



**FINANCE COMMITTEE AGENDA**  
**A Committee of the Chico Area Recreation and Park District**  
**Board Members – Tom Lando and Michael McGinnis**  
**545 Vallombrosa Avenue, Chico, CA 95926**  
**Phone (530) 895-4711 Fax (530) 895-4721**  
**Thursday, July 28, 2022 – 3:30 p.m.**

*Posted Prior to 8:30 am  
Monday, July 25, 2022*

**AGENDA**

**A. Call to Order**

**B. Public Comments**

Members of the public may address the Committee at this time on any matter not already listed on the Agenda, with comments being limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.

**C. Monthly Financial Report for June 2022 (Preliminary) - *Action Requested– that the Committee recommend to the Board of Directors that they approve the Monthly Financial Report.***

**D. Finance Policy, Purchasing Policy, Fund Balance Policy, and Capital Assets and Projects Policy - *Information/Possible Action – Review and discussion about the Finance Policy, Purchasing Policy, Fund Balance Policy, and Capital Assets and Projects Policy.***

**E. Directors' Comments**

Opportunity for the Committee to comment on items not listed on the agenda.

**F. Adjournment**

Adjourn to the next scheduled Finance Committee Meeting.



**PRELIMINARY  
FINANCIAL STATEMENTS  
FISCAL YEAR 2021/2022  
JUNE 2022**

**CHICO AREA RECREATION AND PARK DISTRICT  
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PRELIMINARY JUNE 2022**

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NOTE: This completes 12 months of the fiscal year and represents 100% of the year.

CHICO AREA RECREATION AND PARK DISTRICT  
 BALANCE SHEET SUMMARY - ALL FUNDS  
 PRELIMINARY JUNE 2022



	GENERAL FUND	ROTARY FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
<b>ASSETS</b>								
CASH	9,393,569	16,564	5,553,070	388,118	-	-	83,428	15,434,749
FMV ADJUSTMENT (GENERAL FUND)	-	-	-	-	-	-	-	-
RECEIVABLES	1,335,061	-	-	40,375	-	-	-	1,375,436
DUE FROM OTHER FUNDS	-	-	-	-	-	-	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>10,728,630</b>	<b>16,564</b>	<b>5,553,070</b>	<b>428,493</b>	<b>-</b>	<b>-</b>	<b>83,428</b>	<b>16,810,185</b>
<b>PREPAID EXPENSES</b>	<b>18,505</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,505</b>
FIXED ASSETS	41,744,537	-	-	-	-	-	-	41,744,537
ACCUMULATED DEPRECIATION	(15,708,362)	-	-	-	-	-	-	(15,708,362)
<b>SUBTOTAL</b>	<b>26,036,174</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,036,174</b>
<b>TOTAL ASSETS</b>	<b>36,783,309</b>	<b>16,564</b>	<b>5,553,070</b>	<b>428,493</b>	<b>-</b>	<b>-</b>	<b>83,428</b>	<b>42,864,864</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68</b>	<b>1,437,135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,437,135</b>
<b>LIABILITIES</b>								
ACCOUNTS PAYABLE	75,104	-	-	-	-	-	-	75,104
ACCRUED EXPENSES	507,578	-	-	-	-	-	-	507,578
DUE TO OTHER FUNDS	-	-	-	-	-	-	-	-
OTHER LIABILITIES	1,596,512	-	-	-	-	-	-	1,596,512
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,179,194</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,179,194</b>
<b>LONG-TERM DEBT</b>								
NET PENSION LIABILITY	2,673,147	-	-	-	-	-	-	2,673,147
LIABILITY FOR COMPENSATED ABSENCES	230,883	-	-	-	-	-	-	230,883
<b>SUBTOTAL</b>	<b>2,904,030</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,904,030</b>
<b>TOTAL LIABILITIES</b>	<b>5,083,224</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,083,224</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68</b>	<b>387,623</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>387,623</b>
<b>FUND BALANCE</b>								
RESTRICTED	-	-	2,243,609	352,184	-	-	78,579	2,674,372
SPENDABLE - COMMITTED	2,001,500	-	-	-	-	-	-	2,001,500
SPENDABLE - ASSIGNED	-	-	-	-	-	-	-	-
SPENDABLE - UNASSIGNED	4,487,723	16,535	-	-	-	-	-	4,504,257
NON-SPENDABLE	26,036,174	-	-	-	-	-	-	26,036,174
<b>FUND BALANCE</b>	<b>32,525,397</b>	<b>16,535</b>	<b>2,243,609</b>	<b>352,184</b>	<b>-</b>	<b>-</b>	<b>78,579</b>	<b>35,216,303</b>
<b>TOTAL NET INCOME (LOSS)</b>	<b>1,600,094</b>	<b>29</b>	<b>3,309,461</b>	<b>76,309</b>	<b>-</b>	<b>-</b>	<b>4,850</b>	<b>4,990,743</b>
<b>CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS</b>	<b>1,375,893</b>							
<b>TOTAL FUND BALANCE</b>	<b>32,749,597</b>	<b>16,564</b>	<b>5,553,070</b>	<b>428,493</b>	<b>-</b>	<b>-</b>	<b>83,428</b>	<b>38,831,152</b>

CHICO AREA RECREATION AND PARK DISTRICT  
SUMMARY - ALL FUNDS  
PRELIMINARY JUNE 2022



	GENERAL FUND	ROTARY FUND	COMMUNITY PARK FEES	PARK IMPACT FUND	OAK WAY PARK	PETERSON PARK	BARONI PARK	MEMORANDUM TOTALS ONLY
<b>REVENUE</b>								
FEE BASED PROGRAM INCOME	3,304,124	-	-	-	-	-	-	3,304,124
OTHER INCOME	551,689	-	-	-	-	-	-	551,689
RDA PASSTHROUGH	1,593,211	-	-	-	-	-	-	1,593,211
INVESTMENT INCOME	41,407	29	17,212	2,163	123	226	952	62,112
TAX INCOME / COUNTY	4,509,290	-	-	-	-	-	-	4,509,290
PARK IMPACT FEES	-	-	3,305,107	76,000	-	-	-	3,381,107
ASSESSMENTS	-	-	-	-	23,030	42,308	95,050	160,388
OPERATING TRANSFER IN	-	-	-	-	73,044	43,344	967	117,354
<b>TOTAL REVENUE</b>	<b>9,999,721</b>	<b>29</b>	<b>3,322,318</b>	<b>78,163</b>	<b>96,197</b>	<b>85,877</b>	<b>96,969</b>	<b>13,679,275</b>
<b>EXPENSE</b>								
SALARIES & BENEFITS	6,122,018	-	-	-	71,614	51,052	71,614	6,316,298
SERVICES & SUPPLIES	2,113,300	-	-	-	24,583	34,825	20,055	2,192,764
OPERATING TRANSFER OUT	117,354	-	-	-	-	-	-	117,354
CONTRIB. TO OTHER AGENCIES	6,411	-	-	-	-	-	-	6,411
CONTINGENCIES	-	-	-	-	-	-	-	-
NOTES PAYABLE / LEASE PYMTS	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSE</b>	<b>8,359,084</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>96,197</b>	<b>85,877</b>	<b>91,669</b>	<b>8,632,827</b>
<b>NET REVENUE BEFORE SPECIAL EXPENSE</b>	<b>1,640,637</b>	<b>29</b>	<b>3,322,318</b>	<b>78,163</b>	<b>-</b>	<b>-</b>	<b>5,300</b>	<b>5,046,448</b>

<b>SPECIALLY ALLOCATED ITEMS</b>								
DEPRECIATION	-	-	-	-	-	-	-	-
FAIR MARKET VALUE ADJUSTMENT	40,543	95	12,857	1,855	-	-	450	55,800
<b>TOTAL SPECIALLY ALLOCATED</b>	<b>40,543</b>	<b>95</b>	<b>12,857</b>	<b>1,855</b>	<b>-</b>	<b>-</b>	<b>450</b>	<b>55,800</b>
<b>REVENUE OVER (UNDER)</b>	<b>1,600,094</b>	<b>(66)</b>	<b>3,309,461</b>	<b>76,309</b>	<b>-</b>	<b>-</b>	<b>4,850</b>	<b>4,990,647</b>

<b>CAPITAL ASSETS AND REPAIR PROJECTS</b>								
CAPITAL / REPAIR PROJECTS	1,430,392	-	-	-	-	-	-	1,430,392
CAPITAL PROJECTS REIMBURSEMENT	54,499	-	-	-	-	-	-	54,499
<b>NET CAPITAL PROJECTS</b>	<b>1,375,893</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,375,893</b>

<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>	<b>224,200</b>	<b>(66)</b>	<b>3,309,461</b>	<b>76,309</b>	<b>-</b>	<b>-</b>	<b>4,850</b>	<b>3,614,754</b>
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CHICO AREA RECREATION AND PARK DISTRICT  
GENERAL FUND - FUND 2490  
BALANCE SHEET  
PRELIMINARY JUNE 2022

	JUNE 2022	JUNE 2021	Increase (Decrease)	
			\$ Change	% Change
<b>ASSETS</b>				
<b>CASH</b>				
* CASH ON DEPOSIT WITH COUNTY (GENERAL FUND)	6,733,309	7,015,579	(282,269)	-4%
CASH ON DEPOSIT WITH COUNTY (COMMUNITY BAND)	2,186	2,186	-	0%
CASH ON DEPOSIT WITH ROTARY FOUNDATION	501	501	-	0%
CASH - GOLDEN VALLEY BANK	1,670,368	2,466,737	(796,369)	-32%
PETTY CASH	800	800	-	0%
BANK SUSPENSE	986,405	0	986,405	1233006463%
<b>SUBTOTAL</b>	<b>9,393,569</b>	<b>9,485,803</b>	<b>(92,233)</b>	<b>-1%</b>
FMV ADJUSTMENT (GENERAL FUND)	-	40,448	(40,448)	0%
<b>RECEIVABLES</b>				
ACCOUNTS RECEIVABLE	1,335,061	171,356	1,163,705	679%
A/R - ONLINE PAYMENT CLEARING	-	-	-	0%
A/R - IN HOUSE CREDIT CARDS	-	-	-	0%
INTEREST RECEIVABLE (GENERAL FUND)	-	-	-	0%
<b>RECEIVABLES</b>	<b>1,335,061</b>	<b>171,356</b>	<b>1,163,705</b>	<b>679%</b>
			-	0%
<b>DUE FROM OTHER FUNDS</b>				
DUE TO GENERAL FUND FROM OTHER FUNDS	-	-	-	0%
<b>TOTAL CURRENT ASSETS</b>	<b>10,728,630</b>	<b>9,697,606</b>	<b>1,031,024</b>	<b>11%</b>
<b>PREPAID EXPENSES</b>	<b>18,505</b>	<b>38,689</b>	<b>(20,184)</b>	<b>0%</b>
<b>FIXED ASSETS</b>				
LAND	11,634,791	11,634,791	-	0%
LAND IMPROVEMENTS	25,665,064	25,665,064	-	0%
LEASEHOLD IMPROVEMENTS	1,098,163	1,098,163	-	0%
EQUIPMENT	1,050,533	1,050,533	-	0%
EQUIPMENT - COMPUTERS	276,499	276,499	-	0%
EQUIPMENT - AUTOS	399,660	399,660	-	0%
** CONSTRUCTION IN PROGRESS	1,619,827	1,619,827	-	0%
<b>SUBTOTAL</b>	<b>41,744,537</b>	<b>41,744,537</b>	<b>-</b>	<b>0%</b>
ACCUMULATED DEPRECIATION	(15,708,362)	(15,708,362)	-	0%
<b>SUBTOTAL</b>	<b>26,036,174</b>	<b>26,036,174</b>	<b>-</b>	<b>0%</b>
<b>TOTAL ASSETS</b>	<b>36,783,309</b>	<b>35,772,470</b>	<b>1,010,839</b>	<b>3%</b>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES - GASB 68</b>	<b>1,437,135</b>	<b>1,437,135</b>	<b>-</b>	<b>0%</b>

