

## **ITEM 8a**

# **FINANCIAL REPORT THROUGH**

**February 28, 2021**

**FOR MAR MEETING**

***CAPISTRANO BAY***

***COMMUNITY SERVICES DISTRICT***

## Balance Sheet

**Properties:** Capistrano Bay Comm Svcs Dstrc - C/O Compass Property Mgmt, 302 N El Camino Real, Ste 100 San Clemente, CA 92672

**As of:** 02/28/2021

**Accounting Basis:** Accrual

**Level of Detail:** Detail View

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
LAIF Account	230,641.26
Operating Cash (SunWest Bank)	339,291.79
Reserve Cash (Farmers & Merchant Bank)	1,592,701.80
<b>Total Cash</b>	<b>2,162,634.85</b>
Accounts Receivable	1,795.00
<b>FIXED/DEPRICIABLE ASSETS</b>	
Structure	227,671.60
Security	27,796.77
Maintenance	35,952.00
Administrative	5,332.00
Road System	1,006,119.00
Storm Drains	156,529.00
Entryway	1,408,563.83
<b>Total FIXED/DEPRICIABLE ASSETS</b>	<b>2,867,964.20</b>
<b>ACCUMULATED DEPRECIATION</b>	
Accum Deprec-Structure	-111,550.84
Accum Deprec-Security	-27,820.21
Accum Deprec-Maintenance	-35,789.77
Accum Deprec-Admin	-5,762.19
Accum Deprec-Road System	-602,053.99
Accum Deprec-Storm Drains	-74,869.60
Accum Deprec-Entryway	-599,988.10
<b>Total ACCUMULATED DEPRECIATION</b>	<b>-1,457,834.70</b>
<b>TOTAL ASSETS</b>	<b>3,574,559.35</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
<b>OTHER CURRENT LIABILITIES</b>	
Accrued Vacation	4,166.00
<b>Total OTHER CURRENT LIABILITIES</b>	<b>4,166.00</b>
Prepaid Income	-3,187.05
<b>Total Liabilities</b>	<b>978.95</b>
<b>Capital</b>	
Retained Earnings	1,074,298.98
Appfolio Opening Balance Equity	204,137.86
Net Investment in Cap Assets	1,491,951.58
Unrestricted - Other	948,138.42
Calculated Retained Earnings	-144,946.44

## Balance Sheet

Account Name	Balance
<b>Total Capital</b>	<b>3,573,580.40</b>
TOTAL LIABILITIES & CAPITAL	<b>3,574,559.35</b>



# CAPISTRANO BAY COMMUNITY SERVICES DISTRICT INCOME / EXPENSE STATEMENT

Start Date: 07/01/20 Cutoff date: 02/28/21

GL Code	Budget Names	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
4140	Annual Fee for County Gate	5,475												5,475
4110	Development Impact Fee Revenue				1,452		9,746	3,380	962					15,540
4150	Interest Income	909	69	45	525	36	39	408	38					2,070
4170	Late Fees / Misc. Rev/Park Cites													0
4160	Parking - Permits & OCTA Fees		440			20	45,310							45,770
4020	Property Tax Revenue		372	15,145	1,240	190,658	373,717	46,195	838					628,165
4190	Summer Trash Collection		3,500											3,500
4120	Transponder Revenue	820	620	460	420	420	300	140	360					3,540
4010	Special Benefit / User Fee Rev.		227,379											227,379
<b>Total Income</b>		7,204	232,380	15,650	3,637	191,134	429,112	50,123	2,198	0	0	0	0	<b>931,438</b>

