

HOPLAND PUBLIC UTILITY DISTRICT

FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

HOPLAND PUBLIC UTILITY DISTRICT  
FINANCIAL STATEMENTS  
JUNE 30, 2018 AND 2017

TABLE OF CONTENTS

Independent Auditor's Report	3
Financial Statements	
Statement of Net Position	5
Statement of Activities And Changes in Net Position	7
Statement of Cash Flows	8
Notes to the Financial Statements	10
Supplementary Information	
Combining Statement of Activities	18

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Board of Directors  
Hopland Public Utility District  
Ukiah, CA 95482

Independent Auditor's Report

I have audited the accompanying financial statements of the business-type activities of Hopland Public Utility District as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

**Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Hopland Public Utility District as of June 30, 2018, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

The District has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United State has determined is necessary to supplement, although not required to be part of the basic financial statements.

### *Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Hopland Public Utility District's basic financial statements. The combining fund financial statement is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The combining fund financial statement is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the combining fund financial statement is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



Michael A Celentano  
Certified Public Accountant

September 7, 2018

HOPLAND PUBLIC UTILITY DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2018 AND 2017

<u>ASSETS</u>	<u>2018</u>	<u>2017</u>
<u>Current Assets</u>		
Cash in bank - Note 2	\$ 643,365	\$ 590,813
Accounts receivable	52,879	52,251
Prepaid insurance	<u>5,679</u>	<u>5,119</u>
Total Current Assets	701,923	648,183
<u>Non Current Assets</u>		
Restricted		
Cash in banks - Note 3	<u>84,000</u>	<u>84,000</u>
Total Non Current Assets	84,000	84,000
<u>Capital Assets - Note 4</u>	<u>2,135,095</u>	<u>2,220,434</u>
Total Assets	<u>\$ 2,921,018</u>	<u>\$ 2,952,617</u>

The accompanying notes are an integral part of these statements

HOPLAND PUBLIC UTILITY DISTRICT  
STATEMENT OF NET POSITION  
JUNE 30, 2018 AND 2017

<u>LIABILITIES</u>	<u>2018</u>	<u>2017</u>
<u>Current Liabilities</u>		
Accounts payable	\$ 31,854	\$ 39,679
Customer deposits	11,035	10,880
Accrued interest	13,217	13,719
Current portion of long-term liabilities	<u>30,000</u>	<u>29,000</u>
Total Current Liabilities	86,106	93,278
<u>Deferred Inflows of Resources</u>		
Prepaid connection fees	<u>30,750</u>	<u>30,750</u>
Total Deferred Inflow of Resources	30,750	30,750
<u>Long Term Liabilities</u>		
Loan payable - RUS - Note 5	<u>1,113,000</u>	<u>1,154,000</u>
	1,113,000	1,154,000
Less: Current portion shown above	<u>30,000</u>	<u>29,000</u>
Total Long Term Liabilities	<u>1,083,000</u>	<u>1,125,000</u>
Total Liabilities	<u>\$ 1,199,856</u>	<u>\$ 1,249,028</u>
<u>Net Position</u>		
Investment in capital assets	\$ 1,022,095	\$ 1,066,434
Restricted for debt service - non expendable	84,000	84,000
Unrestricted	<u>615,067</u>	<u>553,155</u>
Net Position	<u>\$ 1,721,162</u>	<u>\$ 1,703,589</u>

