

**RIM OF THE WORLD RECREATION AND PARK DISTRICT
PROPOSED 2011/2012 FINAL BUDGET**

	ACTUAL YEAR-END FY 2007/2008	ACTUAL YEAR-END FY 2008/2009	ACTUAL YEAR-END FY 2009/2010	AMENDED BUDGET YEAR- END FY 2010/2011	ESTIMATED ACTUAL YEAR-END FY 2010/11	PRELIMINARY BUDGET YEAR-END FY 2011/2012	PROPOSED FINAL BUDGET YEAR-END FY 2011/2012
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8
Ordinary Income/Expense							
Income							
Assessment Income	406,885.58	363,721.56	372,609.74	755,000.00	745,000.00	755,000.00	755,000.00
Donations	10,289.55	13,229.13	32,156.73	15,000.00	17,000.00	15,000.00	15,000.00
Fees and Charges	356,174.15	331,994.65	297,953.78	250,120.00	265,000.00	255,000.00	255,000.00
Interest	3.97	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	29,210.19	3,069.73	1,179.05	3,941.95	3,660.00	3,500.00	3,500.00
Rental Income	72,911.93	65,739.76	57,109.86	86,200.00	85,550.00	71,908.52	71,908.52
Total Income	875,475.37	777,754.83	761,009.16	1,110,261.95	1,116,210.00	1,100,408.52	1,100,408.52
Gross Revenue	875,475.37	777,754.83	761,009.16	1,110,261.95	1,116,210.00	1,100,408.52	1,100,408.52
Expense							
Advertising	872.21	929.83	265.82	1,500.00	1,000.00	1,500.00	1,500.00
Auto Expense	11,330.59	12,128.27	6,086.99	6,200.00	6,000.00	9,000.00	9,000.00
Bank Fees & Services	2,120.80	2,850.72	1,534.07	2,150.00	2,150.00	2,000.00	2,000.00
Building Loan Payment	48,440.04	48,440.04	48,440.04	48,440.04	48,440.04	48,440.04	48,440.04
Communications	11,732.40	10,708.46	8,647.48	12,800.00	13,000.00	11,500.00	11,500.00
Computer Software	0.00	0.00	0.00	0.00	2,700.00	0.00	0.00
Equipment and Supplies	15,441.84	11,578.32	8,555.17	49,650.00	30,000.00	46,500.00	46,500.00
Equipment Maintenance	815.04	1,378.93	2,899.92	3,500.00	830.00	2,000.00	2,000.00
Food	6,343.01	6,416.29	3,283.05	2,000.00	2,800.00	2,000.00	2,000.00
Insurance	32,320.18	20,900.36	26,186.31	23,526.78	23,526.78	27,093.00	27,093.00
Interest Expense	0.00	10.44	0.00	45,500.00	44,700.00	2,400.00	2,400.00
Legal Notices	143.37	242.00	36.00	551.70	551.70	600.00	600.00
Memberships	3,056.00	2,930.20	2,898.00	2,950.00	3,255.00	3,300.00	3,300.00
Outside Help (1099)	21,747.83	26,600.91	31,298.01	30,300.00	34,500.00	37,300.00	37,300.00
Postage	1,811.62	1,696.62	1,300.88	1,000.00	700.00	700.00	700.00
Printing	1,634.43	447.72	1,816.48	1,500.00	1,800.00	2,000.00	2,000.00
Private Mileage	1,684.77	1,751.94	533.00	1,000.00	1,200.00	2,000.00	2,000.00
Professional Services	35,887.23	21,184.35	91,724.09	254,299.19	206,000.00	122,750.00	122,750.00
Publications/Marketing	701.19	401.16	541.92	1,600.00	2,200.00	2,000.00	2,000.00
Reconciliation Discrepancy	-109.12	0.50	0.00	0.00	0.00	0.00	0.00
Rent/Lease Building/Land	0.00	11.00	0.00	10.00	10.00	10.00	10.00
Rent/Lease of Equipment	8,894.53	7,193.62	6,278.04	9,900.00	8,400.00	10,300.00	10,300.00
Special Expense	27,931.75	27,052.38	24,871.59	30,448.14	30,400.00	30,500.00	30,500.00
Staff Uniforms	193.36	0.00	0.00	1,000.00	900.00	500.00	500.00
Structure Maintenance	30,858.83	26,726.74	23,809.94	49,900.00	45,000.00	40,000.00	40,000.00
Subscriptions	72.00	46.00	46.00	75.00	75.00	75.00	75.00
Training	1,832.00	135.00	181.10	500.00	600.00	3,000.00	3,000.00
Travel	2,039.12	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Utilities	84,783.03	74,608.32	76,961.53	83,200.00	80,000.00	82,500.00	82,500.00
New Facilities / CIP	0.00	0.00	8,274.24	15,020.00	20,100.00	0.00	0.00
Total Service & Supplies	352,578.05	306,370.12	376,469.67	678,520.85	610,838.52	490,968.04	490,968.04
Compensation & Benefits	552,364.13	488,345.19	400,241.44	363,131.38	360,400.00	485,000.00	485,000.00
Total Appropriations	904,942.18	794,715.31	776,711.11	1,041,652.23	971,238.52	975,968.04	975,968.04
Net Income	-29,466.81	-16,960.48	-15,701.95	68,609.72	144,971.48	124,440.48	124,440.48

