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**AMBROSE RECREATION AND PARK DISTRICT  
COUNTY OF CONTRA COSTA BAY POINT,  
CALIFORNIA  
FINANCIAL REPORT WITH INDEPENDENT  
AUDITOR'S REPORT THEREON  
JUNE 30, 2020**

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**HARSHWAL & COMPANY LLP**  
***Certified Public Accountants***  
***7677 Oakport Street, Suite 460***  
***Oakland, CA 94621***  
***(510) 452-5051***

## **INTRODUCTORY SECTION**

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## **FINANCIAL SECTION**

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Ambrose Recreation and Park District  
Bay Point, CA 94565

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

We have audited the accompanying financial statements of the governmental activities, major fund, and non-major fund information of the Ambrose Recreation and Park District, (the "District") as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise the District'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 fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions 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 opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and non-major fund information of the Ambrose Recreation and Park District as of June 30, 2020, and the respective changes in financial position 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 on 5-8 and budgetary comparison information on page 29, 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 our report dated January 18, 2021, on our consideration of the Ambrose Recreation and Park District'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 solely 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 effectiveness of the District's 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 Ambrose Recreation and Park District's internal control over financial reporting and compliance.

*Harshwal & Company LLP*

**Oakland, California  
January 18, 2021**

**AMBROSE RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2020**

The discussion and analysis of the Ambrose Recreation and Park District's financial activities provides a summary of the financial transactions for the fiscal year ending June 30, 2020. The intent of this discussion and analysis is to look at the District's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the District's financial performance.

**FINANCIAL HIGHLIGHTS**

1. The General Fund in the County increased by \$122,690. These increases were accomplished with various costs cutting measures, an increase in recreation class participation, and an increase in property taxes of \$47,942.
2. \$9,232 was paid to Vega Consultants for labor and installation of new security system at the maintenance shop.
3. \$6,244 was paid to Vega Consultants for labor and installation of new security system at the pool.
4. \$5,377 was paid to Five Star Floors Inc. for auditorium floor cleaning/maintenance at the Ambrose Community Center.
5. \$2,204 was paid to Robert Cupit for updating center lighting at Anuta park.
6. \$16,325 was paid to Capitol Glass Co Inc. for replacement/refurbishment of storefront doors at the Ambrose Community Center.
7. \$5,030 was paid to Capitol Doors Service for installing ADA push button to storefront door at the Ambrose Community Center.
8. \$36,333 was paid to Pacific Site Management for Grounds/Trees Maintenance.
9. \$510,000 was approved by the Board of Directors to be paid to the City of Pittsburg for labor and installation of new restrooms and snack shack at Ambrose Park. \$410,000 of this project was paid from park dedication fees and \$100,000 was paid out of unassigned reserves.

**USING THIS ANNUAL REPORT**

There are a series of financial statements included in this report. The Statement of Net Position and the Statement of Activities (on pages 11 and 12) provide information about the activities of the District as a whole and present a longer-term view of the District's finances. Fund financial statements start on page 14. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. The remaining statements provide financial information about activities for which the District acts solely as a trustee or agent for the benefit of those outside of the government.

**REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS**

Our analysis of the District's major fund can be found on pages 14 and 16. The fund financial statements begin on page 14 and provide detailed information about the most significant funds, not the District as a whole. Some funds are required to be established by State law and by bond covenants. However, the District establishes other funds to help control and manage money for particular purposes (such as the Teen Center and the County Parks) or to show that it is meeting legal responsibilities for using certain taxes, grants and other money (such as the assessment funds).

**AMBROSE RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2020**

All of the District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The District describes the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliation at the bottom of a fund financial statement.

