

MARIN RESOURCE CONSERVATION DISTRICT

**AUDITED BASIC FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

FOR THE YEAR ENDED JUNE 30, 2019
IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

**MARIN RESOURCE CONSERVATION DISTRICT
AUDITED BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

TABLE OF CONTENTS

| Financial Statements | Page |
|--|-------------|
| Independent Auditor's Report..... | 1-2 |
| Management's Discussion and Analysis | 3-9 |
| Governmental Fund Balance Sheet / Statement of Net Position | 10 |
| Statement of Governmental Fund Revenue, Expenditures and Changes in Fund Balance / Statement of Activities | 11 |
| Notes to Financial Statements | 12-20 |
| Required Supplementary Information | |
| Budgetary Comparison Schedule – General Fund..... | 21 |
| Supplementary Information | |
| Schedule of Expenditures of Federal Awards | 22 |
| Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> | 23-24 |

IZABAL, BERNACIAK & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

388 Market Street, Suite 888
San Francisco, California 94111

Tel. (415) 896-5551
Fax (415) 896-0584

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Marin Resource Conservation District
Point Reyes Station, CA

Report on Financial Statements

We have audited the accompanying basic financial statements of Marin Resource Conservation District, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Marin Resource Conservation 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 an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization'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 Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of Marin Resource Conservation District as of June 30, 2019, 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

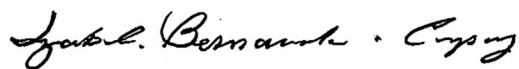
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule on pages 3 through 9 and 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial 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 operation, 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 Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements. The accompanying supplementary information on page 22 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion; the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 9, 2020, on our consideration of Marin Resource Conservation 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 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 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 Marin Resource Conservation District's internal control over financial reporting and compliance.



San Francisco, California
April 9, 2020

MANAGEMENT'S DISCUSSION & ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS FISCAL YEAR 2018-2019

M A R I N R E S O U R C E



C O N S E R V A T I O N D I S T R I C T

BACKGROUND

Marin Resource Conservation District (District/MRCD)'s history dates back to the late 1950's. After the "Dust Bowl" Federal and State governments began to recognize that erosion was a number one priority if the country was to continue to be a leader in agricultural production. Non-regulatory Conservation Districts were authorized to increase leadership and provide assistance at the local level to landowners, ranchers, and farmers. California recognized their importance, and in 1938 authorized their formation. MRCD was formed in 1959.

MRCD receives annual funding from a County General Fund appropriation by the Marin County Board of Supervisors. In the year period from fiscal year 2016 to 2019, the MRCD received \$100,000 from the County General Fund. MRCD's other funding comes from competitively sought government grants from local, state, and federal regulatory agencies. Funds from local foundations and other private sources were received.

FINANCIAL HIGHLIGHTS

- The District's net assets ending June 30, 2019 were \$291,473.
- The District's revenue for the year ending June 30, 2019 is \$1,178,906 of which the major sources are Federal, State, Local grants of \$1,172,736. The majority of these funds are used to fund various program areas with approximately 38% used for planning and 48% for restoration construction. Funds, not financially administered by the MRCD, are applied to construction projects as matching contributions.
- The annual contribution from the Marin County General Fund was \$100,000 which was used to support District programs and to partially offset operational costs that were not covered by Local, State or Federal grants. Funding supports annual training and education of MRCD staff, non-recoverable accounting costs, ongoing monitoring and maintenance of completed projects.-

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR 2018 - 2019**

REPORTING ON THE DISTRICT AS A WHOLE

Changes in the District's net assets measure the District's financial health or financial position. Over time, increases or decreases in the District's net assets are one indicator of whether its financial health is improving or deteriorating. Below is a summary of the District's net assets as of June 30, 2019 and the changes in net assets for the year ending June 30, 2019.

This year the District's Net Assets increased by \$8,444. The overall financial position and result of district operations remains in good standing although the district must consider increasing its net position to provide greater stability and sustainability for the organization and its staff to prepare for unforeseen financial emergencies in years to come.

Net Position as of June 30, 2019

| | |
|--------------------------------|-------------------|
| Current and Other Assets | \$ 676,352 |
| Equipment, Net of Depreciation | <u>3,467</u> |
| Total Assets | 679,819 |
| | |
| Current Liabilities | <u>388,346</u> |
| Total Liabilities | 388,346 |
| | |
| Unreserved, Undesignated | 288,006 |
| Investment in Fixed Assets | <u>3,467</u> |
| Total Net Position | <u>\$ 291,473</u> |

"Current and other assets" represents all outstanding Federal, State and Local receivables due to the District in addition to the District's Net Assets carried over from prior years.

"Equipment, Net of Depreciation" represents the estimated monetary value placed on MRCD equipment, less the calculated depreciation of that item over a five-year period. All equipment items valued at \$2,500 or more are included in this calculation.

"Current Liabilities" represents all outstanding bills to be paid by the District to vendors. These bills are scheduled for payment, pending receipt from Federal, State and Local funding sources.