EXPENSES	General & Admin	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
8020	Auditing Services (RAMS)					2,600		6,500	1,220					10,320
8015	Bank Charges			45					12					57
8420	Board Mtg Rm Rental / Stipend						2,995	-599	599					2,995
8010	Communications - Ph/Internet/Fax	244	246	246	246	247	247	253	249					1,979
8045	Contribution - CBRA Annual Mtg													0
8050	Contribution - Pacific Legal					10,000								10,000
8110	Document Management		66		20									86
8005	Depreciation Expense	10,228	10,228	10,228	10,228	10,228	10,228	10,228	10,228					81,822
8060	Equipment - Copy Machine Lease	224	224	224	-48	228	228	228	228					1,535
8055	Equipment - Copy Machine County Tax	43												43
8120	Legal Fees / Owen/Schwerdtfeger	2,903	10,857	1,130	543									15,432
8130	Liability Ins / EQ-Flood	14,394				1,654	1,202							17,250
8140	Memberships (LAFCO/Carb/CSDA)	2,246	10	100	150	160	3,919	460	146					7,192
8145	MHTL Survey / LCP Committee	5,470												5,470
8490	Misc General Expenses					6	149		129					284
8350	Notices to Community						264							264
8237	Office Equipment (computer, etc)					139	337							476
8240	Office Supplies	179	400	140	573	238	535	207	72					2,343
8230	Photo Copying						160							160
8210	Property Management Contract	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000					16,000
8290	Railroad Parking Expense - OCTA				43,007									43,007
8310	Reserve Study Update (next FY22)													0
7138	Security / Allowance for July 4th	4,180												4,180
7133	Security / Bonuses for Staff						2,000							2,000
7134	Security / Contingencies													0
7132	Security / DwellingLIVE Gst Pass		877			877								1,753
7131	Security / DwellingLIVE Lic Fee	607	607	607	607	607	607	607	607					4,857
7135	Security / Radar Cert/Radio Comm	5,937	642		37									6,616
7130	Security / Allied Contract	43,944	43,944	43,944	43,944	43,944	43,944	43,944	43,944					351,550
7139	Security/Surveillance Camera Maint.	3,156												3,156
7136	Security / Transponders		1,141					1,141						2,282
7137	Security / Trans (Reader Service)	153							400					553
8410	Website Hosting		383	149		150		149						830
<b>TOTALS:</b>		95,906	71,624	58,813	101,306	73,077	68,813	65,117	59,833	0	0	0	0	<b>594,490</b>

# CAPISTRANO BAY COMMUNITY SERVICES DISTRICT INCOME / EXPENSE STATEMENT

Start Date: 07/01/20 Cutoff date: 02/28/21

Employee Expenses		July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
8265	Heath Insurance		4,746	2,371	2,371	2,371	2,371	2,450	2,447					19,128
8252	Payroll Processing Fees	89	172	176	176	176	369	176	280					1,612
8255	Payroll Tax Expense	824	814	846	811	811	835	1,166	927					7,034
8258	Salary / Wages (Manager) Don	7,583	7,583	7,583	7,583	7,583	7,583	7,583	7,583					60,667
8264	Salary / Wages (Admin Assistant)	3,190	3,052	3,470	3,023	3,023	3,330	2,880	3,060					25,028
8280	Training/Seminars/Travel/Meals													0
8135	Workers Comp Insurance	1,437	-132											1,305
<b>TOTALS:</b>		13,124	16,234	14,446	13,964	13,964	14,489	14,255	14,298	0	0	0	0	114,774

GL Code	Landscape Maintenance	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
6050	Irrigation Repairs (Western)			65		15		2,853	477					3,410
6010	Landscape Contract (Western)	1,650	1,650	1,650	2,010	3,120	2,420	2,770	1,650					16,920
6020	Landscape Extras (Western)	2,095	1,967	675		1,755								6,491
6025	Landscape Misc (Luna & McGee)	6			1,179	2,495		132	135					3,947
6030	Palm Tree Trimming					5,463								5,463
6055	White Fly / Bamboo Trtmnt (RPW)			1,600		800			1,600					4,000
<b>TOTALS:</b>		3,750	3,617	3,990	3,189	13,648	2,420	5,755	3,862	0	0	0	0	40,231