**THE DISTRICT AS A WHOLE**

**Changes in Net Position**

The District had an increase in the net position of \$545,600 as shown in the Government-Wide Statement of Activities Report on page 12. The analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the District's governmental activities:

**Table 1  
Net Position**

	Governmental Activities	
	2019-2020	2018-2019
Cash and deposits	\$ 1,502,365	\$ 1,459,831
Receivables	50,522	14,417
Capital assets, net	1,768,669	1,339,798
Total assets	3,321,556	2,814,046
Long-term liabilities	66,537	60,576
Other liabilities	100,395	144,446
Total liabilities	166,932	205,022
Net position:		
Net Investment in capital assets	1,768,669	1,339,798
Restricted	195,003	14,932
Unrestricted	1,190,952	1,254,294
Total net position	\$ 3,154,624	\$ 2,609,024



**AMBROSE RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2020**

The long-term liabilities consist of sick leave and vacation pay that were accrued as of June 30, 2020. The other liabilities in the amount of \$100,395 are our accounts payable, accrued wages, and deferred revenues at the end of the fiscal year. Our accounts payable refers to checks written in July and August for purchases or services provided before June 30, 2020.

**Table 2  
Changes in Net Position**

	<u>Governmental Activities</u>	
	<u>2019-2020</u>	<u>2018-2019</u>
<b>Revenues</b>		
Taxes and assessments	\$ 1,098,072	\$ 993,631
Use of money and property	112,999	139,813
Charges for services	67,339	147,498
Operating contributions	617,238	141,218
Miscellaneous	<u>25,177</u>	<u>105</u>
Total revenues	<u>1,920,825</u>	<u>1,422,265</u>
<b>Expenses</b>		
Current:		
Recreation	<u>1,375,225</u>	<u>1,390,130</u>
Total expenses	<u>1,375,225</u>	<u>1,390,130</u>
Increase or (decrease)	<u>\$ 545,600</u>	<u>\$ 32,135</u>

**General Fund Budgetary Highlights**

The District received an increase of \$104,441 in the property taxes and assessment over last year.

The District's major lease for space in the community center is with Contra Costa County. The current lease agreement is for three years with an option to extend the lease for an additional two years. However, in the event the County is no longer a tenant, the District should maintain a strong reserve fund.

The five park parcels transferred to ARPD by Contra Costa County are not on well water as are all the District's original parks. The District installed a well at the largest park, Lynbrook Park, in June 2015. ARPD is now realizing the savings from the water bill and other cost cutting measures. The budget for 2020-2021 reflects ARPD's commitment to keeping the District financially secure.

**Capital Asset and Debt Administration**

**Capital Assets**

The District has capital assets that include park facilities, buildings and equipment. Table 3 shows the value of our capital assets at the end of the fiscal year 2019-2020.

**AMBROSE RECREATION AND PARK DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2020**

**Table 3  
Capital Assets at Year-End**

	<u>Governmental Activities</u>	
	<u>2019-2020</u>	<u>2018-2019</u>
Land	\$ 528,228	\$ 528,228
Construction in Progress	58,328	58,328
Ground Improvements	2,285,090	1,775,090
Buildings & Structures	2,317,864	2,317,864
Equipment	<u>682,877</u>	<u>679,407</u>
Total capital assets	<u>5,872,387</u>	<u>5,358,917</u>
Less: accumulated depreciation	<u>(4,103,718)</u>	<u>(4,019,119)</u>
Net capital assets	<u>\$ 1,768,669</u>	<u>\$ 1,339,798</u>

**Economic Factors and Next Year's Budgets and Rates**

The District adopted the Fiscal Year 2020-2021 Operating Budget at its regular meeting in June 2020. The "status quo" budget reflects the Board of Directors desire to continue implementing the fiscally sound strategies it has adopted over the past seven fiscal years including contracting for park maintenance, keeping salary and wages in the lower percentile as compared to neighboring public agencies and ensuring that the District maintains a healthy reserve fund.

In 2016, a District-wide Facilities Condition Assessment and an Americans with Disabilities Act Title II Assessment were completed. The assessments provide detailed information about current and future capital project needs. This document will assist the Board in formulating a Capital Budget and serve as a guide for strategically allocating capital project funds. The District has allocated funding for small capital projects including replacement of storefront doors and auditorium doors.

