents increased by \$260,772, and net capital assets decreased by \$24,521 after improvements and depreciation.
- Total program expenses were \$813,788. Program-specific charges for services, grants, and contributions offset \$583,475 of these expenses. General revenues (primarily taxes) of \$450,739 were more than adequate to provide for the deficit in these programs.

### **OVERVIEW OF FINANCIAL STATEMENTS**

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements and required supplementary information.

The basic financial statements include two kinds of statements that present different views of the District. The first two statements are government-wide financial statements that provide both short-term and long-term information about the District's overall financial status.

The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operation in more detail than the government-wide statements.

The fund financial statements are composed of:

- Government fund statements, which tell how basic services were financed in the short-term, as well as what remains for future spending.

LADERA RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED DECEMBER 31, 2019

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**The Statement of Net Position and the Statement of Activities**

The Statement of Net Position and the Statement of Activities report information about the District as a whole and about its activities. These statements include all assets and liabilities of the District using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net position and changes in them. Net Position is the difference between assets and liabilities, which is one way to measure the District's financial health, or financial position. Overtime, increases or decreases in the District's net position is one indicator of whether its financial health is improving or deteriorating. To assess the overall health of the District, it is necessary to consider additional non-financial factors including the condition of the District's buildings and other facilities.

**REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS**

**Fund Financial Statements**

The fund financial statements provide more detailed information about the District's most significant funds - not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs:

- Some funds are required by law and covenants.
- The District establishes other funds to control and manage money for particular purposes or to show that certain revenues have been properly used.

**Governmental Funds**

Most of the District's basic services are reported in governmental funds which generally focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the governmental-wide statements, we provide additional information at the bottom of the governmental fund statement that explains the relationship (or differences) between them.

LADERA RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED DECEMBER 31, 2019

**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**TABLE 1: NET POSITION**

A summary of total district revenues, expenses, and changes in net position is presented in the table below.

	<u>2019</u>	<u>2018</u>	<u>Change</u>	<u>% Change</u>
<b>Assets</b>				
Current and Other Assets	\$ 1,840,597	\$ 1,579,825	\$ 260,772	16.51
Capital Assets	<u>1,482,800</u>	<u>1,507,321</u>	<u>(24,521)</u>	<u>(1.63)</u>
Total Assets	<u>\$ 3,323,397</u>	<u>\$ 3,087,146</u>	<u>\$ 236,251</u>	<u>14.88</u>
<b>Liabilities</b>				
Current Liabilities	<u>\$ 27,150</u>	<u>\$ 11,325</u>	<u>\$ 15,825</u>	<u>139.74</u>
Total Liabilities	<u>\$ 27,150</u>	<u>\$ 11,325</u>	<u>\$ 15,825</u>	<u>139.74</u>
<b>Net Position</b>				
Invested in Capital Assets, net of Related Debt	\$ 1,482,800	\$ 1,507,321	\$ (24,521)	(1.63)
Unrestricted	<u>1,813,447</u>	<u>1,568,500</u>	<u>244,947</u>	<u>15.62</u>
Total Net Position	<u>\$ 3,296,247</u>	<u>\$ 3,075,821</u>	<u>\$ 220,426</u>	<u>15.62</u>

**TABLE 2: CHANGES IN NET POSITION**

	<u>2019</u>	<u>2018</u>	<u>Change</u>	<u>% Change</u>
<b>Revenues</b>				
General Revenues	\$ 450,739	\$ 255,781	\$ 194,958	76.22
Program Revenues	<u>583,475</u>	<u>540,470</u>	<u>43,005</u>	<u>7.96</u>
Total Revenues	<u>\$ 1,034,214</u>	<u>\$ 796,251</u>	<u>\$ 237,963</u>	<u>84.18</u>
<b>Program Expenses</b>				
Community Recreational Services	\$ 762,655	\$ 658,159	\$ 104,496	15.88
Depreciation	<u>51,133</u>	<u>54,121</u>	<u>(2,988)</u>	<u>(5.52)</u>
Total Program Expenses	<u>\$ 813,788</u>	<u>\$ 712,280</u>	<u>\$ 101,508</u>	<u>10.36</u>
Changes in Net Position	<u>\$ 220,426</u>	<u>\$ 83,971</u>	<u>\$ 136,455</u>	<u>20.72</u>

LADERA RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED DECEMBER 31, 2019

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**Governmental Activities**

Program revenues directly financed \$583,475 of the total expenses; the balance was financed by property taxes and other general revenues.

