

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**FINANCE COMMITTEE
AGENDA**

**Wednesday, January 20, 2021
3:00 P.M.**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

- a. Email – If you wish to submit a comment on a specific agenda item, please send your comment via email by 12:00 pm on Wednesday, January 20, 2021 to Anthony Miller, Administrative Analyst at amiller@pvrrpd.org. Your email will be printed and distributed to the Finance Committee members prior to the meeting.
- b. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed through dialing the following numbers:
 - Dial-in: 1-415-655-0001
 - Access code: 126 920 9317#

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. DECEMBER 2020 FINANCIALS**
- 5. DECEMBER 2020 QUARTERLY INVESTMENT REPORT**
- 6. ORAL DISCUSSION**
 - A. FY20-21 BUDGET TRANSFERS**
 - B. FY20-21 MID-YEAR BUDGET ADJUSTMENTS**
- 7. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

CASH REPORT

	12/31/2020 Balance	12/31/2019 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 487,641.40	\$ 364,102.24	
457 Pension Trust Restricted	\$ 115,952.09	\$ 60,817.66	
Quimby Fee - Restricted	\$ 66,699.02	\$ 89,021.42	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,585,003.72	\$ 5,152,610.38	
FCDP Checking	\$ 21,539.61	\$ 21,888.62	
Total	\$ 5,692,256.98	\$ 6,349,204.80	
Semi-Restricted Funds			
Assessment	\$ 821,514.81	\$ 801,480.38	
Capital Improvement	\$ 264,518.56	\$ 30,556.87	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,834,190.80	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 15,000.00	\$ 15,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 50,000.00	
Total	\$ 3,774,458.39	\$ 4,169,469.80	
Unrestricted Funds			
Contingency	\$ 12,209.01	\$ 76,197.01	
LAIF/Cal Trust - Contingency	\$ 2,944,682.30	\$ 2,063,909.74	
General Fund Checking	\$ 229,242.33	\$ 251,567.99	
Total	\$ 3,186,133.64	\$ 2,391,674.74	
Total of all Funds	\$ 12,652,849.01	\$ 12,910,349.34	\$ (257,500.33)

	1/11/2021 Balance	1/31/2020 Balance	
Restricted Funds			
Debt Service - Restricted	\$ 487,641.10	\$ 364,222.03	
457 Pension Trust Restricted	\$ 115,952.09	\$ 60,848.89	
Quimby Fee - Restricted	\$ 66,699.02	\$ 26,534.47	
Multi-Bank Securities Restricted	\$ 415,421.14	\$ 660,764.48	
Ventura County Pool - Restricted	\$ 4,535,003.72	\$ 5,178,403.08	
FCDP Checking	\$ 21,539.61	\$ 22,128.61	
Total	\$ 5,642,256.68	\$ 6,312,901.56	
Semi-Restricted Funds			
Assessment	\$ 805,027.86	\$ 685,660.99	
Capital Improvement	\$ 264,518.56	\$ 30,610.00	
Capital - Vehicle Replacement	\$ 79,843.80	\$ 60,843.80	
Capital - Designated Project	\$ 16,397.94	\$ 16,397.94	
LAIF - Capital	\$ 2,166,183.28	\$ 2,848,455.63	
Contingency - Dry Period	\$ 361,000.00	\$ 361,000.00	
Contingency - Computer	\$ 15,000.01	\$ 15,000.01	
Contingency - Repair/Oper/Admin	\$ 50,000.00	\$ 50,000.00	
Total	\$ 3,757,971.45	\$ 4,067,968.37	
Unrestricted Funds			
Contingency	\$ 12,209.01	\$ 76,186.54	
LAIF/Cal Trust - Contingency	\$ 2,944,682.30	\$ 1,317,791.48	
General Fund Checking	\$ 410,014.63	\$ 263,791.23	
Total	\$ 3,366,905.94	\$ 1,657,769.25	
Total of all Funds	\$ 12,767,134.07	\$ 12,038,639.18	\$ 728,494.89

Pleasant Valley Recreation and Park District
Finance Report
December 2020

	Date	Amount	
Accounts Payables:	12/2020	\$ 425,879.32	
	Total	\$ 425,879.32	
Payroll (Total Cost):			
	12/10/2020	\$ 122,415.45	
	12/24/2020	\$ 122,030.12	
	<u>12/2020- BD. COMP.</u>	\$ 1,729.13	
	Total	\$ 246,174.70	
Outgoing:Online Payments			
	12/3/2020	\$ 32,465.50	CALPERS- Health Insurance
	12/7/2020	\$ 500.40	VSP- Vision Insurance
	12/8/2020	\$ 1,799.36	The Hartford
	12/8/2020	\$ 413.58	The Guardian
	12/9/2020	\$ 378.84	Aflac
	12/10/2020	\$ 14,515.45	CALPERS- Ret.- PR 12/10/2020
	12/21/2020	\$ 11,311.67	CALPERS- RET. Retropay
	12/30/2020	\$ 14,481.28	CALPERS- Ret.- PR 12/24/2020
	Total	\$ 75,866.08	
	Grand Total	\$ 747,920.10	