The District is selling 1.99 acres of land located at Clearland Avenue and Willow Pass Road. The proceeds from the sale will be placed in the District's unassigned reserve until assigned through Board action. The property is currently on the market for sale.

**Contacting the District's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the General Manager, at Ambrose Community Center, 3105 Willow Pass Road, Bay Point, CA 94565.

## **BASIC FINANCIAL STATEMENTS**

## **GOVERNMENT - WIDE FINANCIAL STATEMENTS**

**AMBROSE RECREATION AND PARK DISTRICT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

**ASSETS**

Cash	\$ 1,487,433
Accounts receivable	50,522
Deposits	14,932
Capital assets, net	<u>1,768,669</u>
Total assets	<u>3,321,556</u>

**LIABILITIES**

Accounts payable	49,077
Deferred revenues	51,318
Compensated absences	<u>66,537</u>
Total liabilities	<u>166,932</u>

**NET POSITION**

Net Investment in capital assets	1,768,669
Restricted	195,003
Unrestricted	<u>1,190,952</u>
Total net position	<u>\$ 3,154,624</u>

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

**AMBROSE RECREATION AND PARK DISTRICT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

		Program revenues		
Functions/Programs	Expenses	Charges for services	Operating contributions and grants	Net (expenses) revenues and change in net position
<b>Governmental activities:</b>				
Recreation	\$ <u>1,375,225</u>	\$ <u>67,339</u>	\$ <u>617,238</u>	\$ <u>(690,648)</u>
Total governmental activities	\$ <u>1,375,225</u>	\$ <u>67,339</u>	\$ <u>617,238</u>	<u>(690,648)</u>
General revenues:				
				1,098,072
				112,999
				<u>25,177</u>
				<u>1,236,248</u>
				545,600
				<u>2,609,024</u>
				<u>\$ 3,154,624</u>

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

## **FUND FINANCIAL STATEMENTS**

**AMBROSE RECREATION AND PARK DISTRICT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2020**

	<u>General Fund</u>	<u>Outdoor Education Fund</u>	<u>Combined Total</u>
<b>ASSETS</b>			
Current assets:			
Cash and investments	\$ 1,485,425	\$ 2,008	\$ 1,487,433
Accounts receivable	50,522	-	50,522
Deposits	<u>14,932</u>	<u>-</u>	<u>14,932</u>
Total assets	<u>1,550,879</u>	<u>2,008</u>	<u>1,552,887</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Current liabilities:			
Accounts payable	49,077	-	49,077
Deferred revenues	<u>51,318</u>	<u>-</u>	<u>51,318</u>
Total current liabilities	<u>100,395</u>	<u>-</u>	<u>100,395</u>
<b>FUND BALANCES</b>			
Restricted	195,003	2,008	197,011
Unassigned	<u>1,255,481</u>	<u>-</u>	<u>1,255,481</u>
Total fund balances	<u>1,450,484</u>	<u>2,008</u>	<u>1,452,492</u>
Total liabilities and fund balances	<u>\$ 1,550,879</u>	<u>\$ 2,008</u>	<u>\$ 1,552,887</u>

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



**AMBROSE RECREATION AND PARK DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
JUNE 30, 2020**

Total fund balances - governmental funds	\$ 1,452,492
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In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.

Capital assets, net	1,768,669
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In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:

Compensated absences payable	<u>(66,537)</u>
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Net position of governmental activities	\$ <u><u>3,154,624</u></u>
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**AMBROSE RECREATION AND PARK DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>General Fund</u>	<u>Outdoor Education Fund</u>	<u>Combined Total</u>
<b>Revenues</b>			
Taxes and assessments	\$ 1,098,072	\$ -	\$ 1,098,072
Use of money and property	112,999	-	112,999
Charges for services	67,339	-	67,339
Grants and settlements	617,238	-	617,238
Miscellaneous revenues	<u>25,177</u>	<u>-</u>	<u>25,177</u>
Total revenues	<u>1,920,825</u>	<u>-</u>	<u>1,920,825</u>
<b>Expenditures</b>			
Current:			
Salaries and benefits	647,745	-	647,745
Services and supplies	<u>1,150,390</u>	<u>-</u>	<u>1,150,390</u>
Total expenditures	<u>1,798,135</u>	<u>-</u>	<u>1,798,135</u>
Net change in fund balances	122,690	-	122,690
Fund balances, at beginning of year	<u>1,327,794</u>	<u>2,008</u>	<u>1,329,802</u>
Fund balances, at end of year	<u>\$ 1,450,484</u>	<u>\$ 2,008</u>	<u>\$ 1,452,492</u>

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

**AMBROSE RECREATION AND PARK DISTRICT  
RECONCILIATION OF THE STATEMENT OF  
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
-GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2020**

The schedule below reconciles the Net Changes in Fund Balances reported on the Statement of Revenues, Expenditures, and Change in Fund Balances - Governmental Funds, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

Net change in fund balances	\$	122,690
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.

Depreciation expense not reported in governmental funds		(84,599)
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Current year capital outlay		513,470
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The amounts below included in the Statement of Activities do not provide or require the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):

Change in compensated absences		<u>(5,961)</u>
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Change in net position of governmental activities	\$	<u><u>545,600</u></u>
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**AMBROSE RECREATION AND PARK DISTRICT**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**JUNE 30, 2020**

	<u>Non- Expendable Trust Agency</u>
<b>ASSETS</b>	
Investments	\$ <u><u>333,373</u></u>
<b>LIABILITIES &amp; NET POSITION</b>	
Liabilities:	
Deferred compensation	\$ <u><u>(333,373)</u></u>

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

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Ambrose Recreation and Park District, operates under a Home Rule. The District was organized in September 1946. On February 14, 1961, the District became the Ambrose Recreation and Park District by reorganization under Chapter 4, Division 5, Section 5750, et. Seq., of the Public Resources Code.

The initial park property was acquired by gift from Mrs. Clementine Enes. Subsequently, three additional adjoining parcels were purchased and approximately five acres of land adjacent to Arnold Freeway were sold to the State of California. The park presently covers approximately 10 acres.

The facilities of the park include maintenance and storage buildings, a large swimming pool, picnic grounds, picnic tables, barbecue pits, ball fields, and blacktopped parking areas. An irrigation and sprinkler system is located within the park area proper. The pool is enclosed by a high cyclone fence.

In 1978, the District purchased Ambrose School. The building was renovated with the help of Federal and State funds. The Ambrose Community Center was dedicated on November 10, 1979. The District's administration office is located there. There are recreation rooms, an auditorium, a kitchen and dining room, a tot lot, a ball field, a snack bar, restrooms and a garage.

A mini-park of approximately 1.8 acres located in the Presley Development was dedicated to the District and is called Anuta Park. The park includes playground equipment, park benches, barbecue pits, and picnic tables.

During the fiscal year ended June 30, 1988, the District purchased 1.99 acres on the corner of Willow Pass Road and Clearland Drive for future development.

During the fiscal year ended June 30, 2000, the District purchased a vacant lot of approximately 1033 square feet adjacent to the Community Center; Alves Lane Mini-Park. The park includes a grass area and picnic tables.

During the 2013 fiscal year the District was quitclaimed 5 parks from the County of Contra Costa.

The accounting policies of the Ambrose Recreation and Park District conform to generally accepted accounting principles. The following is a summary of such significant policies.

**B. Basis of Presentation**

**Principles Determining Scope of Reporting Entity**

The financial statements of the District consist only of the funds of the District. The District has no oversight responsibility for any other governmental entity since no other entities are considered to be controlled by or dependent upon the District. Control or dependence is determined on the basis of budget adoption, taxing authority, funding, and appointment of the respective governing board.

**Government-Wide Financial Statements:**

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 District.

