

Capistrano Bay Community Services District
Balance Sheet
 As of February 28, 2014

	Feb 28, 14
ASSETS	
Current Assets	
Checking/Savings	
LAIF Account	13,447.98
Sunwest Bank	29,821.12
WFB Non-Interest Checking	249,960.00
Farmers & Merchants Bank	591,313.44
Total Checking/Savings	884,542.54
Accounts Receivable	
A/R 2013 Parking Permits & Fees	-0.25
A/R 2013 Annual User Fee	1,614.23
Total Accounts Receivable	1,613.98
Other Current Assets	
Prepaid Expenses	4,635.04
Bond Investment with Agt AD99-1	
WFB Reserve Fund	33,525.04
WFB Redemption Fund	70,835.31
Total Bond Investment with Agt AD99-1	104,360.35
Total Other Current Assets	108,995.39
Total Current Assets	995,151.91
Fixed Assets	
Depreciable assets	
Structures	136,775.00
Security	24,706.77
Maintenance	37,502.00
Administrative	8,217.00
Infrastructure	1,129,975.00
Entryway	1,401,594.02
Total Depreciable assets	2,738,769.79
Accumulated Depreciation	
Accum Deprec-Structure	-78,017.25
Accum Deprec-Security	-24,706.77
Accum Deprec-Maintenance	-23,410.37
Accum Deprec -Admin	-7,667.23
Accum Deprec-Infrastructure	-396,756.19
Accum Deprec-Entryway	-205,567.12
Total Accumulated Depreciation	-736,124.93
Total Fixed Assets	2,002,644.86
Other Assets	
Special Assessment Rec AD99-1	169,525.12
Total Other Assets	169,525.12
TOTAL ASSETS	3,167,321.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	34,700.11
Total Accounts Payable	34,700.11
Other Current Liabilities	
Accrued Vacations	9,369.44
Total Other Current Liabilities	9,369.44
Total Current Liabilities	44,069.55

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Accrual Basis

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	<u>Feb 28, 14</u>
Long Term Liabilities	
Deferred Revenue AD99-1	44,266.66
Bonds Payable AD99-1	152,500.00
Total Long Term Liabilities	<u>196,766.66</u>
Total Liabilities	240,836.21
Equity	
Net investment in Cap Assets	1,053,711.00
Net Invest in Cap Assets AD99-1	-370,000.00
Restricted AD99-1	389,844.00
Unrestricted	
Emergency Reserve	250,000.00
Unrestricted - Other	573,775.64
Total Unrestricted	823,775.64
Retained Earnings	1,005,576.86
Net Income	23,578.18
Total Equity	<u>2,926,485.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,167,321.89</u></u>

Capistrano Bay Community Services District
Profit & Loss YTD Comparison
 February 2014

	Feb 14	Jul '13 - Feb 14
Ordinary Income/Expense		
Income		
Fines	0.00	300.00
Parking - Permits and OCTA Fees	0.00	37,705.50
Property Tax Revenue	533.49	456,486.79
User Fee Revenue	0.00	226,302.06
Summer Trash Collection	170.00	4,930.00
Transponder Revenue	280.00	2,535.00
Interest Income	0.73	31.24
Development Impact Fee Revenue	0.00	6,057.37
County Gate Closure Revenue	0.00	4,000.00
Total Income	984.22	738,347.96
Gross Profit	984.22	738,347.96
Expense		
GENERAL & ADMINISTRATIVE		
Administrative Expense-Webb	167.00	4,239.75
Bank Charges	-384.88	296.12
Communications-Phone/Internet	170.91	1,248.24
Contribution- CRBA Annual Mtg.	0.00	1,500.00
Contribution- Pacific Legal	5,000.00	5,000.00
Depreciation Expense	6,225.64	66,980.32
District Auditing Services	0.00	8,215.00
Equipment Lease- Copier	216.41	1,991.69
Equipment-Copy Machine Tax	0.00	36.60
Legal Expenses	561.00	11,234.28
Liability Insurance	1,139.08	9,112.64
Memberships	0.00	3,255.00
MHTL Survey/ LCP Committee	0.00	5,440.00
Miscellaneous Expense	0.00	1,000.00
Office Equipment Purchases	161.99	212.73
Office Supplies	334.96	2,646.48
Photo Copying- Webb	0.00	392.70
Postage	49.20	360.46
Property Management Contract	1,800.00	14,400.00
Rent- Board Meeting Room	200.00	600.00
Rent- Doc/Misc Storage	0.00	1,411.17
Reserve Study Update	1,285.00	1,285.00
RR Parking Expense - OCTA	0.00	35,509.00
Security-Allowance for July 4th	0.00	726.94
Security-Dwelling Guest Pass	0.00	2,245.52
Security-Dwelling Live Fee	551.00	3,306.00
Security- Securitas Contract	29,393.91	271,254.49
Security- Transponders	0.00	972.00
Tax- Apportionment Fees	0.00	3,221.98
Web-site Hosting	120.00	490.80
Total GENERAL & ADMINISTRATIVE	46,991.22	458,584.91
EMPLOYEE EXPENSES		
Health Insurance	1,417.01	12,911.13
Payroll Processing Fees	130.50	1,118.50
Payroll Tax Expense	701.24	5,807.74
Salary/Wages- Manager	7,232.00	61,472.00
Salary/Wages - Security	1,600.00	12,464.00
Workers Comp Insurance	78.69	654.39
Total EMPLOYEE EXPENSES	11,159.44	94,427.76
LANDSCAPE MAINTENANCE		
Irrigation Repairs	0.00	525.27
Landscape Contract- Bemus	945.00	7,420.00
Landscape Extras	180.93	10,165.57
Palm Tree Trimming	0.00	1,700.00
Total LANDSCAPE MAINTENANCE	1,125.93	19,810.84