The accompanying notes are an integral part of these statements

HOPLAND PUBLIC UTILITY DISTRICT  
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
<u>Operating Revenues</u>		
Water sales	\$ 215,219	\$ 189,460
Sewer charges	278,683	278,310
Account service charges	4,418	2,853
Other operating revenue	1,798	10,428
 Total Operating Revenue	 500,118	 481,051
 <u>Operating Expenses</u>		
Service Agreements	161,313	129,522
Benefits	5,330	3,007
Utilities	39,815	36,298
Purchased water	7,027	6,572
Repairs and maintenance	17,780	9,372
Contractual services	7,400	8,362
Office expense	2,795	4,148
Insurance	5,620	4,687
Monitoring	14,204	13,475
Rents and leases	600	400
Supplies	5,263	4,262
Telephone	2,104	1,839
Legal fees	210	238
Dues and subscriptions and licenses	21,675	20,901
Directors fees	4,051	4,895
Other operating expenses	330	85
Depreciation	133,282	131,804
 Total Operating Expenses	 428,799	 379,867
 Operating Income	 71,319	 101,184
 <u>Non-Operating Revenues (Expenses)</u>		
Interest income	345	302
Interest expense	(54,091)	(55,951)
 Total Non-Operating Revenues (Expenses)	 (53,746)	 (55,649)
 Net Income (Loss)	 17,573	 45,535
 <u>Net Position, July 1</u>	 1,703,589	 1,658,054
 <u>Net Position, June 30</u>	 <u>\$ 1,721,162</u>	 <u>\$ 1,703,589</u>

The accompanying notes are an integral part of these statements

HOPLAND PUBLIC UTILITY DISTRICT  
STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
<u>Cash Flows From Operating Activities</u>		
Cash received from customers	\$ 499,490	\$ 486,110
Payments to suppliers for goods and services	(137,104)	(94,690)
Payments to employees and contractor and related items	<u>(166,643)</u>	<u>(132,529)</u>
Net Cash Provided by Operating Activities	195,743	258,891
<u>Cash Flows From Capital and Related Financing Activities</u>		
Additions to property, plant and equipment	(47,943)	(29,349)
Principal payments on the long term liabilities	(41,000)	(31,500)
Interest paid	<u>(54,593)</u>	<u>(56,310)</u>
Net Cash Flows (Used) by Capital and Related Financing Activities	(143,536)	(117,159)
<u>Cash Flows From Non Capital and Related Financing Activities</u>		
Net Cash Provided by Non Capital and Related Financing Activities	-	-
<u>Cash Flows From Investing Activities</u>		
Interest income	345	302
Decrease in restricted cash	<u>-</u>	<u>-</u>
Net Cash Flows Provided by Investing Activities	345	302
Net Change in Cash and Cash Equivalents	<u>52,552</u>	<u>142,034</u>
<u>Cash and Cash Equivalents, July 1,</u>	<u>590,813</u>	<u>448,779</u>
<u>Cash and Cash Equivalents, June 30</u>	<u>\$ 643,365</u>	<u>\$ 590,813</u>
<u>Supplemental Disclosures:</u>		
Interest Paid During the Year	<u>\$ 54,091</u>	<u>\$ 55,592</u>

The accompanying notes are an integral part of these statements



HOPLAND PUBLIC UTILITY DISTRICT  
STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

Reconciliation of Operating Income (Loss)  
to Net Cash (Used) by Operating Activities

	2018	2017
Operating income	\$ 71,319	\$ 101,184
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	133,282	131,804
Water sales/Connection fees	-	(1,000)
Changes in assets and liabilities		
(Increase) Decrease in:		
Accounts receivable	(628)	6,059
Prepaid insurance	(560)	(932)
Increase (Decrease) in:		
Accounts payable	(7,825)	21,646
Customer deposits	155	130
 Net Cash Provided by Operating Activities	 \$ 195,743	 \$ 258,891

The accompanying notes are an integral part of these statements

HOPLAND PUBLIC UTILITY DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2018 AND 2017

Note 1 - Organization

Organized September 20, 1950 as a independent special district, Hopland Public Utility District (the "District") provides sewer and water service to the community of Hopland, California.

An election five member Board of Directors establishes policy for the District. The conduct of day to day maintenance and operations is the responsibility of the General Manager.

Accounting Policies

The District's accounting and reporting policies conform to the generally accepted accounting principles as applicable to state and local governments.