**RIM OF THE WORLD RECREATION AND PARK DISTRICT
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS**

Date: July 25, 2011

Time: 6:00 P.M.

Hootman Center, Running Springs, CA

I. CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 6:01 P.M. at the Hootman Center in Running Springs by Chairman Craig.

Chairman Craig led those present in the Pledge of Allegiance.

Roll Call:

Mr. Hugh Bialecki, D.M.D.

Mr. Jason Bill

Mr. Rick Craig, Chair

Mrs. Laura Dyberg, Secretary

Karen Reams, General Manager

Others Present:

Geri Begley, Recording Secretary

Members of the Press (2)

Members of the Public (3)

II. Hearing Session/Open Session

1. PUBLIC COMMENTS:

None.

2. DISTRICT COMMENTS:

None.

III. REPORTS

☞ Rim Recreation Foundation

☞ Standing Committees of the Board

☞ Child Care

☞ Recreation

☞ General Manager

Reports were received by Board as presented. The Administration/Finance report was pulled at the request of Administrative Assistant Cindy Sola.

IV. ACTION SESSION

Consent Items

1. Approve minutes of regular meeting held on June 27, 2011.
2. Approve minutes of special meeting held on July 11, 2011.
3. Ratify June warrants.
4. Adopt the 2011/2012 Final Budget.
5. Ratify vote for Jim Acosta; Seat C of CSDA Board of Directors Election 2011.
6. Ratify execution of Best, Best and Krieger engagement letter.
7. Approve co-sponsorship of Walk Through the Pines.

Item 6, staff requested item be postponed until next meeting.

Motion to approve items 1-5

Motion: Dyberg/Bill

Ayes: Bialecki, Bill, Craig, Dyberg

Noes: None

Absent: Hopper

Minutes of the Regular Meeting of the
Board of Directors
July 25, 2011

Item 7, Chairman Craig requested the item be pulled for discussion. Motion to approve was made after discussion.

Motion to approve item 7

Motion: Bialecki/Dyberg

Ayes: Bialecki, Bill, Craig, Dyberg

Noes: None

Absent: Hopper

Action Items

1. Approve job descriptions.

No action necessary, as the job descriptions are in rough draft form and have not been finalized.

2. Approve organization chart, with revision.

Motion: Bialecki/Dyberg

Ayes: Bill, Bialecki, Craig, Dyberg

Noes: None

Absent: Hopper

3. Adopt Resolution 25072011-1 Plan.

Motion: Dyberg/Bialecki

Ayes: Bill, Bialecki, Craig, Dyberg

Noes: None

Absent: Hopper

4. Adopt Resolution 25072011-2 Apple Plan.

Motion: Dyberg/Bill

Ayes: Bill, Bialecki, Craig, Dyberg

Noes: None

Absent: Hopper

V. BOARD COMMENTS

Information/Discussion Items:

1. Ordinance 1 Review.

Dyberg and Bialecki will co-chair ad hoc committee to look at the full scope of Ordinance 1. They will seek representation from all communities within the District. Mick Hill volunteered to sit on the committee. The Board would like to have a first reading by August.

VI. CLOSED SESSION

Board went into closed session at 7:20 P.M.

