



# Coastal Animal Services Authority San Clemente - Dana Point Animal Shelter

Proudly Serving the Cities of San Clemente and Dana Point

September 28, 2015

The Honorable Glenda Sanders  
Presiding Judge of the Superior Court  
700 Civic Center Drive  
Santa Ana, CA 92701

The Honorable Glenda Sanders,

Please accept this as the Coastal Animal Services Authority's official response to the 2014-2015 *Joint Powers Authorities: Issues of Viability, Control, Transparency, and Solvency*.

## Findings

**F.4. Vertical Joint Powers Authorities with a single controlling entity, such as a city council, have the potential to use this organizational structure as a shell company to avoid other legal constraints on the controlling entity and to obfuscate taxpayer visibility.**

CASA disagrees with Finding F.4. CASA is not a "Vertical Joint Powers Authority." The Report provides, "...JPAs were determined to be vertical if their members were not similar entities but rather the same entity with a different organizational structure. That is, all of the members of the JPA were controlled by a single authority." (Report, p. 10.) CASA's current member agencies are the Cities of San Clemente and Dana Point. Each CASA member agency is responsible for providing general city services to residents within its own jurisdiction and is controlled by its own city council.

Rather, CASA is a "Horizontal Joint Powers Authority." The Report provides, "JPAs were determined to be horizontal if their members were composed of similar entities that shared a common problem or opportunity. That is, each of the members was looking to delegate a function of their authority to a JPA in order to either improve the service that is provided or to reduce the cost through economies of scale..." (Report, pp. 9-10.) Each CASA member has delegated the function of animal shelter and control services to CASA in order to improve such services and reduce each member's costs of providing those services.

**F.5. Vertical Joint Powers Authorities in which the controlling entity transfers assets from itself to a Joint Powers Authority for the purpose of obtaining additional funding, or signs a long-term lease to a Joint Powers Authority to obtain assets, are avoiding transparency and are not acting in the best financial interest of the taxpayers.**

CASA disagrees with Finding F.4. CASA is not a “Vertical Joint Powers Authority.” The Report provides, “...JPAs were determined to be vertical if their members were not similar entities but rather the same entity with a different organizational structure. That is, all of the members of the JPA were controlled by a single authority.” (Report, p. 10.) CASA’s current member agencies are the Cities of San Clemente and Dana Point. Each CASA member agency is responsible for providing general city services to residents within its own jurisdiction and is controlled by its own city council.

Rather, CASA is a “Horizontal Joint Powers Authority.” The Report provides, “JPAs were determined to be horizontal if their members were composed of similar entities that shared a common problem or opportunity. That is, each of the members was looking to delegate a function of their authority to a JPA in order to either improve the service that is provided or to reduce the cost through economies of scale...” (Report, pp. 9-10.) Each CASA member has delegated the function of animal shelter and control services to CASA in order to improve such services and reduce each member’s costs of providing those services.

**F.6. 32 of the Joint Powers Authorities identified in Orange County are not complying with the California State reporting requirements in code Section 6500 and SB 282 according to the latest information available from the year 2013.**

CASA disagrees, in part, with Finding F.6. The City of San Clemente, which acts as the administrator of the under the joint powers agency agreement with the City of Dana Point, annually completes an outside audit of CASA’s financial statements and general fund. In compliance with Government Code Section 6505, CASA distributed a copy of its fiscal year 2014 outside audit to the City of Dana Point on September 16, 2015, and distributed a copy to the County of Orange Auditor-Controller on September 8, 2015.

Moreover, in compliance with SB 282, CASA submits CASA’s financial reports to the State Controller’s Office through the annual reporting process (Special Districts Financial Transactions Report and Compensation Report). CASA filed its fiscal year 2014 Special Districts Financial Transactions Report with the State Controller on October 20, 2014, and filed its 2013 (calendar year) Compensation Report on October 20, 2014.