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D**

**B. Basis of Presentation - Cont'd**

Government-Wide Financial Statements: - Cont'd

The government-wide statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of the proprietary and fiduciary fund financial statement but differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds. Accordingly, only current assets and current liabilities are included on the Balance Sheets. The Statement of Revenues, Expenditures and Changes in Fund Balances present 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. The primary revenue sources, which have been treated as susceptible to accrual by the District, are property taxes, program revenues, intergovernmental revenues; and other taxes. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions.

The District applies all applicable GASB pronouncements (including all NCGA Statements and Interpretations currently in effect), unless those pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARB) of the Committee on Accounting Procedure. In addition, the District applies all applicable FASB Statements and Interpretations except those that conflict with or contradict GASB pronouncements to its business-type activities.

**C. Fund Accounting**

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The District's accounts are organized into major, and non-major funds, as follows:

Major Governmental Fund:

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

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D**

**C. Fund Accounting - Cont'd**

Non Major Governmental Fund:

*Special Revenue Funds* are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The District maintains one non-major special revenue fund:

- The Outdoor Education Fund was established in 1997 to account for a grant received from Keller Canyon Mitigation Funds to Ambrose Recreation and Park District in conjunction with Mt. Diablo Unified School District to provide outdoor education programs to community children.

**D. Budgets and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. By state law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

These budgets are revised by the District's governing board and District management during the year to give consideration to unanticipated income and expenditures. The original and final revised budgets are presented for the General Fund in the financial statements.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

**E. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**F. Assets, Liabilities, and Equity**

Deposits and Investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Depository Insurance Corporation.

The District maintains substantially all of its cash in the County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

**AMBROSE RECREATION AND PARK DISTRICT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D**

**F. Assets, Liabilities, and Equity - Cont'd**

Deposits and Investments - Cont'd

The county is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. The funds maintained by the county are either secured by federal depository insurance or all collateralized.

During the 2013/2014 fiscal year the District undertook a capital project with the City of Pittsburg. As part of this project, they are holding funds with the City in a pooled account. The total deposit at year-end was \$14,932.

**G. Capital Assets**

Capital assets are those purchased or acquired with an original cost of \$1,000 for equipment and \$5,000 for buildings and are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market values as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred. Depreciation on all capital assets is computed using a straight-line basis over the following estimated useful lives:

Asset Class	Examples	Estimated Useful Life in Years
Land		N/A
Grounds improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
Buildings		50
HVAC systems	Heating, ventilation, air-conditioning systems	20
Carpet replacement		20
Outdoor equipment	Playground, fuel tanks, pumps, wells	20
Machinery & tools	Shop & maintenance equipment, tools	15
Custodial equipment	Floor scrubbers, vacuums, other	15
Furniture & accessories	Furniture	20
Business machines	Fax, duplicating & printing equipment	10
Copiers		5
Communication equipment	Mobile, portable radios, non-computerized	10
Computer hardware	PCs, printers, network hardware	5
Audio visual equipment	Projectors, cameras (still & digital)	10
Athletic equipment	Gymnastics, football, weight machines, wrestling mats	10
Grounds equipment	Mowers, tractors, attachments	15



**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONT'D**

**H. Allowance for doubtful accounts**

Management considers its accounts receivable to be fully collectible and thus they do not consider an allowance necessary.

**I. Compensated Absences**

All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Accumulated sick leave benefits are recognized as liabilities of the District. The District's policy provides that employees may accrue sick leave up to 120 days (960) hours. Upon termination and/or retirement from the District, any accumulated sick leave in excess of thirty (30) days shall be paid to the employee at the rate of one quarter (1/4) of his/her existing pay.

**J. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position.

**K. Fund Balances**

In February 2009, the GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, which establishes accounting and financial reporting standards for all governments that report governmental funds.

Under GASB 54, fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are now broken out in five categories:

- Nonspendable Fund Balance – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. – prepaid expenses) or legally or contractually required to be maintained intact.
- Restricted Fund Balance – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation.
- Committed Fund Balance – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority (i.e. – fund balance designations passed by board resolution).
- Assigned Fund Balance – this fund balance classification are amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
- Unassigned Fund Balance – this fund balance classification is the residual classification for the general fund.