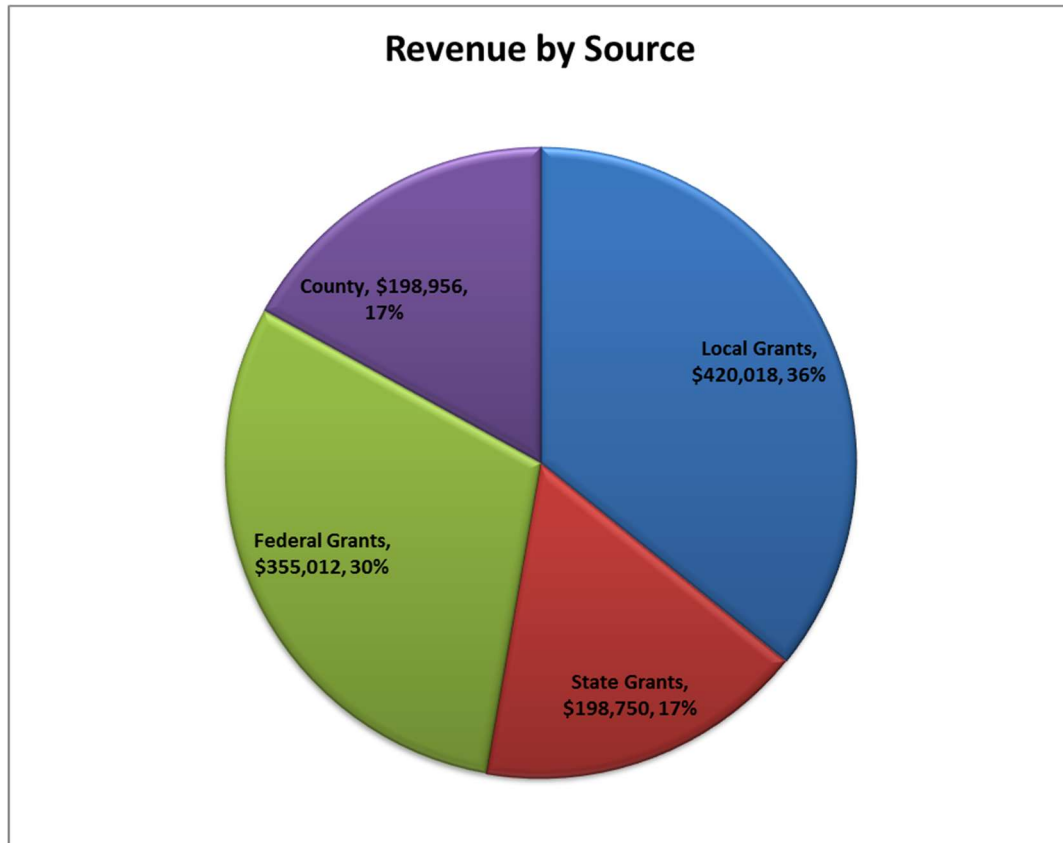
**MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR 2018 - 2019**

Changes in Net Position for the year ending June 30, 2019

| | |
|--------------------------------------|-------------------|
| Total Revenues | 1,178,906 |
| Expenses | |
| Program | 967,324 |
| General and Administrative | 206,138 |
| Total Expenses | <u>1,170,462</u> |
| Increase in Net Position | 8,444 |
| Net Position – Beginning of the Year | 283,029 |
| Net Position – End of the Year | <u>\$ 291,473</u> |