### **Recommendations**

**R.3. All Joint Powers Authorities should take the following actions to insure transparency to the taxpayers: (1) have an annual outside audit, (2) post the complete audit on their city website as a separate Joint Powers Authority entity, (3) send the audit to the County Controller and the State Auditor, and (4) ensure the required reports are filed annually to the County and the State. (F.4., F.5.)**

Recommendation R.3.1 will not be implemented because it is not warranted. As noted, CASA undergoes an outside audit of its financial statements and general fund, annually. A copy of the fiscal year 2014 audit is attached as Attachment “A” to this letter.

Recommendation R.3.2 has not been implemented but will be implemented. Due to its small size, CASA does not maintain its own website or post its financial information on a separate website. However, Recommendation R.3.2 will be implemented, in that within the next six months, CASA will have each member agency post a copy of CASA's audit on the respective member agencies' website and create a CASA-specific website that will include this information. Currently, the Information Technology Division for the City of San Clemente is researching options and costs to implement this improvement.

Recommendation R.3.3 has been implemented. As noted, CASA sent its 2014 outside audit to the County Controller on September 8, 2015. Moreover, CASA sent its 2014 outside audit to the State Auditor on September 18, 2015.

Recommendation R.3.4 will not be implemented because it is not warranted, in that CASA sent a copy of its 2014 annual audit to the County Controller on September 8, 2015. Moreover, CASA filed its fiscal year 2014 Special Districts Financial Transactions Report and 2013 (calendar year) Compensation Report with the State Controller on October 20, 2014.

**R.4. The 32 Joint Powers Authorities that are not complying with the California State Law requiring annual reporting should become compliant by submitting their 2014 report by December 31, 2015, and submitting the required reports annually thereafter. (F.6.)**

Recommendation R.4 will not be implemented because it is not warranted. In compliance with Government Code Section 6505, CASA distributed a copy of its 2014 outside audit to the County of Orange Auditor-Controller on September 8, 2015. CASA distributed a copy of its 2014 outside audit to the City of Dana Point on September 16, 2015.

Moreover, in compliance with SB 282, CASA submits CASA's financial reports to the State Controller's Office through the annual reporting process (Special Districts Financial Transactions Report and Compensation Report). CASA last filed its 2014 Special Districts Financial Transactions Report on October 20, 2014, and filed its Compensation Report with the State Controller on October 20, 2014.

Sincerely,



Kimberly Cholodenko  
CASA General Manager

Attachments

“A” – Copy of 2014 CASA Audit Report

cc: Mayor and City Council  
Orange County Grand Jury





**COASTAL ANIMAL  
SERVICES AUTHORITY**

**SAN CLEMENTE, CALIFORNIA**

**BASIC FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT**

Year Ended June 30, 2014



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**COASTAL ANIMAL  
SERVICES AUTHORITY**

**SAN CLEMENTE, CALIFORNIA**

**BASIC FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT**

Year Ended June 30, 2014

**Coastal Animal Services Authority  
Financial Statements  
Year Ended June 30, 2014**

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## INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of Directors  
of the Coastal Animal Services Authority  
San Clemente, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the general fund of the Coastal Animal Services Authority (Authority), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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**Van Lant & Fankhanel, LLP**  
25901 Kellogg Street  
Loma Linda, CA 92354

909.856.6879



## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the general fund of the Coastal Animal Services Authority, as of June 30, 2014, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **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 schedule be 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. We 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 inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated December 22, 2014 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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 the Authority's internal control over financial reporting and on compliance.

*Van Lant + Fankhanel, LLP*

December 22, 2014

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Coastal Animal Services Authority (Authority), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal years ended June 30, 2014 and June 30, 2013. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements, which begin on page 6.

### FINANCIAL HIGHLIGHTS

- The net assets at June 30, 2014 were \$404,427 and increased by \$168,038 as a result of this year's operations.
- The total revenues from all sources were \$1,509,463.
- The total cost of all Authority programs was \$1,341,425.
- Total governmental fund balance was \$106,497 and the governmental revenues exceeded expenditures by \$68,939.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements are comprised of three components: 1) Government-wide financial statements; 2) Fund financial statements and 3) Notes to the financial statements. This report contains other supplementary information in addition to the basic financial statements and required information.