Board came out of closed session at 7:28 P.M.

Chairman Craig reported no action taken.

VII. ADJOURNMENT

Chairman Craig adjourned the meeting at 7:41 P.M.

Respectfully submitted,
Geri Begley, Recording Secretary

Laura Dyberg, Board Secretary

Memo

To: Board of Directors
From: Cynthia Stevens -- Sola
CC: Karen Reams
Date: June 24, 2011
Re: Proposed 2011/2012 Preliminary Budget Detail - *Revenue*

Assessment Income:

The District budgeted to receive \$755,000 of Assessment income for the 10/11 fiscal year. The District has received \$721,515.14 of Assessment income in the 10/11 year. Of that amount, \$692,488.87 is for current year + \$29,706.09 is for collection of prior years; penalties and interest. \$679.80 was refunded to mobile home owners that were assessed in error from 2002-2009. Staff anticipates an additional \$33,484.86 of additional Assessment income for an estimated actual of \$755,000 for the 10/11 fiscal year.

The District will assess \$22.00 per parcel on approximately 36,000 parcels for the 2011/2012 fiscal year. On average over the past 3 years, 32,500 parcels paid their current assessment for a total estimated revenue of (32,500 x \$22.00) \$715,000. "Assessment Income Current". Over the past 3 years the District has collected on average \$40,000 of prior year assessments and interest and penalties.

The Business and Finance Committee is recommending that the District budget \$755,000 of Assessment income for the 2011/2012 year.

Assessment income (\$755,000) represented 67% of the District's total (estimated actual) revenue (1,121,005.00) for the 2010/2011 year.

Donation Income:

The District budgeted to receive \$15,000 of Donation income for the 10/11 fiscal year. The District has received \$16,871 in "Donations" in the 10/11 year. Staff anticipates an additional \$129.00 of Donation income for an estimated actual of \$17,000 for the 10/11 fiscal year. This is approximately 12% more than what was budgeted (\$15,000) for the 10/11 year. This amount includes the donation by RYSL to ROWRPD of \$4,781 for our participation in the Rim Youth Sports Golf Tournament, Rim Recreation Foundation Donations; Rotary "Spooneman" sign donation of \$3,999,000, "Siam Dunk" Eagle Scout project of \$3,863 for the outdoor basketball court in Running Springs as well as the Derry funded backstop padding (RS &TP) in the amount of \$1,818, and other miscellaneous donations.

The Business and Finance Committee is recommending that the District budget \$15,000 of Donation Income for the 2011/2012 year.

Fees & Charges – Childcare:

The District budgeted to receive \$150,020 of Child Care Fee income for the 10/11 fiscal year. The District has received \$151,271.06 in "Child Care" fees in the 10/11 year. Staff anticipates collecting an additional \$728.94 for an estimated actual of \$152,000.00 for the 10/11 year.

Child Care Fees are down by approximately \$51,705, from the prior 09/10 year (\$203,704.87) The approx. 25% decrease in revenue is believed to be attributed to the poor economy. ROWUSD has decreased in enrollment from 4529 students in the 09/10 year to 4241 students in the 10/11 year; resulting in a 7% decrease and a loss of 288 students

The Business and Finance Committee is recommending that the District budget \$150,000 of Child Care Fee Income for the 11/12 fiscal year.

Fees & Charges – Recreation:

The District budgeted to receive \$80,000 of Recreation fee income for the 10/11 fiscal year. The District has received \$85,591.15 in "Recreation" fee income in the 10/11 year. This is approximately 7% more than what was budgeted (\$80,000) for the 10/11 year. The increase in revenue is due to more recreation programs being offered and increased marketing efforts.

The Business and Finance Committee is recommending that the District budget \$85,000 of Recreation Fee Income for the 11/12 fiscal year.

Fees & Charges -- Facilities :

The District budgeted to receive \$20,100 of Facilities Fees income for the 10/11 fiscal year. The District has received \$18,869.60 in Facilities Fees in the 10/11 year. Staff anticipates an additional \$4,030.40 of Facilities fee income for an estimated actual of \$22,900 for the 10/11 fiscal year.

The Business and Finance Committee is recommending that the District budget \$20,000 of Facilities Fee income for the 11/12 fiscal year.

