

**KENSINGTON FIRE PROTECTION DISTRICT
NOTICE OF A MEETING OF A STANDING COMMITTEE**

FINANCE COMMITTEE

Date of Meeting: January 29, 2015
Time of Meeting: 2:00 p.m.
Place of Meeting: Kensington Public Safety Building
Conference Room
217 Arlington Avenue, Kensington, CA 94707

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office Administrator, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Finance Committee Members: Janice Kosel and Larry Nagel
Staff: Brenda Navellier, Deborah Russell

AGENDA

1. Call To Order
2. Public Comment
3. Approval of May 28, 2014 Committee Minutes
4. Review Draft FY13-14 Independent Audit Report
5. Mid-Year Budget vs. Actual Review
6. Review District Investments
7. Adjourn

For time and date of the next meeting of the Kensington Fire Protection District Finance Committee, contact the District office, 217 Arlington Avenue, Kensington, CA 94707, 510/527-8395.

**MINUTES OF THE MAY 28, 2014 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Janice Kosel and Helmut Blaschczyk
 Staff: Manager Brenda Navellier, CPA Deborah Russell
 Guests: El Cerrito City Manager Scott Hanin, Fire Chief Lance Maples

CALL TO ORDER:

Director Kosel called the meeting to order at 10:00 a.m. and noted those present.

ORAL COMMUNICATIONS:

None.

APPROVAL OF JANUARY 21, 2014 COMMITTEE MINUTES:

The Committee agreed to approve the minutes by consensus as presented.

EL CERRITO CONTRACT FEE PROPOSAL for FY14-15:

Director Kosel gave a brief overview of KFPD's financial status—we have prefunded our retirees benefit obligations, we will be in a deficit during the next fiscal year due to water system improvements and the cost of the new Kensington engine but will still have excess of \$800,000 unencumbered. KFPD is very happy with the service it receives from the El Cerrito Fire Department.

City Manager Scott Hanin also gave an overview of the City of El Cerrito's finances. El Cerrito has enjoyed many years of great relationship with KFPD with thanks to the Chief and firefighting staff. He believes KFPD is getting an excellent level of service at a good price. The City of El Cerrito has a tough financial year ahead in fiscal year 14-15. Data shows the housing market is strong but it takes a while for that to be reflected on City financials. There was a brief discussion on property tax percentages. Sales tax is projected to be either flat or down from previous years. The Fire Department will continue to carry three vacancies—the work force is happy at that level. City-wide, 15% of the workforce will remain vacant. El Cerrito barely balanced their budget this year and is currently in contract negotiations with all collective bargaining units. The City is asking the fire department to apply their cost of living adjustment (2.6%) toward their PERS contribution. The firefighters are currently in contract until FY16-17. Pension costs are 20% of the City's general fund.

Kosel noted that the District will match the cost of living increase of 2.6% toward Manager Navellier's 457 contribution. She also requested that Hanin attend the District's June meeting to give an overview of El Cerrito financials.

This is the first year that El Cerrito has had public budget meetings in community centers throughout the city. There has been minimal turnout. El Cerrito is polling its residents for another sales tax measure. El Cerrito has many public works projects going on through grants and various measures. The residents have not been affected by any negative impacts at this point. El Cerrito has not laid off any employees but the 15% vacancies are starting to take a toll. Kosel requested that Hanin check with the El Cerrito City attorney concerning the contract and the \$1 a year rent for engines. She also asked Hanin about public cameras in El Cerrito to record crime. Hanin said the City Police Chief is currently researching grants for that; however, the majority of the Ohlone Greenway has cameras.

Salaries and PERS contribution are not yet finalized on the City's side. If the numbers change markedly, the City will come back with an adjustment. Chief Maples reviewed the line items that have changed. The CPI is 2.6% and the contract increase is 2.3%. Again, the firefighters are in contract to FY16-17. Per their contract they are due a cost of living increase. The employees have come to the table and are willing to negotiate instead of insisting on their cost of living adjustment.

Kosel added that the labor group has been extremely generous. The Board will plan to accept the contract fee proposal in June subject to a possible revision. The Finance Committee will recommend the adoption of the fee proposal of \$2,365,644. Navellier will update the annual contract percentage sheet for the packet. *Scott Hanin left the meeting.*

FY13-14 AUDITOR PROPOSAL/RECOMMENDATION:

A proposal from Lamorena & Chang was included in the Committee packet. The fee is proposed at \$13,000, up \$1,000 from the previous fiscal year. Lamorena & Chang's product is very user friendly. The Committee will propose acceptance of the Lamorena & Chang audit proposal at the June Board meeting. Discussion followed on Lamorena & Chang's peer review that they disclosed. Staff was directed to obtain proposals from several firms for the following year.

REVIEW AND RECOMMEND DRAFT FY14-15 BUDGET:

A draft of the FY14-15 budget was included in the Committee packet. Property taxes are budgeted at actual for FY13-14. The lease agreement is not resolved but the Committee budgeted it at \$1. KFPD is still waiting for a response from KPPCSD. Expenditures are \$3.8 million with capital and revenue is projected at \$3.2 million. Russell explained the retiree medical benefits and how they equal the actuarial study OPEB cost. It's not a cash number. Navellier's raise this year will go into retirement contribution instead of cash at 2.6%. Kosel said Navellier received glowing reviews from all Board members. Russell added that she works in offices all over the bay area and Navellier does an exceptional job. Maples gave an example of Navellier's performance and said he couldn't have a better person working in the office. A line item for the apparatus bay project was not included in the draft as the project is just beginning and the costs are not known at this time. An estimate will be included in the final September budget as more information is gathered.

REVIEW DISTRICT INVESTMENTS:

Navellier handed out a cash flow sheet with projections through September that the Committee reviewed. LAIF is currently paying .23% on investments. The PERS trust is doing well. The District withdrew \$58,000 for expenses and made \$59,000 in interest. Russell said the District is way ahead—most Districts are still identifying their liability.

ADJOURNMENT: The meeting was adjourned at 11:00 a.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of January 29, 2015.

Attest:

Finance Committee Member

**KENSINGTON FIRE
PROTECTION DISTRICT**

**Financial Statements and Independent Auditor's Report for the
Year ended June 30, 2014**

Draft #5, January 6, 2015

KENSINGTON FIRE PROTECTION DISTRICT
For the Fiscal Year Ended June 30, 2014

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Draft #5, January 6, 2015

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2014

(Required Supplementary Information)

The following discussion and analysis provides an overview of the Kensington Fire Protection District's (District) financial activities for the year ended June 30, 2014. Please read it in conjunction with the District's basic financial statements, which follow this section.