**Government-wide Financial Statements.** The Government-wide Financial Statements are designed to provide readers with a broad overview of the Authority's financial position, in a manner similar to that of a private-sector business. These statements are reported on the full accrual basis of accounting. Thus, revenues and expenses are reported for some items that will not affect cash flows until future periods.

The Government-wide Financial Statements present **Governmental Activities** that are principally supported by revenues from other agencies and license and permit fees.

The Statement of Net Assets presents information on all of the Authority's assets and liabilities; the difference between the two is reported as net assets. Evaluating increases or decreases in net assets over time will serve as a useful indicator of whether the financial position of the Authority is improving or declining.

The Statement of Activities presents information on the net cost of the governmental function (activity) during the fiscal year. This statement also identifies the amount of general revenues needed to fully fund the governmental function.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other governmental agencies, uses fund accounting to demonstrate compliance with finance-related legal requirements. The Authority has only one fund that is presented, which is the general operating fund. This **Governmental Fund** focuses on the short-term inflows and outflows of spendable resources. This fund is reported on the modified accrual basis of accounts, which measures cash and all other financial assets that can readily be converted to cash.

The focus of the Fund Financial Statement is narrower than that of the Government-wide Financial Statements. These Fund Financial Statements require a reconciliation (see pages 9 and 11) to facilitate the comparison between the fund financial statement and the government-wide statements. This reconciliation is required because the government-wide statements are prepared on the full accrual basis of accounting while the fund statements are prepared on the modified accrual basis of accounting.

**Notes to the financial statements.** The notes provide additional information that is essential to the reader for a full understanding of the data provided in the Government-wide Financial Statements.

**Other information.** The schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual are provided in the Required Supplemental Information section, immediately following the Notes section.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

The condensed summary of activities, which follows, shows that revenues increased, this was a result of higher charges for services and contributions for the operating of the operations from member agencies, while expenses remained constant. Net assets increased as revenues exceeded expenses in the fiscal year ended June 30, 2014.

	Governmental Activities (in thousands)	
	FY 2014	FY 2013
Revenues:		
Program revenues:		
Charges for services	\$ 0.3	\$ 0.2
Other	1.1	1.0
General revenue:		
Miscellaneous	0.1	0.1
Total revenue	1.5	1.3
Expenses:		
Community Services	1.3	1.3
Total expenses	1.3	1.3
Change in net assets	0.2	-
Net assets – beginning of year	0.2	0.2
Net assets – end of year	\$0.4	\$0.2

### FINANCIAL ANALYSIS OF THE AUTHORITY'S FUNDS

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Authority's governmental funds is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Authority's financing requirements. In particular, unreserved fund balances may serve as a useful measure of an entity's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the Authority's governmental funds reported a fund balance of \$106,497.

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets.** The amount of the capital assets net of depreciation at June 30, 2014 was \$512,504, due to the depreciation of the cattery in the current fiscal year. Further information is located in the footnotes (Note 3), Capital Assets.

**Long-term Liabilities.** The Authority has compensated absences and claims payable outstanding. The amount of the long term liabilities at June 30, 2014 was \$32,451. The amount due within one year is \$7,123. The Claims Payable balance at June 30, 2014 is estimated at \$175,000, this decreased from the prior year due to a large payment on past claims. Further information is located in the footnotes: Compensated Absences (Note 4) and Claims Activity (Note 5).

## **REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Office of the Assistant City Manager, 100 Ave. Presidio, San Clemente, CA 92672.

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## **BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Coastal Animal Services Authority**  
**Statement of Net Position**  
**June 30, 2014**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Current Assets:	
Cash	\$ 107,560
Accounts Receivable	57,058
Total Current Assets	164,618
Noncurrent Assets:	
Capital Assets, Net	512,504
Total Noncurrent Assets	512,504
Total Assets	677,122
<b>LIABILITIES</b>	
Current Liabilities:	
Accounts Payable	13,472
Accrued Wages	15,390
Due to Other Agencies	26,424
Pension Payable	2,835
Compensated Absences	7,123
Total Current Liabilities	65,244
Noncurrent Liabilities:	
Compensated Absences	32,451
Claims Payable	175,000
Total Noncurrent Liabilities	207,451
Total Liabilities	272,695
<b>NET POSITION</b>	
Invested in Capital Assets	512,504
Unrestricted	(108,077)
Total Net Position	\$ 404,427

The accompanying notes are an integral part of this statement.

