

Capistrano Bay Community Services District
Balance Sheet
 As of February 29, 2016

ITEM 7a

	<u>Feb 29, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
LAIF Account	214,527.51
Sunwest Bank	283,516.18
Sunwest Bank - Reserve	6,658.35
Wells Fargo- Savings	249,970.88
Farmers & Merchants Bank	472,676.72
Total Checking/Savings	<u>1,227,349.64</u>
Accounts Receivable	
A/R 2015 Summer Trash Fee	630.00
A/R 2015 Parking Permits & Fees	1,500.00
A/R 2015 Annual User Fee	3,229.04
Total Accounts Receivable	<u>5,359.04</u>
Other Current Assets	
Prepaid Expenses	5,507.91
Total Other Current Assets	<u>5,507.91</u>
Total Current Assets	<u>1,238,216.59</u>
Fixed Assets	
Depreciable assets	
Structures	136,775.00
Security	27,074.77
Maintenance	37,502.00
Administrative	8,939.00
Infrastructure	1,174,004.00
Entryway	1,408,563.83
Total Depreciable assets	<u>2,792,858.60</u>
Accumulated Depreciation	
Accum Deprec-Structure	-85,522.47
Accum Deprec-Security	-25,089.66
Accum Deprec-Maintenance	-27,303.72
Accum Deprec -Admin	-8,283.20
Accum Deprec-Infrastructure	-475,023.08
Accum Deprec-Entryway	-317,694.64
Total Accumulated Depreciation	<u>-938,916.77</u>
Total Fixed Assets	<u>1,853,941.83</u>
TOTAL ASSETS	<u>3,092,158.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	39,079.50
Total Accounts Payable	<u>39,079.50</u>
Other Current Liabilities	
Encroachment Permit Deposits	1,000.00
Accrued Vacations	3,127.80
Other Accrued Expenses	5,042.00
Total Other Current Liabilities	<u>9,169.80</u>
Total Current Liabilities	<u>48,249.30</u>
Total Liabilities	48,249.30
Equity	
Net investment in Cap Assets	1,921,533.58

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Accrual Basis

Capistrano Bay Community Services District
Balance Sheet
As of February 29, 2016

	<u>Feb 29, 16</u>
Unrestricted	
Emergency Reserve	250,000.00
Unrestricted - Other	<u>573,775.64</u>
Total Unrestricted	823,775.64
Retained Earnings	411,374.76
Net Income	<u>-112,774.86</u>
Total Equity	<u>3,043,909.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,092,158.42</u></u>

Capistrano Bay Community Services District
A/P Aging Summary
As of March 11, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Ambrose Masto	107.70	0.00	0.00	0.00	0.00	107.70
Artistic Bronze, Inc.	0.00	275.00	0.00	0.00	0.00	275.00
Audit Adj.	0.00	0.00	0.00	0.00	0.00	0.00
Bachtelle Vossman & Company	550.00	0.00	0.00	0.00	0.00	550.00
Bemus Landscape, Inc.	694.99	0.00	0.00	0.00	0.00	694.99
Coastal Maintenance	874.00	0.00	0.00	0.00	0.00	874.00
Dwelling Live	0.00	0.00	0.00	0.00	0.00	0.00
Rogers, Anderson, Malody & Scott LLP	0.00	1,050.00	0.00	0.00	0.00	1,050.00
Securitas	32,762.09	0.00	0.00	0.00	0.00	32,762.09
South Coast Fire Protection, Inc.	80.00	0.00	0.00	0.00	0.00	80.00
The Bugman Termite & Pest Control	50.00	0.00	0.00	0.00	0.00	50.00
Toshiba Financial Services	261.69	0.00	0.00	0.00	0.00	261.69
Webb Community Management	2,374.03	0.00	0.00	0.00	0.00	2,374.03
TOTAL	<u>37,754.50</u>	<u>1,325.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>39,079.50</u>

Capistrano Bay Community Services District
Profit & Loss YTD Comparison
February 2016

