



Cabazon Water District
14-618 Broadway Street • P.O. Box 297
Cabazon, California 92230

FINANCE & AUDIT COMMITTEE MEETING

MINUTES

Meeting Location:
Cabazon Water District Office
14-618 Broadway Street
Cabazon, California 92230

Meeting Date:
Tuesday, September 20, 2016 – 3:45 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
ROLL CALL

Director Bui - Present
Director Israel - Present

Calvin Louie (General Manager) - Present
Elizabeth Lemus, Board Secretary - Present
Linda Halley, Financial Consultant - Absent

***Note: This meeting was recorded by the District -**

FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
- Balance Sheet
 - Profit and Loss Two Month
 - Profit and Loss Budget Comparison
 - Statement of Cash Flows
 - Proposed Budget for FY 2016-2017

↓ The District looks at four basic reports each month to get a high level overview of the financial position of the District.

- ✚ These Financial Statements are not Compiled, Reviewed, or Audited, but are created by the contract accountant in her position as Financial Controller of the District.
- ✚ The District has an independent financial audit each year. The District's year ends on June 30.
- ✚ The four reports the District reviews are the Balance Sheet, the Profit and Loss Two Months, the Profit and Loss Budget Performance, and the Statement of Cash Flows.
- ✚ The Balance Sheet shows what the District owns and what the District Owes.
- ✚ The Profit and Loss Two Months shows whether the District is consistent month to month with revenue and expenses.
- ✚ The Profit and Loss Budget Performance shows how the District is doing against the budget, and how the District is doing fiscal year to date.
- ✚ The Statement of Cash Flow gives an overview of the cash that came in and went out during the month.

The first report is the Balance Sheet.

- Total Checking/Savings is substantially the same as last month. Expenditures were similar to deposits.
- Account 12021 shows that the District has a special situation where an individual owes the District money in excess of the regular water bill.
- Accounts 12011 and 12012 Accounts Receivable are substantially the same as the previous month.
- These are the only items of note on the Balance Sheet.

The Profit and Loss two month shows that:

- Account 41100 Base Rate - Water Bills – was at the regular level after a slight spike in July due to a timing difference between June and July.
- Total 50010 - Payroll All Expenses is substantially higher in August in July. Generally, August is a bit higher than July due to the fiscal year end accruals which require that the District records some of the payroll that is paid in July as June expenses. This year, the GM took a one-time vacation payout of 320 hours per the GM's fifth amendment to his contract. This is time he has accrued over the last few years.
- Account 53160- Utilities - Wells –is a bit lower in July due to a refund the District received from Edison related to December, 2015.

- Accounts 5318 - this has been split to show the equipment portion of both the 53180 Materials and Line Maintenance Repair Contractor and 53181 Materials and Line Maintenance Repair Contractor - Emergency Work to give more visibility.

During August, there was an emergency repair required for Broadway.

- 56500 Legal. The bills this month are related to:
General:
Water:
Brown Act/Public Records:
Personnel:

The District ended the month with a preliminary net loss of \$40k.

✚ The Statement of Cash Flows shows that the District received Tax Revenue during the month.

- The largest expenditures were the bills.
- Payroll was at its regular level.
- The total expenditures were about \$151k
- Net cash expended was about \$60k
- The District ended the month with cash of \$161k.
- This ties to the Balance Sheet.

2. Finance & Audit Committee District Payables Review and Approval/Signing

PUBLIC COMMENT

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. **Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))**

ADJOURNMENT

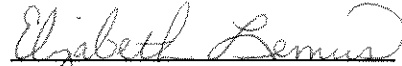
Motion to adjourn at 16:00 hr.

Director Bui - aye
Director Israel - aye

Meeting adjourned at 16:00 hr. on September 20, 2016.



Robert Lynk, Board Chair
Board of Directors
Cabazon Water District



Elizabeth Lemus, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.