Financial Highlights

- At the close of the year, June 30, 2014, assets of the District exceeded its liabilities by \$7.22 million (net assets). Of this amount, \$3.40 million (unrestricted net assets) may be used to meet the District's ongoing obligations to the citizens that the District serves.
- The District's total net assets increased by \$467,550.
- At the close of the year, June 30, 2014, the District's general fund reported an ending fund balance of \$4,328,152, an increase of \$320,713 when compared with the prior year.
- At the close of the year, June 30, 2014, the District's special revenue fund reported an ending fund balance of \$85,452, an increase of \$69,242 when compared with the prior year.
- At the close of the year, June 30, 2014, the District's capital project fund reported an ending fund balance of \$1,172,971, an increase of \$197,479 when compared with the prior year.
- At the end of the current year, June 30, 2014, unrestricted fund balance for the governmental funds was \$3,396,717 or 119.43 % of total governmental funds' expenditures.

Overview of the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The annual financial report for the District includes this management's discussion and analysis (MD&A), the basic financial statements and notes to basic financial statements.

The basic financial statements of the District are presented showing two different views of the District in one statement. The government-wide financial statements view shows both long-term and short-term information on the District's overall financial status. The fund financial statements view focuses on the District's operations with a short-term focus.

The government-wide statements are the statement of net assets and the statement of activities, which are prepared using the economic resources measurement focus and the accrual basis of accounting. These statements provide both long-term and short-term information about the District's overall financial status. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of whether cash is received or paid. The two government-wide statements report the District's net assets and how they have changed. Net assets, the difference between the District's assets and liabilities, are one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net assets is an indicator, of whether its financial health is improving or deteriorating, respectively.

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014**

Overview of the Basic Financial Statements (Continued)

The fund financial statements are the balance sheet and statement of revenues, expenditures and changes in fund balance and are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Fund financial statements keep track of specific sources of funding and spending for particular purposes. The District has three funds: general fund, special revenue fund, and capital project fund. They are all components of the governmental funds. The fund financial statements provide a detailed short-term view that 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 government-wide statements, additional information is provided in the footnotes that explains the relationship (or differences) between them.

Government-wide financial statement analysis

A comparative analysis of government-wide data is as follows:

Net assets serve over time as a useful indicator of a government's financial position. For the District, assets exceeded liabilities in the years ended June 30, 2014 and 2013 by \$7,215,366 and \$6,747,816, respectively. The largest portion of the District's net assets, 47.08%, reflects its investment in unrestricted net assets. Restricted assets equal 30.35% of net assets. The final component of the District's net assets represents its investment in capital assets, which makes up the remaining 22.57% of the District's net assets. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

The following table summarizes the net assets of the District as of:

	<u>June 30, 2014</u>	<u>June 30, 2013</u>
General revenues		
Property taxes	\$ 2,982,113	\$ 2,766,585
Other revenues	329,503	434,732
Total general revenues	<u>3,311,616</u>	<u>3,201,317</u>
Total program expenses – public		
safety & fire protection operation	<u>(2,844,066)</u>	<u>(3,011,252)</u>
Change in net assets	467,550	190,065
Net assets, beginning of year	<u>6,747,816</u>	<u>6,557,751</u>
Net assets, end of year	<u>\$ 7,215,366</u>	<u>\$ 6,747,816</u>

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014**

Fund financial statement analysis

General fund — The general fund's revenue is derived from County of Contra Costa property taxes, which are used to run daily operations of the District.

Property taxes increased by \$215,528 (about 7.79%) in the current year.

Program expenses decreased by \$167,186 (about 5.55%) in the current year.

Special revenue fund — The special revenue fund receives the special assessment tax voted in by the Kensington taxpayers in 1980 to be used for fire protection and prevention operations as determined by the District. The revenue received remains consistent with prior years.

Capital project fund — The capital project fund receives no tax revenue of its own; it is funded by the general fund on an as-needed basis. The District's Board of Directors votes annually on an amount to transfer and invest from the general fund to the capital project fund for long-term expected replacements.

General Fund Budgetary Highlights

The budget was adopted by the Board of Directors at the September 2013 meeting. A budget revision was adopted by the Board of Directors at the February 2014 meeting.

During the initial budgeting process for fiscal year 13-14, KFPD understood we were sharing a grant with the City of El Cerrito to purchase both a ladder truck and firefighter airpacks. These budget items were classified as capital expenditures based on the full of cost of the items as well as budgeting grant revenue leaving a small net cash expenditure. During the fiscal year, both grants were received and purchases made, costing KFPD the net as expected. During the audit process, both expenditures were deemed to be operating expenses, not capital expenditures. This reclass results in budgeted grant revenue being overstated, offsetting the capital expenditures that were also overstated. Net cash, in the amount that was expected, is reflected as two operating expenses labeled "Airpacks" and "Fire Engine Rolling Stock".

Capital Assets

As shown in the table below, the District's investment in capital assets (net of accumulated depreciation) as of June 30, 2014 and 2013 was \$1,628,791 and \$1,748,675, respectively.

Capital Assets (Net of accumulated depreciation)

	Governmental Activities	
	2014	2013
Land	\$ 5,800	\$ 5,800
Building and improvements	1,267,013	1,312,647
Equipment and furniture	213,723	241,603
Rolling stock	142,255	188,625
Total	\$ 1,628,791	\$ 1,748,675

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014**

Retiree Healthcare Benefits

In June 2007, the District implemented Governmental Accounting Standards Board Statement No. 45 (GASB 45). This statement requires governmental entities to account for and report their costs and obligations for Other Postemployment Benefits (OPEB). OPEB are part of an exchange of salaries and benefits for employee services rendered, such as agreements to provide health care benefits to employee upon retirement. Prior to GASB 45, the District financed the retiree health care costs on a "pay-as-you-go" basis, and did not report the financial effects of OPEB until the promised benefits are paid.

Based on the latest valuation for the District's OPEB plan (July 1, 2011 Revised), the District's unfunded actuarial accrued liability was \$144,402 as of June 30, 2014; and its annual required contribution (ARC) was \$15,249 for the fiscal year ended June 30, 2014. The ARC is calculated in accordance with certain parameters, and includes (a) the normal cost, the actuarial present value of benefits attributed to prior services; and (b) a component for amortization of the total unfunded actuarial accrued liabilities (or funding excess) of the plan over a period not to exceed twenty years.

Economic Factors and Next Year's Budgets and Rates

The primary factor affecting expenditures in the District's fiscal year 2014-15 budget is the City of El Cerrito service contract fee.

Request for Information

Questions concerning any of the information provided, in this report or requests for additional financial information should be addressed to the Kensington Fire Protection District, 217 Arlington Avenue, Kensington, California 94707.

Independent Auditor's Report

Board of Directors
Kensington Fire Protection District
Kensington, California

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and each major fund of Kensington Fire Protection District (KFPD), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise KFPD'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 free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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 I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of KFPD, as of June 30, 2014, and the respective changes in financial position, and for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Independent Auditor's Report (Continued)

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 page 1 to 4 and 8 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. I 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 inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated December 18, 2014 on my consideration of KFPD's internal control over financial reporting and on my tests or 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 my 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* in considering KFPD's internal control over financial reporting and compliance.