CHICO AREA RECREATION AND PARK DISTRICT  
GENERAL FUND - FUND 2490  
BALANCE SHEET  
PRELIMINARY JUNE 2022

	JUNE 2022	JUNE 2021	Increase (Decrease)	
			\$ Change	% Change
<b>LIABILITIES</b>				
<b>ACCOUNTS PAYABLE</b>	<b>75,104</b>	<b>326,838</b>	<b>(251,734)</b>	<b>-77%</b>
<b>ACCRUED EXPENSES</b>				
ACCRUED PAYROLL	223,864	176,706	47,159	0%
PAYROLL FEDERAL TAXES	19,263	14,844	4,420	30%
PAYROLL STATE TAXES	5,908	3,821	2,087	55%
PAYROLL EMPLOYEE MEDI & FICA	21,731	17,542	4,189	24%
PAYROLL EMPLOYER MEDI & FICA LIAB	21,564	17,402	4,162	24%
PAYROLL SDI	3,148	2,758	390	14%
LONG TERM CARE PAY DEDUCTIONS	-	-	-	0%
PAYROLL GARNISHMENTS	(17,834)	710	(18,544)	-2611%
UNION DUES - SUPERVISORS	517	392	125	32%
UNION DUES - PARKS	639	497	143	0%
EMPLOYER CALPERS	24,251	-	24,251	-100%
EMPLOYEE CALPERS	20,377	877	19,500	0%
457 EMPLOYEE CONTRIBUTIONS	5,444	5,385	60	1%
EMPLOYEE MEDICAL WITHHOLDINGS	(358)	(905)	547	-60%
VOUCHERS PAYABLE ACCRUAL	179,063	1,611	177,452	0%
ACCRUED INTEREST EXPENSE (GENERAL FUND)	-	-	-	0%
<b>ACCRUED EXPENSES</b>	<b>507,578</b>	<b>241,638</b>	<b>265,940</b>	<b>110%</b>
<b>DUE TO OTHER FUNDS</b>				
DUE TO OTHER FUNDS FROM GENERAL FUND	-	-	-	0%
<b>OTHER LIABILITIES</b>				
BANK CHARGE CLEARING ACCOUNT	(126,663)	(0)	(126,663)	180947571%
DEFERRED REVENUE	1,660,000	765,456	894,544	117%
OTHER LIAB - CLASS CLEARING ACCT	5,173	4,402	771	18%
UNEARNED REVENUE	6,049	6,049	-	0%
SECURITY DEPOSITS	44,050	43,600	450	1%
SECURITY HOLDING ACCT - CLASS	7,903	4,668	3,235	69%
<b>SUBTOTAL</b>	<b>1,596,512</b>	<b>824,175</b>	<b>772,337</b>	<b>94%</b>
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,179,194</b>	<b>1,392,650</b>	<b>786,544</b>	<b>56%</b>
<b>LONG-TERM DEBT</b>				
NET PENSION LIABILITY	2,673,147	2,673,147	-	0%
LIABILITY FOR COMPENSATED ABSENCES	230,883	230,883	-	0%
<b>SUBTOTAL</b>	<b>2,904,030</b>	<b>2,904,030</b>	<b>-</b>	<b>0%</b>
<b>TOTAL LIABILITIES</b>	<b>5,083,224</b>	<b>4,296,680</b>	<b>786,544</b>	<b>18%</b>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES - GASB 68</b>	<b>387,623</b>	<b>387,623</b>	<b>-</b>	<b>0%</b>

CHICO AREA RECREATION AND PARK DISTRICT  
GENERAL FUND - FUND 2490  
BALANCE SHEET  
PRELIMINARY JUNE 2022

FUND BALANCE	JUNE 2022	JUNE 2021	Increase (Decrease)	
			\$ Change	% Change
<b>SPENDABLE - COMMITTED</b>				
SPENDABLE - COMMITTED - PETTY CASH	1,500	1,500	-	0%
SPENDABLE - COMMITTED - GENERAL RESERVE	2,000,000	1,900,000	100,000	5%
<b>SUBTOTAL</b>	<b>2,001,500</b>	<b>1,901,500</b>	<b>100,000</b>	<b>5%</b>
<b>SPENDABLE - ASSIGNED</b>	<b>-</b>	<b>1,185,500</b>	<b>(1,185,500)</b>	<b>-100%</b>
<b>SPENDABLE - UNASSIGNED</b>	<b>4,487,723</b>	<b>2,146,269</b>	<b>2,341,454</b>	<b>109%</b>
<b>NON-SPENDABLE</b>	<b>26,036,174</b>	<b>25,271,132</b>	<b>765,042</b>	<b>3%</b>
<b>TOTAL FUND BALANCE - GENERAL FUND</b>	<b>32,525,397</b>	<b>30,504,401</b>	<b>2,020,996</b>	<b>7%</b>
<b>NET INCOME (LOSS)</b>				
GENERAL FUND	1,600,094	727,181	872,913	120%
<b>TOTAL NET INCOME (LOSS)</b>	<b>1,600,094</b>	<b>727,181</b>	<b>872,913</b>	<b>120%</b>
<b>CURRENT YEAR NET INVESTMENT IN CAPITAL ASSETS</b>	<b>1,375,893</b>	<b>22,618</b>	<b>1,353,275</b>	<b>5983%</b>
<b>TOTAL FUND BALANCE</b>	<b>32,749,597</b>	<b>31,208,964</b>	<b>1,540,633</b>	<b>5%</b>

**FOOTNOTES:**

- \* General Fund Cash amount includes \$2,001,500 in Reserves
- \*\* Construction in Progress consists of Centennial Park development



CHICO AREA RECREATION AND PARK DISTRICT  
EXECUTIVE SUMMARY  
GENERAL FUND - FUND 2490  
PRELIMINARY JUNE 2022  
REPRESENTS 100% OF THE YEAR

	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	Remaining Budget	2020-2021 BUDGET	2020-2021 YTD	2020-2021 % BUDGET	DIFF. BY YEAR
<b>REVENUE</b>								
FEE BASED PROGRAM INCOME	2,844,781	3,304,124	116.1%	-	4,168,548	2,218,262	53.2%	1,085,862
OTHER INCOME	528,350	551,689	104.4%	-	1,818,640	408,282	22.4%	143,408
RDA PASSTHROUGH	1,540,000	1,593,211	103.5%	-	1,350,000	1,542,243	114.2%	50,968
INVESTMENT INCOME	40,000	41,407	103.5%	-	40,000	62,356	155.9%	(20,949)
TAX INCOME / COUNTY	4,178,000	4,494,431	107.6%	-	3,396,500	4,224,907	124.4%	269,524
BACKFILL TAX INCOME	-	14,859	0.0%	-	-	9,725	0.0%	5,134
<b>TOTAL REVENUE</b>	<b>9,131,131</b>	<b>9,999,721</b>	<b>109.5%</b>	<b>-</b>	<b>10,773,688</b>	<b>8,465,775</b>	<b>78.6%</b>	<b>1,533,946</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES AND BENEFITS	6,581,096	6,122,018	93.0%	459,077	6,637,400	4,681,730	70.5%	1,440,289
SERVICES AND SUPPLIES	2,395,943	2,113,300	88.2%	282,643	2,234,452	2,020,655	90.4%	92,646
OPERATING TRANSFER OUT	113,529	117,354			84,447	92,149		
CONTRIB. TO OTHER AGENCIES	15,000	6,411	42.7%	8,589	15,000	9,298	62.0%	(2,887)
CONTINGENCIES	25,000	-	0.0%	25,000	25,000	-	0.0%	-
NOTES PAYABLE / LEASE PYMTS	-	-	0.0%	-	81,681	-	0.0%	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>9,130,568</b>	<b>8,359,084</b>	<b>91.6%</b>	<b>775,308</b>	<b>9,077,980</b>	<b>6,803,832</b>	<b>74.9%</b>	<b>1,530,047</b>
<b>NET REVENUE BEFORE SPEC. EXP.</b>	<b>564</b>	<b>1,640,637</b>	<b>291151.1%</b>	<b>-</b>	<b>1,695,708</b>	<b>1,661,943</b>	<b>98.0%</b>	<b>(21,306)</b>
<b>SPECIALLY ALLOCATED ITEMS</b>								
DEPRECIATION	-	-	0.0%	-	-	836,777	0.0%	(836,777)
FAIR MARKET VALUE ADJUSTMENT	-	40,543	0.0%	-	-	97,985	0.0%	(57,442)
<b>TOTAL SPECIALLY ALLOCATED</b>	<b>-</b>	<b>40,543</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>934,762</b>	<b>0.0%</b>	<b>(894,219)</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<b>564</b>	<b>1,600,094</b>			<b>1,695,708</b>	<b>727,181</b>		<b>872,913</b>

CHICO AREA RECREATION AND PARK DISTRICT  
REVENUE SUMMARY  
GENERAL FUND - FUND 2490  
PRELIMINARY JUNE 2022  
REPRESENTS 100% OF THE YEAR

