

**BELVEDERE-TIBURON
JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere)**

**BASIC
FINANCIAL STATEMENTS**

**For the Years Ended
February 28, 2013 and February 29, 2012**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Belvedere-Tiburon Joint Recreation Committee
Tiburon, California

We have audited the accompanying financial statements of the Belvedere-Tiburon Joint Recreation Committee (a California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere) which comprise the balance sheets as of February 28, 2013 and February 29, 2012, and the related statements of revenues, expenses and fund equity and cash flows for the years then ended, and the related notes to the financial statements.

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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Belvedere-Tiburon Joint Recreation Committee as of February 28, 2013 and February 29, 2012, and the changes in its fund equity and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

The Management's Discussion and Analysis on pages 2 and 3 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Bunker + Company LLP

June 3, 2013

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the year ended February 28, 2013

General Overview:

It is the purpose of the Belvedere-Tiburon Joint Recreation Committee (BTJR) to enhance the experience of living in our community; to play an active role in helping it be a happier, healthier and a more fulfilling place (and way) to live.

Our discussion and analysis of BTJR financial activities and performance provides an overview for the fiscal year ended February 28, 2013. Please read in conjunction with the agency's financial statements, which follow this discussion and analysis.

Using This Annual Report:

The first statement in the audit report, on page 3, is the Balance Sheet – Proprietary Enterprise Fund (“Balance Sheet”). The second statement, on page 4, is the Statement of Revenues, Expenses and Fund Equity – Proprietary Enterprise Fund (“Revenues and Expenses”). The third statement on page 5 is the Statement of Cash Flows – Proprietary Enterprise Fund (“Cash Flow Statement”). Following these statements are the Notes to Financial Statements (“Notes”), which provide explanations of specific items and sections of the report. The notes are integral to the financial statements.

The Balance Sheet can be seen as a snapshot of BTJR's financial status effective February 28, 2013. It indicates the amount of cash and cash equivalents the agency had on hand at the end of the fiscal period, as well as the book value of the capital assets net of accumulated depreciation, deferred compensation and other assets. It also shows total liabilities, including current liabilities of accounts payable and accrued expenses, accrued vacation and deferred program fees. Again, liabilities include deferred compensation and finally, it shows fund equity, or the net worth of the Agency. Assets equal liabilities plus fund equity.

The Balance Sheet contains references to the notes. The notes provide additional detail and/or explanations for line items in the Balance Sheet. For example, under both assets and liabilities on page 3, there is a line item: Deferred compensation (Note 3). On page 9, Note 3 explains the specifics regarding the Deferred compensation figure, which is listed as both an asset and a liability.

The Statement of Revenues and Expenses outlines sources of income for the fiscal year, and the operational targets of expenditures. It also shows the non-operating revenue for the fiscal year. It indicates that BTJR had a change in fund equity of \$81,833 for the period ended February 28, 2013.

The Cash Flow Statement shows the Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities. This is a detailed picture of adjustments to and changes in the assets and liabilities, with net cash used by operating activities of \$4,534.

The Cash Flow Statement also shows changes in the agency's cash position for the fiscal period. The line items, Cash Flows from Operating Activities, Cash Flows from Investing Activities and Cash Flows from Other Non-operating Activities show an increase in cash and cash equivalents of \$59,969 for a cash and cash equivalents balance of \$363,959 for the period ended February 28, 2013.

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
For the year ended February 28, 2013

Financial Highlights:

The Fiscal Year ended February 28, 2013 shows total fund equity of \$224,723. This is an increase from the Fiscal Year ended February 29, 2012 of \$81,833.

Fiscal year 2012/13 has been an exciting year for us. The Town of Tiburon and City of Belvedere are in the process of constructing a 4800 sq. ft. building for our use. The building will house our offices and will have flexible program space that can be divided into three classrooms or used as one large activity room. While the town and city are funding the construction, we have been tasked with raising \$150,000 to furnish the building. To date we have raised \$55,000 (Note 5) towards this goal. We plan to move into the new facility in the summer of 2013! At this point we will purchase the furnishings and equipment with the money raised.