San Francisco, California
December 18, 2014

Basic Financial Statements

Draft #5, January 6, 2015

KENSINGTON FIRE PROTECTION DISTRICT
STATEMENT OF NET ASSETS AND GOVERNMENTAL FUNDS BALANCE SHEET
FOR THE YEAR ENDED JUNE 30, 2014

	General Fund	Special Revenue Fund	Capital Project Fund	Total	GAAP Adjustment (Note 4)	Statement of Net Assets
ASSET						
Cash and investments	\$ 3,311,119	\$ 85,452	\$ 1,172,329	\$ 4,568,900	\$ -	\$ 4,568,900
Receivables:						
Supplemental taxes	33,660	-	-	33,660	-	33,660
Accounts receivable- KPPCSD	1,338	-	-	1,338	-	1,338
Interest receivables	1,359	-	645	2,004	-	2,004
Prepaid Expenses	9,288	-	-	9,288	-	9,288
Reimbursements and other	13,885	-	-	13,885	-	13,885
Net OPEB assets	1,022,526	-	-	1,022,526	-	1,022,526
Capital assets:						
Land	-	-	-	-	5,800	5,800
Buildings and improvements, net	-	-	-	-	1,267,013	1,267,013
Equipment and furniture, net	-	-	-	-	213,723	213,723
Rolling stock, net	-	-	-	-	142,255	142,255
Total assets	\$ 4,393,175	\$ 85,452	\$ 1,172,974	\$ 5,651,601	\$ 1,628,791	\$ 7,280,392
LIABILITIES						
Accounts payable and other accruals	\$ 61,446	\$ -	\$ 3	\$ 61,449	\$ -	\$ 61,449
Wages payable	3,577	-	-	3,577	-	3,577
Total liabilities	65,023	-	3	65,026	-	65,026
FUND BALANCES						
Nonspendable	\$ 1,022,526	\$ -	\$ -	\$ 1,022,526	\$ -	\$ -
Restricted	-	-	-	-	-	-
Committed	-	-	1,167,332	1,167,332	-	-
Assigned	2,360,834	-	-	2,360,834	1,628,791	-
Unassigned	944,792	85,452	5,639	1,035,883	-	-
Total fund balances	4,328,152	85,452	1,172,971	5,586,575	1,628,791	-
Total liabilities and fund balances	\$ 4,393,175	\$ 85,452	\$ 1,172,974	\$ 5,651,601		
Net assets:						
Invested in capital assets					1,628,791	1,628,791
Restricted					2,189,858	2,189,858
Unrestricted					3,396,717	3,396,717
Total net assets					\$ 7,215,366	\$ 7,215,366

The accompanying notes are an integral part of the financial statements.

KENSINGTON FIRE PROTECTION DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS STATEMENT
OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2014

	General Fund	Special Revenue Fund	Capital Project Fund	Total	Adjustment (Note 5)	Statement of Activities
EXPENDITURES/EXPENSES						
Current expenditures/expenses:						
Public safety:						
City of El Cerrito service contract	\$ 2,360,834	\$ -	\$ -	\$ 2,360,834	\$ -	\$ 2,360,834
Retiree health insurance	59,615	-	-	59,615	-	59,615
Firefighters' apparel/expenses	2,557	-	-	2,557	-	2,557
Engine rescue equipment	6,000	-	-	6,000	-	6,000
Airpacks	15,561	-	-	15,561	-	15,561
Fire engine rolling stock	31,719	-	-	31,719	-	31,719
Insurance	10,601	-	-	10,601	-	10,601
Office wages and related expenses	94,429	-	-	94,429	-	94,429
County property tax administration/fees	29,820	2,186	32	32,038	-	32,038
Wildland vegetation management	9,905	-	-	9,905	-	9,905
Water system improvement	-	-	-	-	-	-
Fire abatement contract	865	-	-	865	-	865
LAFCO	1,760	-	-	1,760	-	1,760
Professional development	3,178	-	-	3,178	-	3,178
Outside professional service fees	20,599	-	-	20,599	-	20,599
Public education	8,373	-	-	8,373	-	8,373
Office equipment and supplies	2,305	-	-	2,305	-	2,305
Building utilities/services	34,966	-	-	34,966	-	34,966
Memberships	6,519	-	-	6,519	-	6,519
Community service activities	5,684	-	-	5,684	-	5,684
Staff Appreciation	1,487	-	-	1,487	-	1,487
Gain from disposition	-	-	-	-	580	580
Depreciation	-	-	-	-	134,491	134,491
Total current expenditures/expenses	2,706,777	2,186	32	2,708,995	135,071	2,844,066
Capital outlay:						
Equipment and furniture	5,052	-	-	5,052	(5,052)	-
Buildings and improvements	10,135	-	-	10,135	(10,135)	-
Total capital outlay	15,187	-	-	15,187	(15,187)	-
Total expenditures/expenses	2,721,964	2,186	32	2,724,182	119,884	2,844,066
GENERAL REVENUES						
Property taxes	2,982,113	-	-	2,982,113	-	2,982,113
Special taxes	-	200,428	-	200,428	-	200,428
Other taxes	28,107	-	-	28,107	-	28,107
Other revenue	14,266	-	-	14,266	-	14,266
Rental income	31,514	-	-	31,514	-	31,514
Salary reimbursement income	47,706	-	-	47,706	-	47,706
Investment income	4,978	-	2,504	7,482	-	7,482
Total revenues	3,108,684	200,428	2,504	3,311,616	-	3,311,616
Excess (deficiency) of revenues over (under) expenditures before extraordinary item:	386,720	198,242	2,472	587,434	(119,884)	467,550
Extraordinary item-Construction performance surety bond gain	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures after extraordinary item:	386,720	198,242	2,472	587,434	(119,884)	467,550
Other financing sources (uses):						
Transfers in	131,448	-	197,455	328,903	-	328,903
Transfers out	(197,455)	(129,000)	(2,448)	(328,903)	-	(328,903)
Total other financing sources (uses)	(66,007)	(129,000)	195,007	-	-	-
Change in net assets	320,713	69,242	197,479	587,434	(119,884)	467,550
Fund balances/net assets, beginning of year	4,007,439	16,210	975,492	4,999,141	1,748,675	6,747,816
Fund balances/net assets, end of year	\$ 4,328,152	\$ 85,452	\$ 1,172,971	\$ 5,586,575	\$ 1,628,791	\$ 7,215,366

The accompanying notes are an integral part of the financial statements.