Total Fees and Charges

2010/2011 budget (150,020 +80,000+20,100)	\$250,120
2010/2011 estimated actual (152,000+85,100+22,900)	\$260,000
2011/2012 budget (150,000+85,000+20,000)	\$255,000

Other Income:

The District budgeted \$3,941.95 of Other income for the 10/11 fiscal year. The District has received \$3,659.20 of Other Income in the 10/11 year.

This account is comprised of CAPRI dividend, Adventure Pass commission and child care fundraisers, and other miscellaneous income.

Fundraisers:

The District is not budgeting anything for Fundraisers due to the fact then when the Child Care program conducts a fundraiser it is not to offset budgeted items. It is typically tied to a special purchase that is not in the budget. When the Foundation conducts fundraisers the revenue passes through the Foundation and when received by the District is considered a donation.

Rental Income – Cell Towers:

The District budgeted \$37,000 of Cell Tower Rental income for the 10/11 fiscal year. The District has received \$37,544.90 in "Cell Tower" income in the 10/11 fiscal year.

T Mobile current rate is \$1,575.71 per month. The fee increases 3% every year.

Verizon current rate is \$1,600.00 per month. There is a step rate increase every five years.

The next 5 year (2nd renewal) rate is \$1,850.00 effective in 2013. The following 5 year (3rd renewal) @ \$2,150, (4th renewal) \$2,450.00. We received an increase in 8/2009.

The Business and finance Committee is recommending \$38,108.52 of Cell Tower rental income for the 11/12 fiscal year.

Rental Income – Other:

The District budgeted \$49,200 of Other Rental income for the 10/11 fiscal year. The District received \$47,800.00 in Rental income in the 10/11 year. The decrease in revenue is due to a DO tenant vacating on May 1, 2011.

Currently there is one DO tenant paying \$2,600 per month and an HC Office tenant paying \$200 monthly. The District has one commercial office space vacant.

The Business and Finance Committee is recommending \$33,800 of Other Rental income for the 11/12 fiscal year. Although staff and committee are hopeful to lease vacant space, the proposed 11/12 budget does not include any rental income for the vacant space.

**Rim of the World
Recreation & Park
District**

Memo

To: Board of Directors

From: Cynthia Stevens – Sola

CC: Karen Reams

Date: June 27, 2011

Re: Proposed 2011/2012 Preliminary Budget Detail - *Supplies and Services*

Advertising:

This account is for the expenses related to placing classified ads for job vacancy or vacant office suites. The District budgeted to spend \$1,500 for advertising for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,500.

The Business and Finance Committee is proposing \$1,500.00 for the 11/12 year.

Auto – Fuel:

This account is for the expenses related to the fuel purchased at ROWUSD site for maintenance vehicles only. The District budgeted to spend \$3,500.00 for Auto Fuel for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$3,500.

Line item expected to increase due to additional maintenance vehicle.

The Business and Finance Committee is proposing \$6,000.00 for the 11/12 year.

Auto – Vehicle Repairs & Maint:

This account is for the expenses related to repairs and maintenance of the maintenance truck. The District budgeted to spend \$2,700 for Vehicle Repairs & Maint for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$2,700.

The Business and Finance Committee is proposing \$3,000.00 for the 11/12 year.

Bank Fees & Services-Credit Card:

This account is for the expenses related to the processing of credit card payments. The District budgeted to spend \$1,500. for Bank Fees & Services Credit Card in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,500.

The Business and Finance Committee is proposing \$1,500 for the 11/12 year. This account is difficult to estimate as fees increase without much notice and activity (total credit card sales) is hard to estimate as well.

Bank Fees & Services-Other:

This account is for the expenses related to the purchase of checks and deposit slip books and NSF fees. The District budgeted to spend \$650 for Bank Fees & Services in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$650.

The Business and Finance Committee is proposing \$500. for the 11/12 year.

Building Loan Payment:

This account is for the expenses related to the District Office Mortgage payment. The District budgeted to spend \$48,440.04 for Building Loan Payment for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$48,440.04

The Business and Finance Committee is proposing \$48,440.04 for the 11/12 year.

The District Staff will begin planning for the balloon payment of \$471,688.90 due 10/25/2015. The intention is to begin to pay down the principal in the 12/13 year and refinance the loan prior to the balloon payment becoming due.