General Ledger
Fund 10 General Fund
December 2020 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apport - Cur Year Secured	5110-5240	\$ (3,794,489.89)	\$ (3,737,916.16)	\$ (3,959,789.14)	\$ (6,481,869.00)	\$ (2,522,079.86)	61.09%
Interest Earnings	5310	\$ (21.77)	\$ (36,876.05)	\$ (13,003.09)	\$ (36,030.00)	\$ (23,026.91)	36.09%
Hill Fire 2018	5465	\$ -	\$ (156,693.01)	\$ (219,884.01)	\$ -	\$ 219,884.01	0.00%
Park Patrol Citations	5506	\$ -	\$ (2,278.26)	\$ (1,100.00)	\$ (2,434.00)	\$ (1,334.00)	45.19%
Contract Classes-Public Fees	5510	\$ (3,869.90)	\$ (97,140.70)	\$ (24,854.65)	\$ (147,695.00)	\$ (122,840.35)	16.83%
Public Fees	5511	\$ (91.00)	\$ (173,229.10)	\$ (9,683.25)	\$ (224,783.00)	\$ (215,099.75)	4.31%
Public Fees-Entry Fees	5520	\$ -	\$ (27,797.76)	\$ (2,019.00)	\$ (29,809.00)	\$ (27,790.00)	6.77%
Vending Concessions	5525	\$ -	\$ (2,525.50)	\$ -	\$ (732.00)	\$ (732.00)	0.00%
Rental	5530	\$ (37,317.00)	\$ (188,049.25)	\$ (88,605.00)	\$ (253,856.00)	\$ (165,251.00)	34.90%
Cell Tower Revenue	5535	\$ (8,136.70)	\$ (47,180.33)	\$ (48,686.65)	\$ (91,704.00)	\$ (43,017.35)	53.09%
Parking Fees	5540	\$ (55.79)	\$ (7,659.43)	\$ (3,318.78)	\$ (7,261.00)	\$ (3,942.22)	45.71%
Dues	5550	\$ -	\$ 50.00	\$ -	\$ -	\$ -	0.00%
Activity Guide Revenue	5555	\$ (800.00)	\$ (13,060.00)	\$ (850.00)	\$ (13,500.00)	\$ (12,650.00)	6.30%
Sponsorships	5558	\$ (150.00)	\$ (1,800.00)	\$ (150.00)	\$ -	\$ 150.00	0.00%
Staffing Cost Recovery	5563	\$ -	\$ (13,326.31)	\$ (5,785.00)	\$ (31,285.00)	\$ (25,500.00)	18.49%
Special Event Permits	5564	\$ (100.00)	\$ (203.00)	\$ (400.00)	\$ -	\$ 400.00	0.00%
Security Services Recovery	5566	\$ -	\$ (1,350.00)	\$ -	\$ -	\$ -	0.00%
Donations	5570	\$ -	\$ (95,904.50)	\$ (35,000.00)	\$ (36,000.00)	\$ (1,000.00)	97.22%
Grants	5573	\$ -	\$ (23.65)	\$ -	\$ -	\$ -	0.00%
Other/Purchase Discount Taken	5575	\$ (682.00)	\$ (45,219.23)	\$ (13,278.00)	\$ (44,082.00)	\$ (30,804.00)	30.12%
Credit Card Processing Fee	5576	\$ (10.50)	\$ (574.35)	\$ (41.81)	\$ -	\$ 41.81	0.00%
Cash Over/Under	5580	\$ (8.00)	\$ (70.00)	\$ (48.00)	\$ -	\$ 48.00	0.00%
Incentive Income	5585	\$ (209.70)	\$ (1,331.44)	\$ (312.89)	\$ (1,300.00)	\$ (987.11)	24.07%
Reimbursement - ROPS	5600	\$ -	\$ (309,187.20)	\$ (74,556.06)	\$ (125,000.00)	\$ (50,443.94)	59.64%
Reimb-Needs Assessment/LPA	5605	\$ -	\$ (75,482.17)	\$ (17,610.38)	\$ -	\$ 17,610.38	0.00%
Revenue		\$ (3,845,942.25)	\$ (5,034,827.40)	\$ (4,518,975.71)	\$ (7,527,340.00)	\$ (3,008,364.29)	60.03%
YTD Comparison				\$ 515,851.69			
Expense							
Full Time Salaries	6100	\$ 170,723.26	\$ 1,122,173.31	\$ 1,110,665.61	\$ 2,358,728.00	\$ 1,248,062.39	47.09%
Overtime Salaries	6101	\$ 377.23	\$ 16,079.87	\$ 6,091.84	\$ 32,490.00	\$ 26,398.16	18.75%
Car Allowance	6105	\$ 830.74	\$ 5,399.81	\$ 5,399.81	\$ 10,800.00	\$ 5,400.19	50.00%
Cell Phone Allowance	6108	\$ 1,080.14	\$ 7,503.00	\$ 6,924.35	\$ 14,610.00	\$ 7,685.65	47.39%
Part-Time Salaries	6110	\$ 9,943.19	\$ 324,885.03	\$ 79,968.91	\$ 434,696.00	\$ 354,727.09	18.40%
Retirement	6120	\$ 28,433.38	\$ 187,858.63	\$ 193,509.86	\$ 417,223.00	\$ 223,713.14	46.38%
457 Pension	6121	\$ 174.34	\$ 6,347.66	\$ 6,347.66	\$ 7,445.00	\$ 1,097.34	85.26%
Deferred Compensation	6125	\$ 354.92	\$ -	\$ 2,306.98	\$ -	\$ (2,306.98)	0.00%
Employee Insurance	6130	\$ 22,199.56	\$ 104,507.59	\$ 177,849.11	\$ 293,733.00	\$ 115,883.89	60.55%
Workers Compensation	6140	\$ 9,677.55	\$ 78,952.16	\$ 34,258.87	\$ 146,655.00	\$ 112,396.13	23.36%
Unemployment Insurance	6150	\$ -	\$ 633.00	\$ 9,556.00	\$ 3,400.00	\$ (6,156.00)	281.06%
Loan - Pension Obligation	6160	\$ 21,395.17	\$ 125,265.00	\$ 128,371.00	\$ 256,742.00	\$ 242,973.70	50.00%
PERS Unfunded Liability	6170	\$ -	\$ 349,318.00	\$ 434,065.00	\$ 434,065.00	\$ -	100.00%
Personnel		\$ 265,189.48	\$ 2,328,923.06	\$ 2,195,315.00	\$ 4,410,587.00	\$ 2,329,874.70	49.77%
YTD Comparison				\$ (133,608.06)			
Telephone/Internet	6210	\$ 303.12	\$ 9,275.01	\$ 9,967.51	\$ 16,596.00	\$ 6,628.49	60.06%
Internet Services	6220	\$ 210.00	\$ 24,421.37	\$ 8,574.00	\$ 27,135.00	\$ 18,561.00	31.60%
IT Infrastructure	6230	\$ 302.49	\$ 115.85	\$ 360.50	\$ 2,000.00	\$ 1,639.50	18.03%
Computer Hardware/Software	6240	\$ 630.00	\$ 2,733.05	\$ 4,781.53	\$ 10,040.00	\$ 5,258.47	47.62%
Pool Chemicals	6310	\$ -	\$ 1,709.16	\$ 741.00	\$ 8,250.00	\$ 7,509.00	8.98%
Janitorial Supplies	6320	\$ -	\$ 21,520.21	\$ 12,150.01	\$ 53,400.00	\$ 41,249.99	22.75%
COVID - Supplies	6321	\$ 136.24	\$ -	\$ 2,817.89	\$ -	\$ (2,817.89)	0.00%
Kitchen Supplies	6330	\$ -	\$ 270.32	\$ -	\$ 900.00	\$ 900.00	0.00%
Food Supplies	6340	\$ -	\$ 1,134.03	\$ -	\$ 6,320.00	\$ 6,320.00	0.00%
Water Maint & Service	6350	\$ 76.30	\$ 470.27	\$ 418.25	\$ 1,239.00	\$ 820.75	33.76%
Laundry/Wash Service	6360	\$ 178.00	\$ 94.00	\$ 178.00	\$ 880.00	\$ 702.00	20.23%
Medical Supplies	6380	\$ -	\$ 21.98	\$ -	\$ -	\$ -	0.00%
Insurance Liability	6410	\$ 104,042.00	\$ 142,201.00	\$ 208,084.00	\$ 149,311.00	\$ (58,773.00)	139.36%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
Fuel	6510	\$ 4,054.46	\$ 22,303.10	\$ 21,544.25	\$ 50,400.00	\$ 28,855.75	42.75%
Vehicle Maintenance	6520	\$ 1,589.97	\$ 9,178.39	\$ 11,155.32	\$ 35,400.00	\$ 24,244.68	31.51%
Office Equipment Maintenance	6530	\$ -	\$ -	\$ 116.89	\$ -	\$ (116.89)	0.00%
Building Repair	6610	\$ 917.39	\$ 38,015.14	\$ 9,602.34	\$ 88,000.00	\$ 78,397.66	10.91%
HVAC	6620	\$ -	\$ 735.02	\$ 2,382.14	\$ 8,820.00	\$ 6,437.86	27.01%
Playground Maintenance	6630	\$ -	\$ 18,030.73	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
Hill Fire 2018	6640	\$ -	\$ 367,908.81	\$ -	\$ -	\$ -	0.00%
Grounds Maintenance	6710	\$ 20,124.28	\$ 33,204.74	\$ 25,343.33	\$ 86,220.00	\$ 60,876.67	29.39%
Parking Lot Repair - Assess	6718	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Tree Care	6719	\$ 10,037.25	\$ -	\$ 11,383.88	\$ 30,000.00	\$ 18,616.12	37.95%
Park Amenities - Assess	6722	\$ -	\$ 2,785.65	\$ -	\$ -	\$ -	0.00%
Park Signage (Branding)	6725	\$ -	\$ 6,895.75	\$ -	\$ -	\$ -	0.00%
Contracted Pest Control	6730	\$ 100.00	\$ 740.00	\$ 560.00	\$ 3,000.00	\$ 2,440.00	18.67%
Rubbish & Refuse	6740	\$ 4,336.74	\$ 34,762.33	\$ 35,189.19	\$ 77,006.00	\$ 41,816.81	45.70%
Vandalism/Theft	6750	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Memberships	6810	\$ -	\$ 12,720.26	\$ 11,885.00	\$ 13,696.00	\$ 1,811.00	86.78%
Office Supplies	6910	\$ 1,760.24	\$ 9,922.27	\$ 3,036.21	\$ 17,585.00	\$ 14,548.79	17.27%
Postage Expense	6920	\$ -	\$ 11,464.43	\$ 537.65	\$ 19,000.00	\$ 18,462.35	2.83%
Advertising Expense	6930	\$ -	\$ 2,110.60	\$ 900.00	\$ 6,240.00	\$ 5,340.00	14.42%
Printing Charges	6940	\$ -	\$ 5,774.37	\$ 3,822.47	\$ 13,338.00	\$ 9,515.53	28.66%
ActiveNet Charges	6950	\$ 319.92	\$ 27,729.39	\$ 5,952.31	\$ 52,542.00	\$ 46,589.69	11.33%