KENSINGTON FIRE PROTECTION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2014

	General Fund			Special Revenue Fund		
	Final Budget	Actual	Variance with Final Budget Positive (Negative)	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues:						
Property taxes	\$ 2,765,000	\$ 2,982,113	\$ 217,113	\$ -	\$ -	\$ -
Special taxes	-	-	-	200,395	200,428	33
Other taxes	33,000	28,107	(4,893)	-	-	-
Other revenue	-	14,266	14,266	-	-	-
Rental income	31,514	31,514	-	-	-	-
Other income	340,403	-	(340,403)	-	-	-
Salary reimbursement income	48,655	47,706	(949)	-	-	-
Interest income	5,200	4,978	(222)	-	-	-
Total revenues	<u>3,223,772</u>	<u>3,108,684</u>	<u>(115,088)</u>	<u>200,395</u>	<u>200,428</u>	<u>33</u>
Current expenditures:						
Public safety:						
City of El Cerrito service contract	2,360,834	2,360,834	-	-	-	-
Retiree health insurance	59,615	59,615	-	-	-	-
Firefighters' apparel and expenses	6,600	2,557	4,043	-	-	-
Engine rescue equipment	6,000	6,000	-	-	-	-
Airpacks	-	15,561	(15,561)	-	-	-
Fire engine rolling stock	-	31,719	(31,719)	-	-	-
Insurance	10,600	10,601	(1)	-	-	-
Office wages and related expenses	99,810	94,429	5,481	-	-	-
County property tax administration fees	30,425	29,820	605	2,200	2,186	14
Wildland vegetation management	10,000	9,905	95	-	-	-
Water system improvement	20,000	-	20,000	-	-	-
Fire Abatement Contract	8,000	865	7,135	-	-	-
LAFCO	1,620	1,760	(140)	-	-	-
Professional development	5,500	3,178	2,322	-	-	-
Outside professional service fees	50,000	20,599	29,401	-	-	-
Public education	13,000	8,373	4,627	-	-	-
Office equipment and supplies	6,000	2,305	3,695	-	-	-
Building utilities/services	39,410	34,966	4,444	-	-	-
Memberships	6,000	6,519	(519)	-	-	-
Community service activities	8,250	5,684	2,566	-	-	-
Staff appreciation	2,500	1,487	1,013	-	-	-
Contingency	25,000	-	25,000	-	-	-
Gain from disposition	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Total current expenditures	<u>2,769,264</u>	<u>2,706,777</u>	<u>62,487</u>	<u>2,200</u>	<u>2,186</u>	<u>14</u>
Capital outlay:						
Equipment and Furniture	405,854	5,052	400,802	-	-	-
Buildings and Improvements	-	10,135	(10,135)	-	-	-
Total capital outlay	<u>405,854</u>	<u>15,187</u>	<u>390,667</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures before extraordinary item:	<u>48,654</u>	<u>386,720</u>	<u>338,066</u>	<u>198,195</u>	<u>198,242</u>	<u>(47)</u>
Extraordinary item-Construction performance surety bond ga	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures after extraordinary item:	<u>48,654</u>	<u>386,720</u>	<u>338,066</u>	<u>198,195</u>	<u>198,242</u>	<u>(47)</u>
Other financing sources (uses):						
Transfers in	-	131,448	(131,448)	-	-	-
Transfers out	-	(197,455)	197,455	(393,034)	(129,000)	(264,034)
Total other financing sources (uses)	<u>-</u>	<u>(66,007)</u>	<u>66,007</u>	<u>(393,034)</u>	<u>(129,000)</u>	<u>(264,034)</u>
Excess (deficiency) of revenues and other Financing sources over (under) expenditures and other financing uses	<u>48,654</u>	<u>320,713</u>	<u>404,073</u>	<u>(194,839)</u>	<u>69,242</u>	<u>(264,081)</u>
Fund balances/net assets, beginning of year, as restated		<u>4,007,439</u>			<u>16,210</u>	
Fund balances/net assets, end of year		<u>\$ 4,328,152</u>			<u>\$ 85,452</u>	

The accompanying notes are an integral part of the financial statements.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 1 – REPORTING ENTITY

The Kensington Fire Protection District (District) is a special district empowered to take all the necessary steps to provide for fire protection and prevention services including enforcement of California State (State) laws applicable to fire codes. The financial statements of the District include all funds of the District. An elected Board of Directors governs the District, and exercises powers granted by State statutes.

In August 1995, the District entered into a contract with the City of El Cerrito (City) under which the City provides fire suppression and emergency medical services for the District. The contract provides that the District will pay the City an annual fee as defined in the contract (paid on a monthly basis) that expires June 30, 2015. The annual fee that the District paid under this contract for the fiscal years ended June 30, 2014 and 2013 were \$2,360,834 and \$2,365,475, respectively.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Implementation of Governmental Accounting Standards (GASB) Statement

In February 2009, GASB released a new Statement, *GASB Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions*. The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. The initial distinction in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent. The requirements of the Statement are effective for financial statements for periods beginning after June 15, 2010. The details for the fund balance classifications prescribed under this Statement are separately discussed in Note 9.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus, basis of accounting and financial statement presentation

The District prepares its government-wide statements using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The District's fund financial statements are prepared using the current financial resources focus and the modified accrual basis of accounting. Revenues are recorded when "susceptible to accrual" (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means that revenues are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 90 days of the end of the current fiscal year. Revenues meeting these availability criteria include special and other taxes. The availability period for property taxes is 60 days. Revenues not considered available are recorded as deferred revenues. Expenditures are generally recorded when the fund liability is incurred, except for compensated absences, such as vacation and sick leave, which are recognized when due. Liabilities expected to be paid after one year is recorded in the government-wide column as a noncurrent liability due more than one year.

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 by providing a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. The District uses the following funds.

Governmental Fund Types

The *General Fund* is the operating fund of the District and is used to account for all financial resources except those required to be accounted for in another fund.

The *Special Revenue Fund* accounts for the special tax authorized by Section 53978 of the Government Code and approved by the District's electorate on April 8, 1980.

The *Capital Project Fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities and rolling stock.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgets and Budgetary Accounting

The District follows the procedures below in establishing the budgetary data reflected in the basic financial statements:

1. At the June Board of Directors (Board) meeting, the Finance Committee submits to the Board proposed operating and capital improvement draft budgets for the fiscal year commencing the following July 1. The operating and capital improvement budgets include proposed expenditures and the means of financing them.
2. The Draft budget is legally enacted through the adoption of a resolution by the Board.
3. A final operating and capital improvement budget is submitted to the Board at the September Board meeting. The budget is legally enacted through the adoption of a resolution by the Board.
4. Formal budgetary integration is employed as a management control device during the fiscal year for the General Fund. The Capital Project Fund is budgeted over the life of the project.
5. Budgets for the General Fund, Special Revenue Fund and the Capital Project Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
6. The Special Revenue Fund is only used to accumulate special tax revenues, which are then transferred to the other funds as needed.

Encumbrances

Encumbrance accounting, under which purchases orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund and Capital Project Fund. There are no appropriations or encumbrances in the Special Revenue Fund. All appropriations lapse at fiscal year-end.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Investments

Cash and investments include amounts in demand deposits as well as short-term investments. Substantially all of the District's cash and investments are held by the County of Contra Costa (County) as its fiscal agent. The District's investments are reported at fair value. The fair value represents the amount the District could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller. The fair value of investments is obtained by using quotations obtained from independent published sources. The District also maintains a general checking account to facilitate the processing of small transactions.