	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	Remaining Budget	2020-2021 BUDGET	2020-2021 YTD	2020-2021 % BUDGET	DIFF. BY YEAR
<b>FEE BASED PROGRAM INCOME</b>								
AFTER SCHOOL & CAMP PROGRAMS								
AFTERSCHOOL	1,593,933	1,846,693	115.9%	-	2,800,642	1,284,629	45.9%	562,064
CAMPS	264,190	425,022	160.9%	-	303,205	324,502	107.0%	107,290
<b>SUBTOTAL</b>	<b>1,858,123</b>	<b>2,271,715</b>	<b>122.3%</b>	<b>-</b>	<b>3,103,847</b>	<b>1,609,131</b>	<b>51.8%</b>	<b>669,354</b>
<b>AQUATICS *</b>	<b>184,109</b>	<b>124,253</b>	<b>67.5%</b>	<b>59,856</b>	<b>150,487</b>	<b>169,657</b>	<b>112.7%</b>	<b>(45,405)</b>
CLASSES								
GENERAL CLASSES	54,000	85,676	158.7%	-	60,000	36,641	61.1%	49,034
COMMUNITY BAND	1,000	2,617	261.7%	-	1,125	12	1.1%	2,605
SENIOR ADULT CLASSES	30,000	31,503	105.0%	-	24,000	28,288	117.9%	3,215
YOUTH CLASSES	61,503	72,381	117.7%	-	43,500	13,380	30.8%	59,001
<b>SUBTOTAL</b>	<b>146,503</b>	<b>192,177</b>	<b>131.2%</b>	<b>-</b>	<b>128,625</b>	<b>78,321</b>	<b>60.9%</b>	<b>113,855</b>
ADULT SPORTS								
VOLLEYBALL & DODGEBALL	37,755	30,342	80.4%	7,413	31,749	2,924	9.2%	27,418
BASKETBALL	18,880	9,092	48.2%	9,788	26,131	-	0.0%	9,092
SOFTBALL	129,480	115,031	88.8%	14,449	109,794	28,496	26.0%	86,536
SOFTBALL TOURNEYS	-	-	0.0%	-	-	-	0.0%	-
SOCCER	47,880	43,914	91.7%	3,966	48,045	3,475	7.2%	40,438
	<b>233,995</b>	<b>198,379</b>	<b>84.8%</b>	<b>35,616</b>	<b>215,719</b>	<b>34,895</b>	<b>16.2%</b>	<b>163,484</b>
NATURE CENTER								
PROGRAM FEE INCOME	188,560	212,983	113.0%	-	163,960	182,624	111.4%	30,359
GRANT FUNDING	-	-	0.0%	-	156,560	-	0.0%	-
<b>SUBTOTAL</b>	<b>188,560</b>	<b>212,983</b>	<b>113.0%</b>	<b>-</b>	<b>320,520</b>	<b>182,624</b>	<b>57.0%</b>	<b>30,359</b>
OTHER PROGRAMS								
RECREATION ADMIN	-	11,533	0.0%	-	-	-	0.0%	-
SCHOLARSHIPS	(25,000)	(7,297)	29.2%	-	(15,000)	(5,343)	35.6%	(1,954)
GIFT CERTIFICATES	-	-	0.0%	-	-	-	0.0%	-
CO-SPONSORED & MISCELLANEOUS	-	4,078	0.0%	-	7,500	10	0.1%	4,068
SPECIAL EVENTS	6,900	-	0.0%	6,900	7,350	-	0.0%	-
SENIOR ADULT PROGRAMS	6,000	27,942	465.7%	-	14,500	573	4.0%	27,369
YOUTH SPORTS	245,591	268,363	109.3%	-	235,000	148,394	63.1%	119,969
<b>SUBTOTAL</b>	<b>233,491</b>	<b>293,086</b>	<b>125.5%</b>	<b>6,900</b>	<b>249,350</b>	<b>143,634</b>	<b>57.6%</b>	<b>149,452</b>
<b>TOTAL FEE BASED PROGRAMS</b>	<b>2,844,781</b>	<b>3,304,124</b>	<b>116.1%</b>	<b>102,373</b>	<b>4,168,548</b>	<b>2,218,262</b>	<b>53.2%</b>	<b>1,081,099</b>
OTHER INCOME								
FACILITY RENTAL INCOME	346,450	410,249	118.4%	-	222,250	122,114	54.9%	288,135
REBATES & REIMBURSED COSTS	30,000	100,023	333.4%	-	30,000	209,577	698.6%	(109,554)
REIMBURSEMENTS - CITY PARKS	141,900	18,195	12.8%	123,705	1,551,390	50,792	3.3%	(1,334,519)
MISCELLANEOUS	-	6,772	0.0%	-	4,000	12,000	300.0%	(5,228)
ENDOWMENTS	10,000	10,944	109.4%	-	10,000	2,595	25.9%	8,350
DONATIONS	-	5,506	0.0%	-	1,000	11,204	1120.4%	(5,698)
<b>TOTAL OTHER INCOME</b>	<b>528,350</b>	<b>551,689</b>	<b>104.4%</b>	<b>123,705</b>	<b>1,818,640</b>	<b>408,282</b>	<b>22.4%</b>	<b>(1,158,514)</b>
REVENUE FROM OTHER AGENCIES								
RDA PASSTHROUGH	1,540,000	1,593,211	103.5%	-	1,350,000	1,542,243	114.2%	50,968
INVESTMENT INCOME	40,000	41,407	103.5%	-	40,000	62,356	155.9%	(20,949)
TAX INCOME / COUNTY	4,178,000	4,494,431	107.6%	-	3,396,500	4,224,907	124.4%	269,524
BACKFILL TAX INCOME	-	14,859	0.0%	-	-	9,725	0.0%	5,134
REIMBURSEMENT - CAPITAL PROJEC	850,000	-	0.0%	-	-	-	0.0%	-
<b>TOTAL REVENUE FROM OTHER AGENCIES</b>	<b>5,758,000</b>	<b>6,143,908</b>	<b>106.7%</b>	<b>-</b>	<b>4,786,500</b>	<b>5,839,231</b>	<b>122.0%</b>	<b>304,677</b>
<b>TOTAL REVENUE</b>	<b>9,981,131</b>	<b>9,999,721</b>	<b>100.2%</b>	<b>226,077</b>	<b>10,773,688</b>	<b>8,465,775</b>	<b>78.6%</b>	<b>227,261</b>

\* The PV Pool was undergoing repairs in FY 2021/2022 and did not open until May 1, 2022

**CHICO AREA RECREATION AND PARK DISTRICT  
SALARIES AND BENEFITS SUMMARY  
GENERAL FUND - FUND 2490  
PRELIMINARY JUNE 2022  
REPRESENTS 100% OF THE YEAR**

	<b>2021-2022 BUDGET</b>	<b>2021-2022 YTD</b>	<b>2021-2022 % BUDGET</b>	<b>2020-2021 BUDGET</b>	<b>2020-2021 YTD</b>	<b>2020-2021 % BUDGET</b>	<b>DIFF. BY YEAR</b>
<b>SALARIES</b>							
FULL-TIME SALARIES	2,640,000	2,711,334	102.7%	2,289,000	2,192,103	95.8%	314,778
PART-TIME SALARIES	2,402,295	2,120,252	88.3%	2,718,049	1,388,630	51.1%	542,048
ACCUMULATED LEAVE	41,000	-	0.0%	41,000	35,061	85.5%	(35,061)
INSTRUCTORS	70,580	92,350	130.8%	33,150	48,881	147.5%	43,468
<b>SUBTOTAL</b>	<b>5,153,875</b>	<b>4,923,935</b>	<b>95.5%</b>	<b>5,081,199</b>	<b>3,664,675</b>	<b>72.1%</b>	<b>865,233</b>
<b>BENEFITS</b>							
FICA	392,000	370,770	94.6%	394,000	271,711	69.0%	68,914
RETIREMENT	541,000	599,150	110.7%	536,000	467,423	87.2%	111,538
HEALTH INSURANCE	438,500	311,693	71.1%	377,500	270,622	71.7%	34,685
COBRA	-	-	0.0%	-	-	0.0%	-
UNEMPLOYMENT INSURANCE	98,000	14,940	15.2%	300,000	114,916	38.3%	(99,976)
WORKERS COMP INSURANCE	152,000	146,862	96.6%	117,000	101,601	86.8%	45,261
ALLOCATION TO OTHER FUNDS	(194,279)	(245,332)	126.3%	(168,299)	(209,218)	124.3%	(36,114)
<b>SUBTOTAL</b>	<b>1,427,221</b>	<b>1,198,083</b>	<b>83.9%</b>	<b>1,556,201</b>	<b>1,017,054</b>	<b>65.4%</b>	<b>124,309</b>
<b>TOTAL SALARIES AND BENEFITS</b>	<b>6,581,096</b>	<b>6,122,018</b>	<b>93.0%</b>	<b>6,637,400</b>	<b>4,681,730</b>	<b>70.5%</b>	<b>989,542</b>

CHICO AREA RECREATION AND PARK DISTRICT  
SERVICES AND SUPPLIES SUMMARY  
GENERAL FUND - FUND 2490  
PRELIMINARY JUNE 2022  
REPRESENTS 100% OF THE YEAR

	2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	Remaining Budget	2020-2021 BUDGET	2020-2021 YTD	2020-2021 % BUDGET	DIFF. BY YEAR
<b>SERVICES AND SUPPLIES</b>								
ADVERTISING	30,000	12,525	41.7%	17,475	10,000	6,861	68.6%	5,664
AGRICULTURE	66,215	33,788	51.0%	32,427	41,143	29,297	71.2%	4,490
CLOTHING	7,000	9,650	137.9%	-	7,000	7,686	109.8%	1,964
COMMUNICATIONS	52,358	44,251	84.5%	8,107	52,175	48,585	93.1%	(4,334)
HOUSEHOLD SUPPLIES	46,600	41,066	88.1%	5,534	46,600	35,689	76.6%	5,377
WORK SERVICE SUPPLIES	2,050	64	3.1%	1,986	2,050	78	3.8%	(14)
* INSURANCE	240,500	241,234	100.3%	-	140,000	138,258	98.8%	102,975
OFFICE EQUIP. REPAIR	20,000	-	0.0%	20,000	-	-	0.0%	-
TECHNOLOGY EQUIPMENT	20,000	27,375	136.9%	-	15,000	18,122	120.8%	9,254
EQUIPMENT REPAIRS	22,330	27,787	124.4%	-	20,300	15,730	77.5%	12,057
HOUSEHOLD EQUIPMENT	-	-	0.0%	-	-	500	0.0%	(500)
FIELD EQUIPMENT	8,621	14,822	171.9%	-	250	2,470	987.8%	12,783
PROGRAM EQUIPMENT	-	-	0.0%	-	-	38	0.0%	(38)
VEHICLE MAINTENANCE	12,500	25,907	207.3%	-	12,500	18,419	147.4%	7,488
POOL SUPPLIES	18,750	12,146	64.8%	6,604	15,000	15,891	105.9%	(3,745)
POOL EQUIPMENT	6,000	2,832	47.2%	3,168	4,000	1,347	33.7%	1,485
STRUCTURE & GROUNDS	178,100	144,964	81.4%	33,136	83,050	64,488	77.6%	80,476
SHOP SUPPLIES	6,350	14,645	230.6%	-	6,350	6,947	109.4%	7,698
VANDALISM	5,445	2,335	42.9%	3,110	4,950	3,577	72.3%	(1,242)
MEDICAL FIRST AID	3,650	729	20.0%	2,921	3,650	972	26.6%	(243)
MEMBERSHIP/PERIODICALS	24,500	18,139	74.0%	6,361	24,000	18,751	78.1%	(612)
OFFICE SUPPLIES	15,000	10,354	69.0%	4,646	18,000	5,476	30.4%	4,878
SERVICES	-	11,483	0.0%	-	-	-	0.0%	11,483
CONTRACT SERVICES	827,000	748,002	90.4%	78,998	935,120	1,001,646	107.1%	(253,643)
PUBS/LEGAL NOTICES	22,000	8,340	37.9%	13,660	22,000	2,592	11.8%	5,747
RENT/LEASE EQUIPMENT	5,400	9,525	176.4%	-	5,400	4,557	84.4%	4,967
RENT/LEASE STRUCTURES	2,000	1,500	75.0%	500	2,000	2,000	100.0%	(500)
SMALL TOOLS	3,905	4,103	105.1%	-	3,550	2,585	72.8%	1,518
EDUCATION & TRAINING	9,000	6,977	77.5%	2,023	9,000	3,035	33.7%	3,942
DISTRICT OFFICE SPECIAL EXP	14,000	14,643	104.6%	-	9,000	25,101	278.9%	(10,458)
PROGRAM SUPPLIES	181,405	127,311	70.2%	54,094	249,396	90,786	36.4%	35,967
GM MOVING EXPENSE	-	-	0.0%	-	-	-	0.0%	-
DISTRICT OFFICE MEETING EXP	5,000	2,410	48.2%	2,590	5,000	99	2.0%	2,216
MILEAGE	60,000	41,305	68.8%	18,695	40,000	30,089	75.2%	11,215
PROGRAM TRANSPORTATION	3,470	660	19.0%	2,810	3,300	-	0.0%	660
DIST OFFICE BOARD MTG EXP	10,000	9,350	93.5%	650	10,000	8,350	83.5%	50
USE TAX	1,500	24	1.6%	1,476	1,500	-	0.0%	24
CONFERENCES	15,000	8,299	55.3%	6,701	15,000	3,805	25.4%	4,493
<b>SUBTOTAL</b>	<b>1,945,649</b>	<b>1,678,543</b>	<b>86.3%</b>	<b>327,675</b>	<b>1,816,284</b>	<b>1,613,828</b>	<b>88.9%</b>	<b>63,542</b>
<b>UTILITIES</b>								
WATER	97,955	109,062	111.3%	-	95,400	81,271	85.2%	27,791
ELECTRICITY	280,196	276,178	98.6%	4,018	258,518	262,189	101.4%	13,989
GAS	65,743	42,081	64.0%	23,662	57,850	54,504	94.2%	(12,423)
SEWER	6,400	7,436	116.2%	-	6,400	8,863	138.5%	(1,427)
<b>SUBTOTAL</b>	<b>450,294</b>	<b>434,758</b>	<b>96.5%</b>	<b>27,680</b>	<b>418,168</b>	<b>406,827</b>	<b>97.3%</b>	<b>27,930</b>
<b>TOTAL SERVICE &amp; SUPPLY</b>	<b>2,395,943</b>	<b>2,113,300</b>	<b>88.2%</b>	<b>355,355</b>	<b>2,234,452</b>	<b>2,020,655</b>	<b>90.4%</b>	<b>91,473</b>