Exhibit 1 Revenue by Source

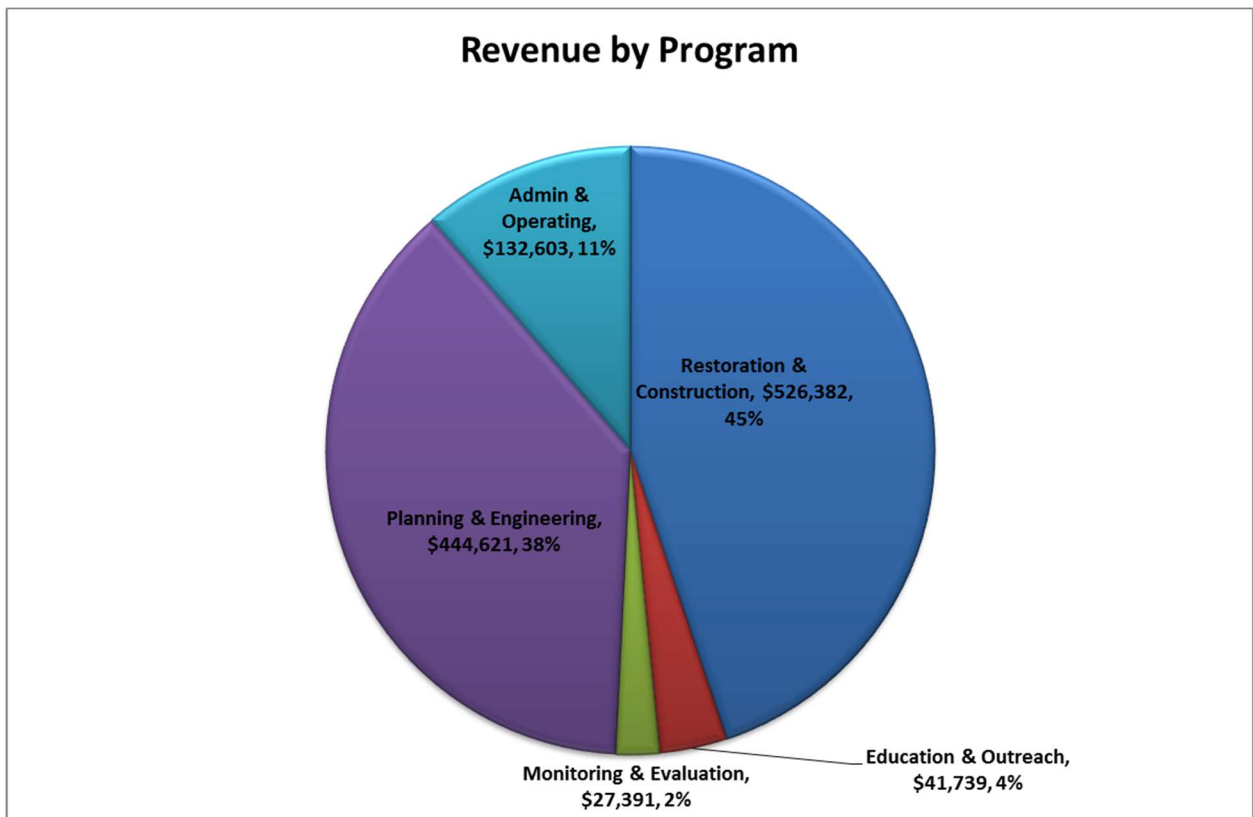
Federal aid contributed to 30% (compared to FY 17/18's 18%) of the District's overall income, while state grants contributed 17% (FY 17/18 48%) and local grants contributed 36% (FY 17/18 19%) of total income. This represents a shift primarily from Federal and State funding in previous years to local and county sources. Local grants include the Measure A sales tax revenue, MALT Stewardship Assistance Program and private foundations. This FY presents a more balanced income stream than prior years.



**MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR 2018 - 2019**

Exhibit 2 Revenue by Program

This year's budget reflects 45% of revenue allocated to Restoration/Construction activity whereas Planning/Permitting/Engineering services comprise 38% of the overall budget. In comparison the prior year yielded 54% Restoration/Construction and 32% Planning/Permitting/Engineering. Over the prior ten-year period, the District has allocated an average of 50% to Restoration/Construction. Increasing construction requirements, such as prevailing wage determinations, require additional staff time in planning which results in a construction decrease. Furthermore, the district is constructing smaller ranch projects requiring the equivalent level of planning effort.