As permitted by the California Government Code, contracts and agreements, the District is permitted to invest in the County's cash and investment pool, obligations of the U.S. Treasury or its agencies; certificates of deposits; mutual funds invested in U.S. Government securities; and other permitted investments.

Capital assets

Capital assets, which include land, buildings, rolling stock (vehicles), and equipment and furniture, are valued at historical cost. Donated capital assets are valued at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over the estimated useful lives in the government-wide statements.

Depreciation has been computed using the straight-line method over the following estimated useful lives:

Building and improvements	15 to 40 years
Rolling stock, equipment and furniture	5 to 15 years

Property Taxes and Special Assessments Revenue

Revenue is recognized in the fiscal year for which the tax and assessment are levied. The County levies, bills and collects property taxes and special assessments for the District; under the County's "Teeter Plan," the County remits the entire amount levied and handles all delinquencies while retaining related interest and penalties.

Taxes are levied for each fiscal year on taxable real and personal property situated in the County. The levy is based on the assessed values as of the preceding January 1st, which is also the lien date. Property taxes on the secured roll are due in two installments, November 1st and February 1st and become delinquent after December 10th and April 10th, respectively. Supplemental property taxes are levied based on changes in assessed values between the date of real property sales or construction completion and the preceding assessment date. The additional supplemental property taxes are prorated from the first day of the month following the date of such occurrence. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31st.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Interfund Transactions

All interfund transactions are treated as transfers. The general fund is the main operating fund for the District. Annually, tax revenues recorded in the special revenue fund are transferred to the general fund to fund the District's operations. Transfers between governmental funds are eliminated as part of the adjustments to the government-wide presentation.

Use of Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Effects of New Pronouncements

In June 2004, GASB issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which addresses how state and local governments should account for and report their costs and obligations related to postemployment healthcare and nonpension benefits. Collectively, these benefits are commonly referred to as other postemployment benefits (OPEB). The GASB statement generally requires that employers account for and report the annual OPEB cost and the outstanding obligations and commitments related to OPEB in essentially the same manner as employers currently do for pensions. Annual OPEB cost for most employers will be based on actuarially determined amounts that, if paid on an ongoing basis, generally would provide sufficient resources to pay benefits as they come due. This statement's provisions may be applied prospectively and do not require governments to fund their OPEB plans. An employer may establish its OPEB liability at zero as of the beginning of the initial year of implementation; however, the unfunded actuarial liability is required to be amortized over future periods. This statement also establishes disclosure requirements for information about the plans in which an employer participates, the funding policy followed, the actuarial valuation process and assumptions, and for certain employers, the extent to which the plan has been funded over time. At July 1, 2008, the District implemented GASB Statement No. 45 prospectively and as such, the District did not have a net OPEB obligation at transition (i.e., July 1, 2007). The District pays all health care insurance premiums for retired employees. Employees became eligible for these benefits when they reached normal retirement age while working for the District. As of June 30, 2014, the District's annual OPEB expense of \$21,689 and the current year requirements have been met as of June 30, 2014.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The District provides postretirement health benefits (medical, dental and vision) to a closed group of former employees who have retired from the District and to their surviving spouses and dependent children. The District pays 100% of the annuitants' health plan premiums. Currently, a total of 11 family units (19 individuals) are receiving postretirement health benefits.

In October 2008, KFPD participated in the California Employers' Retiree Benefits Trust (CERBT). CERBT is an irrevocable trust fund that allows public employers to prefund the future cost of their retiree health insurance benefits and other postemployment benefits (OPEB) for their covered retirees. The District elected to participate in CERBT and contributed a total of \$1,165,000 to CalPERS, the CERBT's administrator. The prefunding was intended to reduce and stabilize the District's annual required contribution to its OPEB plan in future years at an expected level for budgeting purposes. CalPERS issued a publicly available financial report that includes financial statements and required supplementary information for CERBT in aggregate. The report may be obtained by writing to CalPERS, Lincoln Plaza North, 400 Q Street, Sacramento, CA 95811.

Funding Policy

The contribution requirements of plan members and the District are established and may be amended by the Board. As of June 30, 2014, the District contributed \$21,689, or 100%, of the OPEB cost, to the CERBT.

The District is required to contribute the ARC, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed twenty years.

Annual OPEB Cost

As of June 30, 2014, the District's annual other postemployment benefit (OPEB) expense of \$(12,262) was equal to the ARC. The following table represents annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation.

Fiscal year ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
June 30, 2014	\$ 21,689	100%	\$ -

The actuarial valuation was performed as of July 1, 2011 (Revised) covering the fiscal year ended June 30, 2014. A new valuation was performed as of July 1, 2013 and will be used for the fiscal year 2014/2015 budget.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Funded Status and Funding Progress

Using the actuarial valuation date of July 1, 2011, the funded status of the plan was as follows:

Actuarial accrued liability (AAL)		\$ 1,807,830
Actuarial value of plan assets		1,663,428
		\$ 144,402
		\$ 144,402
Funded ratio (actuarial value of plan assets/AAL)		92.01%
Covered payroll (active plan members)		\$ -
UAAL as a percentage of covered payroll		0.00%

Based upon 6.39%.

KFPD will update actuarial valuation in fiscal year 2015

Actuarial Methods and Assumptions

Actuarial valuations of an ongoing plan involved estimates of the value of reported amounts and assumptions about the probability of occurrence of certain events far into the future. Examples include assumptions about mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents current year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided as the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with long-term perspective of the calculations.

In the July 1, 2011 (Revised) actuarial valuation, a level dollar amortization method was used. Under this method, the amortization period is 15 years. The actuarial assumption was a 6.39 percent investment rate of return and an annual healthcare cost medical trend rate of 7.3 percent in 2013 reduced by decrements of 0.30 percent to an ultimate rate of 5.50 percent after 6 years (2019 and thereafter). KFPD's unfunded actuarial accrued liability is being amortized as a level dollar amortization on a closed basis.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

As of June 30, 2014, KFPD paid \$110,338 directly to medical service provider vendors, adding to the CERBT balance by \$50,723, netting to the OPEB costs of \$59,615. KFPD requested and received a reimbursement of \$121,095 from CERBT, bringing net OPEB assets balance (before Actuarial Valuation) on KFPD's balance sheet to \$1,022,526.

NOTE 4 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND BALANCE SHEET AND THE STATEMENT OF NET ASSETS

Total fund balance of the District's governmental funds differs from the net assets of governmental activities reported in the statement of net assets primarily as a result of the long-term economic focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheet. When capital assets (land, building, rolling stock and equipment) that are used in governmental activities are purchased or constructed, the costs of those assets are reported as capital outlay expenditures in the governmental fund. However, the statement of net assets includes the capital assets, net of accumulated depreciation, among the assets of the District. In addition, compensated absences are accrued on the governmental activities statement of net assets but not on the balance sheet since they also have a long-term economic focus.