**TABLE 3: GOVERNMENTAL ACTIVITIES**

	<u>Total Cost of Service 2019</u>	<u>Net Cost of Service 2019</u>	<u>Total Cost of Service 2018</u>	<u>Net Cost of Service 2018</u>
Community Recreational Services	\$ 762,655	\$ 179,180	\$ 658,159	\$ 117,689
Depreciation - Unallocated	<u>51,133</u>	<u>51,133</u>	<u>54,121</u>	<u>54,121</u>
Total Government Activities	<u>\$ 813,788</u>	<u>\$ 230,313</u>	<u>\$ 712,280</u>	<u>\$ 171,810</u>

This table displays, by function, the total and net costs of services provided. The net cost of services represents the total recreation costs less any grants or contributions plus revenue charged for the program.

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

**TABLE 4: FUND BALANCES**

	<u>Fund Balance 2019</u>	<u>Fund Balance 2018</u>	<u>Change</u>	<u>Percentage Change</u>
General Fund	\$ 1,813,447	\$ 1,568,500	\$ 244,947	15.62
Total Government Funds	<u>\$ 1,813,447</u>	<u>\$ 1,568,500</u>	<u>\$ 244,947</u>	<u>15.62</u>

**General Fund Budgetary Highlights**

In the Budget originally adopted by the Board of Directors, total revenues were budgeted at \$814,275 and expenditures at \$785,462. Revenues were projected to exceed expenditures by \$28,813. There were no subsequent budget modifications.



LADERA RECREATION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED DECEMBER 31, 2019

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**Capital Assets and Debt Administration**

**Capital Assets at Year End Net of Depreciation**

As of December 31, 2019, the District owned the following capital assets:

**TABLE 5: CAPITAL ASSETS**

	<u>2019</u>	<u>2018</u>	<u>% Change</u>
Land	\$ 987,266	\$ 987,266	-
Structures and Improvements	1,492,873	1,476,553	1.11
Furniture & Fixtures	53,654	53,654	-
Machinery and Equipment	116,229	105,936	10
Accumulated Depreciation	<u>(1,167,222)</u>	<u>(1,116,088)</u>	<u>5</u>
Total Capital Assets	<u>\$ 1,482,800</u>	<u>\$ 1,507,321</u>	<u>(1.63)</u>

**Long-Term Debt**

During the period, the District had no outstanding debt.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide citizens, taxpayers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have any questions regarding this report or need additional financial information, contact Di Gow, Ladera Recreation District, 150 Andeta Way, Portola Valley, California 94028.

LADERA RECREATION DISTRICT  
STATEMENT OF NET POSITION  
AS OF DECEMBER 31, 2019

	2019
<b>ASSETS</b>	
Current Assets	
Cash and Investments	\$ 967,717
Capital Assets	
Land	987,266
Structures and Improvements	1,492,873
Furniture and Fixtures	53,654
Machinery and Equipment	116,229
Accumulated Depreciation	<u>(1,167,222)</u>
Total Capital Assets	\$ <u>1,482,800</u>
Total Current Assets	\$ <u>2,450,517</u>
Non-current Assets	
Long Term Investments	<u>872,880</u>
Total Non-current Assets	\$ <u>872,880</u>
<b>Total Assets</b>	<b>\$ <u><u>3,323,397</u></u></b>
<b>LIABILITIES</b>	
Accounts Payable	\$ 22,650
Accrued Payroll	<u>4,500</u>
Total Liabilities	\$ <u>27,150</u>
<b>NET POSITION</b>	
Invested in Capital Assets, net of Related Debt	\$ 1,482,800
Unrestricted	<u>1,813,447</u>
Total Net Position	\$ <u>3,296,247</u>
<b>Total Liabilities &amp; Net Position</b>	<b>\$ <u><u>3,323,397</u></u></b>

The Accompanying Independent Auditors' Report and the Attached Notes  
are an Integral Part of These Financial Statements.