Communications:

This account is for the expenses related to the cost of telephone services at the District Office and Child Care sites as well as the cell phone of Maintenance Lead. The District budgeted to spend \$12,800. for Communications for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$13,000

The cell phone line item is expected to increase from \$720.00 to \$1,500. to allow GM a discretionary fund of \$780. (\$65.00 per month) to reimburse staff for the use of their personal cell phones for District business. Currently (CS, AN, BG and VE) 4 staff members use their personal cell phones for District business without reimbursement. General Manager is currently a contractor therefore not reimbursed for cell phone. If / when GM becomes employee cell phone charges should be reimbursed or a District phone provided.

The Business and Finance Committee is proposing \$11,500 Communications expense for the 11/12 year.

Equipment and Supplies – Inventorial Equipment:

This account is for the expenses related to the cost of assets over \$300.00. The District budgeted to spend \$38,750. for Inventorial Equipment for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$17,250.87. The variance is due to the fact that the District had budgeted to purchase 2nd vehicle in the 10/11 year and has not received invoice for payment as VIN number not created yet per Ford Dealer. Further, computer system equipment upgrade being paid for cash verses financing as finance fees were over 25%.

The Business and Finance Committee is proposing \$35,000 for the 11/12 year. \$30,000 allocated to 2nd maintenance vehicle + \$5,000 other (possibly snow plow attachment for new truck for snow removal)

Equipment and Supplies – Janitorial Supplies:

This account is for the expenses related to the cost to purchase paper/cleaning supplies for District facilities. The District budgeted to spend \$4,000. for janitorial supplies for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$4,000.

The Business and Finance Committee is proposing \$4,000 for the 11/12 year.

Equipment and Supplies – Non Invent Equipment and Supplies:

This account is for the expenses related to the cost to purchase small items such as childcare craft supplies and or maintenance "District Wide" supplies i.e. nails etc. The District budgeted to spend \$2,000. for non-Invent for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$2,300.

The Business and Finance Committee is proposing \$2,500 for the 11/12 year.

Equipment and Supplies – Office Supplies:

This account is for the expenses related to the cost to purchase of office supplies for the District Office. The District budgeted to spend \$3,500. for office al supplies for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$3,500.

The Business and Finance Committee is proposing \$3,000 for the 11/12 year.

Equipment and Supplies – Small Tools and Instruments:

This account is for the expenses related to the cost to purchase of small hand tools and or instruments i.e. drill/hammer or telephone/calculator. The District budgeted to spend \$1,400. for small tools and instruments for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$2,949.13.

The Business and Finance Committee is proposing \$2,000 for the 11/12 year.

Equipment Maintenance & Repair Copier/Phone/Computer:

This account is for the expenses related to repairing the copier/phone/computer equipment. The District budgeted to spend \$2,500. for Equipment Maintenance & Repair Copier/Phone/Computer in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$830.

The Business and Finance Committee is proposing \$1,000. for the 11/12 year.

Equipment Maintenance & Repair Other:

This account is for the expenses related to repairing equipment other than copier/phone/computer equipment. The District budgeted to spend \$1,000 for Equipment Maintenance & Repair- Other in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$0. Landscaping equipment (mower/trailer) require annual maintenance.

The Business and Finance Committee is proposing \$1,000 for the 11/12 year.

Food:

This account is for the expenses related to the cost to purchase required snacks for the Child Care Program. The District budgeted to spend \$2,000. for Food in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$2,800. The variance is due to summer (Jul/Aug) food purchased early (in June).

The Business and Finance Committee is proposing \$2,000. for the 11/12 year.

Insurance – Liability:

This account is for the expenses related to belonging to the Risk Management Pool offered by CAPRI. The District budgeted to spend \$14,120 for Insurance – Liability in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$14,120.

The Business and Finance Committee is proposing \$16,236 for the 11/12 year. CAPRI sent correspondence stating to expect increase of 15-25 % from 10/11 year, 2011/2012 premium notice not received to date.

Workers Compensation:

This account is for the expenses related to workers compensation premiums. The District budgeted to spend \$9,406.78 for insurance – Workers Compensation in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$9,406.78.

This line item is anticipated to increase due to General Manager becoming employee and additional Program / Special Event Coordinator.

The Business and Finance Committee is proposing \$10,855 for the 11/12 year.