General Repairs & Maintenance		July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
7060	Beach Cleanup	6,597	550		3,609				250					11,006
7055	Block Wall & Fence Repair	1,780		375	1,597									3,752
7070	Computer Consultant				175	500								675
7316	Drains / Catch Basin / Filter Maint			945		3,575		369	1,945					6,834
7125	Driveway Pressure Washing	235	235	235	235	312	242	242	242					1,978
7030	Electrical Repair					175		300						475
7210	Fire Extinguisher Refills													0
7111	Gate Repairs / Maint. (ALL)			690		169			158					1,017
7020	Lighting / Holiday @ Gate Entry		2,200					2,200						4,400
7010	Lighting Maintenance for LS			38	768									806
7315	Misc Maintenance	120	335	378	120	935	120	120	260					2,388
7310	Mutt Mitt Disposable Bags			216			216							432
7035	Painting / Re-Oiling Woodwork	898		1,110										2,008
7140	Patrol Vehicle Maintenance													0
7330	Pavement Maintenance													0
7410	Pest Control	367	547	367	562	367	587	367	419					3,583
7040	Plumbing Repair							265						265
7050	Roof Repair													0
7320	Sand Grading / Tractor Service								1,100					1,100
7415	Signage	303	24											327
7420	Small Tools & Equipment	46		113	128			44	11					341
7120	Street Sweeping	1,248	1,248	1,248	1,248	1,655	1,285	1,285	1,285					10,502
7505	Traffic Engineer Consultant													0
7510	Winter Roadway Clup (flooding)							185						185
<b>TOTALS:</b>		11,594	5,139	5,715	8,442	7,688	2,450	5,377	5,671	0	0	0	0	52,075

# CAPISTRANO BAY COMMUNITY SERVICES DISTRICT INCOME / EXPENSE STATEMENT

Start Date: 07/01/20 Cutoff date: 02/28/21

Utilities		July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
5010	Electricity / LS & Grd Shk (5307)	253	0	526	267	318	439	0	424					2,227
5020	Electricity / Street Lts (3553/6358)	1,315	19	667	669	669	652	0	633					4,625
5030	Gas	418	419	439	420	452	533	588	518					3,787
5040	Trash Services	11,434	0	5,606	5,008	4,509	4,470	4,470	4,483					39,981
5070	Water & Sewer	557	0	1,134	510	513	453	0	424					3,590
<b>TOTALS:</b>		13,976	438	8,372	6,873	6,461	6,548	5,058	6,482	0	0	0	0	<b>54,209</b>

Planned Improvements		July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
7710	Block Wall Repairs													0
7720	District Admin Office Interior Wrk													0
7730	Grd Shk Rear Office Improvement	200												200
7780	Flapgates at 6 Drains													0
<b>TOTALS:</b>		200	0	0	0	0	0	0	0	0	0	0	0	<b>200</b>

Non Operational Items		July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
8805	Gen Rsrve Contrib (minimum \$79,428)													0
8810	Shoreline Protection Consultants			625				10,000						10,625
8815	Shoreline Protection Engineering						4,084		1,560					5,644
8820	Undergrounding Utilities													0
<b>TOTALS:</b>				625			4,084	10,000	1,560	0	0	0	0	<b>16,269</b>

<b>TOTAL EXPENSES:</b>		138,551	97,051	91,961	133,774	114,838	98,804	105,562	91,706	0	0	0	0	872,247
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CAPISTRANO BAY COMMUNITY SERVICES DIST  
 35000 BEACH RD  
 CAPISTRANO BEACH CA 92624-1700

**Thank you for banking  
 with California's Strongest.**

**Account Title**

Capistrano Bay Community Services Dist

F&M is excited to introduce Operation S.A.F.E.  
 Be on the lookout for scam alerts, videos, and helpful tips  
 for protecting yourself from fraud.  
 See insert for details.

**Business Interest on Checking Summary**

Account Number	██████████3278	Number of Enclosures	7
Beginning Balance	1,689,189.36	Statement Dates	2/01/21 thru 2/28/21
4 Deposits/Credits	2,203.17	Days in the statement period	28
30 Checks/Debits	34,113.95	Average Ledger	1,667,048.28
Service Charge	0.00	Interest Earned	38.36
Interest Paid	38.36	Annual Percentage Yield Returned	0.03%
Ending Balance	1,657,316.94	2021 Interest Paid	82.67

**Deposits and Other Credits**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
2/05	Deposit	962.00
2/10	Deposit	360.00
2/11	County of Orange 7956000928 20210209017032CAPISTRANO BA EDl PYMNT 09100001468CCD	837.64
2/12	POS 0000 02/11/21 104200154645 MICROSOFT*365 8006427676 WA Card# 5891	43.53
2/28	Interest Deposit	38.36