General Ledger
Fund 10 General Fund
December 2020 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Approp Redev/Collection Fees	6960	\$ 255,697.19	\$ 239,173.17	\$ 255,697.19	\$ 481,576.00	\$ 225,878.81	53.10%
Minor Furn Fixture & Equip	6980	\$ 258.44	\$ 864.17	\$ 863.01	\$ 1,134.00	\$ 270.99	76.10%
Comp Hardware/Software Exp	6990	\$ -	\$ 74.95	\$ -	\$ -	\$ -	0.00%
Fingerprint Fees (HR)	7010	\$ -	\$ 1,194.00	\$ -	\$ 2,560.00	\$ 2,560.00	0.00%
Fire & Safety Insp Fees	7020	\$ -	\$ 2,616.95	\$ -	\$ 2,975.00	\$ 2,975.00	0.00%
Permit & Licensing Fees	7030	\$ 471.23	\$ 1,946.57	\$ 1,269.03	\$ 6,350.00	\$ 5,080.97	19.98%
State License Fee	7040	\$ -	\$ 852.50	\$ 657.50	\$ 800.00	\$ 142.50	82.19%
Professional Services	7100	\$ -	\$ 3,384.13	\$ -	\$ -	\$ -	0.00%
Legal Services	7110	\$ -	\$ 51,563.08	\$ 20,348.06	\$ 90,000.00	\$ 69,651.94	22.61%
Typeset and Print Services	7115	\$ -	\$ 14,019.45	\$ -	\$ 36,300.00	\$ 36,300.00	0.00%
Instructor Services	7120	\$ 4,845.80	\$ 63,345.14	\$ 15,220.73	\$ 97,138.00	\$ 81,917.27	15.67%
PERS Admin Fees	7125	\$ 88.02	\$ 1,327.13	\$ 1,038.49	\$ 2,110.00	\$ 1,071.51	49.22%
Audit Services	7130	\$ -	\$ 5,100.00	\$ 7,100.00	\$ 20,175.00	\$ 13,075.00	35.19%
Medical & Health Svcs (HR)	7140	\$ -	\$ 2,302.50	\$ 400.00	\$ 5,500.00	\$ 5,100.00	7.27%
Security Services	7150	\$ -	\$ 443.55	\$ 1,582.50	\$ 3,700.00	\$ 2,117.50	42.77%
Entertainment Services	7160	\$ -	\$ 420.00	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Business Services	7180	\$ 875.14	\$ 39,933.98	\$ 34,467.38	\$ 70,114.00	\$ 35,646.62	49.16%
Conversion Adjustment	7185	\$ -	\$ (52,050.17)	\$ -	\$ -	\$ -	0.00%
Umpire/Referee Services	7190	\$ -	\$ 919.00	\$ -	\$ -	\$ -	0.00%
Subscriptions	7210	\$ -	\$ 1,191.39	\$ 1,166.02	\$ 4,299.00	\$ 3,132.98	27.12%
Rents & Leases - Equip	7310	\$ 992.88	\$ 9,493.93	\$ 1,904.93	\$ 23,500.00	\$ 21,595.07	8.11%
Event Supplies	7410	\$ -	\$ 967.49	\$ -	\$ 2,280.00	\$ 2,280.00	0.00%
Supplies	7420	\$ 25.71	\$ 5,855.44	\$ 25.71	\$ 3,200.00	\$ 3,174.29	0.80%
Bingo Supplies	7430	\$ -	\$ 2,809.84	\$ -	\$ 3,600.00	\$ 3,600.00	0.00%
Sporting Goods	7440	\$ 114.73	\$ 2,533.80	\$ 207.91	\$ 5,300.00	\$ 5,092.09	3.92%
Arts and Craft Supplies	7450	\$ -	\$ 35.44	\$ -	\$ 5,575.00	\$ 5,575.00	0.00%
Training Supplies	7460	\$ -	\$ 210.00	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Small Tools	7500	\$ -	\$ 1,861.05	\$ 582.64	\$ 6,000.00	\$ 5,417.36	9.71%
Safety Supplies	7510	\$ -	\$ 3,274.64	\$ 214.88	\$ 3,310.00	\$ 3,095.12	6.49%
Uniform Allowance	7610	\$ 926.58	\$ 6,889.19	\$ 1,675.52	\$ 10,240.00	\$ 8,564.48	16.36%
Safety Clothing	7620	\$ -	\$ 1,254.96	\$ 578.41	\$ 4,854.00	\$ 4,275.59	11.92%
Conference&Seminar Staff	7710	\$ (406.00)	\$ 14,465.15	\$ 640.32	\$ 11,564.00	\$ 10,923.68	5.54%
Conference&Seminar Board	7715	\$ -	\$ 270.00	\$ -	\$ 2,575.00	\$ 2,575.00	0.00%
Conference&Seminar Travel Exp	7720	\$ -	\$ 4,428.64	\$ -	\$ 4,345.00	\$ 4,345.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ 846.72	\$ -	\$ 3,231.00	\$ 3,231.00	0.00%
Private Vehicle Mileage	7730	\$ -	\$ 999.26	\$ 127.83	\$ 1,684.00	\$ 1,556.17	7.59%
Buses/Excursions	7750	\$ -	\$ 4,336.94	\$ -	\$ 2,950.00	\$ 2,950.00	0.00%
Tuition/Book Reimbursement	7760	\$ -	\$ 1,268.75	\$ -	\$ -	\$ -	0.00%
Utilities - Gas	7810	\$ 1,544.72	\$ 8,283.27	\$ 7,191.82	\$ 29,715.00	\$ 22,523.18	24.20%
Utilities - Water	7820	\$ 19,378.86	\$ 449,089.94	\$ 465,200.60	\$ 865,373.00	\$ 400,172.40	53.76%
Utilities - Electric	7830	\$ -	\$ 89,094.23	\$ 57,423.60	\$ 220,000.00	\$ 162,576.40	26.10%
Airport Assessment Exp	7840	\$ 842.00	\$ 14,235.00	\$ 842.00	\$ 14,000.00	\$ 13,158.00	6.01%
Awards and Certificates	7910	\$ 361.70	\$ 9,401.16	\$ 601.70	\$ 11,670.00	\$ 11,068.30	5.16%
Meals for Staff Training	7920	\$ 497.10	\$ 1,012.32	\$ 874.98	\$ 3,560.00	\$ 2,685.02	24.58%
Employee Morale	7930	\$ -	\$ 96.71	\$ -	\$ -	\$ -	0.00%
COP Debt - PV Fields	7950	\$ 19,146.67	\$ 117,780.00	\$ 114,880.00	\$ 229,760.00	\$ 114,880.00	50.00%
Reserve Vehicle Fleet	7970	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Dry Period	7973	\$ -	\$ 90,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	0.00%
Admin Fee/CC Refund 2020	8112	\$ (50.00)	\$ -	\$ 11,436.84	\$ -	\$ (11,436.84)	0.00%
Services and Supplies		\$ 454,729.17	\$ 2,062,662.59	\$ 1,395,703.27	\$ 3,114,335.00	\$ 1,718,631.73	44.82%

YTD Comparison **\$ (666,959.32)**

Capital							
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Sr/Community Rec Facility	8422	\$ -	\$ 7,270.00	\$ -	\$ -	\$ -	0.00%
LPA Architects-CC/Gym/Sr Ctr	8463	\$ -	\$ 19,690.15	\$ -	\$ -	\$ -	0.00%
Arnell Ranch Park Renovation	8464	\$ -	\$ 30,779.13	\$ -	\$ -	\$ -	0.00%
L.E.D. Light SpringvilleTennis	8466	\$ -	\$ 16,370.64	\$ -	\$ -	\$ -	0.00%
Community Center Marquee	8468	\$ -	\$ -	\$ 3,997.52	\$ 8,552.39	\$ 4,554.87	46.74%
PVAC Pool Heater	8470	\$ -	\$ 23,930.00	\$ -	\$ -	\$ -	0.00%
Cam Grove Play Equipment	8471	\$ -	\$ 33,270.80	\$ -	\$ -	\$ -	0.00%
Freedom Park ParkingLot&Skyway	8472	\$ -	\$ 239,671.66	\$ -	\$ -	\$ -	0.00%
P.V. Fields Painting II	8473	\$ -	\$ 13,690.00	\$ -	\$ -	\$ -	0.00%
Switches and Servers	8474	\$ -	\$ -	\$ 29,642.96	\$ 30,772.00	\$ 1,129.04	96.33%
Turf Grinder	8475	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Pitts Ranch BB Crt Repaint	8476	\$ -	\$ -	\$ 7,950.00	\$ 8,000.00	\$ 50.00	99.38%
PV Fields Painting West End	8477	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Fertilizer Injector System	8478	\$ (50,106.96)	\$ -	\$ 340.97	\$ -	\$ (340.97)	0.00%
Inflatable System	8479	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
HVAC Administration Bldg	8481	\$ -	\$ -	\$ 13,200.00	\$ 14,520.00	\$ 1,320.00	90.91%
Expense		\$ (50,106.96)	\$ 384,672.38	\$ 55,131.45	\$ 127,344.39	\$ 72,212.94	43.29%