Legal Notices:

This account is for the expenses related to placing ads in the paper related to legal postings such as the preliminary budget notice. The District budgeted to spend \$551.70 for Legal Notices in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$551.70

The Business and Finance Committee is proposing \$800 for the 11/12 year.

Memberships:

This account is for the expenses related to the cost of memberships such as CSDA, CARPD, CPRS, COSTCO, and Chambers of Commerce. The District budgeted to spend \$2,950 for memberships in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$3,255. The variance is due to unbudgeted membership in CPRS. The District had been a member in CPRS in prior years but did not renew the membership in recent years due to budget constraints. District staff values this membership and has been utilizing its online "Community" feature. CPRS also offers reduced registration cost to their members for their training / conferences.

The Business and Finance Committee is proposing \$3,300.

Our membership fees are based off total revenue and or payroll figures. Therefore are likely to change due to increased tax assessment revenue. Staff will verify updated membership fees prior to adoption of final budget.

Outside Help 1099 – Instructors:

This account is for the expenses related to paying the program instructors. The District budgeted to spend \$27,000 for Outside 1099-Instructors in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$29,000. Although this expense is over what was budgeted the Recreation fee income is also higher than budgeted. Both are due to more programs being offered and increased marketing and promotional efforts.

District Staff is proposing \$30,000 for the 11/12 year.

Outside Help 1099 – Recreation – Other:

This account is for the expenses related to paying independent contractors who offer services for our recreation programs i.e. track and field starters & the professional referees for the youth basketball program.

The District budgeted to spend \$3,300 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$3,000.

This item is anticipated to increase due to paying all referees and scorekeepers as independent contractors.

The Business and Finance Committee is proposing \$7,300 for the 11/12 year.

Postage:

This account is for the expenses related to purchasing stamps. The District budgeted to spend \$1,000 for Postage in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$700.

The Business and Finance Committee is proposing \$700, for the 11/12 year.

Printing:

This account is for the expenses related to the printing cost of stationary such as letterhead, envelopes and business cards as well as miscellaneous items such as BOD name plates. The District budgeted to spend \$1,500 for printing in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$2,000. The variance is due to banners being purchased and the printing of flyers for open house.

The Business and Finance Committee is proposing \$2,000. for the 11/12 year.

Private Mileage:

This account is for the expenses related to reimbursing employees driving their own private vehicles for District Business such as trips to COSTCO to buy CC Food, trips to CAPRI Workshops and monitoring of youth recreation programs (basketball and track and field) etc. The District budgeted to spend \$1,000 for private mileage in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,200.

Currently GM is contractor therefore not reimbursed for mileage. If / when GM becomes employee, private mileage for District business should be reimbursed.

The Business and Finance Committee is proposing \$2,000 for the 11/12 year.

Professional Services - Auditing:

This account is for the expenses related to the cost to have an outside firm conduct a financial audit. The District budgeted to spend \$39, 00 for Professional Services - Auditing in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$0. The variance is due to the fact that no audits were completed / invoiced in the 10/11 year.

District staff and RAMS (auditor) are currently in the process of completing the 2006/2007 fiscal year audit. Staff is confident that the 2006/2007 & 2007/2008 audits will be completed by mid-year (12/31/11). Staff anticipates the 2008/2009 & 2009/2010 fiscal year audits to be completed by 6/30/12. The 2010/2011 & 2011/2012 fiscal year audits will be completed in the 2012/2013 fiscal year.

The Business and Finance Committee is proposing \$31,100 for the 11/12 year. This amount is comprised of the following; 2008/2007 = \$9,750. + 2007/2008 = 10,350.00 + 2008/2009 = 11,000.

The cost of the 09/10 year is \$11,600.00. Although staff anticipates the 09/10 year audit to be completed during the 11/12 year it will not be paid for until the 12/13 year. LAFCOs 5 year sphere of influence report dated 7/12/2010 stated "Completion of its outstanding audits within the next two fiscal years". As of this date (7/12/10) the outstanding audits consisted of the 06/07, 07/08, 08/09 and 09/10 fiscal years.

Professional Services – Auditor/Controller:

This account is for the expenses related to the financial accounting services (FAS) reporting provided by the SB County Auditor /Controller. The District budgeted to spend \$5,250 for Professional Services in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$5,250.