Business Interest on Checking ██████████ 3278 (continued)
**Checks and Other Debits**

Date	Description	Amount
2/01	CAPISTRANO BAY C 3953419391 BILLING IMPOUND IMPOUND 09100001161CCD	82.71-
2/01	CAPISTRANO BAY C 3953419391 TAX IMPOUND IMPOUND 09100001161CCD	1,549.20-
2/01	CAPISTRANO BAY C 3953419391 DD IMPOUND IMPOUND 09100001161CCD	4,204.58-
2/05	SD GAS & ELEC PAID SDGE 122000492294655 1951184800 PP	18.98-
2/05	SD GAS & ELEC PAID SDGE 122000492295424 1951184800 PP	424.21-
2/05	CALPERS 1946207465 7303703641 Capistrano Bay C 1800 12200049296CCD	2,447.16-
2/09	USBEquipFinance 9800000157 500-0592364-00CAPISTRANO BA CNTRCT PMT 04200001376CCD	227.60-
2/09	POS 0000 02/08/21 103900314901 ADOBE ACROPRO SUBS 4085366000 CA Card# 5891	179.88-
2/10	SOUTH COAST WD WATER BILL 122000497828541 1956002977	65.39-
2/10	SOUTH COAST WD WATER BILL 122000497828540 1956002977	196.72-
2/10	SO CAL GAS SIMPLEPAY 122000496394480 1991052494 PPD	518.04-
2/10	POS 1433 02/10/21 000014308768 STATERBRO 616 STATERBRO 616 CAMI SAN CLEMENTE CA Card# 5891	6.45-
2/10	POS 1421 02/10/21 000000063922 SMART AND FINAL 399 34091 DOHENY PARK CAPISTRANO B CA Card# 5891	65.23-
2/11	POS 0000 02/08/21 103900493026 ORANGE CNTY WINWTR WRK FULLERTON CA Card# 5891	145.46-
2/12	SOUTH COAST WD WATER BILL 122000499587451 1956002977	161.62-
2/16	CAPISTRANO BAY C 3953419391 BILLING IMPOUND IMPOUND 09100001638CCD	93.00-
2/16	COX COMM ORG BANKDRAFT 091000013989326 3841527255 PPD	248.99-
2/16	CAPISTRANO BAY C 3953419391 TAX IMPOUND IMPOUND 09100001638CCD	1,469.37-
2/16	CAPISTRANO BAY C 3953419391 DD IMPOUND IMPOUND 09100001638CCD	4,299.32-
2/16	POS 0000 02/15/21 104600343869 OC REGISTER SUBS 7147967777 CA Card# 5891	10.00-
2/17	SD GAS & ELEC PAID SDGE 122000491918793 1951184800 PP	614.27-
2/26	CR & R INCORPORA CRR INCORP 021000025232777 9996580000	558.34-

Continued on next page



Business Interest on Checking [REDACTED] 3278 (continued)

**Checks and Other Debits**

Date	Description	Amount
2/26	CR & R INCORPORA CRR INCORP 021000025232770 9996580000	3,924.31-

**Checks In Number Order**

Date	Check#	Amount	Date	Check#	Amount	Date	Check#	Amount
2/01	1705	264.00	2/03	1729	185.00	2/26	5023*	132.00
2/01	1725*	607.12	2/01	1736*	315.00			
2/03	1728*	10,000.00	2/25	5019*	1,100.00			

\* Denotes missing check numbers

**Checking Account Daily Balances**

Date	Balance	Date	Balance	Date	Balance
2/01	1,682,166.75	2/10	1,669,154.09	2/17	1,662,993.23
2/03	1,671,981.75	2/11	1,669,846.27	2/25	1,661,893.23
2/05	1,670,053.40	2/12	1,669,728.18	2/26	1,657,278.58
2/09	1,669,645.92	2/16	1,663,607.50	2/28	1,657,316.94

**Interest Rate Summary**

Date	Rate
1/31	0.030000%

**End of Statement**

Thank you for banking with Farmers & Merchants Bank.



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