Total Expense	\$ 719,918.64	\$ 4,391,585.65	\$ 3,591,018.27	\$ 7,524,922.00	\$ 4,048,506.43	47.72%
YTD Comparison			\$ (800,567.38)			

General Ledger
Fund 20 Assessment Fund
December 2020 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ (8.82)	\$ (584.03)	\$ (123.69)	\$ (500.00)	(376.31)	24.74%
Assessment Revenue	5500	\$ (672,713.54)	\$ (655,620.44)	\$ (683,961.37)	\$ (1,184,957.00)	(500,995.63)	57.72%
Revenue		\$ 672,722.36	\$ 656,204.47	\$ 684,085.06	\$ 1,185,457.00	\$ 501,371.94	57.71%
YTD Comparison				\$ 27,880.59			
Expense							
Full Time Salaries	6100	\$ 1,459.36	\$ 4,985.48	\$ 8,478.88	\$ 18,262.00	9,783.12	46.43%
Retirement	6120	\$ 242.34	\$ 754.18	\$ 1,516.30	\$ 3,130.00	1,613.70	48.44%
Employee Insurance	6130	\$ 300.50	\$ 1,047.69	\$ 1,803.00	\$ 3,606.00	1,803.00	50.00%
Workers Compensation	6140	\$ 142.11	\$ 504.21	\$ 893.21	\$ 1,753.00	859.79	50.95%
Personnel		\$ 2,144.31	\$ 7,291.56	\$ 12,691.39	\$ 26,751.00	\$ 14,059.61	47.44%
YTD Comparison				\$ 5,399.83			
Incidental Costs - Assess	6709	\$ -	\$ 10,449.72	\$ 10,676.01	\$ 34,256.00	23,579.99	31.17%
Tree Care	6719	\$ -	\$ 34,575.00	\$ 3,750.00	\$ 67,500.00	63,750.00	5.56%
Contracted LS Services	6720	\$ 42,082.28	\$ 219,327.98	\$ 252,493.68	\$ 505,036.00	252,542.32	50.00%
Park Amenities - Assess	6722	\$ -	\$ 3,420.68	\$ 929.12	\$ 17,500.00	16,570.88	5.31%
ActiveNet Charges	6950	\$ -	\$ -	\$ -	\$ 60.00	60.00	0.00%
Approp Redev/Collection Fees	6960	\$ 1,678.82	\$ 1,614.95	\$ 1,678.82	\$ 3,000.00	1,321.18	55.96%
COP Debt - PV Fields	7950	\$ 43,796.67	\$ 242,434.38	\$ 262,780.00	\$ 525,560.00	262,780.00	50.00%
Expense		\$ 87,557.77	\$ 511,822.71	\$ 532,307.63	\$ 1,152,912.00	\$ 620,604.37	46.17%
YTD Comparison				\$ 20,484.92			
Total Expense		\$ 89,702.08	\$ 519,114.27	\$ 544,999.02	\$ 1,179,663.00	\$ 634,663.98	46.20%
YTD Comparison				\$ 25,884.75			

General Ledger
Fund 30 Quimby Fee Fund
December 2020 50%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ (5,809.60)	\$ (43,910.94)	\$ (20,407.18)	\$ (38,800.00)	\$ (18,392.82)	52.60%
MBS Interest Earnings	5320	\$ -	\$ (5,646.80)	\$ (3,640.00)	\$ -	\$ 3,640.00	0.00%
Park Dedication Fees	5400	\$ -	\$ (1,356,700.46)	\$ -	\$ -	\$ -	0.00%
Revenue		\$ 5,809.60	\$ 1,406,258.20	\$ 24,047.18	\$ 38,800.00	\$ 14,752.82	61.98%
Expense							
Advertising Expense	6930	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ActiveNet Charges	6950	\$ -	\$ 95.00	\$ -	\$ -	\$ -	0.00%
Services and Supplies		\$ -	\$ 95.00	\$ -	\$ -	\$ -	0.00%
Capital							
Valle Lindo Restroom/Pavilion	8444	\$ -	\$ 320,473.09	\$ -	\$ -	\$ -	0.00%
Freedom Baseball Fields	8459	\$ -	\$ 41,232.23	\$ -	\$ -	\$ -	0.00%
Mel Vincent Park Restrooms	8460	\$ -	\$ 56,990.39	\$ -	\$ -	\$ -	0.00%
Ameill Ranch Park Renovation	8464	\$ 24,190.00	\$ -	\$ 30,370.00	\$ 1,100,000.00	\$ 1,069,630.00	2.76%
PVAC Restroom & Shower	8469	\$ -	\$ 49,193.88	\$ 35,249.13	\$ 84,401.39	\$ 49,152.26	41.76%
Fertilizer Injector System	8478	\$ 50,447.93	\$ -	\$ 50,447.93	\$ 60,000.00	\$ 9,552.07	84.08%
Community Center Kitchen	8480	\$ 10,110.00	\$ -	\$ 10,110.00	\$ 250,000.00	\$ 239,890.00	4.04%
Capital		\$ 84,747.93	\$ 467,889.59	\$ 126,177.06	\$ 1,494,401.39	\$ 1,368,224.33	8.44%

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/2014	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-	\$ 615,709.00	\$ -	7/31/2019
1/31/2015	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,623,168.18	\$ 627,321.52	1/31/2020
8/8/2016	\$ 2,649,209.00	\$ 1,100,000.00	Comstock/Elacora Mission Oaks		\$ 220,257.74	\$ 2,428,951.26	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/2018	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/2018	\$-	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/2019	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/2019	\$-	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/2019	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
Total	\$ 7,311,114.95	\$ 4,700,589.70			\$ 2,928,177.75	\$ 4,621,820.21	

QUIMBY FUNDS- DETAIL REPORT

Developer	Project			Quimby Funds		GL Code				
	No.	Location	Description	Budgeted	Expended		Awarded	Balance	Committed Date	Allocation Date
ALDRSGATE CONSTRUCTION				\$ -	\$ -	\$ -	21,612.25			
	1			\$ -	\$ -	\$ -			6/27/2023	
				\$ -	\$ -	\$ -			1/9/2024	
				\$ -	\$ -	\$ -			9/12/2024	
<hr/>										
HABITAT FOR HUMANITY				\$ -	\$ -	\$ -				
	1			\$ -	\$ -	\$ 35,242.00	35,242.00		3/6/2024	
	2			\$ -	\$ -	\$ -	35,242.00			
	3			\$ -	\$ -	\$ -	35,242.00			
	5			\$ -	\$ -	\$ -	35,242.00			
<hr/>										
SHEA HOMES				\$ -	\$ -	\$ -				
	1			\$ -	\$ -	\$ 1,264,500.00	1,264,500.00		11/21/2024	
	2			\$ -	\$ -	\$ -	1,264,500.00			
	3			\$ -	\$ -	\$ -	1,264,500.00			
	5			\$ -	\$ -	\$ -	1,264,500.00			
<hr/>										
Grand Total				\$ 4,110,100.00	\$ 2,689,294.74	\$ 7,311,114.95	\$ 4,621,820.21			

Ventura County Pool

Investment Name	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020
Ventura County Pool	2.639%	2.563%	2.497%	2.363%	2.259%	2.089%	2.02%	1.995%	1.887%
	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Ventura County Pool	1.796%	1.604%	1.451%	1.293%	1.103%	.958%	.796%	.690%	.518%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020
Local Agency Investment Fund (LAIF)	2.379%	2.341%	2.280%	2.190%	2.150%	2.043%	1.967%	1.912%	1.787%
	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Local Agency Investment Fund (LAIF)	1.648%	1.363%	1.217%	.920%	.784%	.685%	.620%	.576%	.540%