LADERA RECREATION DISTRICT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019
<b>PROGRAM EXPENSES</b>	
Community Recreational Services	\$ 762,655
Depreciation	51,133
Total Program Expenses	\$ 813,788
<b>PROGRAM REVENUES</b>	
Park and Recreation Fees	\$ 583,081
Other Income	393
Total Program Revenues	\$ 583,474
Net Program Cost	\$ 230,314
<b>GENERAL REVENUES</b>	
Taxes Levied	\$ 287,808
Donations	96,500
Contributions In-Kind	4,275
Interest and Investment Earnings	30,815
Unrealized Gain/(Loss)	31,342
Total General Revenues	\$ 450,740
<b>Change In Net Position</b>	\$ 220,426
<b>Net Position as of December 31, 2018</b>	\$ 3,075,821
<b>Net Position as of December 31, 2019</b>	\$ 3,296,247

The Accompanying Independent Auditors' Report and the Attached Notes  
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LADERA RECREATION DISTRICT  
GOVERNMENTAL FUNDS BALANCE SHEET  
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
<b>ASSETS</b>				
Cash in Banks	1,840,597	-	-	1,840,597
<b>Total Assets</b>	<u>\$ 1,840,597</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,840,597</u>
<b>LIABILITIES</b>				
Accounts Payable	\$ 22,650	\$ -	\$ -	\$ 22,650
Accrued Payroll	4,500	-	-	4,500
Total Liabilities	<u>\$ 27,150</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,150</u>
<b>FUND BALANCES</b>				
Unreserved, Undesignated	\$ 1,813,447	\$ -	\$ -	\$ 1,813,447
Total Fund Balances	<u>\$ 1,813,447</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,813,447</u>
Liabilities and Fund Balance	<u>\$ 1,840,597</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,840,597</u>

The Accompanying Independent Auditors' Report and the Attached Notes  
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LADERA RECREATION DISTRICT  
RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2019

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	<u>2019</u>
Total Fund Balances - Governmental Funds	\$ 1,813,447
 Amounts reported for governmental activities in the statement of net position are different because:	
 Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. The actual or estimated historical acquisition cost of assets is \$2,650,022 and the accumulated depreciation is \$1,167,222.	 <u>1,482,800</u>
 Net Position of Governmental Activities	 \$ <u><u>3,296,247</u></u>

The Accompanying Independent Auditors' Report and the Attached Notes  
are an Integral Part of These Financial Statements.

LADERA RECREATION DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
<b>REVENUES</b>				
Property Taxes:	\$ -	\$ -	\$ -	\$ -
Current, Secured	185,389	-	-	185,389
Current, Unsecured	9,216	-	-	9,216
Supplemental	76	-	-	76
Homeowner Property Tax Relief	593	-	-	593
Revenue Shift	92,533	-	-	92,533
Other Revenues:				
Park and Recreation Fees	556,469	26,613	-	583,082
Donations	96,500	-	-	96,500
Contributions In-Kind	4,275	-	-	4,275
Interest	30,815	-	-	30,815
Unrealized Gain/(Loss)	31,342	-	-	31,342
Other Income	393	-	-	393
Total Revenues	<u>\$ 1,007,601</u>	<u>\$ 26,613</u>	<u>\$ -</u>	<u>\$ 1,034,214</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$ 374,141	\$ -	\$ -	\$ 374,141
Payroll Taxes	28,288	-	-	28,288
General Office Supplies	2,554	-	-	2,554
Repairs & Maintenance	57,835	-	-	57,835
Equipment Costs	10,160	-	-	10,160
Paint, Solvent and Chemicals	20,012	-	-	20,012
Landscaping	21,495	-	-	21,495
Contributed Services	4,275	-	-	4,275
Custodial Services	9,225	-	-	9,225
Utilities	60,249	-	-	60,249
Professional Contractors	33,736	-	-	33,736
Miscellaneous (PayPal)	22,966	-	-	22,966
Event Expenses	15,209	-	-	15,209
Program Activities	24,924	-	-	24,924
Taxes & Fees	16,254	-	-	16,254
District Operating Expenses	25,031	-	-	25,031
Vending Supplies	8,334	-	-	8,334
Telephone	2,190	-	-	2,190
Insurance	25,776	-	-	25,776
Improvements	-	26,613	-	26,613
Total Expenditures	<u>\$ 762,654</u>	<u>\$ 26,613</u>	<u>\$ -</u>	<u>\$ 789,267</u>
<b>EXCESS/(DEFICIENCY) OVER/(UNDER) REVENUES UNDER EXPENDITURES</b>	<u>\$ 244,947</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 244,947</u>
<b>NET INCREASE (DECREASE) IN NET POSITION</b>	<u>\$ 244,947</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 244,947</u>
Fund Balances as of December 31, 2018	<u>\$ 1,568,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,568,500</u>
Fund Balances as of December 31, 2019	<u>\$ 1,813,447</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,813,447</u>

The Accompanying Independent Auditors' Report and the Attached Notes  
are an Integral Part of These Financial Statements.