	Feb 16	Jul '15 - Feb 16
Ordinary Income/Expense		
Income		
Parking - Railroad	0.00	0.00
Parking - Permits and OCTA Fees	0.00	38,199.25
Property Tax Revenue	331.61	483,621.88
User Fee Revenue	0.00	225,226.35
Summer Trash Collection	0.00	4,680.00
Miscellaneous Revenue	85.00	254.19
Transponder Revenue	325.00	2,400.00
Interest Income	7.48	536.38
Development Impact Fee Revenue	0.00	2,960.93
Total Income	749.09	757,878.98
Gross Profit	749.09	757,878.98
Expense		
GENERAL & ADMINISTRATIVE		
AD99-1 Apportionment Fund	0.00	24,433.80
Administrative Expense-Webb	525.00	1,091.25
Bank Charges	0.00	78.90
Board Mtg Rm Rental/Stipend	0.00	2,696.00
Communications-Phone/Internet	246.87	1,899.41
Contribution- CRBA Annual Mtg.	0.00	1,500.00
Contribution- Pacific Legal	0.00	8,500.00
Depreciation Expense	8,322.77	66,582.16
District Auditing Services	1,600.00	16,995.00
Doc/Misc Storage	108.00	864.00
Equipment-Copy Machine Lease	261.69	2,093.52
Equipment-Copy Machine Tax	0.00	26.24
Legal Expenses	85.00	3,107.50
Liability Insurance	1,041.15	8,329.20
Memberships	0.00	4,236.95
MHTL Survey/ LCP Committee	0.00	280.00
Miscellaneous Expense	0.00	31.04
Notices to Community	429.52	1,914.22
Office Equipment Purchases	212.96	744.01
Office Supplies	241.36	2,288.01
Photo Copying	63.39	333.37
Police Uniforms/Laundry	0.00	82.69
Postage	8.25	251.78
Property Management Contract	1,800.00	14,400.00
RR Parking Expense - OCTA	0.00	36,503.00
Security-Allowance for July 4th	0.00	5,414.47
Security- Bonuses for Staff	0.00	1,600.00
Security- Contingencies	0.00	471.72
Security-Dwelling Live G. Pass	465.68	1,840.93
Security-Dwelling Live Fee	564.60	4,516.80
Security- Securitas Contract	32,762.09	263,345.27
Security- Transponders	0.00	2,145.64
Website Hosting	120.00	745.00
Total GENERAL & ADMINISTRATIVE	48,858.33	479,341.88
EMPLOYEE EXPENSES		
Health Insurance	1,708.11	12,785.53
Payroll Processing Fees	159.80	1,290.10
Payroll Tax Expense	489.36	6,507.17
Salary/Wages (Manager) Don	7,376.64	60,957.64
Salary/Wages (Security) Jim	3,104.00	22,680.00
Salary/Wages (Security) Matt	1,280.00	4,048.00
Training/Seminars/Travel/Meals	268.50	699.58
Workers Comp Insurance	281.74	2,708.01
Total EMPLOYEE EXPENSES	14,668.15	111,676.03

Capistrano Bay Community Services District
Profit & Loss YTD Comparison
 February 2016