**Coastal Animal Services Authority  
Statement of Activities  
Year Ended June 30, 2014**

Functions/Programs	Program Revenues			Total	Governmental Activities Net (Expenses) Revenues
Expenses	Charges for Services	Operating Grants and Contributions	Total	Total	Governmental Activities
Governmental Activities: Community Services	\$ 1,341,425	\$ 270,627	\$ 1,123,807	\$ 1,394,434	\$ 53,009
Total Governmental Activities	<u>\$ 1,341,425</u>	<u>\$ 270,627</u>	<u>\$ 1,123,807</u>	<u>\$ 1,394,434</u>	<u>53,009</u>
General Revenues:					
					<u>115,029</u>
					<u>115,029</u>
					168,038
					<u>236,389</u>
					<u>\$ 404,427</u>

The accompanying notes are an integral part of this statement.

**GOVERNMENTAL FUND FINANCIAL STATEMENTS**



**Coastal Animal Services Authority  
Balance Sheet  
Governmental Fund  
June 30, 2014**

	General Fund
<b>ASSETS</b>	
Cash	\$ 107,560
Accounts Receivable	57,058
Total Assets	\$ 164,618
 <b>LIABILITIES AND FUND BALANCES</b>	
Liabilities:	
Accounts Payable	\$ 13,472
Accrued Wages	15,390
Due to Other Agencies	26,424
Pension Payable	2,835
Total Liabilities	58,121
Fund Balances:	
Unassigned	106,497
Total Fund Balances	106,497
Total Liabilities and Fund Balances	\$ 164,618

The accompanying notes are an integral part of this statement.

**Coastal Animal Services Authority  
 Reconciliation of the Governmental Fund Balance Sheet to the  
 Government-Wide Statement of Net Position  
 June 30, 2014**

Fund balances - total governmental fund	\$	106,497
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources. Therefore, they are not reported in the fund financial statements.</p>		512,504
<p>Long-term liabilities are not due and payable in the current period and therefore, are not reported in the governmental funds.</p>		
Compensated absences		(39,574)
Claims payable		(175,000)
		(214,574)
Net Position of Governmental Activities	\$	404,427

The accompanying notes are an integral part of this statement.

**Coastal Animal Services Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Fund**  
**Year Ended June 30, 2014**

	<u>General Fund</u>
<b>REVENUES</b>	
Charges for Services	\$ 270,627
Intergovernmental	1,114,934
Donations	8,873
Miscellaneous	<u>115,029</u>
Total Revenues	<u>1,509,463</u>
<b>EXPENDITURES</b>	
Community Services	<u>1,440,524</u>
Total Expenditures	<u>1,440,524</u>
Net Change in Fund Balances	68,939
Fund Balance, Beginning of Year	<u>37,558</u>
Fund Balance, End of Year	<u><u>\$ 106,497</u></u>

The accompanying notes are an integral part of this statement.

**Coastal Animal Services Authority**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund**  
**Balance of Governmental Fund to the Statement of Activities**  
**Year Ended June 30, 2014**

Net change in fund balances - governmental fund	\$	68,939
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation of \$10,677 exceeded capital outlay of \$-0- in the current period.</p>		(10,678)
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>		
Compensated absences		(1,723)
Claims and judgments		111,500
		111,500
Change in net position of governmental activities	\$	168,038

The accompanying notes are an integral part of this statement.

**Coastal Animal Services Authority  
Notes to Financial Statements  
Year Ended June 30, 2014**

**1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the Coastal Animal Services Authority (Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

**A. Nature of Business and Reporting Entity**

On October 3, 1995, the South Orange County Animal Services Authority was created by a Joint Exercise of Powers Agreement (JPA) for the purpose of providing and operating an animal sheltering facility located within the City of San Clemente, California (City). The City and the City of Dana Point are members of the Authority. Members of the Board of Directors consist of one voting member and an alternate appointed by the governing body of each member entity. Annually, the Board adopts a budget and determines the cost of services and rate schedule associated with the facility. The Authority commenced operations on January 1, 1996. On June 4, 1996, the South Orange County Animal Services Authority name was changed to Coastal Animal Services Authority.