This line item is anticipated to decrease due the District processing payroll by a private processor instead of the County. The Business and Finance Committee is proposing \$2,000 for the 11/12 year.

Professional Services – Computers & Website:

This account is for the expenses related to services performed on our Computers & Website. The District budgeted to spend \$4,700 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$3,435.

The District entered into a "Managed Services" contract of \$550 per month for the labor related to our computer system upgrade and continued management/ oversight of systems effectiveness and efficiency as well as back up services of our computer system data. Although, staff anticipates bringing the website updating task back in house during the 11/12 year, there is \$100.00 per month in the proposed 11/12 budget for website update management.

The Business and Finance Committee is proposing \$7,800 for the 11/12 year.

Professional Services - Election:

This account is for the expenses related to elections. The District budgeted to spend \$104,807. for 10/11 year. The estimated total the District will spend for the 10/11 year is \$104,807. This amount is comprised of past due balance of 11/8/05 election of \$35,549. + \$65,701.00 from the Measure "C" Election and final payment of Measure "N" of \$3,557.00.

The ROV has estimated the August mail out ballot election to cost \$40,000.00

The Business and Finance Committee is proposing \$40,000 for the 11/12 year.

Professional Services -- LAFCO:

This account is for the expenses related to LAFCO fees. The District budgeted to spend \$1,942.19 for 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,942.19.

The Business and Finance Committee is proposing \$500 for the 11/12 year.

Professional Services -- Legal Counsel:

This account is for the expenses related to legal services. The District budgeted to spend \$10,000 for legal counsel for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$3,700.

The Business and Finance Committee is proposing \$27,500 for the 11/12 year. \$25,000 allocated to payment of legal services deductible on current litigation in process becoming due and \$2,500 for any other legal services required by District.

Professional Services -- MUSCO Lighting:

This account is for the expenses related to the remote access and user reporting for the sports lighting at TP BF and RS BF. The District budgeted to spend \$800. for MUSCO for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$800.

The Business and Finance Committee is proposing \$800 for the 11/12 year.

Professional Services – Parcel Pull:

This account is for the expenses related to the purchase of information to process the parcel pull / tax assessment. The District budgeted to spend \$1,100. for Parcel Pull for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$741. The variance is due to the fact that the disc for the 11/12 year has not been invoiced / paid yet.

The Business and Finance Committee is proposing \$1,100 for the 11/12 year.

Professional Services – Other:

This account is for the expenses related to Professional Services such as the recording secretary, miscellaneous accounting services needed to complete the Special District Transaction Report to the State Controller and contract management.

The District budgeted to spend \$82,000 for Professional Services in the 10/11 year. The estimated total the District will spend for the 10/11 year is \$81,004.

This line item is anticipated to decrease as the budget proposes the management of District will be by employee and not contractor.

The Business and Finance Committee is proposing \$7,250 for the 11/12 year.

Professional Services – Security System

This account is for the expenses related to the security monitoring system at the DO. The District budgeted to spend \$540. for Security System for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$540.

The Business and Finance Committee is proposing \$700 for the 11/12 year.

Professional Services – Service Cost Cost Payroll:

This account is for the expenses related to the processing of the Districts payroll. The District budgeted to spend \$4,000. for Service Cost Payroll for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$4,000.

The Business and Finance Committee is proposing \$4,000 for the 11/12 year.

Publications and Marketing:

This account is for the expenses related to promoting our programs (flyer paper, chamber E Blasts). The District budgeted to spend \$1,600. for Publications and Marketing for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$2,100. The variance is due to the cost of the ad for the open house that was not within the budget. The District also purchased a pop up, table cloth with logo and pens with our name and website printed on them to hand out at special events

District staff recommends that we continue to increase our marketing and promotions budget to help increase public awareness of District programs. Possibly a quarterly newsletter or other marketing strategies i.e. rimotheworld.net.

The Business and Finance Committee is proposing \$2,000 for the 11/12 year.

Rent / Lease of Equipment:

These accounts are for the expenses related to the rental of dumpsters, portable restrooms, vehicles, specialized maintenance equipment etc.

The District budgeted to spend \$9,900. for Rent/Lease of Equipment for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$7,700. The variance is due to lesser amount of snow storms requiring removal equipment be rented.