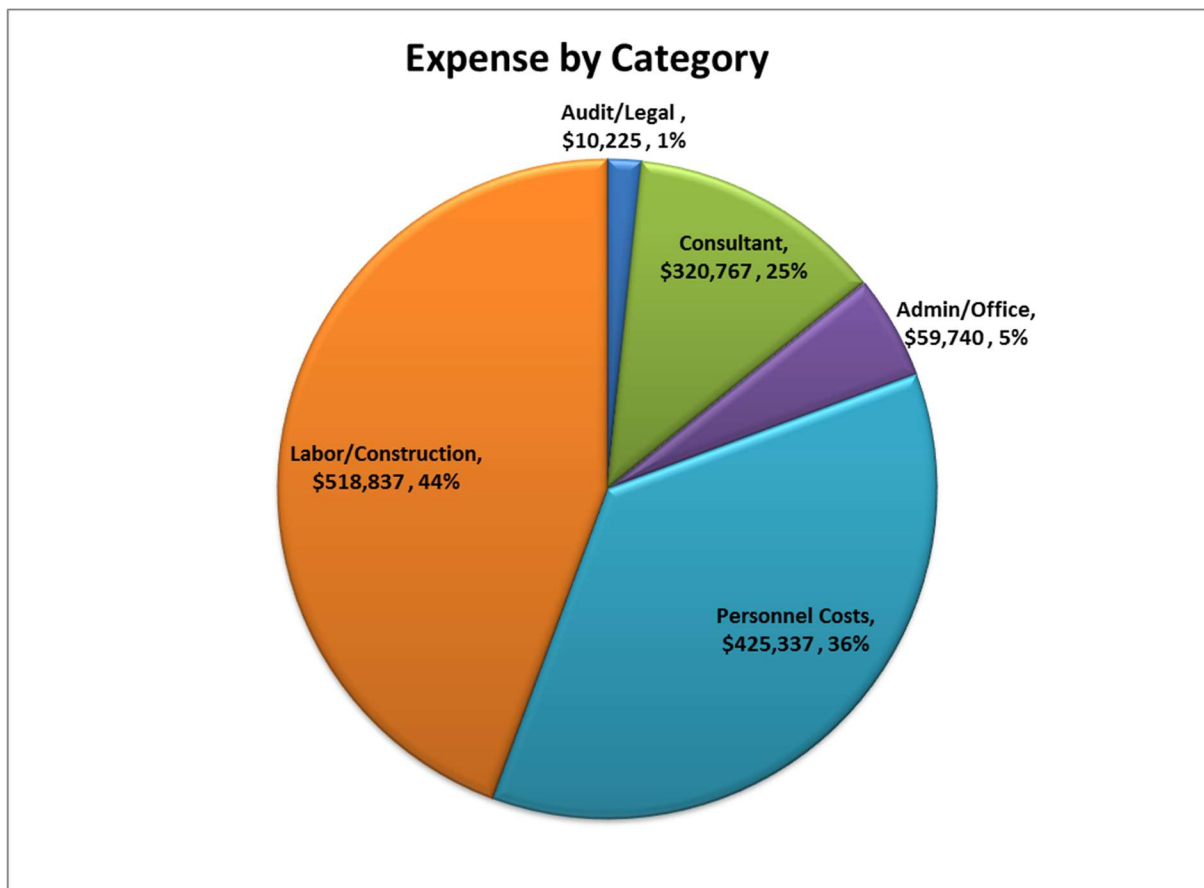


** "Admin and Operating" includes all revenue associated with operating the District such as bookkeeping, audits, staff training etc.

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR 2018 - 2019**

Exhibit 3 reflects the expenses for the year ending June 30, 2019

This year's Personnel Costs decreased by \$20,839 due to a reduction in staff in 2019. Consultant and Labor/Construction Expenses of 44% decreased only slightly compared to last year's 47%. This year available financial resources were dedicated to carbon farm planning and engineering services related to the construction of drought relief projects. It is important to note that Restoration/Construction matching funds, which are not fiscally managed by the District, are not represented in program activities although they were critical to the completion of most projects in their entirety.



**MANAGEMENT'S DISCUSSION AND ANALYSIS
FISCAL YEAR 2018 - 2019**

BUDGETARY HIGHLIGHTS AND BUDGETARY COMPARISON

The difference between final budget and actual governmental fund revenue, expenditures and changes in fund balance for the year ending June 30, 2019 is:

| | Budgeted | Actual |
|-----------------------------------|--------------|--------------|
| Total Revenues | \$ 1,361,721 | \$ 1,178,905 |
| Total Expenditures | 1,361,721 | 1,170,461 |
| Revenue Over (Under) Expenditures | - | 8,444 |
| Net Change in Fund Balance | - | 8,444 |
| Fund Balances, Beginning of Year | 283,029 | 283,029 |
| Fund Balances, End of Year | \$ 283,029 | \$ 291,473 |

There is a variation of approximately -\$182,816 in Budgeted vs Actual revenue which is a minor difference and does not represent a loss to the District. Contract funds are drawn upon only when used. The District's financial position remained stable in the fiscal year.

Upon analyzing current financial conditions of the district, it is expected that next year's fiscal year is uncertain considering the COVID-19 pandemic which may begin to affect the end of FY19/20. It is expected that local, state and federal grant contracts will become unstable. The District will need to plan for these uncertainties through potential budget cuts. Please see Note 12: Subsequent Events, concerning the COVID-19 situation.

USING THE AUDITOR'S MANAGEMENT REPORT

- The Governmental Funds/General Fund and Governmental Fund/Statement of Net Position/Activities are presented on pages 10 and 11 in a combined format. The adjustments column reconciles the two types of financial statements. The notes to the financial statements (pg. 12-20) explain the adjustments column.
- Governmental Funds/General Fund, expenditures (first column on pages 10 and 11) are presented using modified accrual basis of accounting and as such it excludes retention receivable, retention payable, accrued vacation and additions and depreciation to capital assets.
- Government Fund/Statement of Net Position and Statement of Activities (third column on pages 10 and 11) are presented using full accrual basis of accounting and as such all receivables and payables of the District are included regardless of the timing of the related cash flows.
- The Statement of Net Position on page 10 presents information on all the District's assets and liabilities, with the difference between the two reported as Total Fund Balance/Net Position.

MANAGEMENT'S DISCUSSION AND ANALYSIS FISCAL YEAR 2018 - 2019

- The Governmental Fund Revenue, Expenditures and Changes in Fund Balances/Statement of Activities on page 11, presents information reflecting how the District's Fund Balance/Net Position changed during the year ended June 30, 2018. All changes in net position (third column on page 11) are reported as soon as the event occurs, regardless of the timing of the related cash flows.
- Notes to Financial Statements on pages 12 to 20 provide additional information that is essential to a full understanding of the data provided in the basic financial statements.
- The Budgetary Comparison Schedule on page 21 reviews all revenues and expenditures for the year ending June 30, 2018, comparing our original and final budget for the year ending June 30, 2018 to the actual results of operations for the same period.