\* Insurance is paid in July for the Fiscal Year

**CHICO AREA RECREATION AND PARK DISTRICT  
CAPITAL PROJECTS / FIXED ASSETS SUMMARY  
PRELIMINARY JUNE 2022  
REPRESENTS 100% OF THE YEAR**

	2021-2022 BUDGET	REVISED 2021-2022 BUDGET	2021-2022 YTD	2021-2022 % BUDGET	Remaining Budget
<b>CAPITAL PROJECTS</b>					
ADA - COMPLETE TRANSITION PLAN	-	-	-	0.0%	-
COMMUNITY CENTER NEW HVAC EQUIPMENT	100,000	100,000	98,125	98.1%	1,875
COMMUNITY PARK BOCCE BALL COURT	500,000	450,000	38,161	7.6%	461,839
DFJ NEW HVAC	400,000	550,000	29,938	7.5%	370,063
CENTENNIAL PARK DEVELOPMENT	350,000	550,000	449,936	128.6%	-
PV POOL REPAIRS	500,000	500,000	502,036	100.4%	-
CHAPMAN PROP 68	-	2,957,000	68,215	0.0%	-
OAKWAY PROP 68	-	1,270,000	118,679	0.0%	-
<b>SUBTOTAL CAPITAL PROJECTS</b>	<b>1,850,000</b>	<b>6,377,000</b>	<b>1,305,090</b>	<b>70.5%</b>	<b>833,776</b>
<b>OFFICE EQUIPMENT</b>					
COMPUTER EQUIPMENT & SOFTWARE	4,500	4,500	-	0.0%	4,500
SERVERS	10,000	10,000	9,309		
PHONE SYSTEM UPGRADE	10,000	10,000	10,384	103.8%	-
<b>SUBTOTAL OFFICE EQUIPMENT</b>	<b>24,500</b>	<b>24,500</b>	<b>19,692</b>	<b>80.4%</b>	<b>4,500</b>
<b>STRUCTURES AND IMPROVEMENTS</b>					
MUSCO SPORTS LIGHTING	12,000	12,000	11,102	92.5%	898
<b>SUBTOTAL STRUCTURES &amp; IMPROVEMENTS</b>	<b>12,000</b>	<b>12,000</b>	<b>11,102</b>	<b>0.0%</b>	<b>898</b>
<b>FIELD/PROGRAM EQUIPMENT</b>					
ROVING CREW TRAILER	5,300	20,000	19,481	367.6%	-
MOWER	85,000	85,000	-	0.0%	85,000
<b>SUBTOTAL FIELD/PROGRAM EQUIPMENT</b>	<b>90,300</b>	<b>105,000</b>	<b>19,481</b>	<b>0.0%</b>	<b>85,000</b>
<b>VEHICLES</b>					
ROVING CREW TRUCK	35,000	105,000	75,028	214.4%	-
<b>SUBTOTAL VEHICLES</b>	<b>35,000</b>	<b>105,000</b>	<b>75,028</b>	<b>0.0%</b>	<b>-</b>
<b>TOTAL CAPITAL PROJECTS/FIXED ASSETS</b>	<b>2,011,800</b>	<b>6,623,500</b>	<b>1,430,392</b>	<b>71.1%</b>	<b>581,408</b>

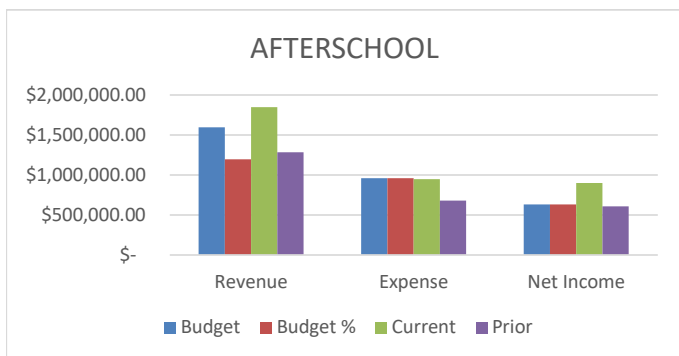
<b>CAPITAL PROJECTS REIMBURSEMENT</b>					
CITY OF CHICO COMMUNITY PARK FUNDS	500,000	500,000	-	0.0%	500,000
COUNTY IMPACT FEE FUNDS	200,000	200,000	-	0.0%	200,000
CITY OF CHICO	150,000	150,000	9,999	6.7%	140,001
GENERAL FUND UNASSIGNED FUND BALANCE	704,800	704,800	-	0.0%	704,800
ROTARY DONATIONS	-	-	40,000	0.0%	-
CARD ROTARY FUND	-	16,564	-	0.0%	-
ENLOE MEDICAL CENTER DONATION	-	-	4,000	0.0%	-
EVERYBODY HEALTHY BODY DONATION	-	-	500	0.0%	-
CHAPMAN PROP 68 GRANT	-	2,957,000	-	0.0%	-
OAKWAY PROP 68 GRANT	-	1,270,000	-	0.0%	-
<b>TOTAL CAPITAL PROJECTS REIMBURSEMENT</b>	<b>1,554,800</b>	<b>5,798,364</b>	<b>54,499</b>	<b>3.5%</b>	<b>1,500,301</b>

**CHICO AREA RECREATION AND PARK DISTRICT  
BOARD PROGRAM SUMMARY 2021-2022  
Preliminary June 2022  
100% of the Year**

# AFTERSCHOOL

We are at 116% of Budgeted Revenues and 99% of Budgeted Expenses. Our Net Income is \$292,446 more than this time last year.

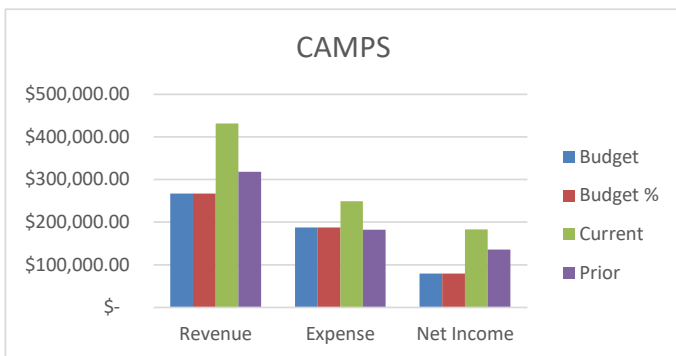
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 1,593,933	\$ 1,846,693	\$ 1,284,629
<b>EXPENSES</b>	\$ 961,259	\$ 947,517	\$ 677,899



# CAMPS

We are at 162% of Budgeted Revenues and 133% of Budgeted Expenses. CAMPS are seasonal. The majority run June-August. The rest are during school breaks in December, January and March. Our Net Income is currently \$47,388 more than this time last year.

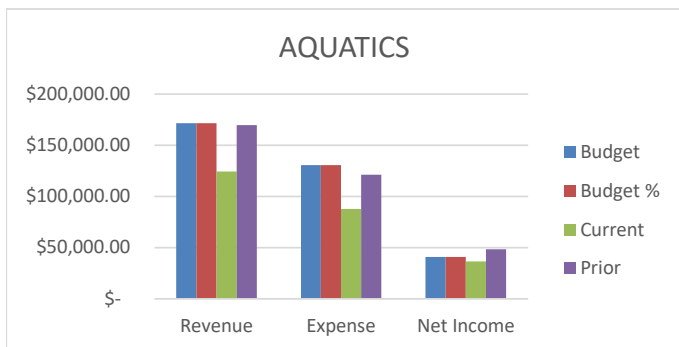
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 266,690	\$ 431,748	\$ 317,732
<b>EXPENSES</b>	\$ 187,504	\$ 248,929	\$ 182,301



# AQUATICS

We are at 72% of Budgeted Revenues and 67% of Budgeted Expenses. Our Net Income is currently \$11,988 less than this time last year. In the current Fiscal Year, the PV Pool was undergoing repairs and was therefore not open until May 1, 2022.