Summer Camp revenue was up again this year due to increased registration for Angel Island Camp. Angel Island continues to be marketed in San Francisco and the North Bay and this trend in enrollment is expected to continue as our positive reputation grows. The tennis program with Higgins Tennis Inc. recovered from its 2011 summer dip and is in a growth pattern again.

The Academy and Adult programs maintained this year as we projected they would. When we move into the new facility we will look for growth in both programs.

This financial report is designed to provide a general overview of the agency's fiscal situation for all those with an interest in BTJR's finances. Questions concerning any of the information in this report or request for additional financial information should be addressed to: Belvedere-Tiburon Recreation, Director, 1505 Tiburon Blvd. Suite A, Tiburon, CA 94920.

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

BALANCE SHEETS - PROPRIETARY ENTERPRISE FUND

February 28, 2013 and February 29, 2012

	2013	2012
ASSETS		
Current assets:		
Cash and cash equivalents (Note 1)	\$ 363,959	\$ 303,990
Accounts receivable	5,295	3,401
Prepaid expenses	29,880	17,834
Total current assets	<u>399,134</u>	<u>325,225</u>
Capital assets, net of accumulated depreciation of \$66,554 in 2013 and \$64,957 in 2012 (Notes 1 and 2)	8,385	9,982
Deferred compensation (Note 3)	446,801	391,871
Total assets	<u>\$ 854,320</u>	<u>\$ 727,078</u>
LIABILITIES AND FUND EQUITY		
Current liabilities:		
Accounts payable	\$ 48,082	\$ 51,427
Accrued vacation	17,482	20,390
Deferred program fees	117,232	120,500
Total current liabilities	<u>182,796</u>	<u>192,317</u>
Deferred compensation liability (Note 3)	<u>446,801</u>	<u>391,871</u>
Total liabilities	<u>629,597</u>	<u>584,188</u>
Fund equity		
Invested in capital assets	8,385	9,982
Fund equity:		
Undesignated	<u>216,338</u>	<u>132,908</u>
Total fund equity	<u>224,723</u>	<u>142,890</u>
Total liabilities and fund equity	<u>\$ 854,320</u>	<u>\$ 727,078</u>

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

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

**STATEMENTS OF REVENUES, EXPENSES AND FUND EQUITY-
PROPRIETARY ENTERPRISE FUND**

For the years ended February 28, 2013 and February 29, 2012

	2013	2012
OPERATING RESERVE		
Program service fees	\$ 1,072,516	\$ 923,622
Community center rental	8,960	5,795
Brochure advertising	4,240	3,023
Total operating revenue	<u>1,085,716</u>	<u>932,440</u>
OPERATING EXPENSES		
Program service expenses	690,324	598,528
Brochure expense	15,325	16,008
Management and general	349,549	314,422
Community center expenses	1,308	1,284
Depreciation (Note 2)	1,597	1,367
Inventory	1,215	936
Total operating expenses	<u>1,059,318</u>	<u>932,545</u>
Net operating income (loss)	26,398	(105)
NON-OPERATING REVENUE		
Contributions - new facility (Note 5)	55,000	-
Interest income	435	759
Change in fund equity	81,833	654
Total fund equity, beginning of year	<u>142,890</u>	<u>142,236</u>
Total fund equity, end of year	<u>\$ 224,723</u>	<u>\$ 142,890</u>