	June 30, 2014	June 30, 2013
Differences		
Cost of capital assets	\$ 3,070,157	\$ 3,060,036
Accumulated depreciation	(1,441,366)	(1,311,361)
Net capital assets	1,628,791	1,748,675
Net difference	\$ 1,628,791	\$ 1,748,675

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 5 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND OPERATING STATEMENT AND THE STATEMENT OF ACTIVITIES

The net change in fund balance for the governmental funds differs from the "change in net assets" as a result of the long-term economic focus of the statement of activities versus the current financial resources focus of the general fund. When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as capital outlay expenditures in the general fund. Also, when capital assets are sold, the resources received are reported as proceeds from sale of capital assets in the respective fund. However, in the statement of activities, the cost of those assets purchased or constructed is allocated over their estimated useful lives and reported as depreciation expense. The resources received from the sale of capital assets offset against the net carrying value of the assets sold and reported as a gain or loss in the statement of activities. As a result, the fund balance decreased by the amount of financial resources expended and increased by the amount of financial resources received, whereas net assets decreased by the amount of depreciation expense on rolling stock and equipment items during the year and increased (decreased) by the amount of net gain (loss) on disposal of capital assets. In addition, the fund balance is reduced to account for the recording of compensated absences, which has a long-term focus.

	June 30, 2014	June 30, 2013
Differences		
Capital outlay	\$ 15,187	\$ 152,091
Net gain (loss) and Depreciation expense	(135,071)	(124,165)
Net difference	\$ 119,884	\$ 27,926

NOTE 6 - CASH AND INVESTMENTS

The District's cash and investments included the following:

	June 30, 2014	June 30, 2013
Deposits	\$ 11,431	\$ 11,062
Cash held by the county	542,366	465,186
Separately held investments - LAIF	4,014,933	3,412,633
Petty cash	200	200
Total	\$ 4,568,930	\$ 3,889,081

Deposits

At year end, the carrying amount of the District's demand deposits was \$11,431 with a commercial bank which is covered by federal depository insurance.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 6 - CASH AND INVESTMENTS (Continued)

Cash held by the County

The District's cash is included in the Contra Costa County (County) Treasurer cash and investments pool. Investments made by the Treasurers are regulated by California Government Code and by a County investment policy approved annually by the County Treasury Oversight Committee. Adherence to the statutes and policies is monitored by the County Board of Supervisors and by the Treasury Oversight Committee via monthly reports and an annual audit. Investment income earned on the District's cash is allocated quarterly to the District. Changes in fair value are included in investment income. Redeemed or sold shares are priced at book value, which includes realized investment earnings such as interest income, realized gains or losses upon sale of investments, and amortized premiums and discounts. This number may differ from the shares' fair value, which would include unrealized gains or losses based on market conditions. Additional information regarding insurance, collateralization, and custodial risk categorization of the County's cash and investments is presented in the notes of the County's basic financial statements.

Separately Held Investments

The County also has investments in the State Treasurer's Local Agency Investment Fund (LAIF) separately held for the District. As of June 30, 2014, the District's investment in LAIF is \$4,014,933 which is approximately 1.61% of total Contra Costa County LAIF. The total amount invested by all public agencies under the County Pool in LAIF at June 30, 2014 is \$249,031,121.23. Of that amount, approximately 16.82% is invested in structured notes and asset-backed securities. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The value of the pool shares in LAIF, which may be withdrawn, is determined on an amortized cost basis, which is different from the fair value of the District's position in the pool.

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KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 7 - CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2014 follows:

Governmental Activities	Balance	Current		Balance
	June 30, 2013	Year	Retirements	June 30, 2014
	<u> </u>	<u> Additions </u>	<u> </u>	<u> </u>
<i>Capital assets not being depreciated</i>				
Land	\$ 5,800	\$ -	\$ -	\$ 5,800
Construction in progress	-	-	-	-
Total capital assets not being depreciated	<u>5,800</u>	<u>-</u>	<u>-</u>	<u>5,800</u>
<i>Capital assets being depreciated</i>				
Building & improvements	1,997,305	10,135	(1,052)	2,006,388
Equipment & furniture	405,142	5,052	(4,014)	406,180
Rolling stock equipment	651,789	-	-	651,789
Total capital assets being depreciated	<u>3,054,236</u>	<u>15,187</u>	<u>(5,066)</u>	<u>3,064,357</u>
<i>Less accumulated depreciation for:</i>				
Building & improvements	(684,659)	(55,189)	473	(739,375)
Equipment & furniture	(163,539)	(32,932)	4,014	(192,457)
Rolling stock equipment	(463,163)	(46,371)	-	(509,534)
Total accumulated depreciation	<u>(1,311,361)</u>	<u>(134,492)</u>	<u>4,487</u>	<u>(1,441,366)</u>
Total capital assets being depreciated, net	<u>1,742,875</u>	<u>(119,305)</u>	<u>(9,553)</u>	<u>1,622,991</u>
Capital assets, net	<u>\$ 1,748,675</u>	<u>\$ (119,305)</u>	<u>\$ (9,553)</u>	<u>\$ 1,628,791</u>

NOTE 8 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; thefts damages, and destructions of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for risks of loss. There have been no significant reductions in insurance coverage from the previous year, nor have settled claims exceeded the District's insurance coverage in any of the past three fiscal years.

The Kensington Fire Protection District is a member of Contra Costa County Fire Districts Joint Power of Authority Insurance Pool (CSAC). Deductibles and maximum coverage are as follows:

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 8 - RISK MANAGEMENT (Continued)

<u>Coverage Description</u>	<u>Deductibles</u>	<u>Insurance Coverage</u>
General & Automobile Liability	None	\$50,000,000
All Risk Property	\$500 (all other property)	\$600,000,000 (all other property)
	\$100,000 (flood)	\$600,000,000 (flood)
	\$500 (mobile equip)	
	\$500,000 (terrorism)	\$200,000,000
Earthquake	5% per unit	\$280,000,000
	\$100,000 minimum	
Employee Dishonesty	\$50,000	\$10,000,000
Pollution Liability	\$500,000	\$10,000,000
Boiler & Machinery	\$5,000	\$100,000,000

NOTE 9 – FUND BALANCES

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2014, fund balance for government funds are made up of the followings:

- *Nonspendable Fund Balance* – includes amounts that are (a) not in spendable forms, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.
- *Restricted Fund Balance* – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- *Committed Fund Balance* – includes amounts that can only be used for the specific purposes determined by a formal action of the District’s highest level of decision-making authority, the District’s Board. Commitments may be changed or lifted only by the District taking the same formal action that imposed the constraint originally (for example: resolution and ordinance).
- *Assigned Fund Balance* – comprises amounts intended to be used by the District for specific purposes that are neither restricted nor committed. *Intent* is expressed by (1) the District’s Board or (b) a body (for example: a budget or finance committee) or official to which the District’s Board has delegated the authority to assign amounts to be used for specific purposes.
- *Unassigned Fund Balance* – is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2014

NOTE 9 – FUND BALANCES (Continued)

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

Fund balances for all the major and non-major governmental funds as of June 30, 2014, were distributed as follows:

	General Fund	Special Revenue Fund	Capital Project Fund	Total
Nonspendable:				
Inventory	\$ -	\$ -	\$ -	\$ -
Advances (OPEB)	1,022,526	-	-	1,022,526
Subtotal	1,022,526	-	-	1,022,526
Restricted for:				
General government	-	-	-	-
Public protection	-	-	-	-
Public ways & facilities	-	-	-	-
Capital projects	-	-	-	-
Debt service	-	-	-	-
Subtotal	-	-	-	-
Committed to:				
Public protection	-	-	963,332	963,332
Capital projects	-	-	204,000	204,000
Subtotal	-	-	1,167,332	1,167,332
Assigned to:				
General government	-	-	-	-
Public protection	2,360,834	-	-	2,360,834
Capital projects	-	-	-	-
Subtotal	2,360,834	-	-	2,360,834
Unassigned	944,792	85,452	5,639	1,035,883
Total	\$ 4,328,152	\$ 85,452	\$ 1,172,971	\$ 5,586,575

The Board's financial planning aims to help reduce the negative impact on the District in times of economic uncertainty and potential losses of funding from federal or state governmental agencies. District funds are *restricted*, *committed* and *assigned* as part of a multi-year financial plan to balance the budget and avoid operating deficits.

**Independent Auditor's Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

Board of Directors
Kensington Fire Protection District
Kensington, California

I have audited the financial statements of the Kensington Fire Protection District (the "District"), as of and for the fiscal year ended June 30, 2014, and have issued my report thereon dated December 18, 2014. I conducted my 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 my audit, I considered the District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and others within the District. This is not intended to be and should not be used by anyone other than these specified parties.

San Francisco, California
December 18, 2014

**KENSINGTON FIRE PROTECTION DISTRICT
STATUS OF PRIOR YEAR FINDINGS
YEAR ENDED JUNE 30, 2014**

<u>Finding</u>	<u>Present Status</u>	<u>Explanation if not fully implemented</u>
None		

Draft #5, January 6, 2015

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual**

July through December 2014

	Jul - Dec 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,203,716.55	2,982,110.00	221,606.55	107.4%
Special Taxes	200,345.40	200,428.00	-82.60	100.0%
Other Tax Income	153.26	0.00	153.26	100.0%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	2,299.21	1,428.75	870.46	160.9%
Salary Reimbursement Agreement	24,847.38	25,568.02	-720.64	97.2%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	13,408.57	0.00	13,408.57	100.0%
Total Income	3,444,770.37	3,209,535.77	235,234.60	107.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,796.45	1,850.00	-53.55	97.1%
Contra Costa County Expenses	2,590.36	2,829.00	-238.64	91.6%
El Cerrito Contract Fee	1,207,669.26	1,207,669.50	-0.24	100.0%
Water System Improvements	110,000.00	110,000.00	0.00	100.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	11,523.00	11,525.00	-2.00	100.0%
Professional Fees				
Accounting	2,080.00	2,050.00	30.00	101.5%
Audit	13,025.00	13,000.00	25.00	100.2%
Legal Fees	649.08	15,000.00	-14,350.92	4.3%
Total Professional Fees	15,754.08	30,050.00	-14,295.92	52.4%
Wildland Vegetation Mgmt	3,045.00	3,700.00	-655.00	82.3%
Total OUTSIDE PROFESSIONAL SER...	1,352,378.15	1,375,623.50	-23,245.35	98.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	11,649.20	9,984.98	1,664.22	116.7%
Delta Dental	1,277.54	1,277.48	0.06	100.0%
Vision Care	405.45	347.48	57.97	116.7%
Total RETIREE MEDICAL BENEFITS	13,332.19	11,609.94	1,722.25	114.8%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,705.70	6,499.98	-1,794.28	72.4%
Comm. Pharmaceutical Drop-Off	773.38	1,250.00	-476.62	61.9%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	253.51	750.00	-496.49	33.8%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	5,732.59	8,499.98	-2,767.39	67.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	1,793.99	2,000.00	-206.01	89.7%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Staff Appreciation	21.05	0.00	21.05	100.0%
Professional Development	0.00	0.00	0.00	0.0%
Building Maintenance				
Janitorial Service	630.00	750.00	-120.00	84.0%
Medical Waste Disposal	1,192.72	1,998.00	-805.28	59.7%
Building alarm	100.00	250.00	-150.00	40.0%
Gardening service	360.00	600.00	-240.00	60.0%
Miscellaneous Maint.	4,929.35	6,249.96	-1,320.61	78.9%
Total Building Maintenance	7,212.07	9,847.96	-2,635.89	73.2%
Building Utilities/Service				
Garbage	336.28	305.00	31.28	110.3%
Gas and Electric	3,239.21	3,602.46	-363.25	89.9%
Water/Sewer	1,068.92	657.48	411.44	162.6%
Total Building Utilities/Service	4,644.41	4,564.94	79.47	101.7%
Election	399.18	1,000.00	-600.82	39.9%
Memberships	5,888.00	5,800.00	88.00	101.5%
Office				
Office Expense	876.12	1,749.96	-873.84	50.1%
Office Supplies	695.84	1,249.98	-554.14	55.7%
Telephone	3,588.19	3,322.50	265.69	108.0%
Total Office	5,160.15	6,322.44	-1,162.29	81.6%
Total DISTRICT ACTIVITIES	25,118.85	29,535.34	-4,416.49	85.0%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July through December 2014

	Jul - Dec 14	Budget	\$ Over Budget	% of Budget
Staff				
Wages	37,554.06	37,554.96	-0.90	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	135.41	649.98	-514.57	20.8%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	3,900.00	3,900.00	0.00	100.0%
Retirement Contribution	2,854.06	2,854.98	-0.92	100.0%
Payroll Taxes	3,056.78	3,293.00	-236.22	92.8%
Workers Compensation/Life Ins	1,318.34	1,800.00	-481.66	73.2%
Payroll Processing	725.90	705.00	20.90	103.0%
Total Staff	50,544.55	51,757.92	-1,213.37	97.7%
Contingency	0.00	12,499.98	-12,499.98	0.0%
Total Expense	1,447,106.33	1,489,526.66	-42,420.33	97.2%
Net Ordinary Income	1,997,664.04	1,720,009.11	277,654.93	116.1%
Other Income/Expense				
Other Income	712.41			
Transfers In - General	712.41			
Total Other Income	712.41			
Other Expense	712.41			
Transfers Out - Capital	712.41			
Total Other Expense	712.41			
Net Other Income	0.00			
Net Income	1,997,664.04	1,720,009.11	277,654.93	116.1%