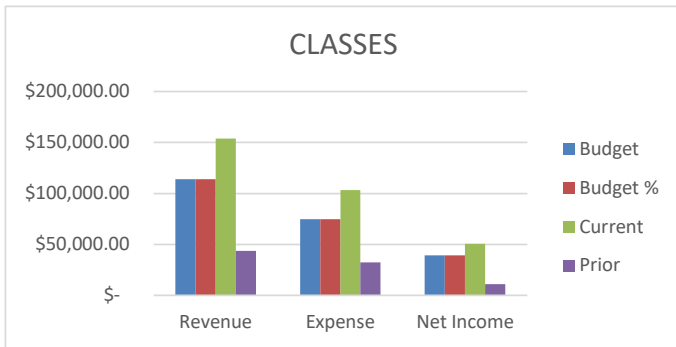
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 171,409	\$ 124,253	\$ 169,657
<b>EXPENSES</b>	\$ 130,562	\$ 87,745	\$ 121,162



# CLASSES

We are at 135% of Budgeted Revenues and 138% of Budgeted Expenses. We have various classes that run throughout the year. Our Net Income is currently \$39,641 more than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 114,003	\$ 153,948	\$ 43,503
<b>EXPENSES</b>	\$ 74,841	\$ 103,276	\$ 32,472

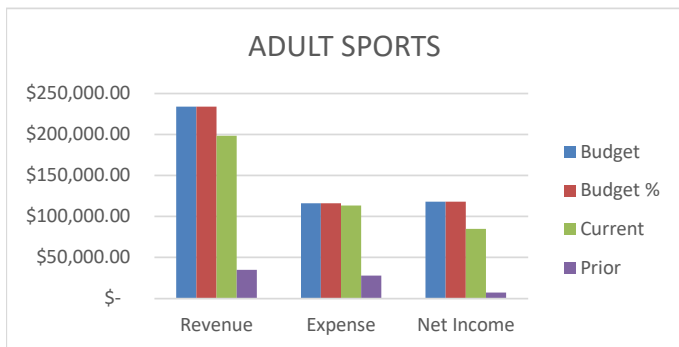


**CHICO AREA RECREATION AND PARK DISTRICT  
BOARD PROGRAM SUMMARY 2021-2022  
Preliminary June 2022  
100% of the Year**

## ADULT SPORTS

We are at 85% of Budgeted Revenues and 98% of Budgeted Expenses. Our Net Income is \$77,753 more than this time last year.

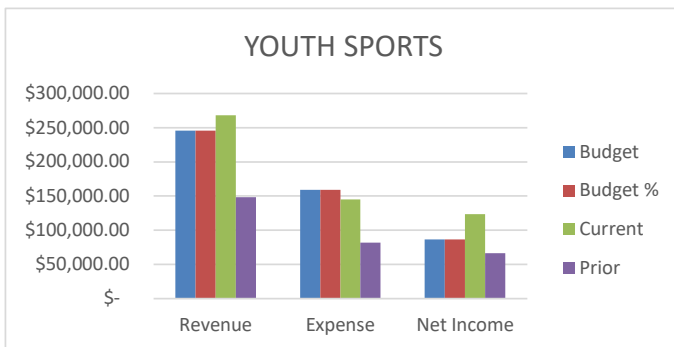
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 233,995	\$ 198,379	\$ 34,895
<b>EXPENSES</b>	\$ 116,050	\$ 113,532	\$ 27,802



## YOUTH SPORTS

We are at 109% of Budgeted Revenues and 91% of Budgeted Expenses. Our Net Income is \$56,944 more than this time last year.

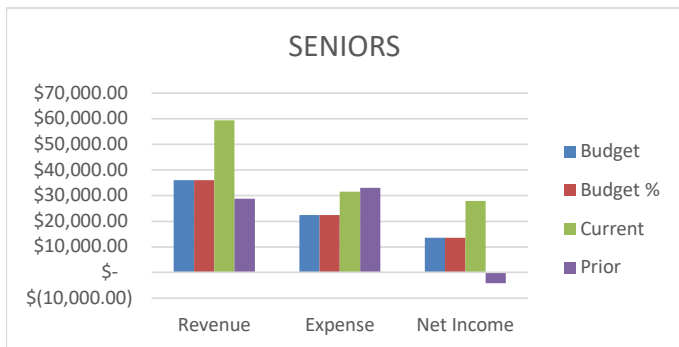
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 245,591	\$ 268,363	\$ 148,394
<b>EXPENSES</b>	\$ 159,125	\$ 145,010	\$ 81,986



## SENIORS

We are at 165% of Budgeted Revenues and 141% of Budgeted Expenses. Our Net Income is \$32,060 more than this time last year.

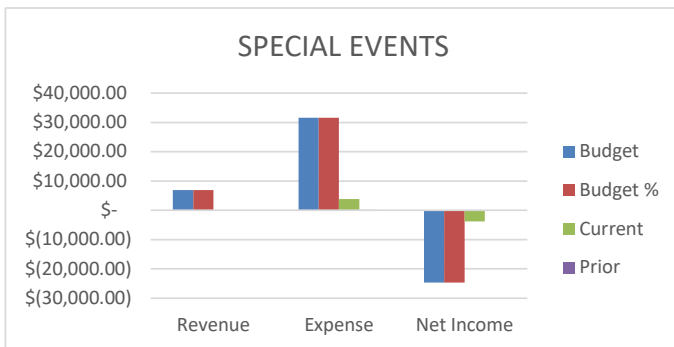
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 36,000	\$ 59,445	\$ 28,861
<b>EXPENSES</b>	\$ 22,450	\$ 31,549	\$ 33,025



## SPECIAL EVENTS

We are at 0% of Budgeted Revenues and 12% of Budgeted Expenses. Our Net Income is \$3,760 less than this time last year. With Special Events, we often incur expenses prior to receiving revenue (through either entrance fees or sponsorships).

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 6,900	\$ -	\$ -
<b>EXPENSES</b>	\$ 31,616	\$ 3,799	\$ 39

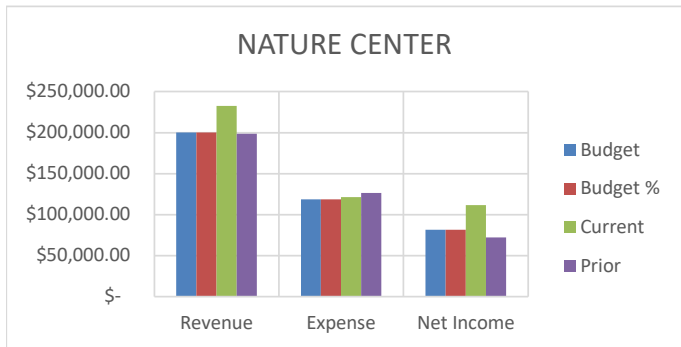


**CHICO AREA RECREATION AND PARK DISTRICT  
BOARD PROGRAM SUMMARY 2021-2022  
Preliminary June 2022  
100% of the Year**

# NATURE CENTER

We are at 116% of Budgeted Revenues and 102% of Budgeted Expenses. Our Net Income is \$39,302 more than this time last year.

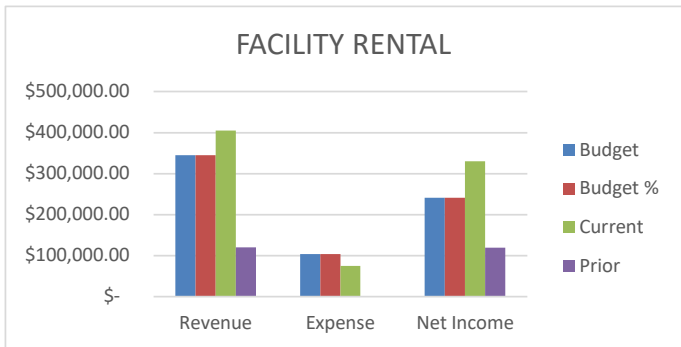
	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 200,360	\$ 232,639	\$ 198,663
<b>EXPENSES</b>	\$ 118,652	\$ 121,169	\$ 126,495



# FACILITY RENTAL

We are at 118% of Budgeted Revenues and 72% of Budgeted Expenses. Our Net Income is \$211,471 more than this time last year.

	BUDGET	CURRENT YTD	PRIOR YTD
<b>REVENUE</b>	\$ 344,650	\$ 405,105	\$ 120,314
<b>EXPENSES</b>	\$ 103,750	\$ 74,599	\$ 1,279





CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2021-2022  
PRELIMINARY JUNE 2022  
Month 12 and 100% of the Year

ACCT NUMBER	DESCRIPTION	2021-2022 Budget	June 2022	2021-2022 YTD	2021-2022 % of Budget	Remaining Budget	2020-2021 Budget	June 2021	2020-2021 YTD	2020-2021 % of Budget	Difference by Year
<b><u>AFTERSCHOOL</u></b>											
9001	INCOME	1,593,933	164,995	1,846,693	1	(252,760)	2,800,642	10,078	1,284,629	0	562,064
2231	PROGRAM SUPPLIES	(34,500)	-	(20,537)	1	(13,963)	(94,991)	(18,286)	(26,399)	0	5,861
2184	CONTRACT SERVICES	-	-	-	-	-	(2,000)	-	-	-	-
1012	PART-TIME WAGES	(926,759)	(17,469)	(926,980)	1	(16,841)	(1,519,984)	(13,999)	(651,501)	0	(258,417)
<b>TOTAL AFTERSCHOOL</b>		<b>632,675</b>	<b>147,526</b>	<b>899,176</b>	<b>1</b>	<b>(283,563)</b>	<b>1,183,667</b>	<b>(22,207)</b>	<b>606,729</b>	<b>1</b>	<b>309,508</b>
<b><u>CAMPS</u></b>											
9001	INCOME	266,690	182,571	431,748	2	(165,058)	309,205	154,291	324,262	1	107,486
2231	PROGRAM SUPPLIES	(16,970)	(572)	(14,234)	1	(2,736)	(14,410)	(6,588)	(15,243)	1	1,009
2253	PROGRAM TRANSPORTATION	(2,570)	(660)	(660)	0	(1,910)	(3,300)	-	-	-	(660)
2184	CONTRACT SERVICES	(41,025)	(34,715)	(96,236)	2	55,211	(53,000)	(23,695)	(52,825)	1	(43,410)
1012	PART-TIME WAGES	(118,939)	(33,936)	(115,443)	1	(29,976)	(103,373)	(44,904)	(113,387)	1	24,424
1181	INSTRUCTOR WAGES	(8,000)	-	-	-	(8,000)	(18,200)	-	(1,248)	0	1,248
<b>TOTAL CAMPS</b>		<b>79,186</b>	<b>112,688</b>	<b>205,175</b>	<b>3</b>	<b>(152,469)</b>	<b>116,922</b>	<b>79,105</b>	<b>141,559</b>	<b>1</b>	<b>90,096</b>
<b><u>AQUATICS</u></b>											
9001	INCOME	171,409	37,652	124,253	1	47,156	150,487	44,751	169,657	1	(45,405)
2231	PROGRAM SUPPLIES	(5,650)	(775)	(2,341)	0	(3,309)	(4,850)	(1,146)	(2,504)	1	163
1181	INSTRUCTOR WAGES	-	-	(1,938)	-	1,938	(6,780)	-	(1,794)	0	(144)
1012	PART-TIME WAGES	(124,912)	(27,426)	(83,466)	1	(62,509)	(128,660)	(36,768)	(116,864)	1	54,461
<b>TOTAL AQUATICS</b>		<b>40,847</b>	<b>9,451</b>	<b>36,508</b>	<b>1</b>	<b>(16,724)</b>	<b>10,197</b>	<b>6,837</b>	<b>48,496</b>	<b>5</b>	<b>9,075</b>
<b><u>CLASSES</u></b>											
9001	INCOME	114,003	11,951	153,948	1	(39,945)	98,625	2,668	43,503	0	110,444
2231	PROGRAM SUPPLIES	(4,500)	(284)	(3,614)	1	(886)	(1,975)	(112)	(356)	0	(3,258)
2184	CONTRACT SERVICES	(18,000)	(3,972)	(20,033)	1	2,033	(19,875)	(300)	(5,821)	0	(14,212)
1012	PART-TIME WAGES	(17,541)	(1,645)	(28,823)	2	9,831	-	-	-	-	(27,372)
1181	INSTRUCTOR WAGES	(34,800)	(4,794)	(50,806)	1	12,376	(38,525)	(3,871)	(26,295)	1	(20,881)
<b>TOTAL CLASSES</b>		<b>39,162</b>	<b>1,257</b>	<b>50,671</b>	<b>1</b>	<b>(16,590)</b>	<b>38,250</b>	<b>(1,615)</b>	<b>11,031</b>	<b>0</b>	<b>44,721</b>
<b><u>ADULT SPORTS</u></b>											
9001	INCOME	233,995	23,425	198,379	1	35,616	215,719	21,062	34,895	0	163,484
2231	PROGRAM SUPPLIES	(16,725)	(2,616)	(13,890)	1	(2,835)	(16,850)	(3,163)	(5,446)	0	(8,444)
1012	PART-TIME WAGES	(39,853)	(7,509)	(45,557)	1	(1,063)	(37,329)	(3,292)	(7,925)	0	(30,865)
1182	OFFICIALS WAGES	(59,472)	(5,042)	(54,084)	1	(9,242)	(79,115)	(6,137)	(14,431)	0	(35,800)
<b>TOTAL ADULT SPORTS</b>		<b>117,945</b>	<b>8,258</b>	<b>84,847</b>	<b>1</b>	<b>22,477</b>	<b>82,425</b>	<b>8,470</b>	<b>7,093</b>	<b>0</b>	<b>88,375</b>
<b><u>YOUTH SPORTS</u></b>											
9001	INCOME	245,591	51,565	268,363	1	(22,772)	235,000	39,803	148,394	1	119,969
2231	PROGRAM SUPPLIES	(30,830)	(4,405)	(29,480)	1	(1,350)	(34,600)	(6,065)	(10,061)	0	(19,419)
2184	CONTRACT SERVICES	-	-	(598)	-	598	-	-	-	-	(598)
1012	PART-TIME WAGES	(128,295)	(25,656)	(114,932)	1	(34,057)	(130,650)	(23,113)	(71,925)	1	(22,313)
<b>TOTAL YOUTH SPORTS</b>		<b>86,466</b>	<b>21,505</b>	<b>123,353</b>	<b>1</b>	<b>(57,581)</b>	<b>69,750</b>	<b>10,625</b>	<b>66,408</b>	<b>1</b>	<b>77,639</b>
<b><u>SENIOR PROGRAMS</u></b>											
9001	INCOME	36,000	2,451	59,445	2	(23,445)	38,500	2,598	28,861	1	30,584
2231	PROGRAM SUPPLIES	(450)	(1,205)	(2,978)	7	2,528	(2,950)	-	-	-	(2,978)
2184	CONTRACT SERVICES	(4,000)	(1,023)	(10,350)	3	6,350	(13,500)	-	(13,481)	1	3,131
1012	PART-TIME WAGES	-	-	-	-	-	(1,200)	-	-	-	-
1181	INSTRUCTOR WAGES	(18,000)	(1,008)	(18,221)	1	(199)	(14,500)	(2,234)	(19,544)	1	1,743
<b>TOTAL SENIOR PROGRAMS</b>		<b>13,550</b>	<b>(785)</b>	<b>27,896</b>	<b>2</b>	<b>(14,766)</b>	<b>6,350</b>	<b>363</b>	<b>(4,164)</b>	<b>(1)</b>	<b>32,480</b>