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 Accrual Basis

Capistrano Bay Community Services District
Profit & Loss YTD Comparison
 February 2014

	Feb 14	Jul '13 - Feb 14
GENERAL REPAIRS & MAINTENANCE		
Computer Consultant	0.00	1,114.67
Contract Maintenance	0.00	50,434.39
Disposable Doggie Bags	0.00	622.45
Driveway Pressure Washing	235.00	1,880.00
Drains/Catch Bas/ Filter Maint.	0.00	13,502.15
Fire Extinguisher Refills	80.00	80.00
Lighting/ Holiday at Gate Entry	0.00	2,850.00
Lighting Maint. for LS	48.48	48.48
Miscellaneous Maintenance	103.25	5,187.55
Painting- Oil Woodwork @ Entry	0.00	2,993.93
Patrol Vehicle Maintenance	55.15	1,002.56
Pest Control	50.00	750.00
Plumbing & Electrical	0.00	976.00
Sand Grading	420.00	420.00
Security Gate Repairs	0.00	322.82
Small Tools & Equipment	2,028.61	5,330.83
Street Sweeping	639.00	4,473.00
Total GENERAL REPAIRS & MAINTENANCE	3,659.49	91,988.83
Utilities		
Electric	1,108.62	7,565.04
Gas	437.41	2,104.18
Trash Services	3,320.62	31,184.84
Water	436.24	3,950.37
Total Utilities	5,302.89	44,804.43
Total Expense	68,238.97	709,616.77
Net Ordinary Income	-67,254.75	28,731.19
Other Income/Expense		
Other Income		
AD99-1 Assessment Collections	0.00	3,512.50
Total Other Income	0.00	3,512.50
Other Expense		
AD99-1 Annual Professional Fees	0.00	1,165.51
AD99-1 Interest Expense	0.00	7,500.00
Total Other Expense	0.00	8,665.51
Net Other Income	0.00	-5,153.01
Net Income	-67,254.75	23,578.18

Capistrano Bay Community Services District
Profit & Loss Budget Performance
February 2014