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 2 - CASH AND INVESTMENTS**

Cash on Hand, in Banks and in Revolving Fund

Cash balances on hand, in banks and in revolving funds are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). These accounts are held within various financial institutions.

Cash in County Treasury

The District maintains substantially all of its cash with the County Treasury as part of the common investment pool, which totalled \$1,487,433 as of June 30, 2020. Interest is deposited into participating funds. The county is restricted by Government Code Section 53635, pursuant to Section 53601, to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptance, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. A summary of deposits as of June 30, 2020 is as follows:

	<u>Bank Balance</u>
Cash in County	\$ 1,454,515
Cash on hand	32,918
Total	\$ 1,487,433

**NOTE 3 - ACCOUNTS RECEIVABLE**

Accounts receivable as of June 30, 2020, consist of the following:

	<u>General Fund</u>
Water- Center Building	\$ 50,522
	\$ 50,522

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 4 - CAPITAL ASSETS AND DEPRECIATION**

Capital asset activity for the year ended June 30, 2020, is shown below:

	Balance July 1, 2019	Additions	Deductions	Balance June 30, 2020
Capital assets, not being depreciated:				
Land	\$ 528,228	\$ -	\$ -	\$ 528,228
Construction in progress	<u>58,328</u>	<u>-</u>	<u>-</u>	<u>58,328</u>
Total capital assets, not being depreciated	<u>586,556</u>	<u>-</u>	<u>-</u>	<u>586,556</u>
Capital assets, being depreciated:				
Grounds improvements	1,775,090	510,000	-	2,285,090
Buildings & structures	2,317,864	-	-	2,317,864
Equipment	<u>679,407</u>	<u>3,470</u>	<u>-</u>	<u>682,877</u>
Total capital assets, being depreciated	<u>4,772,361</u>	<u>513,470</u>	<u>-</u>	<u>5,285,831</u>
Less accumulated depreciation for:				
Grounds improvements	(1,420,414)	(53,083)	-	(1,473,497)
Buildings & structures	(1,936,811)	(27,440)	-	(1,964,251)
Equipment	<u>(661,894)</u>	<u>(4,076)</u>	<u>-</u>	<u>(665,970)</u>
Total accumulated depreciation	<u>(4,019,119)</u>	<u>(84,599)</u>	<u>-</u>	<u>(4,103,718)</u>
Total capital assets, being depreciated, net	<u>753,242</u>	<u>428,871</u>	<u>-</u>	<u>1,182,113</u>
Governmental activities capital assets, net	<u>\$ 1,339,798</u>	<u>\$ 428,871</u>	<u>\$ -</u>	<u>\$ 1,768,669</u>
Depreciation expense charged to:				
Recreation		<u>\$ 84,599</u>		
		<u>\$ 84,599</u>		

**NOTE 5 - LONG-TERM LIABILITIES – SCHEDULE OF CHANGES**

A schedule of changes in long-term liabilities for the year ended June 30, 2020, is shown below:

	Balance July 1, 2019	Additions	Deductions	Balance June 30, 2020
Compensated Absences	\$ <u>60,576</u>	\$ <u>20,679</u>	\$ <u>(14,718)</u>	\$ <u>66,537</u>
Total	<u>\$ 60,576</u>	<u>\$ 20,679</u>	<u>\$ (14,718)</u>	<u>\$ 66,537</u>

The accrued vacation and sick leave will be paid by the General Fund and allocated to the program for which the employee worked.