CHICO AREA RECREATION AND PARK DISTRICT  
PROGRAM SUMMARY 2021-2022  
PRELIMINARY JUNE 2022  
Month 12 and 100% of the Year

ACCT NUMBER	DESCRIPTION	2021-2022 Budget	June 2022	2021-2022 YTD	2021-2022 % of Budget	Remaining Budget	2020-2021 Budget	June 2021	2020-2021 YTD	2020-2021 % of Budget	Difference by Year
<b><u>SPECIAL EVENTS</u></b>											
9001	INCOME	6,900	-	-	-	6,900	7,350	-	-	-	-
2231	PROGRAM SUPPLIES	(6,000)	(1,664)	(3,799)	1	(2,201)	(5,850)	(39)	(39)	0	(3,760)
2184	CONTRACT SERVICES	(2,900)	-	-	-	(2,900)	(3,000)	-	-	-	-
1012	PART-TIME WAGES	(22,716)	-	-	-	(22,716)	-	-	-	-	-
<b>TOTAL SPECIAL EVENTS</b>		<b>(24,716)</b>	<b>(1,664)</b>	<b>(3,799)</b>	<b>0</b>	<b>(20,917)</b>	<b>(1,500)</b>	<b>(39)</b>	<b>(39)</b>	<b>0</b>	<b>(3,760)</b>
<b><u>NATURE CENTER</u></b>											
9001	INCOME	188,560	59,375	212,983	1	(24,423)	163,960	50,434	182,624	1	30,359
9007	FUNDRAISING (DONATIONS)	-	24	3,568	-	(3,568)	1,000	402	11,644	12	(8,076)
9011	ENDOWMENT	10,000	-	10,944	1	(944)	10,000	-	2,595	0	8,350
1012	PART-TIME WAGES	(118,652)	(24,068)	(120,094)	1	(18,367)	(98,763)	(23,344)	(112,433)	1	12,148
1014	PART-TIME ADMIN WAGES	-	-	-	-	-	(36,000)	-	-	-	-
2253	PROGRAM TRANSPORTATION	(900)	-	-	-	(900)	-	-	-	-	-
2184	CONTRACT SERVICES	(3,400)	(855)	(1,789)	1	(1,611)	-	(181)	(2,340)	-	550
2231	PROGRAM SUPPLIES	(13,855)	(172)	(13,729)	1	(126)	(29,920)	(4,650)	(11,722)	0	(2,007)
<b>TOTAL NATURE CENTER</b>		<b>61,753</b>	<b>34,304</b>	<b>91,882</b>	<b>1</b>	<b>(49,939)</b>	<b>10,277</b>	<b>22,660</b>	<b>70,368</b>	<b>7</b>	<b>41,324</b>
<b><u>FACILITY RENTAL</u></b>											
9002	INCOME	344,650	48,194	405,105	1	(60,455)	222,250	30,956	120,314	1	284,792
2231	PROGRAM SUPPLIES	(5,750)	-	(3,637)	1	(2,113)	(5,500)	(433)	(542)	0	(3,095)
2184	CONTRACT SERVICES	(6,800)	-	(482)	0	(6,318)	(5,750)	-	-	-	(482)
1012	PART-TIME WAGES	(91,200)	(7,174)	(70,480)	1	(26,676)	(24,000)	-	(737)	0	(63,787)
<b>TOTAL FACILITY RENTAL</b>		<b>240,900</b>	<b>41,019</b>	<b>330,506</b>	<b>1</b>	<b>(95,562)</b>	<b>187,000</b>	<b>30,523</b>	<b>119,035</b>	<b>1</b>	<b>217,427</b>
<b><u>RECREATION - MISC. &amp; ADMIN</u></b>											
9001	INCOME	(25,000)	10,558	8,313	(0)	(33,313)	(7,500)	(1,806)	(5,333)	1	13,646
2190	PUBLICATIONS/LEGAL NOTICE	(22,000)	-	(8,340)	0	(13,660)	(22,000)	(2,291)	(2,592)	0	(5,747)
1013	ACL/OVERTIME	(10,000)	-	-	-	(10,000)	(10,000)	(15,107)	(15,107)	2	15,107
1014	PART-TIME ADMIN WAGES	(212,287)	-	-	-	(212,287)	-	-	-	-	-
1012	PART-TIME WAGES	-	(9,050)	(109,565)	-	102,763	-	(7,520)	(45,612)	-	(57,151)
1011	FULL TIME WAGES	(607,000)	(8,982)	(501,352)	1	(105,648)	(580,000)	(48,227)	(525,062)	1	23,710
<b>TOTAL RECREATION - MISC. &amp; ADMIN</b>		<b>(876,287)</b>	<b>(7,474)</b>	<b>(610,943)</b>	<b>1</b>	<b>(272,145)</b>	<b>(619,500)</b>	<b>(74,949)</b>	<b>(593,707)</b>	<b>1</b>	<b>(10,435)</b>
<b>TOTAL PROGRAM SUMMARY</b>		<b>411,481</b>	<b>366,085</b>	<b>1,235,272</b>	<b>3</b>	<b>(957,779)</b>	<b>1,083,838</b>	<b>59,773</b>	<b>472,809</b>	<b>0</b>	<b>896,450</b>



## Chico Area Recreation and Park District “Helping People Play”

### **Finance Policy**

#### **Purpose**

The Finance Policies of the Chico Area Recreation and Park District (CARD) are established to ensure the integrity and preservation of the District’s assets. The Finance Department under the direction of the General Manager is responsible for preparing and monitoring procedures to carry out these policies in compliance with all applicable federal, state, and local laws and regulations.

#### **Accounting**

The Finance Department under the direction of the General Manager shall maintain a double-entry set of fund accounting records. Funds will include the General Fund and may include various assessment and impact fee funds. Accounting includes all records of disbursements, receipts, reconciliations, and other documentation required to comply with all applicable laws and regulations. The records must provide adequate information to prepare timely financial information to management and the Board of Directors (Board). Monthly financial statements shall be prepared and provided to the Board. An annual financial statement will be provided under the annual audit guidelines.

#### **County of Butte**

The CARD acknowledges a special relationship with the County of Butte (County). The County provides limited oversight over District financial procedures in conjunction with the laws of the State of California. As may be further defined in this document, the County may provide the following services:

- Invoice and collect property taxes for CARD
- Act as a depository for CARD revenues
- Facilitate disbursements of funds
- Invest excess cash under the County Investment Strategy
- Provide monthly and annual accountings
- Provide other services as needed

#### **Annual Audit**

CARD shall have an annual financial statement audit conducted under generally accepted accounting principals (GAAP). The audit must be conducted by a qualified certified public accountant as approved by the Board. The annual audit and findings will be presented to the Board and/or a Board designated committee.

**Bank Accounts**

CARD will maintain bank accounts with the County. The County will issue procedures for operation of those accounts. The Board will approve and recommend signers on the accounts. The County must also approve the signers.

A clearing account will be established by the Board whereby daily cash receipts will be deposited and then forwarded to the County bank accounts on a monthly basis. The signers on these accounts would be the same as the County accounts. The clearing account will be with an FDIC insured bank.

**Budgets**

In accordance with the laws of the State of California, the District shall prepare an annual budget. The budget will be used as the guiding financial planning document of the District. Annually, the Board of Directors shall approve a budget calendar. The calendar will designate the dates for the budget process to follow until a final budget is approved by the Board. The budget process should provide for insight from CARD staff, the Board and community. Upon final budget approval, it may be revised from time-to-time upon Board approval.

During the budget process, the Board may establish an appropriation for contingencies. The appropriation is limited to 15% of the budgeted expenditures from the respective fund exclusive of the amount of the appropriation for contingencies. It may only be available and utilized for current expenditures upon a 4/5 approval of the Board.