The following is a summary of the more significant policies:

Basis of Presentation

The statement of Net Position and Statement of Activities display information about the reporting District as a whole.

The District is comprised of only one fund, the Enterprise Fund. Enterprise funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. The accounting objectives are determinations of net income, financial position and cash flows. All assets and liabilities are included on the Statement of Net Position.

Basis of Accounting

The District Statement of Net Position and Statement of Activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, asset and liabilities resulting from an exchange are recognized when the exchange takes place.

When an expense is incurred for the purpose for which both restricted and unrestricted net position are available, the District's policy is to apply restricted net position first.

Budget

The annual budget is prepared in accordance with the basis of accounting utilized by the District. The budget is amended from time-to-time as the need arises and is

approved by the Board of Directors. The budget is not legally required and therefore budget to actual information has not been presented.

### Deposits and Investments

It is the District's policy for deposits and investments to either be insured by the FDIC or collateralized. The District's deposits and investments are categorized to give an indication of the level of risk assumed by the District as of June 30, 2018 and 2017. The categories are described as follows:

- Category 1 Insured, registered or collateralized, with securities held by the entity or its agent in the entity's name.
- Category 2 Uninsured and unregistered or collateralized, with securities held by the counter party's trust department or agent in the entity's name.
- Category 3 Uninsured and unregistered, or uncollateralized, with securities held by the counter party, or its trust department or agent but not held in the entity's name.

Deposits and investments as of June 30, 2018 and 2017 consisted of Category 1 type only.

### Investment Policy

It is the policy of the District to invest funds in a manner that will provide the highest return with maximum security while still meeting the daily cash flow demands of the District. All investments must conform to the requirements of California Government Code Sections 5921 and 53601.

### Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the District considers operating and cash balances purchased with maturities of less than ninety days to be cash and cash equivalents.

### Accounts Receivable

Accounts receivable represent amounts owed the District by its customers. The District has adopted stringent collection and water shut-off policies which minimize uncollectible accounts. No allowance for doubtful accounts is made because management believes almost all accounts are collectible and any allowance would be immaterial for financial statement presentation. Accounts deemed uncollectible are expensed when recognized and assigned to a collection agency for potential recovery.

### Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### Property, Plant and Equipment

Property, plant and equipment are recorded at cost or estimated cost if actual cost is not available. Donated assets are valued at their fair market value on the date donated. Assets with a value of \$1,000 or less are expensed in the year acquired.

Depreciation of plant, property and equipment is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the estimated useful lives using the straight-line method of accounting. The ranges of estimated useful lives are as follows:

Facilities	15-40 years
Equipment	5-15 years
Vehicles	5 years

### Prepaid Connection Fees

The District has received hookup fees for sewer and water in exchange for the right to connect to those systems at some unspecified future dates. It is not anticipated that these hookups will be completed in the near future; accordingly, amounts received are presented as deferred inflow of resources. Revenue will be recognized at the time connections are completed.

### Risk Management

The District is exposed to various risks of loss related to torts, theft to, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The District carries insurance for all risks. Settled claims resulting from these risks have not exceeded insurance coverage in the past three years.

### Proprietary Fund Financial Statements

The District has a sole fund which is considered a proprietary fund.

Proprietary Fund Financial Statements include a Statement of Net Position, A Statement of Activities and Changes in Net Position, and a Statement of Cash Flows for each proprietary fund.

Proprietary funds are accounted for using the “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all assets and liabilities (whether current or non-current) are included on the Statement of Net Position. The Statement of Activities and Changes in Net Position presents increases (revenues) and decreases (expenses) in total net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. In these funds, receivables have been recorded as revenue and provisions have been made for uncollectible amounts.