CONTACTING THE DISTRICT

This financial report is designed to provide our citizens, taxpayers, customers, and agencies with general overview the District's finance and to reflect the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Nancy Scolari, Executive Director at P.O. Box 1146, Point Reyes Station, CA 94956, (415) 663-1180.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS
& FUND FINANCIAL STATEMENTS**

MARIN RESOURCE CONSERVATION DISTRICT
GOVERNMENTAL FUND BALANCE SHEET /
STATEMENT OF NET POSITION
JUNE 30, 2019

| | GOVERNMENTAL FUND | | |
|--|------------------------------|--------------------------------|--------------------------------------|
| | General Fund | ADJUSTMENTS Note 2C | STATEMENT OF NET POSITION |
| ASSETS | | | |
| Current Assets | | | |
| Cash and Cash Equivalents (Note 3) | \$ 266,886 | \$ - | \$ 266,886 |
| Accounts Receivable (Note 4) | 305,793 | 103,049 | 408,842 |
| Other Assets | 624 | | 624 |
| Total Current Assets | <u>573,303</u> | <u>103,049</u> | <u>676,352</u> |
| Capital Assets - Net of Accumulated Depreciation (Note 5) | <u>-</u> | <u>3,467</u> | <u>3,467</u> |
| Total Capital Assets | <u>-</u> | <u>3,467</u> | <u>3,467</u> |
| TOTAL ASSETS | <u><u>\$ 573,303</u></u> | <u><u>\$ 106,516</u></u> | <u><u>\$ 679,819</u></u> |
| LIABILITIES | | | |
| Accounts Payable (Note 6) | \$ 117,286 | \$ 4,391 | \$ 121,677 |
| Accrued Salaries | 12,616 | - | 12,616 |
| Accrued Employee Leave (Note 2K) | - | 41,396 | 41,396 |
| Capital Lease Liability | - | 2,243 | 2,243 |
| Unearned Revenue | <u>210,414</u> | <u>-</u> | <u>210,414</u> |
| Total Liabilities | <u>340,316</u> | <u>48,030</u> | <u>388,346</u> |
| FUND BALANCE / NET POSITION | | | |
| Fund Balances | | | |
| Unrestricted Fund Balance | <u>232,987</u> | <u>(232,987)</u> | <u>-</u> |
| Total Fund Balances | <u>232,987</u> | <u>(232,987)</u> | <u>-</u> |
| Total Liabilities and Fund Balances | <u><u>\$ 573,303</u></u> | | |
| Net Position | | | |
| Net Investment in Capital Assets | | 3,467 | 3,467 |
| Unrestricted Net Position | | <u>288,006</u> | <u>288,006</u> |
| Total Fund Balance/Net Position | | <u><u>\$ 291,473</u></u> | <u><u>\$ 291,473</u></u> |

See notes to the financial statements

**MARIN RESOURCE CONSERVATION DISTRICT
STATEMENT OF GOVERNMENTAL FUND REVENUE,
EXPENDITURES, AND CHANGES IN FUND BALANCE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

| | GOVERNMENTAL FUND | | |
|---|------------------------------|--------------------------------|------------------------------------|
| | General Fund | ADJUSTMENTS NOTE 2C | STATEMENT OF ACTIVITIES |
| EXPENDITURES/EXPENSES: | | | |
| Program | 959,933 | 4,391 | 964,324 |
| General and administration | 165,966 | 40,172 | 206,138 |
| Capital outlay | - | - | - |
| Total Expenditures/Expenses | <u>1,125,899</u> | <u>44,563</u> | <u>1,170,462</u> |
| PROGRAM REVENUES: | | | |
| Federal Aid | 251,963 | 103,049 | 355,012 |
| State Aid | 198,750 | - | 198,750 |
| Local Aid | 420,018 | - | 420,018 |
| Charges for services | - | - | - |
| Total Program Revenues | <u>870,731</u> | <u>103,049</u> | <u>973,780</u> |
| Net Program Expense | | | <u>196,682</u> |
| GENERAL REVENUES: | | | |
| County grant | 198,956 | - | 198,956 |
| Other | 6,170 | - | 6,170 |
| Total General Revenues | <u>205,126</u> | <u>-</u> | <u>205,126</u> |
| Excess (Deficiency) of Revenues Over Expenditures / Change in Net Position | (50,042) | 58,486 | 8,444 |
| FUND BALANCE/NET POSITION: | | | |
| Beginning of the Year | <u>283,029</u> | <u>-</u> | <u>283,029</u> |
| End of the Year | <u><u>232,987</u></u> | <u><u>58,486</u></u> | <u><u>291,473</u></u> |

See notes to the financial statements

NOTES TO THE BASIC FINANCIAL STATEMENTS

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 1: DESCRIPTION OF ENTITY

The Marin Resource Conservation District (District), a division of the State government, was formed in 1959 under Division 9 of the California Public Resources Code and covers most of western Marin County. The District's mission is to conserve and enhance Marin's natural resources, including soil, water, vegetation, and wildlife. The District serves as a liaison for State, Federal, and local resources, helping to prioritize problems and implement programs in their areas. The District's governmental powers are exercised through a five member Board of Directors.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General Statement

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the District are discussed below.

B. Financial Reporting Entity

The GASB has issued Statement No. 39 "Determining Whether Certain Organizations are Component Units", which requires state and local governments to report legally separate, tax exempt organizations as discrete component units if they meet the following criteria:

- a. The economic resources raised and held by the affiliated organization is almost entirely for the benefit of the District.
- b. The District is entitled to or has the ability to access the funds raised by the affiliated organization.
- c. The funds held by the affiliated organization are considered significant to the District.