	Feb 16	Jul '15 - Feb 16
LANDSCAPE MAINTENANCE		
Irrigation Repairs-Bemus	694.99	2,565.54
Landscape Contract- Bemus	1,102.50	8,820.00
Landscape Extras- Bemus	352.50	352.50
Landscape Misc.- Luna & McGee	60.75	305.16
Palm Tree Trimming	0.00	2,846.97
Total LANDSCAPE MAINTENANCE	2,210.74	14,890.17
GENERAL REPAIRS & MAINTENANCE		
Beach Cleanup Expense	0.00	4,250.00
Computer Consultant	0.00	39.99
Drains/Catch Bas/ Filter Maint.	2,310.00	3,889.35
Driveway Pressure Washing	235.00	2,230.00
Fire Extinguisher Refills	80.00	80.00
Gate Mech Repairs (Wooden)	251.00	1,108.50
Lighting/ Holiday at Gate Entry	0.00	3,000.00
Miscellaneous Maintenance	14.21	385.78
Mutt Mitt Disposable Bags	0.00	555.00
Patrol Vehicle Maintenance	99.27	1,516.70
Pest Control	50.00	600.00
Plumbing Repair	37.78	743.67
Signage	0.00	646.16
Small Tools & Equipment	8.40	195.08
Street Sweeping	639.00	5,112.00
Total GENERAL REPAIRS & MAINTENANCE	3,724.66	24,352.23
Utilities		
Electric- LS & Guard Shack	378.97	4,568.55
Electric- Street Lights	626.95	4,962.46
Gas	391.42	2,152.30
Trash Services	3,579.16	31,604.76
Water & Sewer	202.59	2,295.85
Total Utilities	5,179.09	45,583.92
CAPITAL IMPROVEMENTS		
District Admin Office Improv.	7,744.50	97,523.67
Northgate Storage Improvement	0.00	2,622.00
Rock Barrier Plates-3 Drain Loc	0.00	1,400.00
Total CAPITAL IMPROVEMENTS	7,744.50	101,545.67
RESERVES		
General Reserve Contribution	6,941.00	93,263.94
Total RESERVES	6,941.00	93,263.94
Total Expense	89,326.47	870,653.84
Net Ordinary Income	-88,577.38	-112,774.86
Net Income	-88,577.38	-112,774.86

Capistrano Bay Community Services District Profit & Loss Budget Performance February 2016

	Feb 16	Budget	Jul '15 - Feb 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Parking - Railroad	0.00		0.00		5,475.00
Annual Fee for County Gate	0.00		0.00		37,800.00
Parking - Permits and OCTA Fees	0.00		38,199.25	37,800.00	37,800.00
Property Tax Revenue	331.61		483,621.88	427,783.00	777,786.00
User Fee Revenue	0.00		225,226.35	225,225.00	225,225.00
Summer Trash Collection	0.00		4,680.00	4,420.00	4,420.00
Miscellaneous Revenue	85.00		254.19		2,000.00
Transponder Revenue	325.00	166.67	2,400.00	1,333.33	
Interest Income	7.48		536.38		
Development Impact Fee Revenue	0.00	1,666.67	2,960.93	13,333.33	20,000.00
Total Income	749.09	1,833.34	757,878.98	709,894.66	1,072,706.00
Gross Profit	749.09	1,833.34	757,878.98	709,894.66	1,072,706.00
Expense					
GENERAL & ADMINISTRATIVE					
AD99-1 Apportionment Fund	0.00		24,433.80	25,361.00	46,110.00
Administrative Expense-Webb	525.00	416.66	1,091.25	3,333.33	5,000.00
Bank Charges	0.00	25.00	78.90	200.00	300.00
Board Mtg Rm Rental/Stipend	0.00	350.00	2,696.00	2,800.00	4,200.00
Communications-Phone/Internet	246.87	240.00	1,899.41	1,920.00	2,880.00
Contribution- CRBA Annual Mtg.	0.00		1,500.00	1,500.00	1,500.00
Contribution- Pacific Legal	0.00		8,500.00	8,500.00	8,500.00
Depreciation Expense	8,322.77		66,582.16		
District Auditing Services	1,600.00	900.00	16,995.00	7,200.00	10,800.00
Doc/Misc Storage	108.00	125.00	864.00	1,000.00	1,500.00
Equipment-Copy Machine Lease	261.69	303.33	2,093.52	2,426.66	3,640.00
Equipment-Copy Machine Tax	0.00	4.17	26.24	33.35	50.00
Legal Expenses	85.00	833.33	3,107.50	6,666.67	10,000.00
Liability Insurance	1,041.15	1,041.67	8,329.20	8,333.33	12,500.00
Memberships	0.00	304.17	4,236.95	2,433.33	3,650.00
MHTL Survey/ LCP Committee	0.00	583.33	280.00	4,666.67	7,000.00
Miscellaneous Expense	0.00	16.66	31.04	133.33	200.00
Notices to Community	429.52	250.00	1,914.22	2,000.00	3,000.00
Office Computer Supplies	212.96	83.33	0.00	666.67	1,000.00
Office Equipment Purchases	241.36	216.67	744.01	1,733.33	2,600.00
Office Supplies	63.39	333.34	2,288.01	2,666.67	4,000.00
Photo Copying	0.00	50.00	333.37	400.00	600.00
Police Uniforms/Laundry	0.00	58.33	82.69	466.67	700.00
Postage	8.25	54.16	251.78	433.33	650.00
Property Management Contract	1,800.00	1,800.00	14,400.00	14,400.00	21,600.00
RR Parking Expense - OCTA	0.00		36,503.00	37,800.00	37,800.00
Security-Allowance for July 4th	0.00	375.00	5,414.47	3,000.00	4,500.00
Security- Bonuses for Staff	0.00	150.00	1,600.00	1,200.00	1,800.00
Security- Contingencies	0.00	66.66	471.72	533.33	800.00
Security-Dwelling Live G. Pass	465.68	250.00	1,840.93	2,000.00	3,000.00