Operating revenues in the proprietary fund are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

Note 2 - Cash

As of June 30, 2018 and 2017 cash and investments consisted as follows:

	<u>2018</u>	<u>2017</u>
Cash		
General operations	\$551,968	\$523,299
Savings accounts	175,197	151,514
Petty cash	<u>200</u>	<u>200</u>
	727,365	674,813
Allocated to restricted cash	<u>84,000</u>	<u>84,000</u>
Total Cash	<u>\$643,365</u>	<u>\$590,813</u>

All above deposits are either insured or collateralized and are considered for purposes of the Statement of Cash Flows as cash and cash equivalents. The deposits approximate fair market value.

State law requires uninsured deposits of public agencies to be secured by certain state approved investment securities. The District’s deposits are secured as part of an undivided collateral pool covering all public deposits with the financial institution. The market value of the pool must be equal to at least 110% of the total public deposits held by the financial institutions.

Note 3 - Cash – Restricted

As of June 30, 2018 and 2017 cash - restricted assets consisted as follows:

	<u>2018</u>	<u>2017</u>
Savings accounts	<u>\$84,000</u>	<u>\$84,000</u>
Total Cash– Restricted	<u>\$84,000</u>	<u>\$84,000</u>

Cash, which by board designation, required by loan agreement with USDA Rural Development, is, specified for a purpose other than for general operational use by the District remains under this category. As of June 30, 2018 and 2017, restricted assets are comprised of cash to be used for debt service.

Note 4 - Property, Plant and Equipment

The following is a summary of the changes in property, plant and equipment for the fiscal year:

	<u>Balance 7/1/17</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 6/30/18</u>
Land & land rights	\$ 151,750	\$	\$	\$ 151,750
Facilities	4,358,264	68,797		4,435,556
Construction in progress	<u>20,854</u>	<u>0</u>	<u>(20,854)</u>	<u>0</u>
Total cost	4,539,363	68,797	(20,854)	4,587,306
Less accumulated depreciation	<u>(2,318,929)</u>	<u>(133,282)</u>	<u>0</u>	<u>(2,452,211)</u>
Net Book Value	<u>\$ 2,220,434</u>	<u>\$(64,485)</u>	<u>\$(20,854)</u>	<u>\$2,135,095</u>

Depreciation expense of \$133,282 and \$131,804 were charged as an operating expense for the years ended June 30, 2018 and 2017, respectively.

Note 5 - Loan Payable - RUS

The loan payable is with the Rural Development – Rural Utility Service (RUS) which is a service of the USDA Rural Development. The original loan was for \$1,489,000. Interest at the rate of 4.75% per annum is payable each year on the first day of April and the first day of September. Principal is due on the first day of April.

The District must establish a separate debt service reserve in the amount at least equal to the average annual loan installment. This reserve will be accumulated at the rate of at least one-tenth of that average installment each year until the required level is reached. This reserve shall be maintained at least at the required level for life of

the loan. After the Debt Service reserve has reached this level, the District will deposit one-tenth of the average installment into a Renewal and Extension Fund. These transfers will continue for the life of the loan.

Future loan service requirements are as follows:

<u>Year</u> <u>Ending</u>	<u>Principal</u>	<u>Interest</u>
6/30/19	\$ 30,000	\$ 52,868
6/30/20	31,500	51,443
6/30/21	33,000	49,946
6/30/22	34,500	48,379
6/30/23	36,500	46,740
6/30/24-28	210,000	206,031
6/30/29-33	264,000	151,240
6/30/34-38	333,000	82,294
6/30/39-40	<u>140,500</u>	<u>9,714</u>
Totals	<u>\$1,113,000</u>	<u>\$ 698,655</u>

Interest expense of \$54,091 and \$55,592 were incurred and recorded as a non-operating expense for the years ended June 30, 2018 and 2017, respectively.