**Capitalization of Fixed Assets**

Fixed assets or capital projects in excess of \$5,000 will be capitalized and depreciated in accordance with Generally Accepted Accounting Principles (GAAP). See the Capital Assets and Projects Policy for additional information.

**Purchasing**

In accordance with Government Code Sections 54202 and 54204, the Board shall create purchasing policies for the District. The Finance Department, under the direction of the General Manager, shall maintain adequate internal controls and procedures to restrict access to unauthorized purchases. See the Purchasing Policy for additional information.

**Credit Cards**

CARD may issue purchase credit cards to employees. Credit cardholders must be approved by the General Manager. Purchases are limited to budgeted expenditure items only. See the Credit Card Policy for additional information.

**Professional Services**

Professional services may be contracted with under general procedures established by the State of California.

**Personnel**

Employee compensation shall be based on salary or wage schedules approved annually by the Board through the budget process. Staff is initially employed under Step 1 of the applicable pay schedule. Upon the General Manager’s approval, a potential new employee may be employed at Step 2 or 3 if it is deemed the new employee has qualifications and/or experience that would necessitate the pay increase. New employees may be employed at an elevated step above Step 3 upon Board approval.

**Payroll**

The District shall pay all employees on a bi-weekly basis. Employees will be paid every other Friday by 10:00 am. If the CARD office is closed on the normal payday Friday, the payday will be moved forward by one day until the next open office day (i.e. Thursday).

Payroll shall be documented by applicable timesheets, instructor pay sheets, timeclocks or other documentation. All documentation will be approved by the employee’s supervisor and/or Department Manager before being processed by the Finance Department. Payment may be made by direct deposit or check.

The Finance Department shall properly deposit and pay all related payroll taxes in a timely fashion in accordance with all applicable federal and state guidelines. All quarterly and annual payroll tax returns will be filed timely.

The District will timely comply with all applicable compensation reporting guidelines and requirements established by the State of California’s Controller’s Office.

**Revenue Receipts**

CARD will provide various services and programs to the community. These services may be fee based and result in the collection of receipt payments. Payments for services may come in many forms including: cash, check, credit/debit cards and ACH direct deposit. The Finance Department shall maintain procedures that safeguard these payments and timely deposit into a Board approved FDIC insured depository bank.

Property tax payment receipts shall be invoiced and collected by the County of Butte (County) in conjunction with the laws of California. These receipts will be deposited into an appropriate District bank account monitored by the County in trust for CARD. The County shall provide monthly accountings to CARD regarding property taxes and interest income allocations.

**State Controller’s Report**

The District will prepare and timely file the State Controller’s Special District Financial Transaction Report and Government Compensation in California Report.

**Use Tax**

The District will prepare and timely file the annual Use Tax Return with the California Department of Tax and Fee Administration.



## Chico Area Recreation and Park District “Helping People Play”

### **Purchasing Policy**

#### **Purpose and Scope**

The Purchasing Policy of the Chico Area Recreation and Park District (CARD) is established to define the procedures governing the procurement of supplies, materials, equipment, and services for District use. In accordance with Government Code Sections 54201 et seq. the Board shall create purchasing policies for the District. The Finance Department, under the direction of the General Manager, shall maintain adequate internal controls and procedures to restrict access to unauthorized purchases. The Finance Department Manager is responsible for preparing and monitoring procedures to carry out this policy in compliance with all applicable federal, state, and local laws and regulations.

#### **Introduction**

It is the intent of this policy to ensure that District purchases are cost effective and follow all applicable laws.

CARD uses a decentralized purchasing system. Under this system, each operating department is responsible for coordinating the purchase of goods and services needed for its operations.

The policies outlined herein shall be adhered to by all District employees when procuring supplies, materials, equipment, and services.

All costs should be considered including sales tax, freight, and installation in defining the “purchase” price for comparison with the dollar thresholds indicated in this policy.

Purchasing access is limited to the following:

- Petty Cash
- Credit Card Purchases
- Store Card Purchases
- Business Account Purchases
- Purchase Orders
- Bid Process
- Professional Services
- Other Automated Clearing House (ACH) payments

#### **Responsibilities of Departments**

Each department is responsible for the following:

- To anticipate requirements sufficiently in advance to allow adequate time to obtain goods and services in accordance with the best purchasing practices.
- Obtain full and open competition in a manner that presents the best overall value to the District and is in accordance with all District policies and procedures.
- Identify, evaluate, and utilize purchasing methods that best meet the needs of the District (e.g. blanket purchase orders, purchasing cards, contractual agreements, etc.).
- Coordinate contractor relations, locate sources of supply, and evaluate contractor performance.
- Provide for the fair and equitable treatment of contractors.
- Supervise the receipt and inspections of all materials, supplies, equipment, and services purchased to ensure conformance with specifications.
- Recommend the disposition of surplus or unused supplies, materials, equipment, and scrap through the District's Disposal and Surplus Supplies and Equipment Policy.
- NOT "split" orders for the purpose of avoiding procurement requirements.
- Obtain the required approvals.
- Submit forms and adequate supporting documentation necessary for the purchase(s).
- Ensure that purchases are allowable, allocable, and reasonable.

**Purchase Documentation**

All purchases must be properly documented and approved. Documentation includes appropriate sales quotes, bid proposals, purchase orders, receiving reports, invoices, receipts, expense reports and account statements. All documentation for each purchase must be assembled and submitted to the Finance Department in a timely manner for payment after the purchase is properly approved.

**Approval Limits**

Purchasing approval limits are summarized as follows for Board approved budgeted operational items:

<u>Expenditure Value</u>	<u>Approval Required</u>
≤ \$ 2,000	Supervisor
\$ 2,000 to \$ 7,500	Department Manager
> \$ 7,500	General Manager

Bid procedures for certain projects are discussed under separate heading below.

Any commitment of District funds for a purchase of a fixed asset or expense shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorizations through the budget process.

## **Petty Cash**

CARD shall maintain a petty cash fund. The purpose of a petty cash fund is to facilitate small purchases or reimbursements needed in the day-to-day operations of the District, without going through the check writing process. The petty cash fund will be maintained using an imprest accounting system.

The Finance Department will be the custodian for the petty cash fund.

Petty cash shall be kept in a locked box and secured in a locked safe when not in direct custody of the Finance Department.

Disbursements of up to \$60 may be made from the petty cash fund for miscellaneous expenses. Disbursements in excess of this may be made with prior approval of the General Manager.

If funds are requested to make a purchase, purchaser must complete a Petty Cash receipt for the amount of funds requested prior to the custodian providing the requested funds.

All petty cash purchases submitted for reimbursement must include a receipt or invoice approved by a supervisor or manager.

In the case of a lost receipt, the Department Manager or the General Manager may approve a disbursement based on a missing receipt form describing the item and cost.

The custodian will ensure that the petty cash box contains receipts and cash totaling the amount of the fund at all times.

Any irregularities in the petty cash fund must be reported to the General Manager immediately. Any irregularities over \$1.00 must be reported to the Finance Committee.

Loans will NOT be made from petty cash funds.

The District may maintain change funds in authorized District Facilities. Facilities must be authorized by the Finance Manager before a change fund can be set-up. From time to time change funds may be set-up to help with programs and special events. All change funds must be returned intact to the Finance Department once the event is completed or is no longer needed in a District Facility.

The Finance Manager or the General Manager shall periodically make unannounced checks of petty cash.

A Petty Cash spreadsheet must be maintained. It must be completed each time the cash box is checked to ensure there are no irregularities. The spreadsheet shall contain the beginning cash count, income/expense receipts, ending cash count, and dates of each activity.



Requests to replenish the fund are completed by the custodian and approved by the General Manager or Finance Manager.

**Credit Card Purchases**

CARD may issue a purchase credit card to an employee when deemed necessary. Credit cardholders must be approved by the General Manager and/or Finance Manager. All issued credit cards must have a signed Credit Card Request Form and signed Credit Card User Agreement on file with the Finance Department. Purchases are subject to the Credit Card Policy established by the Board. Purchases are limited to budgeted expenditure items only. The employee’s supervisor shall establish credit limits for each user based on anticipated purchases.

**Purchase Orders**

When a purchase order is deemed necessary, it must be prepared and signed by the appropriate employee according to the purchase approval limits listed above before a purchase is completed. The appropriate price quote must be attached to the purchase order.

Once the approved purchase order is completed and signed, it may be submitted to the vendor to complete the order transaction. Vendors will submit invoices once a transaction is complete and the goods or services are received.

**Other ACH Payments**

Payroll taxes and other payments may be made electronically if supported by appropriate signed documentation.

**Bid Process**

All projects for alterations, maintenance, repairs, or new construction costs of \$25,000 or more, require a formal bid process including a public notice, or purchase through a government approved purchasing agency. If a formal bid process is needed, the Board shall approve the lowest responsible bid.

Exception to the formal bid process shall only be made in cases of (1) emergency where the immediate purchase of goods without bid is necessary for the protection of the public health, welfare, or safety, or (2) when the General Manager deems that an article of a specified brand or trade name is the only article that will properly meet the needs of the District.

Purchases for projects over \$10,000, but under \$25,000 can be completed by an informal process where public notice is optional. District staff must obtain a minimum of three competitive quotes for these projects, except in the above referenced cases. The General Manager may approve the winning bid if the project was appropriated in the Board approved budget. If the project was not appropriated in the Board approved budget, the Board of Directors must approve the winning bid. Approval must be obtained prior to the order being placed.

**Project Contingency Fund and Expenditure**

A contingency fund will be established for all capital projects in excess of \$25,000. The amount of the Fund shall be no less than 10% of the awarded bid whenever possible. The General Manager shall have the authority to authorize expenditures of the Fund to help deal with unforeseen issues that may arise from time to time. The amount that can be authorized by the General Manager shall not exceed the budgeted amount for the project.

**Professional Services**

Professional services may be contracted with under general procedures established by the State of California and Board policy.

**Loans**

Loans from outside sources (other agencies, banks, etc.) are authorized through board action and initiated by the General Manager or designee.

Loans from the District to an employee are prohibited.

**Board Monthly Review**

As part of the monthly financial statement review, a list of all check disbursements shall be distributed to the Board. The disbursement list should be approved in conjunction with the monthly financial statements by a consensus of the Board.

**Expense Reimbursements**

Employee and Board member expense reimbursements shall follow polices outlined in the employee handbook.

**Conflict of Interest**

District officials and employees shall discharge their duties impartially so as to assure fair competitive access to procurement opportunities by responsible and responsive contractors, sellers, and vendors. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of the District procurement activities.

No District official or employee shall participate directly or indirectly in a District procurement when the official or employee knows that the official or employee or any member of the official's or employee's immediate family has a financial interest pertaining to the procurement.

Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the procurement.

No person shall offer, give, or agree to give any District official or employee any gratuity or offer of employment in connection with a procurement by the District.

**Unauthorized Procurements**

Any procurement of supplies, materials, equipment, or services made in violation of this purchasing policy shall be void and not considered an obligation of the District.