Cal Trust

Investment Name	July 2019	August 2019	September 2019	October 2019	November 2020	December 2019	January 2020	February 2020	March 2020
Cal Trust	2.26%	2.03%	2.00%	1.77%	1.56%	1.52%	1.50%	1.50%	.79%
	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
Cal Trust	.27%	.15%	.10%	.07%	.004%	.09%	.07%	.04%	.03%

Pleasant Valley Recreation & Park District
 FY 20-21 Investments Summary
 31-Dec-20

	Purchase Date	Maturity Date	Purchase Price	Purchase Price	Market Price	Accrued Interest	Est. Annual Income	Est. Yield	Cur. Market Value	Int. Received Since Inception
MBS Investments:										
Goldman Sachs Bk USA New York CTF Dep A	2/10/2016	2/10/2021	200,000.00	200,000.00	100.9190	224.38	3,900.00	1.93%	201,838.00	17,555.35
Everbank Jacksonville Fla	2/12/2016	2/12/2021	200,000.00	200,000.00	100.7460	176.99	3,400.00	1.65%	201,462.00	15,304.65
MBS Investments Total			400,000.00	400,000.00			7,300.00		403,330.00	32,860.00

MBS Interest Summary										
	FY 15-16 Interest	FY 16-17 Interest	FY 17-18 Interest	FY 18-19 Interest	FY 19-20 Interest	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	2020-2021 YTD Interest
YTD Dividends and Interest		7,320.00	7,300.00	7,300.00	7,300.00	3,640.00	-	-	-	3,640.00
										32,860.00

Includes Firstbank PR Santurce

	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	Current Qtr. Interest Rate	2020-2021 YTD Interest Earned	Ending Cash Balance Per GL As of 12/31/2020
LAIF:	\$ 9,298.46	\$ 8,546.49				\$ 17,844.95	

Ventura County Pool & CALTRUST							
	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	Current Qtr. Interest Rate	2020-2021 YTD Interest Earned	Ending Cash Balance Per GL As of 12/31/2020
County Pool Restricted -0241	\$ 20,562.59	\$ 14,564.42				\$ 35,127.01	
CALTRUST & County Unrestricted - 0240	\$ 55.64	\$ 0.02				\$ 55.66	
Pacific Western Bank Accounts:							
457 Pension Assessment District	\$ 5.89	\$ 7.68				\$ 13.57	
Capital	\$ 88.40	\$ 26.47				\$ 114.87	
Contingency	\$ 17.13	\$ 20.90				\$ 38.03	
Debt Service	\$ 3.34	\$ 0.82				\$ 4.16	
Quimby	\$ 12.78	\$ 8.47				\$ 21.25	
	\$ 21.22	\$ 11.94				\$ 33.16	

Total Invested Balance Including MBS 403,330.00

Interest Earnings Summary					
	Q1 Interest	Q2 Interest	Q3 Interest	Q4 Interest	2020-2021 YTD Interest Earned
Total Dividends and Interest	33,705.45	23,187.21	-	-	\$ 56,892.66

Budget Transfer

Transfer from Recreation Administration

Title of Account	Account Number	Adopted Budget Amount	Transfer Amount	New Budget Amount
Full Time Wages	10-03-503-000-6100	\$278,980	(\$77,700)	\$202,840
Cell Phone	10-03-503-000-6108	\$1,560	(\$ 780)	\$780
Retirement	10-03-503-000-6120	\$46,591	(\$11,845)	\$34,746
Insurance	10-03-503-000-6130	\$26,361	(\$16,255)	\$10,106
Workers Comp	10-03-503-000-6140	\$6,902	(\$ 1,725)	\$5,177
Total Transfer			(\$108,305)	

Transfer to Aquatics

Title of Account	Account Number	Adopted Budget Amount	Transfer Amount	New Budget Amount
Full Time Wages	10-03-301-000-6100	\$0	\$77,700	\$77,700
Cell Phone	10-03-301-000-6108	\$0	\$ 780	\$780
Retirement	10-03-301-000-6120	\$2,762	\$11,845	\$14,607
Insurance	10-03-301-000-6130	\$0	\$16,255	\$16,255
Workers Comp	10-03-301-000-6140	\$4,591	\$ 1,725	\$6,316
Total Transfer			\$108,305	

REASON FOR TRANSFER REQUEST

- Transfer exceed General Manager limits.
- Full-Time position and benefits were not budgeted in Aquatics in FY20-21 budget adoption due to staffing reduction due to budget constraints.
- Position in Recreation Administration was eliminated, and funds will be transferred to Aquatics to fund full-time Recreation Supervisor who currently oversees the Aquatics Center.

FISCAL IMPACT

There is no fiscal impact to the FY2020-2021 budget.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

BUDGET TRANSFER POLICY Board Approved April 4, 2018

POLICY

Expenses

The Pleasant Valley Recreation and Park District (the District) General Manager shall have authorization to approve supplemental appropriations (additional spending authority) of up to \$10,000 for any one service or purchase. Supplemental appropriations of more than \$10,000 will be presented to the Finance Committee and Board of Directors for consideration and approval prior to the commitment of funds. Services or purchase necessitating the need for a supplemental appropriation cannot be separated to avoid the requirement for requesting prior Board approval. Resources needed to fund the supplemental appropriation (i.e. reserves, new/additional revenues, grants, etc.) must be identified at the time of the supplemental appropriation request to the Board. Whenever possible, a budget appropriation transfer should be requested in lieu of a supplemental appropriation request if savings in other line items (internal to each fund) can be identified without impacting other operational needs.

When an unbudgeted expenditure greater than \$10,000 has been made in the course of an emergency, the appropriation will be presented to the Board of Directors at their next regular meeting. Any planned or potential reduction in expenditures that were appropriated (approved) by the Board that may result in service, operations, programs or policy changes will be presented to the Board of Directors for discussion, as they become available. The Finance Committee will review all supplemental appropriations at their regular monthly meeting.

Budget Transfers

In an effort to operate within the approved budget, it may become necessary to shift spending authority from one purpose to another. Budget transfers must be internal to each fund and cannot result in a new program or change in policy without the Board of Directors' approval. Appropriations not exceeding \$5,000 can be transferred between line items with the approval of the Administrative Services Manager. Line item transfers between \$5,000 and \$10,000 can be transferred with the approval of both the General Manager and the Administrative Services Manager.

General Manager Authority

The General Manager would be authorized to make four (4) budget transfers at a rate of one (1) transfer per quarter per fiscal year when needed and may not increase the approved adopted budget expenses. Any items that exceed the allowable amount of transfers or exceeds the authorization limits would then be presented to the Finance Committee and the Board of Directors.

Pleasant Valley Recreation & Park District
Budget Increase / Decrease
July 2020 - June 2021