Increase of this line item is expected with deferred maintenance projects being completed and requiring rental of specialized equipment as well as a dumpster being placed at TP Rotary Centennial Park (shared with baseball field).

The Business and Finance Committee is proposing this line item be amended to \$10,300 11/12 year.

Department of Social Services:

This account is for the expenses related to the licensing fees for our childcare program. The District budgeted to spend \$1,100 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,100.

The Business and Finance Committee is proposing \$1,100 for 11/12 year.

Drinking Water:

This account is for the expenses related to the bottled water for our childcare program as the portables do not have running water. The District budgeted to spend \$750 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$788.05

The Business and Finance Committee is proposing \$750 for 11/12 year.

Special Expense-Facilities Pool:

This account is for the expenses related to the fees charged by Arrowhead Ranch for use of their pool for our swimming lessons and open swim. The District budgeted to spend \$1,800 for Facilities Pool for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,870.00.

This line item is anticipated to increase due to the open swim being offered for the first time in the 11/12 year.

The Business and Finance Committee is proposing \$2,350 for 11/12 year.

Special Expense-Facilities:

This account is for the expenses related to the fees charged by ROWUSD to use their facilities on Saturday for our youth basketball program. The District budgeted to spend \$5,693.14 for Facilities for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$ 5,693.60

We have not received the bill for the 2011 youth basketball season. We have not paid the past due payments per the MOU executed in 2007.

The Business and Finance Committee is proposing \$5,500 for 11/12 year.

Special Expense-Field Trips:

This account is for the expenses of travel and entry fees for childcare workers related to field trips. The District budgeted to spend \$100 for Field Trips for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$72.

The Business and Finance Committee is proposing \$100 for 11/12 year.

Special Expense-Live Scan:

This account is for the expenses of having child care workers, instructors and volunteers live scanned per CAPRI requirement. The District budgeted to spend \$1,000 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$600.

The Business and Finance Committee is proposing \$750 for 11/12 year.

Special Expense-MARTA:

This account is for the expenses related to transporting childcare participants on field trip. The District budgeted to spend \$1,000 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$1,000. The participants are charged a fee for travel to help offset this expense.

The Business and Finance Committee is proposing \$750 for 11/12 year.

Special Expense-YS Uniforms / Awards/Photo/Etc.:

This account is for the expenses related to the purchases of uniforms, awards, photos etc. related to our recreation programs and special events. The District budgeted to spend \$19,000 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$19,000. See detailed report of allocation by program./event.

The Business and Finance Committee is proposing \$19,000 for 11/12 year.

Staff Uniforms:

This account is for the expenses related to the purchases of staff uniforms. The District budgeted to spend \$1,000 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$900.

The Business and Finance Committee is proposing \$500. for the 11/12 year.

Structura Maintenance and Repair:

This account is for the expenses related to the supplies/services to maintain and repair District Facilities. The District budgeted to spend \$49,900 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$49,500.

The Business and Finance Committee is proposing \$40,000. for the 11/12 year.

Subscriptions:

This account is for the expenses related to subscriptions of local newspapers. The District budgeted to spend \$75 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$75.

The Business and Finance Committee is proposing \$75. for the 11/12 year.

Training:

This account is for the expenses related to employee (1st aide/CPR, landscaping, and misc. staff.) and board member training. The District budgeted to spend \$500 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$600. The variance is due to unbudgeted computer training of 2 admin staff members.

This line item is anticipated to increase as training is needed for both staff and board members.

The Business and Finance Committee is proposing \$3,000 for the 11/12 year.

Utilities:

These accounts are for the utility expenses of District facilities. The District budgeted to spend \$83,200 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$82,500.

The Business and Finance Committee is proposing \$82,500 for the 11/12 year.

Uncategorized Expense AKA New Facilities / CIP:

These accounts are for the expenses related to new facilities acquired or capital improvements to existing facilities during the current fiscal year. Expenses related to improvements or additions to assets need to be recorded separately from structure repair and maintenance so that the auditor can easily identify them and create AJE to reallocate to the balance sheet as a new asset or addition to a current asset.

The District budgeted to spend \$15,020 for the 10/11 year. The estimated total the District will spend for the 10/11 year is \$20,100.

The Business and Finance Committee is proposing \$0 for the 11/12 year. The current budget does not allow for any funds to be allocated to new facilities or CIP of current facilities.