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

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

**STATEMENTS OF CASH FLOWS-
PROPRIETARY ENTERPRISE FUND**
For the years ended February 28, 2013 and February 29, 2012

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from customers	\$ 1,080,554	\$ 967,339
Cash paid to employees	(480,379)	(431,400)
Cash paid to suppliers	(595,641)	(516,550)
Net cash provided by operating activities	<u>4,534</u>	<u>19,389</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest income	435	759
Net cash provided by investing activities	<u>435</u>	<u>759</u>
CASH FLOWS OTHER NON-OPERATING ACTIVITIES		
Contribution - new facility	55,000	-
Net cash provided by non-operating activities	<u>55,000</u>	<u>-</u>
Increase in cash and cash equivalents	59,969	20,148
Cash and cash equivalents, beginning of year	<u>303,990</u>	<u>283,842</u>
Cash and cash equivalents, end of year	<u>\$ 363,959</u>	<u>\$ 303,990</u>
RECONCILIATION OF NET OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Net operating income (loss)	26,398	(105)
Changes in assets and liabilities		
Depreciation	1,597	1,367
Accounts receivable	(1,894)	9,693
Prepaid expenses	(12,046)	(10,227)
Accounts payable and accrued expenses	(3,345)	(2,384)
Accrued vacation	(2,908)	(4,161)
Deferred program fees	(3,268)	25,206
Total adjustments	<u>(21,864)</u>	<u>19,494</u>
Net cash provided (used) by operating activities	<u>\$ 4,534</u>	<u>\$ 19,389</u>

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

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

NOTES TO FINANCIAL STATEMENTS
For the years ended February 28, 2013 and February 29, 2012

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Description of Committee - The Belvedere-Tiburon Joint Recreation Committee (the Committee) was formed under a joint powers agreement between the City of Belvedere and the Town of Tiburon in accordance with Government Code Section 6500 relating to joint exercise of powers. The Board of Directors of the Committee is composed of seven members: three from Belvedere, three from Tiburon and one from the Reed Unified School District. The purpose of the Committee is to formulate, administer and operate recreation and education programs and facilities for the residents of the Tiburon Peninsula. These programs are administered by the Recreation Department, which maintains separate funds and account groups. The Committee is subject to the laws, regulations and guidelines as set forth by the State Controller's Office.

The Reporting Entity - The financial statements consist of the Committee's proprietary enterprise fund. The operation of recreation and education programs and facilities are proprietary in nature and are maintained as an enterprise fund. Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Method of Accounting - The proprietary enterprise fund financial statements required by Governmental Accounting Standards are reported using the "flow of economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Committee's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Balance Sheet. The Statement of Revenue, Expenses, and Fund Equity presents changes in fund equity. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned, while expenses are recognized in the period in which the liability is incurred.

The Committee follows Statements and Interpretations of the Financial Accounting Standards Board and its predecessors that were issued on or before November 30, 1989, in accounting for its business-type activities, unless they conflict with Government Accounting Standards Board pronouncements.

Budgets and Budgetary Accounting - The Committee adopts an annual budget for the Enterprise Fund. The budget for the Enterprise Fund is adopted under a basis consistent with GAAP, except that depreciation, certain capital expense, and non-operating income and expense items are not considered.

Accounts Receivable - It is the practice of the Committee to expense uncollectibles only after exhausting all efforts to collect the amounts due. There is no allowance for doubtful accounts and management believes all amounts will be collected in full.

Capital Assets - Property and equipment are stated at cost of acquisition. Significant improvements or betterments to existing assets of \$750 or more are capitalized; maintenance and repairs that do not extend the useful lives of the assets are charged to operations. Depreciation is determined on the straight-line method over the estimated useful lives of the assets.

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

NOTES TO FINANCIAL STATEMENTS
For the years ended February 28, 2013 and February 29, 2012

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Cash and Cash Equivalents - For purposes of the Statement of Cash Flows, cash is defined as cash in demand deposit accounts as well as cash on hand. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and investments so near their maturity that the risk of changes in value due to changes in interest rates is negligible. These are generally investments with maturity dates within three months of the acquisition date.