Note 6 - Changes in Long Term Debt

The following is a summary of long term debt for the year ended June 30, 2018:

<u>Type of</u> <u>Debt</u>	<u>Balance</u> <u>07/01/17</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>06/30/18</u>	<u>Due</u> <u>Within</u> <u>One</u> <u>Year</u>
Water Loan	\$ 1,154,000	\$ 0	\$ 41,000	\$ 1,113,000	\$ 30,000
	<u>\$ 1,154,000</u>	<u>\$ 0</u>	<u>\$ 41,000</u>	<u>\$ 1,113,000</u>	<u>\$ 30,000</u>

Note 7 - Employees Retirement Plan (Defined Benefit Pension Plan)

The District in prior years participated in a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). The District no longer has employees, it contracts with another District to supply all its labor needs. Due to an unfunded liability with CalPERS, the District is required to make payments to lower this liability based on an Annual Actuarial Valuation Report. As of June 30, 2018 the District's unfunded liability is \$ 72,754 which is based on the June 30, 2017 Annual Actuarial Valuation Report and has not been recorded as a liability as required by GASB 68. The District made a payment of \$ 5,330 to CalPERS to lower this unfunded liability during the current year and this

payment is reflected as an operating expense. This report is a publically available valuation report that can be obtained at CalPERS' website under Forms and Publications.

Note 8 - Joint Powers Agreement

The District participates in a joint venture under a joint powers agreement (JPA) with the Special District Risk Management Authority (SDRMA) for insurance purposes. The SDRMA is a joint powers agency formed pursuant to Section 6500 et. seq., California Government Code, is comprised of California special districts, and agencies including such districts. The relationship between the District and JPA is such that the JPA is not a component unit of the District for financial reporting purposes. The SDRMA's purpose is to jointly fund and develop programs to provide stable, efficient and long term risk financing for special districts. These programs are provided through collective self-insurance; the purchase of insurance coverage's; or a combination thereof.

Note 9 - Subsequent Events

Subsequent events are those events or transactions that occur subsequent to the effective date of the financial statements, but prior to the issuance of the final reports, which may have a material effect on the financial statement or disclosures therein.

There are no subsequent events that have occurred through September 10, 2018 that meet the above definition.



SUPPLEMENTARY INFORMATION

HOPLAND PUBLIC UTILITY DISTRICT  
COMBINING STATEMENT OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	Sewer	Water	Totals	
			2018	2017
<u>Operating Revenues</u>				
Water sales	\$ -	\$ 215,219	\$ 215,219	\$ 189,460
Sewer charges	278,683		278,683	278,310
Account service charges	1,467	2,951	4,418	2,853
Other operating revenue	168	1,630	1,798	10,428
Total Operating Revenue	280,318	219,800	500,118	481,051
<u>Operating Expenses</u>				
Service agreements	80,660	80,653	161,313	129,522
Benefits	2,665	2,665	5,330	3,007
Utilities	18,368	21,447	39,815	36,298
Purchased water		7,027	7,027	6,572
Repairs and maintenance	9,059	8,721	17,780	9,372
Contractual services	3,700	3,700	7,400	8,362
Office expense	1,239	1,556	2,795	4,148
Insurance	2,810	2,810	5,620	4,687
Monitoring	8,661	5,543	14,204	13,475
Rent and leases	300	300	600	400
Supplies	3,183	2,080	5,263	4,262
Telephone	1,052	1,052	2,104	1,839
Legal fees	-	210	210	238
Dues, subscriptions and licenses	18,385	3,290	21,675	20,901
Directors fees	2,882	1,169	4,051	4,895
Other operating expenses	165	165	330	85
Depreciation	66,641	66,641	133,282	131,804
Total Operating Expenses	219,770	209,029	428,799	379,867
Operating Income (Loss)	60,548	10,771	71,319	101,184
<u>Non-Operating Revenues (Expenses)</u>				
Interest income	139	206	345	302
Interest expense	-	(54,091)	(54,091)	(55,951)
Total Non-Operating Revenues (Expenses)	139	(53,885)	(53,746)	(55,649)
Net Income (Loss)	\$ 60,687	\$ (43,114)	\$ 17,573	\$ 45,535