The District has not presented any organization as component units under GASB 39.

C. Basis of Presentation

Government-wide Financial Statements are designed to provide readers with a broad overview of the District's finances using accounting methods similar to those of a private-sector business.

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

The *Statement of Net Position* presents information on all of the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources as of the end of the fiscal year, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *Statement of Activities* demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges paid by the recipients of goods or services offered by the program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements

The District has one fund, the governmental fund within which there is one major governmental fund – General Fund, which is the District's primary operating fund. It is used to account for all financial resources except for those required to be accounted for in other funds. The District's fund financial statements consist of Governmental Fund Balance Sheet and Statement of Governmental Fund Revenue, Expenditures and Changes in Fund Balance.

Combined Government-Wide and Fund Financial Statements

The District's government-wide and fund financial statements are presented in a combined format on pages 10 to 11.

The column labeled Statement of Net Position on page 10 and the column labeled Statement of Activities on page 11 are the government-wide financial statements, which display the information about the District as a whole. These statements are reported on a full accrual, economic resource basis, which recognizes all assets and receivables as well as all debts and obligations. This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

The column labeled Governmental Fund on page 10 and page 11 are the District's fund financial statements, which report the District's financial transactions in general fund. The general fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures.

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

C. Basis of Presentation – Combined Government-Wide and Fund Financial Statements - Continued

The column labeled Adjustments on page 10 and page 11 pertains to the reconciling items between the governmental fund financial statements and the government-wide financial statements. The reconciling items pertain to a) revenues that have been earned but not available within the 60 day period after year-end with the related expenses; b) capital asset acquisitions and related depreciation; and c) accrued compensated absences.

D. Basis of Accounting / Measurement Focus

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual

The government-wide financial statements (i.e. column labeled Statement of Net Position on page 10 and column labeled Statement of Activities on page 11) are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Modified Accrual

The governmental fund financial statements (i.e. column labeled Governmental Fund on page 10 and on page 11) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recorded when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after fiscal year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and acquisition under capital leases are reported as other financing sources.

Non-exchange transactions, in which the District gives or received value without directly receiving or giving equal value in exchange, include grants, entitlements, and donations. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

**MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

D. Basis of Accounting / Measurement Focus - Continued

Under the terms of grant agreements, the District funds certain programs by a combination of project specific grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. The District's policy is to first apply project specific grant resources to such programs, followed by general revenues.

E. Estimates

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

G. Budgets and Budgetary Accounting

By state law, the District's Board of Directors must approve a tentative budget no later than July 1, and adopt a final budget no later than September 15. A public hearing must be conducted to receive comments prior to adoption. The District's Board of Directors satisfied these requirements.

These budgets are revised by the District's Board of Directors during the year to give consideration to unanticipated income and expenditures. The annual appropriations lapse at the end of each fiscal year.

H. Cash and Cash Equivalents

For the purpose of the Statement of Net Position, "cash and cash equivalents" include all demand, savings accounts, certificates of deposits and cash in the pooled funds of Marin County.

I. Accounts Receivable

In the government-wide financial statements, accounts receivable consists of all revenues earned at year-end and not yet received. The District considers the accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required. Major receivable balances for the governmental activities pertain mostly to project specific grants.

In the fund financial statements, accounts receivable exclude retention receivable, which is usually 10% of the individual project specific invoice. Retention receivable is considered measurable but not usually available within 60 days after year-end. Retention receivable is usually collectible at the end of the project.

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

J. Capital Assets

Purchased capital assets are stated at historical cost or estimated historical cost when original cost is not available. Donated capital assets are recorded at their estimated fair market value at the date of donation. Depreciation on all capital assets is recorded using the straight-line method over the estimated useful lives of the capital assets, which range from 5 to 7 years.

Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements.

K. Compensated Absences

An employee accumulates vacation and sick leave time in accordance with the personnel policy. Vacation and sick time vested and accrued depends on the years of service. Vacation may be accumulated for a maximum of two-year accrual and is paid in full upon termination or retirement. Sick time may not be carried over to the following year.

In the governmental fund financial statements, the District has not recognized the current portion of certain long-term liabilities (e.g. compensated absences) and related expenditures for amounts not considered to be due and payable as of June 30, 2019 based on GASB Interpretation No. 6. Amounts are properly recorded in the government-wide financial statements.

L. Net Position and Fund Balances

Net position in the government-wide financial statements consists of the following:

Invested in Capital, Net of Related Debt – this amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that contributed to the acquisition, construction, or improvement of the capital assets.

Restricted Net Position – this amount represents net position restricted by parties outside of the District for use in specific programs or in specific fiscal period.

Unrestricted Net Position – this amount is all net position that does not meet the definition of “invested in capital assets, net of related debt” or “restricted net position”.

Fund balances in the governmental fund financial statements include reservations of fund balance, which are created to satisfy legal covenants, including State laws that require a portion of the fund balance to be segregated or identify the portion of the fund balance not available for future expenditures.