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2014-2015

	FY 2013-2014	FY 2013-2014	FY 2014-2015	FY 2015-2016
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	2,765,000	2,982,111	2,982,110	3,011,930
Special Taxes	200,395	200,428	200,428	200,430
Other tax income	33,000	28,107	30,000	31,000
Interest income	8,000	7,481	6,000	7,000
Lease agreement	31,514	31,514	1	1
Salary reimb agreement	48,655	47,706	51,136	50,880
Grant revenue - Airpacks	54,934	62,246	0	0
Grant revenue - Ladder Truck	285,469	285,469	0	0
Miscellaneous income	0	14,266	0	0
Total Revenue	3,426,967	3,659,328	3,269,675	3,301,241
	FY 2013-2014	FY 2013-2014	FY 2014-2015	FY 2015-2016
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	4,500	3,544	4,500	4,725
Actuarial Valuation	3,500	2,500	0	3,000
Audit	12,000	12,000	13,000	13,000
CC County Expenses	32,635	32,038	33,640	35,321
EI Cerrito Contract	2,360,834	2,360,834	2,415,339	2,536,105
Fire Abatement Contract	8,000	865	8,000	8,000
Insurance - Risk Mgmt	10,600	10,601	11,525	12,100
LAFCO Fees	1,620	1,760	1,850	1,850
Legal Fees	30,000	2,555	30,000	30,000
Water System Improvements **	20,000	0	380,000	20,000
Wildland Vegetation Mgmt	10,000	9,905	10,000	10,000
RETIREE MEDICAL BENEFITS				
PERS Medical (OPEB cost)	51,265	51,265	19,970	21,380
Delta Dental	6,560	6,560	2,555	2,735
Vision Care	1,790	1,790	695	745
COMMUNITY SERVICE ACTIVITES				
Public Education	13,000	8,372	13,000	13,000
Community Pharmaceutical Drop-Off	3,000	1,305	2,500	2,500
Vial of Life Program	250	114	250	250
CERT Emergency Kits	3,000	3,173	3,330	3,330
Open Houses	1,000	287	750	900
Community Shredder	1,000	805	1,000	1,000
DISTRICT ACTIVITIES				
Professional Development	5,500	3,178	5,500	5,500
District Office				
Office expense	3,500	1,583	3,500	3,500
Office supplies	2,500	722	2,500	2,500
Telephone	5,795	6,327	6,645	6,975
Election	0	0	1,000	1,000
Firefighter's Apparel	1,600	617	1,500	1,575
Firefighters' Expenses	5,000	1,940	5,000	5,000
Engine Rescue Equipment	6,000	6,000	0	0
Staff Appreciation	2,500	1,487	2,500	2,500
Memberships	6,000	6,519	6,845	7,000
P/S Building				
Gardening service	1,500	1,810	1,900	2,000
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	7,230	2,638	4,000	4,200
Janitorial	1,500	1,243	1,500	1,500
Misc. Maint/Improvements	12,000	12,183	12,500	12,500
PG&E	7,000	6,860	7,205	7,565
Water/Sewer	1,500	1,251	1,315	1,550

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2014-2015

Garbage	885	958	1,005	1,055
Staff				
Wages	75,105	75,105	75,110	76,610
Longevity Pay	0	0	1,000	1,000
Overtime Wages	2,600	542	1,300	1,325
Vacation Wages Accrual Adjustment	1,650	-1,131	2,855	36
Medical/dental insurance compensation	7,200	7,200	7,800	8,190
Retirement Contribution	3,755	3,755	5,710	5,820
Payroll Taxes	6,745	6,004	6,693	6,840
Insurance - Workers Comp/Life	1,500	1,612	1,695	1,780
Processing	1,355	1,342	1,410	1,480
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	2,771,472	2,661,712	3,146,888	2,915,941
Capital Outlay				
Airpacks	68,667	77,807	0	0
Ladder Truck	317,187	317,187	0	0
Type I Engine	0	0	632,000	0
Firefighter qtrs/equip	15,000	13,715	15,000	15,000
Apparatus Bay Construction	0	0	200,000	0
Holmatro Tool	0	0	11,000	0
Office Furniture/Computers	<u>5,000</u>	<u>1,471</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	405,854	410,180	863,000	20,000
TOTAL EXPENDITURES	3,177,326	3,071,892	4,009,888	2,935,941

Notes: The standard expenditure increase is 5% unless otherwise indicated or unless policy decisions mandated.

** For FY14/15, the total estimated cost of the Columbia improvement project is \$450,000. EBMUD will rebate 20% upon completion.

Designated Funds (see attached schedules)

Engine Replacement Fund	93,455	93,455	93,455	117,860
Public Safety Building Fund	<u>104,000</u>	<u>104,000</u>	<u>108,160</u>	<u>112,486</u>
	197,455	197,455	201,615	230,346

	FY 2013-2014 <u>Budget</u>	FY 2013-2014 <u>Est. Actual</u>	FY 2014-2015 <u>Budget</u>	FY 2015-2016 <u>Planning</u>
Beginning Cash	5,007,928	4,981,980	5,592,768	4,852,555
Revenue	3,426,967	3,659,328	3,269,675	3,301,241
Operating Expenditures	-2,771,472	-2,661,712	-3,146,888	-2,915,941
Capital Expenditures	-405,854	-410,180	-863,000	-20,000
Accrual to Cash Adjustment		23,352		
<u>ENDING CASH</u>	5,257,568	5,592,768	4,852,555	5,217,856
<i>Cumulative Designated Funds</i>				
Capital Replacement Funds	-1,167,332	-1,167,332	-736,285	-966,631
Prepaid CERBT - Retiree Trust	-1,092,899	-1,020,819	-1,020,819	-1,020,819
EI Cerrito Contract 12 month set aside	-2,360,834	-2,360,834	-2,415,339	-2,536,105
<u>AVAILABLE CASH</u>	636,503	1,043,783	680,113	694,300

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2014-2015

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
	\$543,700					\$540,094			
\$123,464		99-00							
\$178,435		00-01	30,832	30,832					
		01-02	36,633	67,465					
		02-03	36,633	104,098	\$94,000		02-03		
		03-04	36,633	140,731	\$205,895		03-04		
		04-05	36,633	177,364			04-05	32,860	32,860
		05-06	36,633	213,997			05-06	32,860	65,720
		06-07	36,633	250,630			06-07	32,855	98,575
		07-08	36,633	287,263			07-08	36,793	135,368
		08-09	36,633	323,896			08-09	36,793	172,161
adjust to	\$632,660	09-10	51,461	375,357	adjust to	\$592,100	09-10	41,994	214,155
		10-11	51,461	426,818			10-11	41,994	256,149
		11-12	51,461	478,279			11-12	41,994	298,143
		12-13	51,461	529,740			12-13	41,994	340,137
		13-14	51,461	581,201			13-14	41,994	382,131
		14-15	<u>51,461</u>	632,662			14-15	41,994	424,125
			632,662				15-16	41,994	466,119
							16-17	41,994	508,113
							17-18	41,994	550,107
							18-19	<u>41,994</u>	592,101
								592,101	

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2014-2015

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION

<u>Adjusted for 4% Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	112,486	424,646
	16-17	116,986	541,632
	17-18	121,665	663,298
	18-19	126,532	789,829

* Based on historical building expenditures, KFPD will be setting aside \$100,000 per fiscal year to accumulate funds to be available for future building improvements/major repairs.