## Chico Area Recreation and Park District “Helping People Play”

### **Fund Balance Policy**

#### **Purpose**

This policy establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the District against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the General Manager to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

#### **Definitions**

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following five categories:

- Nonspendable Fund Balance (inherently nonspendable)  
Amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- Restricted Fund Balance (externally enforceable limitations on use)  
Amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- Committed Fund Balance (self-imposed limitations on use)  
Amounts that can be used only for the specific purposes determined by a formal action of the Board of Directors. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the General Reserve for emergencies).
- Assigned Fund Balance (limitation resulting from intended use)  
Amounts intended to be used by the government for specific purposes. Intent can be expressed by the Board of Directors or by a designee to whom the Board of Directors delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates

that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

- Unassigned Fund Balance (residual net resources)  
Includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on the financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

### **Policy Scope**

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is inventory. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on the financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

### **Committed Fund Balance**

The Board of Directors, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a resolution. These committed amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use through the same type of formal action taken to establish the commitment. Board of Directors action to commit fund balance should occur prior to the end of the fiscal reporting period, no later than June 30<sup>th</sup>; however, the amount can be determined subsequently.

- General Fund Reserve  
The General Fund balance committed to emergency contingencies is established each year to cover approximately 3 or more months of projected operating costs. The fund may be utilized upon declaration of an emergency by the Board of Directors with a 4/5 affirming vote.
- Petty Cash Reserve  
The petty cash reserve is set aside to match petty cash kept on hand by the District to conduct operations. The reserve is set at \$1,500.

### **Assigned Fund Balance**

Amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the

General Manager for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance are as follows:

- Accumulated Capital Reserve  
Funds set aside for the purpose of future capital projects.
- Debt Service  
Funds set aside for future debt service obligations.
- Deferred Maintenance Costs  
Funds set aside to replace fixed assets owned by the District. A benchmark funding for this account may be 10% of projected annual depreciation.
- Election Costs  
Funds set aside for future election costs.

### **Unassigned Fund Balance**

These are residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.

It is the goal of the District to achieve and maintain an unassigned fund balance in the general fund at fiscal year-end of not less than 5% of operating expenditures. If the unassigned fund balance at fiscal year-end falls below the goal, the District shall develop a restoration plan to achieve and maintain the minimum fund balance.

The first priority for Excess Unassigned Fund Balance at the beginning of each fiscal year, if any, is to increase the General Fund Reserve to ensure it is maintained within the recommended range of approximately 3 or more months of expected General Fund operating expenditures.

The second priority for Excess Unassigned Fund Balance at the beginning of each fiscal year, if any, is to dedicate excess fund balance for known and quantified unfunded liabilities or one-time unmet needs, including but not limited to the following:

- a. Unmet building or maintenance needs
- b. Employee pension plan contributions

### **Order of Expenditure of Funds**

The District considers restricted fund balances to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classification of fund balance could be used, the District considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the District against unforeseen circumstances and to comply with GASB #54. No other policy or procedure supersedes the authority and provisions of this policy.



## Chico Area Recreation and Park District “Helping People Play”

### Capital Asset and Project Policy

#### **Purpose**

The Capital Asset and Project Policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets (also known as fixed assets) that are to be recorded in the Chico Area Recreation and Park District’s (CARD) annual financial statements.

Capital asset tracking is required for the following reasons:

- To safeguard a sizeable investment.
- To identify responsibility and oversight of equipment.
- To assist in the formulation of acquisition and retirement policies through accumulation of data regarding prices, sources of supply and useful life.
- To provide data for financial reporting.
- To provide information for insurance purposes.

#### **Definition**

A capital asset is any tangible asset purchased for use by the District that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$5,000 or more. Capital assets include equipment, buildings, building components and improvements, land, land improvements, leasehold improvements, infrastructure, technology software and hardware, vehicles and construction in progress. Capital assets must be capitalized and depreciated for financial statement purposes in accordance with Generally Accepted Accounting Principles (GAAP).

Bulk purchases of similar items that have an aggregate value of \$5,000 or more are not capitalized.

**Example:** The District purchases 10 computers at \$1,000 each. The total purchase of \$10,000 will not be considered a fixed asset purchase.

Items that are routinely purchased as a set and have a value of \$5,000 or more will be capitalized and depreciated.

**Example:** If a conference table and four chairs were purchased from the same vendor as a set, and the cost of the table was \$3,000 and the cost of each chair was \$500 for a total cost of \$5,000, then the purchase would be considered a capital expenditure. The total cost would be depreciated over the life of the asset.

## Capital Asset Categories

There are several types of capital assets. Assets must exceed \$5,000 to be considered a capital asset.

### Equipment

These assets are not permanently affixed to a part of a building but are of a relatively permanent nature.

**Example:** Desks, refrigerators, mowers, floor machines, vacuums, and leaf sweepers.

### Buildings

Buildings are roofed structures used for permanent shelter of persons, furniture, and equipment. They are defined as physical property of a permanent nature.

### Building Components

Permanent structural attachments that are not intended to be removed that function as a part of the structure. They add value to the existing asset either by lengthening its estimated useful life or increasing its service capacity.

**Example:** Plumbing, electrical systems, water fountains, and HVAC systems.

### Building Improvements and Renovations

Major improvements projects that will extend the useful life of the asset, increase efficiency, or add new capabilities will be capitalized.

**Example:** Replacing a building roof. All costs including parts and labor will be part of the total cost of the project.

Routine maintenance that includes parts and/or labor utilized to perform minor repairs on an existing asset. These shall be expensed in the period incurred. Routine maintenance would not be capitalized if under \$5,000.

**Example:** Painting an office, replacing a sink faucet, fixing a broken window.

### Land

Land is defined as the solid part of the earth's surface whether improved or unimproved. Land does not get depreciated over time. The acquired value is recorded for the cost of the land.

### Land Improvements

Modifications to outside areas. These are improvements that add value to land, but do not have an indefinite useful life.

**Example:** Installation of sidewalks, parking lots, playgrounds, fences and lighting.



### Leasehold Improvements

These are improvements made to a leased property that will revert to the lessor (property owner) at the expiration of the lease. Leasehold improvements include construction of new buildings or improvements made to existing structures by the lessee (tenant), who has the right to use these leasehold improvements over the term of the lease. Moveable equipment and/or office furniture that is not attached to the leased property is not considered a leasehold improvement.

**Example:** Installation of playgrounds, restrooms, shop building, and basketball courts.

### Infrastructure

An underlying base or foundation. These are long-lived assets that are stationary in nature and can be preserved for a significantly greater number of years than other assets.

**Example:** Sewer lines, roads, water systems, dams, drainage systems, culverts, and curbs.

### Technology Software

Computer software includes all programs designed to cause a computer to perform a desired function. These would not be capitalized if under \$5,000.

**Example:** Registration Software, Microsoft Office, and Laserfiche.

### Technology Hardware

Includes all parts designed for the computer to function as intended. These would not be capitalized if under \$5,000.

**Example:** Hard drives, monitors, keyboards, printers, scanners, cameras, and cell phones.

### Vehicles

Vehicles are a mode of transportation that can transport one or more individuals. If the purpose is not to transport at least one individual, then the equipment is not considered a vehicle. For example, a mower is a piece of equipment designed to mow the grass. Although it is guided by an individual, it is not designed to transport an individual, thus it is considered equipment rather than a vehicle.

Vehicles shall have a Vehicle Identification Number (VIN). Vehicles shall be registered with the California Department of Motor Vehicles and given an exempt license plate.

**Example:** Truck, car, aircraft, ski mobile, and helicopter.

### Construction in Progress

This category is used for costs incurred to repair, construct or develop an asset before it is substantially ready to be placed into service. Once it is placed into service, it is reclassified into the appropriate category.



### Intangible Assets

These are defined as those assets that lack physical substance and are nonfinancial in nature.

**Example:** Easements, land use rights, patents, and trademarks.

### **Purchasing**

Capital asset purchases shall be approved by the Board of Directors.

If the capital asset has been approved through the budget process, the purchase of the capital asset will be done in accordance with the Purchasing Policy.

If the capital asset has not been approved through the budget process, then it must be approved by the Board of Directors prior to purchase.

Technology purchases must be ordered and/or approved by the IT Administrator prior to purchase.

All Technology purchases shall be tagged with a control number for tracking purposes without regard to price. Items with a value of less than \$5,000 shall be recorded and tracked by the IT Administrator as "Small Items Inventory". This inventory shall be audited annually.

See the Purchasing Policy for further clarification.

### **Tracking**

The Department Manager of the employee ordering the goods will be the responsible party to receive the items ordered and ensure that what was ordered was received in good condition and correct.

Technology purchases shall be the responsibility of the IT Administrator to receive and ensure accuracy and condition.

The responsible employee shall complete the District's Capital Asset Form and submit it to the Finance Department upon purchase of the item(s).

All capital assets shall be recorded on the District's Capital Asset Inventory and shall be tagged with a control number for tracking purposes. The Finance Department will issue the control number to the responsible employee.

The Capital Asset Inventory shall be audited annually by the Finance Department.

### **Depreciation**

Depreciation is the process of allocating the cost of tangible property over a period of time, rather than deducting the cost of an expense in the year of acquisition. At the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period will equal original cost less salvage value. To calculate depreciation on a capital asset, the following five factors must be known:

- The date the asset was placed in service
- The asset's acquisition value
- The asset's salvage value
- The asset's estimated useful life
- The depreciation method

**Service Date**

To avoid complications of depreciating each asset from the specific date on which it was placed in service, the District will be using the Full Month Convention. Under the Full Month Convention, property placed in service at any time during a given month is treated as if it had placed in service on the first day of that month. This allows depreciation to be taken for the entire month in which the asset is placed in service. If the property is disposed of before the end of the useful estimated life, no depreciation is allowed for the month of disposition

**Acquisition Cost**

Capital assets should be recorded at historical cost. Historical cost is the value of the asset on the date acquired by the District. This is usually the net invoice price of the equipment, including the cost of modifications, attachments, and accessories to make the equipment operable. Other charges such as cost of installation, transportation and taxes should be included in determining the acquisition cost. Donated capital assets shall be recorded at their fair market value at the date of acceptance by the District.

**Salvage Value**

The value the capital asset is expected to have when it is no longer useful for its intended purpose. The salvage value is the amount for which the asset could be sold at the end of its useful life.

**Estimated Useful Life**

The estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased.

<b>Asset Type</b>	<b>Estimated Useful Life</b>
Equipment	5 Years
Buildings	30 Years
Building Components	20 Years
Building Improvements/Renovations	20 Years
Land	NONE – Non-Depreciable
Land Improvements	5 – 30 Years
Leasehold Improvements	5 – 30 Years or end of lease term, whichever is shorter
Infrastructure	10 – 30 Years

Technology Software	3 Years
Technology Hardware	3 Years
Vehicles	5 Years
Construction in Progress	NONE
Intangible Assets	5 – 20 Years

**Depreciation Method**

Refers to the method of depreciating an asset. At the time a fixed asset is acquired, the cost is capitalized and subsequently depreciated. The District shall use the straight-line method over the asset’s estimated useful life. Through this method, the depreciation amount is calculated by dividing an asset’s depreciable cost by its estimated life. The depreciation amount is written off evenly over the useful life of the asset. The same amount is taken each year. Fixed assets with a value of less than \$5,000 are expensed in the period acquired.

**Disposal**

See the Disposal Surplus Property Policy for details on the disposal of capital assets.