Cash and cash equivalents at February 28, 2013 and February 29, 2012, consist of two separate accounts:

	2013	2012
Bank of America	\$ 235,794	\$ 176,277
Local Agency Investment Fund	128,165	127,713
	\$ 363,959	\$ 303,990

The Local Agency Investment Fund was established by Chapter 730, Statutes of 1976. This fund enables local governmental agencies or trustees to remit money not required for immediate needs to the California State Treasurer for the purpose of investment. In order to derive the maximum rate of return possible, the State Treasurer has elected to invest these monies with other State monies as a part of the Pooled Money Investment Account.

The law restricts the Treasurer to investments in the following categories: U.S. government securities; securities of federally-sponsored agencies; domestic corporate bonds; interest-bearing time deposits in California banks, savings and loan associations, and credit unions; prime-rated commercial paper; repurchase and reverse repurchase agreements; security loans; bankers acceptances; negotiable certificates of deposit and loans to various bond funds.

Local Agency Investment Fund monies were invested in the following concentrations of securities:

<u>Type of Security</u>	<u>Percent of Portfolio Fiscal Year 2012-2013</u>	<u>Percent of Portfolio Fiscal Year 2011-2012</u>
U.S. Treasuries	55.82%	50.35%
Agencies	14.09	10.89
Loans	0.39	20.21
Mortgages	0.30	0.57
CDs/BNs	14.37	10.68
Time Deposits	6.20	6.68
Commercial Paper	8.83	0.62
Total Portfolio	100.00%	100.00%

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
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NOTES TO FINANCIAL STATEMENTS
For the years ended February 28, 2013 and February 29, 2012

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Although the Board responsible for administering the Local Agency Investment Fund designates how much shall be invested in interest-bearing time accounts and securities, it is the responsibility of the State Treasurer to administer the investment program on a day-to-day basis in line with overall Board policy. This entails a daily determination of amounts available for investment, or the need for liquidating securities to meet warrant redemption requirements, while maintaining the approved compensating balance position. This means that the State Treasurer must continually adjust the estimates for receipts and disbursements to reflect current available information.

California commercial banks, savings banks, and credit unions receiving these State deposits must secure them with approved securities having a market value of at least 110 percent of the deposits or with approved promissory notes secured by mortgages or deeds of trust having a market value of at least 150 percent of the deposits. The same collateral requirements also apply to the State's demand accounts.

Amounts invested with the Local Agency Investment Fund are invested in accordance with Government Code Sections 16430 and 16480, the stated investment authority for the Pooled Money Investment Account. These pooled investments are carried at fair value.

Cash deposits held at financial institutions can be categorized according to three levels of risk:

- 1) Deposits which are insured or collateralized with securities held by the Investment Pool or by its agent in the Committee's name.
- 2) Deposits which are collateralized with securities held by the pledging financial institution's trust department or agency in the Committee's name.
- 3) Deposits which are not collateralized or insured.

Based on these levels of risk, all of the Committee's cash deposits are classified as Category 1.

Fair Value Measurements - Accounting standards were created which established a framework for reporting fair value and expand disclosures about fair value measurements. The Committee adopted these standards thereby measuring the fair value of its cash and cash equivalents, investments, and liabilities under a three-level hierarchy, as follows:

Level 1: Quoted market prices for identical assets or liabilities to which an entity has access at the measurement date.

Level 2: Inputs and information other than quoted market indices included in Level 1 that are observable for the assets or liabilities, either directly or indirectly. Level 2 inputs include:

- a. Quoted prices for similar assets or liabilities in active markets;
- b. Quoted prices for identical or similar assets in markets that are not active;
- c. Observable inputs other than quoted prices for the asset or liability;
- d. Inputs derived principally from, or corroborated by, observable market data by correlation or by other means.

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
(A California Joint Exercise of Powers Agency of the Town of Tiburon and the City of Belvedere)

NOTES TO FINANCIAL STATEMENTS
For the years ended February 28, 2013 and February 29, 2012

NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Level 3: Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value to the extent that observable inputs are not available.