	Feb 14	Budget	Jul '13 - Feb 14	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Fines	0.00		300.00	160.00	240.00
Late Fees	0.00	20.00	0.00	39,400.00	39,400.00
Parking - Permits and OCTA Fees	0.00		37,705.50	385,748.79	701,360.00
Property Tax Revenue	533.49		456,486.79	226,302.06	226,000.00
User Fee Revenue	0.00		226,302.06	4,930.00	3,540.00
Summer Trash Collection	170.00		2,535.00	31.24	1,500.00
Transponder Revenue	280.00	125.00			
Interest Income	0.73				
Development Impact Fee Revenue	0.00	1,250.00	6,057.37	10,000.00	15,000.00
County Gate Closure Revenue	0.00	333.33	4,000.00	2,666.64	4,000.00
Total Income	984.22	1,728.33	738,347.96	668,514.64	991,040.00
Gross Profit	984.22	1,728.33	738,347.96	668,514.64	991,040.00
Expense					
GENERAL & ADMINISTRATIVE					
Administrative Expense-Webb	167.00	392.92	4,239.75	3,143.36	4,715.00
Bank Charges	-384.88	12.09	296.12	96.66	145.00
Communications-Phone/Internet	170.91	315.00	1,248.24	2,520.00	3,780.00
Contribution- CRBA Annual Mtg.	0.00	125.00	1,500.00	1,000.00	1,500.00
Contribution- Pacific Legal	5,000.00	416.66	5,000.00	3,333.35	5,000.00
Depreciation Expense	6,225.64		66,980.32	7,066.64	10,600.00
District Auditing Services	0.00	883.33	8,215.00	1,920.00	2,880.00
Equipment Lease- Copier	216.41	240.00	1,991.69	1,123.32	1,685.00
Equipment-Copy Machine Tax	0.00	140.42	36.60	6,666.68	10,000.00
Legal Expenses	561.00	833.33	11,234.28	9,066.67	13,600.00
Liability Insurance	1,139.08	1,133.34	9,112.64	2,193.32	3,290.00
Memberships	0.00	274.17	3,255.00	4,000.00	6,000.00
MHTL Survey/ LCP Committee	0.00	500.00	1,000.00	133.32	200.00
Miscellaneous Expense	0.00	16.67	5,440.00	933.34	1,400.00
Office Equipment Purchases	161.99	116.66	212.73	6,666.68	10,000.00
Office Supplies	334.96	833.33	2,646.48	466.67	700.00
Photo Copying- Webb	0.00	58.34	392.70	433.32	650.00
Postage	49.20	54.17	360.46	14,400.00	21,600.00
Property Management Contract	1,800.00	1,800.00	14,400.00	933.35	1,400.00
Rent- Board Meeting Room	200.00	116.66	600.00	1,680.00	2,520.00
Rent- Doc/Misc Storage	0.00	210.00	1,411.17	433.34	650.00
Reserve Study Update	1,285.00	54.16	1,285.00	25,000.00	37,500.00
RR Parking Expense - OCTA	0.00	3125.00	35,509.00	3,000.00	4,500.00
Security-Allowance for July 4th	0.00	375.00	726.94	1,150.00	1,725.00
Security- Bonuses for Staff	0.00	143.75	0.00	1,400.00	2,100.00
Security-Dwelling Guest Pass	0.00	175.00	2,245.52	4,410.00	6,615.00
Security-Dwelling Live Fee	551.00	551.25	3,306.00	116.68	175.00
Security-Radar Certification	0.00	14.58	0.00	235,150.00	352,725.00
Security- Securitas Contract	29,393.91	29,393.75	271,254.49	2,400.00	3,600.00
Security- Transponders	0.00	300.00	972.00		

Capistrano Bay Community Services District
Profit & Loss Budget Performance
February 2014