Capistrano Bay Community Services District
Profit & Loss Budget Performance
February 2016

	Feb 16	Budget	Jul '15 - Feb 16	YTD Budget	Annual Budget
Security-Dwelling Live Fee	564.60	565.00	4,516.80	4,520.00	6,780.00
Security- Radar Certification	0.00	12.50	0.00	100.00	150.00
Security- Securitas Contract	32,762.09	32,762.08	263,345.27	262,096.67	393,145.00
Security- Transponders	0.00	208.33	2,145.64	1,666.67	2,500.00
Security-Trans (Reader Service)	0.00	83.34	0.00	666.67	1,000.00
Website Hosting	120.00	91.66	745.00	733.33	1,100.00
Total GENERAL & ADMINISTRATIVE	48,858.33	42,553.72	479,341.88	413,591.01	604,555.00
EMPLOYEE EXPENSES					
Health Insurance	1,708.11	1,605.00	12,785.53	12,840.00	19,260.00
Payroll Processing Fees	159.80	141.66	1,290.10	1,133.33	1,700.00
Payroll Tax Expense	489.36	1,291.67	6,507.17	10,333.33	15,500.00
Salary/Wages (Manager) Don	7,376.64	7,366.66	60,957.64	58,933.33	88,400.00
Salary/Wages (Security) Jim	3,104.00	2,773.34	22,680.00	22,186.67	33,280.00
Salary/Wages (Security) Matt	1,280.00	2,860.00	4,048.00	22,880.00	34,320.00
Training/Seminars/Travel/Meals	268.50	125.00	699.58	1,000.00	1,500.00
Workers Comp Insurance	281.74	338.33	2,708.01	2,706.64	4,059.96
Total EMPLOYEE EXPENSES	14,668.15	16,501.66	111,676.03	132,013.30	198,019.96
LANDSCAPE MAINTENANCE					
Irrigation Repairs-Bemus	694.99	58.33	2,565.54	466.67	700.00
Landscape Contract- Bemus	1,102.50	1,125.00	8,820.00	9,000.00	13,500.00
Landscape Extras- Bemus	352.50	108.34	352.50	866.67	1,300.00
Landscape Misc.- Luna & McGee	60.75	83.34	305.16	666.67	1,000.00
Palm Tree Trimming	0.00	266.67	2,846.97	2,133.33	3,200.00
White Fly Spray	0.00	108.33	0.00	866.67	1,300.00
Total LANDSCAPE MAINTENANCE	2,210.74	1,750.01	14,890.17	14,000.01	21,000.00
GENERAL REPAIRS & MAINTENANCE					
Beach Cleanup Expense	0.00	833.33	4,250.00	6,666.67	10,000.00
Block Wall and Fence Repair	0.00	250.00	0.00	2,000.00	3,000.00
Computer Consultant	0.00	58.34	39.99	466.67	700.00
Drains/Catch Bas/ Filter Maint.	2,310.00	416.67	3,889.35	3,333.33	5,000.00
Driveway Pressure Washing	235.00	250.00	2,230.00	2,000.00	3,000.00
Electrical Repair	0.00	41.67	0.00	333.33	500.00
Fire Extinguisher Refills	80.00	12.50	80.00	100.00	150.00
Gate Mech Repairs (NG & Lift)	0.00	41.66	0.00	333.32	500.00
Gate Mech Repairs (Wooden)	251.00	179.17	1,108.50	1,433.33	2,150.00
Lighting/ Holiday at Gate Entry	0.00	250.00	3,000.00	2,000.00	3,000.00
Lighting Maint. for LS	0.00	41.67	0.00	333.33	500.00
Miscellaneous Maintenance	14.21	316.67	385.78	2,533.33	3,800.00
Mutt Mitt Disposable Bags	0.00	80.00	555.00	640.00	960.00
Painting- Oil Woodwork @ Entry	0.00	300.00	0.00	2,400.00	3,600.00
Patrol Vehicle Maintenance	99.27	175.00	1,516.70	1,400.00	2,100.00
Pest Control	50.00	83.33	600.00	666.66	1,000.00
Plumbing Repair	37.78	66.67	743.67	533.34	800.00
Roof Repair	0.00	41.67	0.00	333.34	500.00
Sand Grading/Tractor Service	0.00	291.66	0.00	2,333.32	3,500.00