Account	Description	Adopted 7/1/2020	Admin Department	Parks Department	Rec Department	Total Increase	Total Decrease	New Budget Amount	Reason for Change	Current Balance as of 1/15/21
Revenue										
5310	Tax Apport. Cur Year Secured	\$ 6,481,869.00						\$ 6,481,869.00		\$ 4,009,526.85
5310	Interest Earnings	\$ 36,030.00	\$ (15,395.00)			\$ (15,395.00)		\$ 20,635.00	Low Interest Rates	\$ 13,003.09
5460	Dividends CAPRI Prior Years	\$ -								
5465	Hill Fire 2018	\$ -		\$ 219,884.00		\$ 219,884.00		\$ 219,884.00	Final Payment	\$ 219,884.01
5506	Park Patrol/Citations	\$ 2,434.00		\$ (534.00)		\$ (1,900.00)		\$ 1,900.00	COVID-19	\$ 1,100.00
5506	Contract Classes/Public Fees	\$ 147,695.00			\$ (105,997.00)	\$ (105,997.00)		\$ 41,698.00	No Programs/COVID-19	\$ 29,207.55
5511	Public Fees	\$ 294,783.00			\$ (204,783.00)	\$ (204,783.00)		\$ 20,000.00	No Programs/COVID-19	\$ 9,707.25
5520	Public Fees/Entry Fees	\$ 29,809.00			\$ (27,809.00)	\$ (27,809.00)		\$ 2,000.00	Aquatics/COVID-19	\$ 2,019.00
5525	Vending Concessions	\$ 732.00			\$ (732.00)	\$ (732.00)		\$ -	Sr Center Closed/COVID-19	\$ -
5530	Rental	\$ 253,856.00		\$ (86,406.00)		\$ (167,450.00)		\$ 100,900.00	Facilities Closed/COVID-19	\$ 94,090.00
5535	Cell Tower Revenue	\$ 91,704.00						\$ 91,704.00		\$ 56,823.35
5540	Parking Fees	\$ 7,261.00						\$ 7,261.00	COVID-19	\$ 3,318.78
5555	Activity Guide Revenue	\$ 13,500.00		\$ (1,000.00)		\$ (1,000.00)		\$ 12,500.00	COVID-19	\$ 860.00
5558	Sponsorships	\$ -						\$ -		\$ 150.00
5563	Staffline Cost Recovery	\$ 31,285.00						\$ 31,285.00		\$ 5,785.00
5564	Special Event Permits	\$ -						\$ -		\$ 400.00
5570	Donations	\$ 36,000.00						\$ 36,000.00		\$ 35,000.00
5575	Other/Purchase Discount Taken	\$ 44,082.00	\$ (24,000.00)			\$ (24,000.00)		\$ 20,082.00	COVID-19	\$ 18,667.00
5576	Credit Card Processing Fee	\$ -						\$ -		\$ 41.81
5585	Incentive Income	\$ 1,300.00	\$ (500.00)			\$ (500.00)		\$ 800.00	CalCard Rebate - Less Buying	\$ 373,105.94
5600	Reimbursement- ROPS	\$ 125,000.00	\$ 188,000.00			\$ 188,000.00		\$ 313,000.00	Residual	\$ -
	REVENUE	\$ 7,527,340.00	\$ 148,105.00	\$ 131,944.00	\$ (443,156.00)	\$ 407,884.00	\$ (570,991.00)	\$ 7,364,233.00		\$ 4,872,679.63
	NET CHANGE						\$ (163,107.00)			
Expenses										
6100	Full Time Salaries	\$ 2,358,728.00						\$ 2,358,728.00		\$ 1,195,446.61
6101	Overtime Salaries	\$ 32,490.00		\$ (7,269.00)		\$ (7,269.00)		\$ 25,221.00	One FT Parks/One PTYR Rec	\$ 6,411.66
6105	Car Allowance	\$ 10,800.00						\$ 10,800.00	Activities/Rentals COVID-19	\$ 5,815.18
6108	Cell Phone Allowance	\$ 14,610.00						\$ 14,610.00		\$ 7,450.42
6110	Part Time Salaries	\$ 434,696.00		\$ (25,180.00)		\$ (202,180.00)		\$ 232,516.00	Activities/Rentals COVID-19	\$ 84,069.65
6120	Retirement	\$ 417,223.00		\$ (6,801.00)		\$ (6,801.00)		\$ 404,671.00	Activities/Rentals COVID-19	\$ 208,110.30
6121	457 Pension	\$ 7,445.00						\$ 7,445.00		\$ 6,260.41
6125	Deferred Comp	\$ -	\$ 4,615.00			\$ 4,615.00		\$ 4,615.00	Not in FY20-21 Adopted Budget	\$ -
6130	Employee Insurance	\$ 293,733.00		\$ 10,000.00		\$ 10,000.00		\$ 303,733.00	SEIU Health Ins Pay Out (Parks) COVID-19 (Rec)	\$ 2,484.44
6140	Workers Compensation	\$ 146,655.00		\$ (659.00)		\$ (659.00)		\$ 141,014.00	Activities/Rentals COVID-19	\$ 189,653.94
6150	Unemployment Insurance	\$ 3,400.00						\$ 3,400.00		\$ 39,077.63
6160	Loan Pension Obligation	\$ 256,742.00						\$ 256,742.00		\$ 13,768.30
6170	PERS Unfunded Liability	\$ 434,065.00						\$ 434,065.00		\$ 434,065.00
6210	Telephone/Internet	\$ 16,596.00						\$ 16,596.00		\$ 11,485.68
6220	Internet Services	\$ 27,135.00						\$ 27,135.00		\$ 9,748.00
6230	IT Infrastructure	\$ 2,000.00						\$ 2,000.00		\$ 360.50
6240	Computer Hardware/Software	\$ 10,000.00						\$ 10,000.00		\$ 4,871.53
6310	Pool Chemicals	\$ 8,250.00		\$ (1,000.00)		\$ (1,000.00)		\$ 7,250.00	COVID-19	\$ 741.00
6320	Janitorial Supplies	\$ 53,400.00		\$ (1,000.00)		\$ (1,000.00)		\$ 52,400.00	COVID-19	\$ 12,150.01
6321	COVID Supplies	\$ -	\$ 100.00	\$ 5,000.00		\$ 5,100.00		\$ 5,100.00	COVID-19	\$ 2,817.89
6330	Kitchen Supplies	\$ 900.00						\$ 900.00	Rentals/COVID-19	\$ -
6340	Food Supplies	\$ 6,320.00						\$ 6,320.00	Rec Events/ COVID-19	\$ -
6350	Water Maint & Service	\$ 1,239.00						\$ 1,239.00	Rec Events / COVID-19	\$ 418.25
6360	Laundry/Wash Service	\$ 880.00						\$ 880.00	Rec Events / COVID-19	\$ 178.00
6380	Medical Supplies	\$ -						\$ -		\$ -
6410	Insurance Liability	\$ 149,311.00	\$ 60,000.00			\$ 60,000.00		\$ 209,311.00	Liability Ins - Wilffires	\$ 208,084.00
6500	Equipment Maintenance	\$ 490.00						\$ 490.00	Aquatics Cas Reg/Time Clock	\$ -
6510	Fuel	\$ 50,400.00						\$ 50,400.00		\$ 21,544.25
6520	Vehicle Maintenance	\$ 35,400.00		\$ (1,000.00)		\$ (1,000.00)		\$ 34,400.00	Less Rentals/ COVID-19	\$ 10,155.32
6530	Office Equipment Maintenance	\$ -						\$ -		\$ 116.89
6540	Computer Equip Maintenance	\$ -						\$ -		\$ -
6610	Building Repair	\$ 88,000.00		\$ (5,000.00)		\$ (5,000.00)		\$ 83,000.00	Less Rentals / COVID-19	\$ 9,602.34
6620	HVAC	\$ 8,820.00						\$ 8,820.00		\$ 2,382.14
6630	Playground Maintenance	\$ 40,000.00						\$ 40,000.00		\$ -
6640	Hill Fire 2018	\$ -						\$ -		\$ -
6710	Grounds Maintenance	\$ 86,220.00						\$ 86,220.00		\$ 25,343.33
6719	Tree Care Assess	\$ 30,000.00						\$ 30,000.00		\$ 11,383.88
6720	Contracted LS Services	\$ -						\$ -		\$ -
6725	Park Signage (Branding)	\$ -						\$ -		\$ -
6730	Contracted Pest Control	\$ 3,000.00						\$ 3,000.00		\$ 560.00
6740	Rubbish & Refuse	\$ 77,096.00		\$ (5,000.00)		\$ (5,000.00)		\$ 72,096.00	Less Rentals/ COVID-19	\$ 35,418.61
6810	Memberships	\$ 13,696.00						\$ 13,696.00		\$ 11,885.00
6820	Office Supplies	\$ 17,585.00		\$ (1,000.00)		\$ (1,000.00)		\$ 16,585.00	Less Events / COVID-19	\$ 17,585.00
6920	Postage Expense	\$ 19,000.00	\$ (250.00)			\$ (250.00)		\$ 18,750.00	No Activity Guide Mailing/COVID-19	\$ 537.65
6930	Advertising Expense	\$ 6,240.00						\$ 6,240.00		\$ 900.00
6940	Printing Charges	\$ 13,338.00						\$ 13,338.00		\$ 4,340.54
6950	ActiveNet Charges	\$ 52,542.00						\$ 52,542.00		\$ 6,652.29

Pleasant Valley Recreation & Park District
Budget Increase / Decrease
July 2020 - June 2021