**B. Basis of Accounting and Measurement Focus**

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The accounting records of the Authority are recorded in the General Fund. The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Since the Authority is not required to account for activity in another fund, all activity of the Authority is recorded in the General Fund.

*Government-wide Financial Statements*

The Authority's government-wide financial statements include a Statement of Net Position and a Statement of Activities and Changes in Net Position. These financial statements present summaries of activities for the Authority.

The Government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government and its component units. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.



**Coastal Animal Services Authority**  
**Notes to Financial Statements**  
**Year Ended June 30, 2014**

**1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are expenses that are clearly identifiable with a specific program, project, function or segment. Program revenues of the Authority include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are presented on an *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.

Governmental Fund Financial Statements

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balance for all governmental funds. All governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheets. The Statement of Revenues, Expenditures and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. Expenditures are recorded in the accounting period in which the related fund liability is incurred. The Reconciliations of the Fund Financial Statements to the Government-Wide Financial Statements are provided to explain the differences created by the integrated approach of GASB Statement No. 34.

Charges for services, intergovernmental revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and therefore have been recognized as revenues within the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received.

The Authority reports a single governmental fund – the general fund.

**Coastal Animal Services Authority**  
**Notes to Financial Statements**  
**Year Ended June 30, 2014**

**1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**C. Cash and Investments**

The Authority's cash and investments consist of cash and investments pooled with the City along with petty cash.

**D. Capital Assets**

Capital assets consist of machinery and equipment which is stated at historical cost, net of accumulated depreciation, except for the portions acquired by contribution, which are recorded at fair value at the time received. The Authority utilizes a capitalization threshold of \$5,000. Depreciation is recorded using the straight-line method. Estimated useful life of 15 years is used in computing depreciation of machinery and equipment, and 10-50 years for buildings and improvements.

**E. Long-Term Obligations**

In the Government-wide Financial Statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities. The fund financial statements do not present long-term debt.

Compensated Absences

Employees are permitted to accumulate earned but unused vacation, sick and compensatory time. The balance of unpaid vacation and compensatory time at June 30, 2014 is recorded as a long-term liability on the Government-wide Statement of Net Assets.

**F. Net Position**

In the Government-Wide Financial Statements, net position is classified as follows:

Invested in Capital Assets - This amount consists of capital assets net of accumulated depreciation.

Restricted Net Position - This amount is restricted by external creditors, grantors, contributors, laws or regulations of other governments.

Unrestricted Net Position - This amount represents net position that does not meet the definition of *Invested in Capital Assets* or *Restricted Net Position*.

**Coastal Animal Services Authority**  
**Notes to Financial Statements**  
**Year Ended June 30, 2014**

**1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**G. Fund Balance**

In the Fund Financial Statements, the general fund reports unassigned fund balance, a category that is used for balances that have no restrictions placed on them.

**H. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Authority currently has no items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Authority currently has no items that qualify for reporting in this category.

**I. Net Position Flow Assumption**

Sometimes the Authority will fund outlays for a particular purpose from both restricted (e.g. restricted grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the statement of net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted net position to have been depleted before unrestricted net position.

**J. Fund Balance Assumption**

Sometimes the Authority will fund outlays for a particular purpose from both restricted and unrestricted resources (total fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**Coastal Animal Services Authority  
Notes to Financial Statements  
Year Ended June 30, 2014**

**1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**K. Use of Estimates**

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

**2) CASH AND INVESTMENTS**

The Authority's cash and investments consist of cash and investments pooled with the City and cash and investments held by fiscal agents. At June 30, 2014, the Authority had the following:

Petty Cash	\$	200
Equity in City Cash and Investment Pool		<u>107,360</u>
 Total Cash	 \$	 <u>107,560</u>

The Authority currently does not maintain any other deposits or investments.