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 3: CASH IN BANK

The table below is designed to disclose the level of custody credit risk assumed by the District based upon how its deposits were insured or secured with collateral at June 30, 2019. The categories of credit risk are defined as follows:

Category 1 – Insured by FDIC or collateralized with securities held by the District or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.

Category 3 – Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the District's name; or collateralized with no written or approved collateral agreement.

| <u>Type of Deposits</u> | <u>Custody Credit Risk Category</u> | | | <u>Total Carrying Value</u> |
|-------------------------|-------------------------------------|-------------|-------------------|-----------------------------|
| | <u>1</u> | <u>2</u> | <u>3</u> | |
| Demand Deposits | \$ 10,499 | \$ - | \$ 146,134 | \$ 156,633 |
| Savings Deposits | 110,253 | - | - | 110,253 |
| Total Deposits | <u>\$ 120,752</u> | <u>\$ -</u> | <u>\$ 146,134</u> | <u>\$ 266,886</u> |

Note 4: ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2019 reported in the statement of net position and in the governmental fund are as follows:

| <u>Projects</u> | <u>Governmental Fund</u> | <u>Retention Receivable</u> | <u>Statement of Net Position</u> |
|----------------------------------|--------------------------|-----------------------------|----------------------------------|
| SWRCB – COW V – COW PATI | \$ 121,663 | \$ - | \$ 121,663 |
| IRWMP – COW IV – Prop 84 | 25,377 | 56,790 | 82,167 |
| Marin County Employee | 17,332 | - | 17,332 |
| Pine Gulch (WCB) | - | 40,680 | 40,680 |
| SCC Carbon Water | 53,956 | 4,679 | 58,635 |
| SCC LOAP | 8,665 | 455 | 9,120 |
| CalRecycle | 253 | 445 | 698 |
| CDFA – Climate Smart Agriculture | 1,320 | - | 1,320 |
| URDS | 42,287 | - | 42,287 |
| DFW – Walker Roads | 30,255 | - | 30,255 |
| Other | 4,685 | - | 4,685 |
| Total | <u>\$ 305,793</u> | <u>\$ 103,049</u> | <u>\$ 408,842</u> |

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 5: CAPITAL ASSETS

A summary of changes in capital assets for year ended June 30, 2019 are as follows:

| | Balance <u>6/30/2018</u> | <u>Additions</u> | <u>Disposals</u> | Balance <u>6/30/2019</u> |
|-------------------|-----------------------------|-------------------|------------------|-----------------------------|
| Office Equipment | \$ 28,410 | \$ - | \$ - | \$ 28,410 |
| Field Equipment | 17,960 | - | - | 17,960 |
| Less: Accum. Dep. | (41,168) | (1,735) | - | (42,903) |
| Total | <u>\$ 7,060</u> | <u>\$ (1,735)</u> | <u>\$ -</u> | <u>\$ 3,467</u> |

Depreciation expense charged to governmental functions for the year ended June 30, 2019 was \$1,735.

Note 6: ACCOUNTS PAYABLE

Accounts payable as of June 30, 2019 reported in the statement of net position and in the governmental fund are as follows:

| <u>Projects</u> | Governmental <u>Fund</u> | Retention <u>Payable</u> | Statement of <u>Net Position</u> |
|--------------------|-----------------------------|-----------------------------|-------------------------------------|
| MALT/SAP | \$ 24,288 | \$ - | \$ 24,288 |
| Measure A | 19,145 | 263 | 19,408 |
| COW V | 50,524 | 442 | 50,966 |
| Pine Gulch | - | 3,009 | 3,009 |
| SCC – Carbon Water | 8,494 | - | 8,494 |
| Admin | 2,030 | - | 2,030 |
| UDRS | 22,570 | 677 | 23,247 |
| Other | (9,765) | - | (9,765) |
| Total | <u>\$ 117,286</u> | <u>\$ 4,391</u> | <u>\$ 121,677</u> |

Note 7: COMMITMENTS

The District leases its office building at 80 4th Street, Point Reyes Station on a year-to-year basis. The monthly rent on this building is \$1,358, which includes common area maintenance, with a provision for adjustment based trends in cost. The total rent expense for this building for the year ended June 30, 2019 is \$16,296.

Note 8: CAPITAL LEASE

The District leases its copy machine under a capital lease. The economic substance of the lease is that the District is financing the acquisition of the asset through the lease, and, accordingly, they are recorded in the District's assets and liabilities. The leases also contain bargain purchase options at the end of the lease term.

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 8: CAPITAL LEASE - CONTINUED

The following is an analysis of the leased asset included in fixed assets:

| | |
|--------------------------------|-----------------|
| Copier | \$ 5,618 |
| Less: Accumulated Depreciation | <u>(2,435)</u> |
| Capital Lease Fixed Asset | <u>\$ 3,183</u> |

The following is a schedule by years of future minimum payments required under the leases together with their present value as of the year ended June 30:

| | |
|---|-----------------|
| 2020 | \$ 1,157 |
| 2021 | 1,157 |
| 2022 | <u>966</u> |
| Total minimum lease payments | 3,280 |
| Less: Amount representing interest | <u>(1,307)</u> |
| Present value of minimum lease payments | <u>\$ 2,243</u> |

Note 9: CONTINGENCIES

The District received substantial support from state and federal funds for the administration and implementation of its projects. A significant reduction in the level of this support, if this were to occur, may have an effect on the District's program and activities.