Account	Description	Adopted 7/1/2020	Admin Department	Parks Department	Rec Department	Total Increase	Total Decrease	New Budget Amount	Reason for Change	Current Balance as of 1/15/21
Revenue										
6960	Autorio Rndv/Collection Fees	\$ 481,576.00				\$	\$	\$ 481,576.00		\$ 255,697.19
6980	Minor Furn Fixture & Equip	\$ 1,134.00				\$	\$	\$ 1,134.00		\$ 863.01
6990	Comp Hardware/Software Exp	\$ -				\$	\$	\$ -		\$ -
7010	Firepoint Feas (HR)	\$ 2,560.00	\$ (500.00)			\$	\$ (500.00)	\$ 2,060.00	Not Hiring / COVID-19	\$ -
7020	Fire & Safety Insp Fees	\$ 2,975.00				\$	\$	\$ 2,975.00		\$ 1,269.09
7030	Permit & License Fees	\$ 6,350.00			\$ (2,700.00)	\$	\$ (2,700.00)	\$ 3,650.00	No Events / COVID-19	\$ 657.50
7040	State License Fee	\$ 800.00				\$	\$	\$ 800.00		\$ -
7100	Professional Services	\$ -	\$ 7,000.00			\$	\$	\$ 7,000.00	Goal Setting Meeting	\$ -
7110	Leral Fees	\$ 90,000.00				\$	\$	\$ 90,000.00		\$ 20,348.06
7115	Tyoesat and Print Services	\$ 36,300.00			\$ (36,300.00)	\$	\$ (36,300.00)	\$ -	No Activity Guide Publication/COVID-19	\$ 15,270.73
7120	Instructor Services	\$ 97,138.00			\$ (40,000.00)	\$	\$ (40,000.00)	\$ 57,138.00	No Programs / COVID-19	\$ 1,038.49
7125	PERS Admin Fees	\$ 2,110.00				\$	\$	\$ 2,110.00		\$ -
7130	Audit Services	\$ 20,175.00				\$	\$	\$ 20,175.00		\$ -
7140	Medical & Health Svcs(HR)	\$ 5,500.00	\$ (1,500.00)			\$	\$ (1,500.00)	\$ 4,000.00	Not Hiring / COVID-19	\$ -
7150	Security Services	\$ 3,700.00	\$	\$ (500.00)		\$	\$ (500.00)	\$ 3,200.00	Less Rentals/COVID-19	\$ 400.00
7160	Entertainment Services	\$ 1,000.00				\$	\$	\$ 1,000.00		\$ 1,582.50
7180	Business Services	\$ 70,119.00	\$ 20,000.00		\$ (1,500.00)	\$	\$ (1,500.00)	\$ 88,614.00	\$20K Election / COVID-19	\$ 34,487.38
7185	Conversion Adjustment	\$ -				\$	\$	\$ -		\$ -
7190	Umpire/Referee Services	\$ -				\$	\$	\$ -		\$ -
7210	Subscriptions	\$ 4,299.00			\$ (775.00)	\$	\$ (775.00)	\$ 3,524.00	Cancelled Bingo Bugle and VC Star	\$ 1,166.02
7210	Subscriptions	\$ 23,500.00		\$ (2,000.00)		\$	\$ (2,000.00)	\$ 21,500.00	COVID-19	\$ 1,904.93
7310	Rents & Leases- Equio	\$ -				\$	\$	\$ -		\$ -
7320	Blide/Field Leases & Rental	\$ -				\$	\$	\$ -		\$ -
7410	Event Supplies	\$ 2,280.00		\$ (1,500.00)		\$	\$ (1,500.00)	\$ 780.00	No Events / COVID-19	\$ -
7420	Supplies	\$ 3,200.00		\$ (3,200.00)		\$	\$ (3,200.00)	\$ -	No Events / COVID-19	\$ -
7430	Bingo Supplies	\$ 3,600.00		\$ (3,000.00)		\$	\$ (3,000.00)	\$ 600.00	No Bingo / COVID-19	\$ -
7440	Sporting Goods	\$ 3,900.00		\$ (1,300.00)		\$	\$ (1,300.00)	\$ 1,000.00	No Sports / COVID-19	\$ -
7450	Arts and Craft Supplies	\$ 5,575.00		\$ (5,575.00)		\$	\$ (5,575.00)	\$ -	No Programs / COVID-19	\$ -
7460	Training Supplies	\$ 1,600.00				\$	\$	\$ 1,600.00		\$ -
7500	Small Tools	\$ 6,000.00		\$ (1,000.00)		\$	\$ (1,000.00)	\$ 5,000.00		\$ 582.64
7510	Safety Supplies	\$ 3,310.00		\$ (2,050.00)		\$	\$ (2,050.00)	\$ 1,260.00	No Programs / COVID-19	\$ 214.88
7610	Uniform Allowance	\$ 10,240.00	\$ (250.00)	\$ (5,000.00)		\$	\$ (5,250.00)	\$ 3,250.00	Uniform Purchase postponed until 7/1/21	\$ 1,675.52
7620	Safety Clothing	\$ 4,854.00		\$ (310.00)		\$	\$ (310.00)	\$ 4,544.00	Less Part-Time Employees / COVID-19	\$ 578.41
7710	Conference&Seminar Staff	\$ 11,564.00		\$ (3,000.00)		\$	\$ (3,000.00)	\$ 7,564.00	Conference Virtual / COVID-19	\$ -
7715	Conference&Seminar Board	\$ 2,575.00				\$	\$	\$ 2,575.00		\$ -
7720	Conference&Seminar Travel Exp	\$ 4,345.00		\$ (2,274.00)		\$	\$ (2,274.00)	\$ 2,071.00	Conference Virtual / COVID-19	\$ -
7725	Out of Town Travel Board	\$ 3,231.00				\$	\$	\$ 3,231.00		\$ -
7730	Private Vehicle Mileage	\$ 1,684.00				\$	\$	\$ 1,684.00		\$ -
7740	Transportation Charges	\$ -				\$	\$	\$ -		\$ -
7750	Buses/Excursions	\$ 2,950.00		\$ (2,950.00)		\$	\$ (2,950.00)	\$ -	All Excursions canceled / COVID-19	\$ -
7760	Tuition/Book Reimbursement	\$ -				\$	\$	\$ -		\$ -
7810	Utilities Gas	\$ 29,715.00				\$	\$	\$ 29,715.00		\$ 7,442.94
7820	Utilities Electric	\$ 865,373.00				\$	\$	\$ 865,373.00		\$ 479,327.35
7830	Utilities Electric	\$ 220,000.00	\$ (1,000.00)			\$	\$ (1,000.00)	\$ 219,000.00	Sport field lights/COVID-19	\$ 69,578.53
7840	Airport Assessment Exp	\$ 14,000.00				\$	\$	\$ 14,000.00		\$ 842.00
7910	Awards and Certificates	\$ 11,670.00				\$	\$	\$ 11,670.00		\$ 601.70
7920	Meals for Staff Training	\$ 3,560.00		\$ (9,060.00)		\$	\$ (9,060.00)	\$ -	No Sports / COVID-19	\$ -
7930	Employee Morale	\$ -				\$	\$	\$ -		\$ -
7950	COP Debt PV Fields	\$ 229,760.00				\$	\$	\$ 229,760.00		\$ 874.98
7970	Reserve Vehicle Fleet	\$ -				\$	\$	\$ -		\$ -
7971	Reserve Computer/Fleet	\$ -	\$ 5,000.00			\$	\$	\$ 5,000.00	Reserve Policy	\$ -
7973	Reserve Drv Period	\$ -				\$	\$	\$ -		\$ -
7975	Reserve Repair/Oper/Admin	\$ -	\$ 150,000.00			\$	\$	\$ 150,000.00	Reserve Policy	\$ -
8112	COVID Refunds	\$ -	\$ 12,000.00			\$	\$	\$ 12,000.00	COVID-19 Refunds	\$ 11,436.84
Expenses		\$ 7,524,972.00	\$ 256,215.00	\$ (67,793.00)	\$ (357,479.00)	\$	\$ (432,772.00)	\$ 7,355,865.00		\$ 3,521,333.44
	NET CHANGE					\$	\$ (169,057.00)			
	ADOPTED BUDGET									
	REVENUE	\$ 7,527,340.00								\$ 7,364,233.00
	EXPENSES	\$ 7,524,972.00								\$ 7,355,865.00
	VARIANCE	\$ 2,418.00								\$ 8,368.00

	ADJUSTED BUDGETED
ADJUSTED REVENUE	\$ 7,364,233.00
ADJUSTED EXPENSES	\$ 7,355,865.00
VARIANCE	\$ 8,368.00

Reserve Balances

Reserve	1/2021 Balance	Maximum Amount
Vehicle Fleet Reserve	\$ 79,843	\$ 80,000
Computer Hardware Reserve	\$ 15,000	\$ 40,000
Dry Period Reserve	\$ 361,000	5% of Annual Operating Budget
PVRPD Capital Improvement Reserve	\$ -	\$ 500,000
PVRPD Repair/Operations& Administraive Operations Reserve	\$ 50,000	\$ 500,000



PLEASANT VALLEY RECREATION AND PARK DISTRICT

RESERVE POLICY

Board approved September 2, 2020

The Pleasant Valley Recreation and Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the PVRPD Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for the District's vehicle fleet.
- Fund regular replacement of computer hardware and software for District employees.
- Fund "dry period" to assure funds are available for expenditures incurred from April to December
- Fund capital improvements of District's facilities.
- Maintain minimal operational sustainability in periods of economic uncertainty.