**Equity in the Cash and Investment Pool of the City of San Clemente**

The Authority has equity in the cash and investment pool managed by the City of San Clemente. The Authority is a voluntary participant in that pool. This pool is governed by and under the regulatory oversight of the Investment Policy adopted by the City Council of the City of San Clemente. The Authority has not adopted an investment policy separate from that of the City of San Clemente. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements at amounts based upon the Authority's pro-rata share of the fair value calculated by the City for the entire City portfolio. The balance available for withdrawal is based on the accounting records maintained by the City, which are recorded on an original cost basis.

**3) CAPITAL ASSETS**

The Authority's capital assets consisted of the following at June 30, 2014:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Buildings and Improvements	\$ 533,859	\$ -	\$ -	\$ 533,859
Machinery and Equipment	97,000	-	-	97,000
Less Accumulated Depreciation	<u>(107,677)</u>	<u>(10,678)</u>	<u>-</u>	<u>(118,355)</u>
 <b>Capital Assets, Net</b>	 <u>\$ 523,182</u>	 <u>\$ (10,678)</u>	 <u>\$ -</u>	 <u>\$ 512,504</u>

**Coastal Animal Services Authority  
Notes to Financial Statements  
Year Ended June 30, 2014**

**3) CAPITAL ASSETS - Continued**

Depreciation expense for the depreciable capital assets was \$10,678 for the year ended June 30, 2014.

**4) COMPENSATED ABSENCES**

The Authority's compensated absences consisted of the following at June 30, 2014:

	Beginning Balance	Additions	Deletions	Ending Balance	Classification	
					Due Within One Year	Due in More Than One Year
Compensated Absences	\$ 37,851	\$ 31,659	\$ 29,936	\$ 39,574	\$ 7,123	\$ 32,451

**5) SELF INSURANCE**

**A. Description of Self-Insurance Pool Pursuant to Joint Powers Agreement**

The Authority is a member of the California Joint Powers Insurance Authority (Insurance Authority). The Insurance Authority is composed of 121 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Insurance Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The Insurance Authority's pool began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

**B. Self-Insurance Programs of the Authority**

General Liability - Each member government pays a primary deposit to cover estimated losses for a fiscal year (claims year). After the close of a fiscal year, outstanding claims are valued. A retrospective deposit computation is then made for each open claims year. Costs are allocated to members by the following methods within each of the four layers of coverage: (1) the first \$30,000 of each occurrence is charged directly to the member's primary deposit; (2) costs from \$30,000 to \$750,000 and the loss development reserves associated with losses up to \$750,000 are pooled based on the member's share of losses under \$30,000; (3) losses from \$750,000 to \$5,000,000 and the associated loss development reserves are pooled based on payroll; (4a) costs of covered claims from \$5,000,000 to \$10,000,000 are paid under reinsurance policies and are subject to a \$2,500,000 annual aggregate deductible; (4b) costs of covered claims from

**Coastal Animal Services Authority  
Notes to Financial Statements  
Year Ended June 30, 2014**

**5) SELF INSURANCE - Continued**

\$10,000,000 to \$50,000,000 are covered through excess insurance policies; (4c) costs of covered claims for subsidence losses are paid by excess insurance with a sub-limit of \$25,000,000 per occurrence per member. This \$25,000,000 subsidence sub-limit is composed of \$10,000,000 in reinsurance and \$15,000,000 in excess insurance. The excess insurance layer has a \$15,000,000 not to exceed annual aggregate amount. The costs associate with 4a, 4b, and 4c are estimated using actuarial models and pre-funded as part of the primary and retrospective deposits.

The overall policy limit for each member including all layers of coverage is \$50,000,000 per occurrence.