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 6 - JOINT VENTURES (Joint Powers Agreements)**

The Ambrose Recreation and Park District participates in two joint ventures under joint powers agreements (JPAs). The relationship between Ambrose Recreation and Park District and the JPAs is such that the JPAs are not component units of the Ambrose Recreation and Park District for financial reporting purposes. California Association for Park and Recreation Insurance (CAPRI) arranges for and provides property and liability insurance for its members. California Association of Recreation and Park Districts (CARPD) provides insurance for its members. The JPAs are governed by a board consisting of a representative from each member district. The boards control the operations of the JPAs, including selection of management and approval of operating budgets, independent of any influence by the member districts beyond their representation on the board. Each member district pays a premium commensurate with the level of coverage requested and share surpluses and deficits proportionate to their participation in the JPAs.

The District purchases from CAPRI the following insurance coverage:

Property Loss	Automobile Liability
General Liability	Public Officials Errors and Omissions Liability

**NOTE 7 - DEFERRED COMPENSATION PLAN**

The District has established a tax-sheltered annuity plan (the plan) under IRS Code Section 457(b) whereby annuity accounts are established for eligible employees.

Plan Description

All full-time employees of Ambrose Recreation and Park District are eligible for the retirement contribution if they have completed their one-year introductory employment period.

Funding Status

The District contributes \$50 per month for each eligible employee. Employees may make additional deposits to their account up to a maximum of 25% of their gross salary.

Contributions

The District contributions information for the year ended June 30, 2020 was as follows:

Number of Eligible Employees	8
Number of participants	8
District Contributions	\$ 4,800

**NOTE 8 - CONTINGENCIES**

The District receives grants for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

**AMBROSE RECREATION AND PARK DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**NOTE 9 - DEPOSITS**

During the 2012/2013 fiscal year the District received monies from the County of Contra Costa in order to assist with park maintenance. The District forwarded these funds to the City of Pittsburg to assist in financing a pool renovation. The renovation is complete but there is an \$768,323 balance which will be spent on the aquatics center.

**NOTE 10 - SUBSEQUENT EVENTS**

In February 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID\_19) as a “Public Health Emergency of International Concern,” which continues to spread throughout the world and has adversely impacted global commercial activity and contributed to significant declines and volatility in financial markets.

As the COVID\_19 pandemic is complex and rapidly evolving. At this point, we cannot reasonably estimate the duration and severity of this pandemic, which could have a material adverse impact on our business, results of operations and financial position.

**REQUIRED SUPPLEMENTARY INFORMATION**

**AMBROSE RECREATION AND PARK DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND**  
**BALANCE - BUDGET AND ACTUAL (GAAP)**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Taxes and assessments	\$ 920,000	\$ 1,041,644	\$ 1,098,072	\$ 56,428
Use of money and property	140,000	112,999	112,999	-
Charges for services	117,528	104,037	67,339	(36,698)
Grants Revenues	192,374	710,462	617,238	(93,224)
Miscellaneous revenues	<u>150</u>	<u>35,691</u>	<u>25,177</u>	<u>(10,514)</u>
Total revenues	<u>1,370,052</u>	<u>2,004,833</u>	<u>1,920,825</u>	<u>(84,008)</u>
<b>Expenditures</b>				
Salaries and benefits	639,082	646,845	647,745	(900)
Services and supplies	<u>730,970</u>	<u>1,357,987</u>	<u>1,150,390</u>	<u>207,597</u>
Total expenditures	<u>1,370,052</u>	<u>2,004,832</u>	<u>1,798,135</u>	<u>206,697</u>
Net change in fund balances	<u>\$ -</u>	<u>\$ 1</u>	122,690	<u>\$ 122,689</u>
Fund balances - July 1, 2019			<u>1,329,802</u>	
Fund balances - June 30, 2020			<u>\$ 1,452,492</u>	

## **COMPLIANCE SECTION**



**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**

To the Board of Directors  
Ambrose Recreation and Park District  
Bay Point, CA 94565

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 governmental activities and the major fund, and non-major fund information of the Ambrose Recreation and Park District ("the District"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated January 18, 2021.

**Internal Control Over Financial Reporting**

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Ambrose Recreation and Park District'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 financial statement. 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Harshwal & Company LLP*

Oakland, California  
January 18, 2021