In accordance with the standard, BTJRC's carrying amounts of its assets and liabilities, approximate fair value under Level 1 for the years ended February 28, 2013 and February 29, 2012.

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.

NOTE 2 CAPITAL ASSETS

Capital assets consist of the following:

<u>Capital Assets, at Cost</u>	
Balance, February 28, 2011	\$ 74,939
Additions	<u>-</u>
Balance, February 29, 2012	74,939
Additions	<u>-</u>
Balance, February 28, 2013	\$ <u>74,939</u>
 <u>Accumulated Depreciation</u>	
Balance, February 28, 2011	\$ 63,590
Depreciation expense	<u>1,367</u>
Balance, February 29, 2012	64,957
Depreciation expense	<u>1,597</u>
Balance, February 28, 2013	<u>66,554</u>
 Capital assets, net	 \$ <u>8,385</u>

NOTE 3 DEFERRED COMPENSATION PLAN

The Committee has established a deferred compensation plan for employees under Section 457 of the Internal Revenue Code. Hartford Life Insurance is the administrator of the deferred compensation plan. The assets for the employee deferred compensation plan totaled \$446,801 and \$391,871 at February 28, 2013 and February 29, 2012, respectively. The assets of the deferred compensation plan remain the property of the Committee until made available to participants and all deferred amounts are withheld from employee payrolls and forwarded directly to the plan trustee. During the years ended February 28, 2013 and February 29, 2012, the Committee contributed 26,842 and \$21,176, respectively, to the plan on behalf of its employees.

BELVEDERE-TIBURON JOINT RECREATION COMMITTEE
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NOTES TO FINANCIAL STATEMENTS
For the years ended February 28, 2013 and February 29, 2012

NOTE 4 RELATED PARTY TRANSACTIONS

The Committee is jointly insured through the City of Belvedere and the Town of Tiburon. Insurance premiums are paid by the City of Belvedere and the Town of Tiburon on behalf of the Committee.

The Committee manages all uses of the Tiburon Community Room. All fees collected from the use of the room are paid to the Town of Tiburon. In a memorandum of understanding with the Town of Tiburon, it is agreed that the administrative time used in managing the Tiburon Community Room and the fees collected will be considered the Committee's "rent and utility payment" to the Town. The Committee also reimburses the City of Belvedere for bookkeeping fees. As of February 28, 2013, the Committee owed \$385 to the City of Belvedere.

NOTE 5 NEW FACILITY

A new facility is being built by the Town of Tiburon which will house the Committee's recreation offices and activity rooms. A campaign has begun to raise \$150,000 in order to buy furniture and equipment for the facility, to be called "Dairy Knoll", and at February 28, 2013, \$55,000 had been collected for that purpose.

NOTE 6 LEASE COMMITMENTS

During 1999 the Committee entered into a lease agreement with the City of Belvedere to lease the Belvedere Community Center for a period of ten years which ended on June 30, 2009. This lease had been extended for a period of 12 months, and was ended on June 30, 2012. Pursuant to the memorandum of understanding between the Committee and the City of Belvedere, a portion of each rental collected from third party usage of the Community Center is paid to the City of Belvedere by the Committee. The balance of each rental fee is retained by the Committee to defray administrative costs associated with the Community Center. This lease agreement shall terminate if, for any reason, the joint powers agreement between the City of Belvedere and the Town of Tiburon is terminated.

The Committee entered into a non-cancellable lease agreement with US Bank for the use of a Xerox copier. The 60 month lease expires in August, 2016 and requires monthly payments of \$129. Lease expense for the years ended February 28, 2013 and February 29, 2012 was \$ 1,548 and \$903, respectively.

The estimated future minimum payments on the lease are as follows:

<u>Years ending February:</u>	
2014	\$ 1,548
2015	1,548
2016	1,548
2017	645
	<u>\$ 5,289</u>

NOTE 7 SUBSEQUENT EVENTS

Management has evaluated all subsequent events through the Auditor's Report date, the date the financial statements were available to be issued