Workers' Compensation - The Authority also participates in the workers' compensation pool administered by the Insurance Authority. Each member pays a primary deposit to cover estimated losses for a fiscal year (claims year). After the close of a fiscal year, outstanding claims are valued. A retrospective deposit computation is then made for each open claims year. Costs are allocated to members by the following methods within each of the four layers of coverage: (1) the first \$50,000 of each loss is charged directly to the member's primary deposit; (2) losses from \$50,000 to \$100,000 and the loss development reserve associated with losses up to \$100,000 are pooled based on the member's share of losses under \$50,000; (3) losses from \$100,000 to \$2,000,000 and the loss development reserves associated with those losses are pooled based on payroll; (4) losses from \$2,000,000 up to statutory limits are paid under an excess insurance policy. Protection is provided per statutory liability under California Workers' Compensation law.

Employer's Liability losses are pooled among members to \$2,000,000, coverage from \$2,000,000 to \$4,000,000 is purchased as part of an excess insurance policy, and losses from \$4,000,000 to \$10,000,000 are pooled among members.

**C. Purchased Insurance**

Property Insurance - The Authority participates in the all-risk property protection program of the Insurance Authority. This insurance protection is underwritten by several insurance companies. Authority property is currently insured according to a schedule of covered property submitted by the Authority to the Insurance Authority. There is a \$5,000 deductible per occurrence except for non-emergency vehicle insurance which has a \$1,000 deductible. Premiums for the coverage are paid annually and are not subject to retroactive adjustments.

**D. Adequacy of Protection**

During the past three fiscal (claims) year, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

**Coastal Animal Services Authority  
Notes to Financial Statements  
Year Ended June 30, 2014**

**5) SELF INSURANCE - Continued**

**E. Claims Activity**

Claims expenses and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. At June 30, 2014, the amount of these liabilities was \$175,000 and was the Authority's best estimate based on available information.

Beginning Balance	Incurred and Changes in Estimates	Claim Payments	Ending Balance
\$ 286,500	-	\$ 111,500	\$ 175,000

**6) COMMITMENTS AND CONTINGENCIES**

The Authority is subject to litigation arising in the normal course of business. In the opinion of the Authority's management, there is no pending litigation that is likely to have a material adverse effect on the financial position of the Authority.

As of June 30, 2014, in the opinion of Authority management, there were no other outstanding matters that would have a significant effect on the financial position of the Authority.



**Coastal Animal Services Authority  
Required Supplementary Information (Unaudited)  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2014**

	Original / Final Budget	Actual Amounts	Variance with Final Budget Positive/ (Negative)
<b>REVENUES</b>			
Charges for Services	\$ 237,500	\$ 270,627	\$ 33,127
Intergovernmental	1,114,930	1,114,934	4
Donations	500	8,873	8,373
Miscellaneous	129,970	115,029	(14,941)
Total Revenues	<u>1,482,900</u>	<u>1,509,463</u>	<u>26,563</u>
<b>EXPENDITURES</b>			
Current:			
Community Services	<u>1,469,540</u>	<u>1,440,524</u>	<u>29,016</u>
Total Expenditures	<u>1,469,540</u>	<u>1,440,524</u>	<u>29,016</u>
Net Change in Fund Balance	13,360	68,939	55,579
Fund Balance, Beginning of Year	<u>37,558</u>	<u>37,558</u>	-
Fund Balance, End of Year	<u>\$ 50,918</u>	<u>\$ 106,497</u>	<u>\$ 55,579</u>

**Budget Reporting**

Each year, the Authority's Board adopts a budget which provides for the operation of the Authority. Budgets are prepared on the modified accrual basis of accounting.





**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  
Coastal Animal Services Authority  
San Clemente, California

We have audited, in accordance with the 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, the financial statements of the governmental activities and the general fund of the Coastal Animal Services Authority (Authority), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 22, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

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 and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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## **Compliance and Other Matters**

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

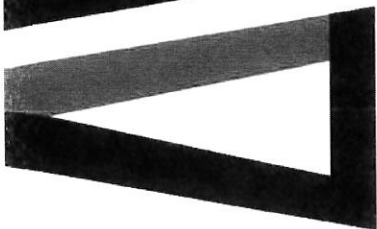
## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Van Lant + Fankhaed, LLP*

December 22, 2014





**VAF** Van Lant &  
Fankhanel, LLP  
— Certified Public Accountants —