Capistrano Bay Community Services District Profit & Loss Budget Performance February 2016

	Feb 16	Budget	Jul '15 - Feb 16	YTD Budget	Annual Budget
Signage	0.00	41.67	646.16	333.33	500.00
Small Tools & Equipment	8.40	33.34	195.08	266.68	400.00
Street Sweeping	639.00	683.33	5,112.00	5,466.67	8,200.00
Winter Flood Cleanup	0.00	833.33	0.00	6,666.66	10,000.00
Total GENERAL REPAIRS & MAINTENANCE	3,724.66	5,321.68	24,352.23	42,573.31	63,860.00
Utilities					
Electric- LS & Guard Shack	378.97	532.00	4,568.55	4,256.00	6,384.00
Electric- Street Lights	626.95	620.00	4,962.46	4,960.00	7,440.00
Gas	391.42	275.00	2,152.30	2,200.00	3,300.00
Trash Services	3,579.16	4,366.67	31,604.76	34,933.34	52,400.00
Water & Sewer	202.59	425.00	2,295.85	3,400.00	5,100.00
Total Utilities	5,179.09	6,218.67	45,583.92	49,749.34	74,624.00
CAPITAL IMPROVEMENTS					
Block Wall Repairs	0.00	1,250.00	0.00	10,000.00	15,000.00
District Admin Office Improv.	7,744.50	4,166.67	97,523.67	33,333.34	50,000.00
Guard Shack Rear Office Impr.	0.00	291.66	0.00	2,333.33	3,500.00
Northgate Storage Improvement	0.00	416.67	2,622.00	3,333.33	5,000.00
Pedestrian Sidewalk Repairs	0.00	250.00	0.00	2,000.00	3,000.00
Repair of rubber Speed Cushions	0.00	141.66	0.00	1,133.33	1,700.00
Rock Barrier Plates-3 Drain Loc	0.00	333.33	1,400.00	2,666.66	4,000.00
Seal Coating of NG Road	0.00	91.67	0.00	733.34	1,100.00
Trench Drain Repair @ 35195	0.00	233.33	0.00	1,866.67	2,800.00
Total CAPITAL IMPROVEMENTS	7,744.50	7,174.99	101,545.67	57,400.00	86,100.00
RESERVES					
General Reserve Contribution	6,941.00	2,045.58	93,263.94	16,364.66	24,547.00
Total RESERVES	6,941.00	2,045.58	93,263.94	16,364.66	24,547.00
Total Expense	89,326.47	81,566.31	870,653.84	725,691.63	1,072,705.96
Net Ordinary Income	-88,577.38	-79,732.97	-112,774.86	-15,796.97	0.04
Net Income	-88,577.38	-79,732.97	-112,774.86	-15,796.97	0.04