This support from state and federal funds is subject to review and audit by grantor agencies, the purpose of which is to ensure compliance with the specific conditions of the grant. Any liability for reimbursement that may arise as a result of these audits cannot be reasonably determined at this time, although it is believed the amount, if any, would not be material.

Note 10: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, damage to, and theft or destruction of assets; errors and omissions; injuries to employees and natural disaster. The District manages these various risks of loss through purchase of insurance covering liability, automobile, property, crime and excess liability with Glatfelter Insurance Group. The District also purchased insurance for workers' compensation with State Compensation Insurance Fund.

MARIN RESOURCE CONSERVATION DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note 11: RELATED PARTY TRANSACTIONS

The District provides landowner services as part of its program. The landowners participating in the program are recommended by a Technical Advisory Committee and approved by the District's Board of Directors. The Advisory Committee normally includes a representative from the funding agency, a board member from the District and technical members of the community. For the year ended June 30, 2019, there was no landowner services provided to landowners who are members of the District's board of directors.

Note 12: SUBSEQUENT EVENTS

The District's management has evaluated its subsequent events through April 9, 2020, the date the financial statements were available to be issued and determined to disclose the following subsequent event:

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) was identified and has since spread to many countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. In California, a mandatory "shelter-in-place" order was issued on March 19, 2020. It is anticipated that these impacts will continue for some time.

In response to COVID-19, the District preliminarily received confirmation from funders about the security of existing revenue sources, however it is anticipated the security of these funding sources will likely change in time. The current net position will support the District's operations and 4.5 FTE staff for approximately 6 months, in the event all revenue is discontinued. It is recommended the District revisit billing rates in the future to build up reserves in preparation of catastrophic events.

SUPPLEMENTARY INFORMATION

**MARIN RESOURCE CONSERVATION DISTRICT
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2019**

| | BUDGET | | | Variance |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------------------------|
| | Original | Final | Actual | Favorable/ (Unfavorable) |
| REVENUES: | | | | |
| Operating contributions and grants | \$ 1,159,505 | \$ 1,159,505 | \$ 973,780 | \$ (185,725) |
| County grant | 202,216 | 202,216 | 198,956 | (3,260) |
| Other | - | - | 6,170 | 6,170 |
| Total Revenues | <u>1,361,721</u> | <u>1,361,721</u> | <u>1,178,906</u> | <u>(182,815)</u> |
| EXPENDITURES: | | | | |
| Personnel costs | 527,786 | 527,786 | 425,337 | 102,449 |
| Services and supplies | <u>833,935</u> | <u>833,935</u> | <u>745,125</u> | <u>88,810</u> |
| Total Expenditures | <u>1,361,721</u> | <u>1,361,721</u> | <u>1,170,462</u> | <u>191,259</u> |
| Excess of Revenues Over Expenditures | - | - | 8,444 | 8,444 |
| FUND BALANCE: | | | | |
| Beginning of the Year | <u>283,029</u> | <u>283,029</u> | <u>283,029</u> | <u>-</u> |
| End of the Year | <u>\$ 283,029</u> | <u>\$ 283,029</u> | <u>\$ 291,473</u> | <u>\$ 8,444</u> |

**MARIN RESOURCE CONSERVATION DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2019**

| GRANTOR | Grant Number | Federal CFDA Number | Expenditures |
|---|---------------------|--------------------------------|---------------------|
| U. S. DEPARTMENT OF ENVIRONMENTAL PROTECTION AGENCY - OFFICE OF WATER | | | |
| <i>Passed through CA State Water Resources Control Board: Nonpoint Source Implementation Grants</i> | | | |
| Nonpoint Source Pollution Control Program - COW V | D1513201 | 66.460 | \$ 245,972 |
| Nonpoint Source Pollution Control Program - UDRS | D1713202 | 66.460 | <u>81,734</u> |
| TOTAL U. S. DEPARTMENT OF ENVIRONMENTAL PROTECTION AGENCY - OFFICE OF WATER | | | <u>327,706</u> |
| U. S. DEPARTMENT OF AGRICULTURE - NATURAL RESOURCES CONSERVATION SERVICE | | | |
| <i>Passed Through Marin Agriculture Land Trust</i> | | | |
| Regional Conservation Partnership Program | 68-9104-5-263 | 10.932 | <u>27,306</u> |
| TOTAL U. S. DEPARTMENT OF AGRICULTURE - NATURAL RESOURCES CONSERVATION SERVICE | | | <u>27,306</u> |
| TOTAL EXPENDITURES OF FEDERAL AWARDS | | | <u>\$ 355,012</u> |

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Marin County Resource Conservation District
Point Reyes Station, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of Marin County Resource Conservation District, which comprise the statement of financial position as of June 30, 2019 and the related statement of activities for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 9, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of Organization'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 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 Marin County Resource Conservation District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.

A handwritten signature in black ink, appearing to read "Gabriel Bernmark".

San Francisco, California
April 9, 2020