LADERA RECREATION DISTRICT  
 RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO  
 THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED DECEMBER 31, 2019

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		2019
Net Change in Fund Balance - Governmental Funds	\$	244,947
<p>Amounts reported for governmental activities in the statement of net assets are different because:</p>		
<p>Depreciation: In governmental funds, there is depreciation of long-term assets which are reported as an expenditure in the year acquired. In the government-wide statements, depreciation of capital assets is reported as a reduction in fixed assets. Depreciation of capital assets for the year was:</p>		(51,134)
<p>Capital Acquisitions: In governmental funds, purchases of long-term assets are reported as expenditures. In the government-wide statements, purchases of capital assets are reported as additions to fixed assets. Expenditures for capital assets for the year was:</p>		26,613
Change in Net Position of Governmental Assets	\$	220,426

The Accompanying Independent Auditors' Report and the Attached Notes  
 are an Integral Part of These Financial Statements.

LADERA RECREATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

A. The District

The Ladera Recreation District was organized in April 1958 by voters of Ladera, an unincorporated area of San Mateo County west of Alpine Road and consists of approximately 534 residential parcels. The District maintains a swimming pool, tennis courts, a community center, and a children's play area at 150 Andeta Way.

The District offers Ladera residents swimming and tennis lessons, a swim team, and summer recreation programs for a reasonable fee. These services are offered to non-residents at an increased fee.

The District is governed by a five member Board of Directors elected for three-year terms. The Board meets on the second Wednesday of each month. In the event one of the Directors is unable or does not choose to serve a complete term, a successor is appointed by the Board.

B. Basis of Presentation

The Government-Wide Financial Statements report economic resources and activities of the District. The Statement of Activities and Changes in Net Assets presents the Program Expenses and Revenues of the District as well as the General Revenues. Program Revenues include fees charged participants as well as grants and contributions restricted to the operations or capital requirements of a particular program. General Revenues include non-program revenues, general taxes, and investment earnings. Offsetting program revenues and expenses indicates the extent to which the programs are self-financing or need to draw from general revenues.

Fund Financial Statements report detailed information about the District by major funds. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. All of the District's funds were considered major.

Governmental funds are prepared on the basis of current financial resources. Only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. A reconciliation is presented to indicate the difference in presentation between the Government-Wide Financial and the Fund Financial Statements.



LADERA RECREATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

C. Basis of Accounting

Government-Wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting.

Revenues, Exchange and Non-Exchange Transactions:

Revenues resulting from exchange of value such as program fees are recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. For the District, "available" means collectible within the current fiscal year or within 60 days after year-end.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include:

- (i) timing requirements - which specify the year when the resources are to be used or the fiscal year when use is first permitted;
- (ii) matching requirements - which the District must provide in local resources to be used for a specific purpose; and
- (iii) expenditure requirements - which set what must be done for the District to be reimbursed.

Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Deferred Revenue:

Deferred revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred revenue. On government fund financial statements, receivables associated with non-exchange transaction that will not be collected within the availability period have also been recorded as deferred revenue.

LADERA RECREATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Expenses/Expenditures:

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Fund 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 balance, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major funds as follows:

- The *General Fund* is used to account for all financial resources except those to be accounted for in another fund or account group.
- The *Capital Projects Fund* is used to account for financial resources to be used for the acquisition or construction of major capital assets.
- The *Debt Service Fund* is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and related costs.

E. Budgets and Budgetary Accounting

The Board of Directors adopts a preliminary budget prior to December 1st for the ensuing fiscal year.

Formal budgetary integration is employed as a management control device for the general fund during the year. Expenditures may not legally exceed budgeted appropriations at the fund level.

LADERA RECREATION DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States. Budget-to-actual comparisons in this report use this budgetary basis. These budgeted amounts include the original Board adopted budget and any resolved amendments.

F. Deposits and Investments

Cash balances held in banks and revolving funds were insured up to \$250,000 as of December 31, 2019 per institution by the Federal Depository Insurance Corporation ("FDIC"). All cash held by the financial institutions is fully insured or collateralized, except the amount that exceeds the maximum insured levels of the FDIC.

G. Capital Assets

Capital assets are those purchased or acquired with an original cost of \$3,000 or more and are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlay that significantly extend the useful life of an asset are capitalized. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred.