	Feb 14	Budget	Jul '13 - Feb 14	YTD Budget	Annual Budget
Tax- Apportionment Fees	0.00	775.00	3,221.98	6,200.00	9,300.00
Web-site Hosting	120.00	69.17	490.80	553.32	830.00
Total GENERAL & ADMINISTRATIVE	46,991.22	43,448.75	458,584.91	347,590.02	521,385.00
EMPLOYEE EXPENSES					
Health Insurance	1,417.01	1,641.67	12,911.13	13,133.32	19,700.00
Payroll Processing Fees	130.50	130.00	1,118.50	1,040.00	1,560.00
Payroll Tax Expense	701.24	988.75	5,807.74	7,910.00	11,865.00
Salary/Wages- Manager	7,232.00	7,231.50	61,472.00	57,852.00	86,778.00
Salary/Wages - Security	1,600.00	2,495.84	12,464.00	19,966.65	29,950.00
Training/Seminars- Mgr.	0.00	208.34	0.00	1,666.65	2,500.00
Workers Comp Insurance	78.69	333.33	654.39	2,666.68	4,000.00
Total EMPLOYEE EXPENSES	11,159.44	13,029.43	94,427.76	104,235.30	156,353.00
LANDSCAPE MAINTENANCE					
Irrigation Repairs	0.00	30.00	525.27	240.00	360.00
Landscape Contract- Bemus	945.00	945.00	7,420.00	7,560.00	11,340.00
Landscape Extras	180.93	458.33	10,165.57	3,666.68	5,500.00
Palm Tree Trimming	0.00	316.66	1,700.00	2,533.33	3,800.00
Total LANDSCAPE MAINTENANCE	1,125.93	1,749.99	19,810.84	14,000.01	21,000.00
GENERAL REPAIRS & MAINTENANCE					
Beach Cleanup Expense	0.00	1,250.00	0.00	10,000.00	15,000.00
Block Wall and Fence Repair	0.00	250.00	0.00	2,000.00	3,000.00
Computer Consultant	0.00	25.00	1,114.67	200.00	300.00
Contract Maintenance	0.00	0.00	50,434.39	0.00	0.00
Disposable Doggie Bags	0.00	25.00	622.45	200.00	300.00
Driveway Pressure Washing	235.00	235.00	1,880.00	1,880.00	2,820.00
Drains/Catch Bas/ Filter Maint.	0.00	741.66	13,502.15	5,933.33	8,900.00
Fire Extinguisher Refills	80.00	12.50	80.00	100.00	150.00
Lighting/ Holiday at Gate Entry	0.00	250.00	2,850.00	2,000.00	3,000.00
Lighting Maint. for LS	48.48	25.00	48.48	200.00	300.00
Miscellaneous Maintenance	103.25	250.00	5,187.55	2,000.00	3,000.00
Painting- Oil Woodwork @ Entry	0.00	291.66	2,993.93	2,333.33	3,500.00
Patrol Vehicle Maintenance	55.15	75.00	1,002.56	600.00	900.00
Pest Control	50.00	116.67	750.00	933.36	1,400.04
Plumbing & Electrical	0.00	83.34	976.00	666.68	1,000.00
Roof Repair	0.00	41.67	0.00	333.32	500.00
Sand Grading	420.00	291.67	420.00	2,333.36	3,500.00
Security Gate Repairs	0.00	175.00	322.82	1,400.00	2,100.00
Small Tools & Equipment	2,028.61	116.67	5,330.83	933.32	1,400.00
Street Sweeping	639.00	650.00	4,473.00	5,200.00	7,800.00
Winter Flood Cleanup	0.00	833.33	0.00	6,666.68	10,000.00
Total GENERAL REPAIRS & MAINTENANCE	3,659.49	5,739.17	91,988.83	45,913.38	68,870.04

**Capistrano Bay Community Services District
Profit & Loss Budget Performance
February 2014**

	Feb 14	Budget	Jul '13 - Feb 14	YTD Budget	Annual Budget
Utilities					
Electric	1,108.62	880.00	7,565.04	7,040.00	10,560.00
Gas	437.41	316.66	2,104.18	2,533.32	3,800.00
Hydrant Meter Water Use Fee	0.00	8.33	0.00	66.68	100.00
Trash Services	3,320.62	4,541.66	31,184.84	36,333.32	54,500.00
Water	436.24	550.00	3,950.37	4,400.00	6,600.00
Total Utilities	5,302.89	6,296.65	44,804.43	50,373.32	75,560.00
RESERVES					
Admin Office Exterior Improv.	0.00	2,083.33	0.00	16,666.68	25,000.00
General Reserve Contribution	0.00	5,894.75	0.00	47,158.00	70,737.00
Guard Shack Renovations	0.00	969.59	0.00	7,756.68	11,635.00
Seal Coating of Road	0.00	3,375.00	0.00	27,000.00	40,500.00
Total RESERVES	0.00	12,322.67	0.00	98,581.36	147,872.00
Total Expense	68,238.97	82,586.66	709,616.77	660,693.39	991,040.04
Net Ordinary Income	-67,254.75	-80,858.33	28,731.19	7,821.25	-0.04
Other Income/Expense					
AD99-1 Assessment Collections	0.00		3,512.50		
Total Other Income	0.00	0.00	3,512.50	0.00	0.00
Other Expense					
AD99-1 Annual Professional Fees	0.00		1,165.51		
AD99-1 Interest Expense	0.00		7,500.00		
Total Other Expense	0.00	0.00	8,665.51	0.00	0.00
Net Other Income	0.00	0.00	-5,153.01	0.00	0.00
Net Income	-67,254.75	-80,858.33	23,578.18	7,821.25	-0.04