POLICY

Use of District's Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the PVRPD Board of Directors.

- VEHICLE FLEET RESERVE

Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate up to \$15,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$80,000. When the annual accumulation would increase the reserve beyond \$80,000 only the amount required to reach the maximum will be reserved.

- COMPUTER HARDWARE RESERVE

Computer Hardware Reserves will accumulate from existing unrestricted funds at a rate up to \$8,000 annually. The maximum amount of Computer Hardware Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000 only the amount required to reach the maximum will be reserved.

- DRY PERIOD RESERVE

Dry Period Reserves are funds that would be set aside for the period of April through December when a minimum or no property tax is received from the County of Ventura. During this time the District sees a drop in revenue while the costs of expenditures outpace the revenue during this period. The Dry Period Reserve will have up to a minimum of 5% of the annual operating budget set aside to be used during the months of November and December when the District needs these funds to meet accounts payables and payroll obligations. A Dry Period Reserve amount will be designated each budget workshop (budget permitting) to ensure the funding in the reserve can sustain the District's operating expenses for the months of November and December.

- PVRPD CAPITAL IMPROVEMENTS RESERVE

Capital Improvement Fund Reserve is set up to cover non-budgeted capital improvement items and may be used to cover emergency major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system



PLEASANT VALLEY RECREATION AND PARK DISTRICT

RESERVE POLICY

Board approved September 2, 2020

improvements and parking lot improvements, etc.). The minimum amount of Capital Improvement Reserves should be a minimum of \$500,000. This reserve fund will have a yearly accumulation of \$75,000 with a maximum of \$500,000 balance.

- **PVRPD REPAIR/OPERATIONS & ADMINISTRATIVE OPERATIONS RESERVE**
District and Administrative Operations Reserve will accumulate from existing unrestricted funds at a maximum up to \$500,000 annually. The minimum amount of District & Administrative Operations Reserve will be based on the total operations expense stated in the current fiscal year budget which equates to 3 months of Operational Expenses.
- **TOTAL ALL RESERVE FUNDS**
The total amount of Reserves designated annually for the Vehicle Fleet, Computer Hardware, Capital Improvement Reserve and PVRPD Repair/Operations & Administrative Operation Reserve is up to \$1,613,000 annually. The amount set aside for Dry Period Reserves is 5% of the annual operating budget. The cumulative accrual cap of \$2,877,597 is for all reserve funds including the Dry Period Reserve.

USING RESERVE FUNDS

- **Vehicle Fleet Reserve**
Vehicle Fleet Reserves will be used exclusively for the non-budgeted purchase of vehicles to support District operations, or to make major repairs to existing vehicles.
- **Computer Hardware Reserve**
Computer Hardware Reserves will be used to purchase non-budgeted computer hardware and software in support of District operations, with the intent of maintaining a modern computer fleet for employees.
- **Dry Period Reserve**
Funds that are designated to cover the operational costs during the “dry period” between the receipt of property taxes in April and the receipt of the property taxes in December, when expenditures typically far outpace revenues. These funds will be used at the discretion of the Administrative Services Manager and/or General Manager
- **Capital Improvement Reserve**
Capital Improvements Reserves shall be limited to non-budgeted and/or emergency costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets
- **District Operations/Repair & Administrative Operations Reserve**
Operational Reserves shall be accrued to ensure 3 months of minimal District and administrative functions at a maximum up to \$500,000 annually. Reserve funds shall be utilized to support:



PLEASANT VALLEY RECREATION AND PARK DISTRICT

RESERVE POLICY

Board approved September 2, 2020

- Administrative operational functions, including minimal staffing levels and administrative/office expenses:
- District operations.
- District repairs (distinguished from Capital Improvements which may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).

MONITORING RESERVE LEVELS

The General Manager, in collaboration with the District's Administrative Services Manager shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual approval of Budget and Reserve Funds. Using this reserve policy model, the minimum amount the District will be setting aside based on the fiscal year 2020-2021 budget is .33% of the total operational budget.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established within this policy, or calls into question the effectiveness of the policy;
- Upon General Manager and/or Board request

JEFFERY S. BURGH
AUDITOR-CONTROLLER

COUNTY OF VENTURA
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ASSISTANT
AUDITOR-CONTROLLER
JOANNE McDONALD

CHIEF DEPUTIES
BARBARA BEATTY
AMY HERRON
JILL WARD
MICHELLE YAMAGUCHI

Date: December 30, 2020

To: Successor Agencies and Taxing Entities

From:  Jeffery S. Burgh, Ventura County Auditor-Controller

Subject: Changes to Redevelopment Property Tax Trust Fund (RPTTF) Distribution Calculations

Pursuant to Health and Safety Code (HSC) section 34182(c)(3), the Auditor-Controller's Office prepared and submitted (ROPS FY20-21B) RPTTF distribution estimates to taxing entities by or before October 1, 2020. This memo is to inform taxing entities of changes that have been made to the calculations after the estimates were submitted. The changes to the distribution calculations are the result of a recent appellate court decision and an in-depth review of the code governing RPTTF and voter-approved taxes.

City of Chula Vista v. Sandoval, 49 Cal.App.5th 539 (2020)

Seven cities sued the San Diego Auditor-Controller over the Auditor's methodology for calculating the residual tax increment ("residual.") Residual funds in the RPTTF are what remain after enforceable obligations, administrative costs and passthrough payments are deducted. Many Auditor-Controllers had been reducing the RPTTF residuals to taxing entities that received passthrough payments and applying a cap so that no taxing entity received more than they contributed to the RPTTF. The court held that any residual remaining in the RPTTF must be distributed in accordance with the taxing entities' pro rata property tax share without any caps or reductions to the distributions of RPTTF residuals to taxing entities that received pass through payments. The California Supreme Court denied the City of Chula Vista's petition for review, making the court decision final. The January 4, 2021 RPTTF distribution worksheets include the revised residual calculation which reflects the court's decision.

SB107 & HSC Section 34183 (a)(1)(b)

SB107 added HSC Code Section 34183 (a)(1)(B) which states, in part, "that portion of the taxes in excess of the amount identified in subdivision (a) of Section 33670, which are attributable to a property tax rate approved by the voters of a city, county, city and county, or special district to make payments in support of pension programs or in support of capital projects and programs related to the State Water Project, and levied in addition to the property tax rate limited by subdivision (a) of Section 1 of Article XIII A of the California Constitution, shall be allocated to, and when collected shall be paid into, the fund of that taxing entity, unless the amounts in question are pledged as security for the payment of any indebtedness obligation, as defined in subdivision (e) of Section 34171, and needed for payment thereof." After an in-depth review and upon the

advice of legal counsel, we have added additional steps to determine whether tax increment related to pension programs or State Water Project debt is needed for the payment of bonded indebtedness obligations of the Successor Agency. If there are sufficient funds in the RPTTF to cover ROPS debt payments and increment is not needed it is returned to the contributing taxing entity. A new tab titled "SB107", to which this Code section applies, has been added to the RPTTF worksheets.

If you have any questions about the changes, please email Property Tax Division Deputy Director Michelle Yamaguchi at michelle.yamaguchi@ventura.org.