Depreciation on all capital assets is computed using a straight-line basis over the following estimated useful lives in years:

<u>Asset Class</u>	<u>Examples</u>	<u>Estimated Useful Life</u>
Land		
Structures and Improvements	Building, swimming pools, sidewalks, tennis court	15-50
Furniture and Fixtures	Office and pool furniture	10
Machinery and Equipment	Playground equipment	3-15

H. Long-term Obligations

In the Government-Wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Assets. In the fund financial statements, the face amount of the debt issued, premiums paid or discounts recognized are reported as other financing sources/uses.

LADERA RECREATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1: ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

I. Fund Balance Reserves and Designations

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities. Portions of a fund's balance may be reserved or designated for future expenditure.

Reservations of the ending fund balance indicate the portions of fund balance not appropriable for expenditure or amounts legally segregated for a specific future use.

J. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, laws or regulations of other governments. The District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

K. Reporting Entity

The District's financial statements reflect its own activities; it has no component units.

L. Use of Estimates

The District's management has made certain estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with generally accepted accounting principles. Actual results could differ from those estimates.

LADERA RECREATION DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 2: PROPERTY TAX LEVY, COLLECTION AND MAXIMUM RATES

The State of California (the State) Constitution Article XIII A provides that the combined maximum property tax rate on any given property may not exceed one percent of its assessed value unless voters have approved an additional amount. Assessed value is calculated at 100 percent of market value as defined by Article XIII A and may be increased by no more than two percent per year unless the property is sold or transferred. The State Legislature has determined the method of distribution of receipts from a one percent tax levy among counties, cities, school districts and other special districts. Counties, cities and school districts may levy such additional tax as is necessary to provide for voter approved debt service. The County of San Mateo assesses properties, bills, and collects property taxes as follows:

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

The term "unsecured" refers to taxes on property not secured by liens on real property. Property taxes levied are recorded as revenue when received, in the fiscal year of levy, because of the adoption of the "alternate method" of property tax distribution, known as the Teeter Plan, by the San Mateo County Mosquito Abatement District and the County of San Mateo. The Teeter Plan authorized the auditor-controller of the County of San Mateo to allocate 100 percent of the secured property tax billed but not yet paid. The County of San Mateo remits tax monies to the District in three installments, as follows: 50 percent remitted on December 15; 40 percent remitted on April 15; and 10 percent remitted on June 30.

NOTE 3: CASH AND INVESTMENTS

The Federal Deposit Insurance Company (FDIC) insures bank balances up to \$250,000 for each bank. As of December 31, 2019, the District had uninsured cash balances of \$714,416.

LADERA RECREATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 3: CASH AND INVESTMENTS, CONTINUED

Cash and investments consisted of the following as of December 31, 2019:

	<u>Carrying Value</u>	<u>Investment Rating</u>
Cash in Chase Bank	\$ 964,074	FDIC Insured
Morgan Stanley Holdings		
Morgan Stanley Money Market	3,643	FDIC Insured
AMEX	245,305	FDIC Insured
Barclays Bank	119,765	FDIC Insured
Capital One Bank	73,073	FDIC Insured
Comenity Bank	199,126	FDIC Insured
HSBC Bank	50,665	FDIC Insured
Sallie Mae Bank	184,946	FDIC Insured
Total Cash and Investment	<u>\$ 1,840,597</u>	

NOTE 4: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019 was as follows:

	<u>Balance</u>	<u>Additions</u>	<u>Balance</u>
	<u>2018</u>		<u>2019</u>
Land - not depreciable	\$ 987,266	\$	\$ 987,266
Structures and improvements	1,476,553	16,320	1,492,873
Furniture and fixtures	53,654		53,654
Machinery and equipment	105,936	10,293	116,229
Total Capital Assets	<u>2,623,409</u>	<u>26,613</u>	<u>2,650,022</u>
Less: Accumulated Depreciation			
Building	(673,140)	(17,555)	(690,695)
Structure and Improvements	(301,756)	(29,643)	(331,399)
Furniture and Fixtures	(39,506)	(2,653)	(42,159)
Machinery and Equipment	(101,686)	(1,283)	(102,969)
Total Accumulated Depreciation	<u>(1,116,088)</u>	<u>(51,134)</u>	<u>(1,167,222)</u>
Net Capital Assets	<u>\$ 1,507,321</u>	<u>\$ (24,521)</u>	<u>\$ 1,482,800</u>

LADERA RECREATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 5: LIQUIDITY

Ladera has \$967,717 of financial assets available to meet cash needs for general expenditures within one year of December 31, 2019. That amount consists of checking account cash and certificate of deposits and are not subject to donor or other contractual restrictions that would make these amounts unavailable for general expenditures within one year of December 31, 2019.

Ladera has a goal to maintain cash on hand to meet normal monthly operating expenses, which are on average, approximately \$65,000.

NOTE 6: DATE OF MANAGERMENTS REVIEW

In preparing the financial statements, the District has evaluated subsequent events and transactions for potential recognition or disclosure through May 30, 2020, the date that the financial statements were available to be issued.

NOTE 7: JOINT POWERS AGENCY

The District is a member of the California Association for Park and Recreation Insurance ("CAPRI"), a joint powers agency comprised of participating recreation and park special districts formed under the Resource Codes of California. CAPRI provides liability and property insurance coverage. Financial information for CAPRI is available by contacting its office at 6341 Auburn Boulevard, Suite A, Citrus Heights, CA 95621-5203.

LADERA RECREATION DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES - BUDGET AND ACTUAL (GAAP)  
FOR THE YEAR ENDED DECEMBER 31, 2019

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Property Taxes:	\$ -	\$ -	\$ -	\$ -
Current, Secured	175,000	175,000	185,389	10,389
Current, Unsecured	10,000	10,000	9,216	(784)
Supplemental	80	80	76	(4)
Homeowner Property Tax Relief	750	750	593	(157)
Revenue Shift	75,000	75,000	92,533	17,533
Other Revenues:				
Park and Recreation Fees	529,445	529,445	583,082	53,637
Donations	-	-	96,500	96,500
Contributions In-Kind	-	-	4,275	4,275
Interest	24,000	24,000	30,815	6,815
Unrealized Gain/(Loss)	-	-	31,342	31,342
Other Income	-	-	393	393
Total Revenues	<u>\$ 814,275</u>	<u>\$ 814,275</u>	<u>\$ 1,034,214</u>	<u>\$ 219,939</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$ 364,482	\$ 364,482	\$ 374,141	\$ (9,659)
Payroll Taxes	27,980	27,980	28,288	(308)
General Office Supplies	4,000	4,000	2,554	1,446
Repairs & Maintenance	40,000	40,000	57,835	(17,835)
Equipment Costs	10,000	10,000	10,160	(160)
Paint, Solvent and Chemicals	17,000	17,000	20,012	(3,012)
Landscaping	23,000	23,000	21,495	1,505
Contributed Services	-	-	4,275	(4,275)
Custodial Services	11,000	11,000	9,225	1,775
Utilities	54,500	54,500	60,249	(5,749)
Professional Contractors	39,000	39,000	33,736	5,264
Miscellaneous	19,500	19,500	22,966	(3,466)
Event Expenses	13,000	13,000	15,209	(2,209)
Program Activities	32,000	32,000	24,924	7,076
Taxes & Fees	18,500	18,500	16,254	2,246
District Operating Expenses	26,000	26,000	25,031	969
Vending Supplies	6,000	6,000	8,334	(2,334)
Telephone	3,000	3,000	2,190	810
Insurance	16,500	16,500	25,776	(9,276)
Improvements	60,000	60,000	26,613	33,387
Total Expenditures	<u>\$ 785,462</u>	<u>\$ 785,462</u>	<u>\$ 789,267</u>	<u>\$ (3,805)</u>
<b>EXCESS/(DEFICIENCY) OVER/(UNDER) REVENUES UNDER EXPENDITURES</b>	<u>\$ 28,813</u>	<u>\$ 28,813</u>	<u>\$ 244,947</u>	<u>\$ 216,134</u>
<b>NET INCREASE (DECREASE) IN NET POSITION</b>	<u>\$ 28,813</u>	<u>\$ 28,813</u>	<u>\$ 244,947</u>	<u>\$ 216,134</u>
Fund Balances as of December 31, 2018			<u>\$ 1,568,500</u>	
Fund Balances as of December 31, 2019			<u>\$ 1,813,447</u>	

The Accompanying Independent Auditors' Report and the Attached Notes  
are an Integral Part of These Financial Statements.



REPORT OF INDEPENDENT AUDITORS ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
Ladera Recreation District  
Portola Valley, California

We have audited the basic financial statements of the Ladera Recreation District ("the District") as of December 31, 2019, and for the year then ended, and have issued our report thereon dated May 30, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance

As part of obtaining reasonable assurance about whether the District's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provision of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our test disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information of the management of the Ladera Recreation District's management and the State Controller's office, and is not intended to be and should not be used by anyone other than these specified parties.

  
Morton & Associates Inc.  
Certified Public Accountants  
May 30, 2020